

Human Resources Committee
March 5, 2019

The **Human Resources Committee** met Tuesday, March 5, 2019, at 6:00 p.m. in the Conference Room at City Hall. Present were Committee Members John Uden, Susanne Galbraith, and Jeff Erlenbusch. Excused was Committee Member Kathy Wilcox. Also present were Police Chief Doug Colombik, Mayor John Hollowell, City Clerk Lorrie Pearce, City Planner-in-Training Ally Capps and Human Resources Officer/Recorder Linda Wilkins.

Committee Member Jeff Erlenbusch called the meeting to order.

1. Request of Citizens
None
2. Committee Member Comments
None
4. Discussion and Recommendation: Proposal to combine City Planner-in-Training & Urban Renewal (Historic Preservation/TIFD) Position Descriptions (Mayor)

There was discussion on combining the two positions. Committee Member Erlenbusch commented that he thought the two positions were a good fit together. Planner Capps has set up meetings to meet with the Historic Preservation Committee and the TIFD Committee to get their input. Committee Member Galbraith commented that with annexation coming up, the planning that goes with building a new facility and having to learn everything in both positions that it was too much work for one person. Committee Member Uden wasn't sure if it was too much for one person to handle, but thought that Planner Capps would let someone know if the work load was too much. He would like to give someone a chance. Committee Member Galbraith also commented that the City has paid a considerable amount for professional services to train and bring Planner Capps up to speed in areas she was not familiar with. Planner Capps said that there will always be professional services and annexation will be expensive. She thinks the two positions fit together and provides for networking. The HP and TIFD committees have expressed a willingness to help her. Committee Member Erlenbusch commented that planning would always come first. Committee Member Galbraith said that 50% of the planning budget comes from sewer, water and streets, how do you fit all the duties together from a budget standpoint. She would like to hear what Directors Gray and Speelmon have to say. Mayor Hollowell stated that he sees a lot of work. He thought it would be good to look at a probationary period. The last time the Urban Renewal position was posted it took several months to fill the position. Committee Erlenbusch commented that there are members on the two committees who could help with the work required, this should be discussed with the committees.

***Committee Member Uden moved that the proposal of combining the two positions be approved by the committee on a three month probationary basis, seconded by Committee Member Erlenbusch.*

After further discussion it was decided that the probationary period should be extended.

***Committee Member Uden amended his motion to include a secondary three month probationary period, seconded by Committee Member Erlenbusch. On roll call vote the amending motion passed 2-1. Committee Member Galbraith voting nay.*

***On roll call vote the original motion passed as amended 2-1. Committee Member Galbraith voting nay.*

5. Discussion and Recommendation: Wage Scales, potential revisions (Linda)

HR Officer Wilkins presented the revised wage scale matrix to the committee for their review. The matrix was updated to ten years.

***Committee Member Galbraith moved to recommend approval of the wage scale, seconded by Committee Member Erlenbusch. On roll call vote the motion passed 3-0.*

6. Other
None

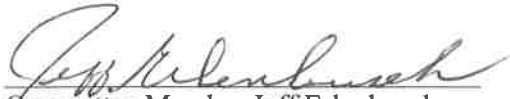
7. Next Meeting: To be determined
Deferred

8. Adjournment

***Committee Member Galbraith moved to adjourn, seconded by Committee Member Uden. The motion passed unanimously 3-0.*

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,


Committee Member Jeff Erlenbusch


Recorder Linda Wilkins