

Human Resources Committee
April 16, 2019

The **Human Resources Committee** met Tuesday, April 16, 2019, at 6:00 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, John Uden, Susanne Galbraith, and Jeff Erlenbusch. Also present were Police Chief Doug Colombik, Fire Chief Branden Stevens, City Planner-in-Training Ally Capps, Public Works Director Scott Gray and Human Resources Officer/Recorder Linda Wilkins.

Committee Member Kathy Wilcox called the meeting to order.

1. Request of Citizens
None

2. Committee Member Comments
None

3. Recommend and Approve: Trial of additional duties, City Planner-in-Training

There was discussion on the feasibility of adding the duties of the Historic Preservation Officer and Urban Renewal Agency Director to a position that was already a training position. One of the duties of the Planner-in-Training is writing grants to help obtain additional funding for the City, there was concern expressed that this aspect of the position may be neglected. A letter had been presented to the committee from the Urban Renewal Agency Chairperson supporting the temporary assignment of UR duties to the Planner-in-Training. The URA committee is willing to provide assistance with the fulfillment of the duties required of the UR Director. The purpose of combining the two positions is not with the intent of taking away from the duties of the Planner-in-Training. It is understood that the training process for a planner takes place over a couple of years. The qualifications and time of the current Planner-in-Training were called into question, as to whether the obligations of both positions could be fulfilled. The City cannot operate without a Planner; however, it can operate without the HPO/URA Director. It was presented that this would be a temporary assignment of additional duties. If the duties became too burdensome, the Planner-in-Training will inform the Public Works Director who will inform the Human Resources Committee. The committee will monitor the position for a trial period of three months beginning May 1, 2019 and ending July 31, 2019 with a possible extension of the trial period. The Public Works Director and Planner-in-Training will provide monthly updates as to the progress of the combined duties to the Human Resources Committee during HR Committee meetings.

***Committee Member Uden moved that there be a temporary assignment to the Planner-in-Training and Grant Writer to perform the duties of the Historic Preservation Officer and Urban Renewal Agency Director, seconded by Committee Member Erlenbusch. On roll call vote the motion passed 3-1. Committee Member Galbraith voting nay.*

4. Recommend and Approve: Battalion Chief Position Description

Two position descriptions were presented to the Committee one for internal applicants and one for external applicants. It was decided that only one position description was necessary. The position description for the external applicant will be used with the word "External" removed and the position description formatted to the current position description template.

***Committee Member Uden moved to approve the external Battalion Chief position description with the word "External" removed, seconded by Committee Member Galbraith. On roll call vote the motion passed 4-0.*

5. Recommend and Approve: Police Sergeant Position Description

The Police Sergeant position was reviewed with the following revisions made: Item 6 under the heading ESSENTIAL ACCOUNTABILITIES AND EXPECTED OUTCOMES change “prompt” to “promptly” remove the words “and cheerful manner”. Under the heading MINIMUM REQUIREMENTS item Experience (skills, abilities), number 1 change to read “Three years in law enforcement field experience.”; item Certificates/Licenses number 1 add “Must be able to obtain an Intermediate Certificate within one year of hire.”

***Committee Member Galbraith moved to approve the Police Sergeant position description as revised, seconded by Committee Member Uden. On roll call vote the motion passed 4-0.*

6. Recommend and Approve: Revisions to “Recruitment and Selection” Personnel Policy

The “Recruitment and Selection” Personnel Policy was reviewed with the following revisions made: Page 4 Application Screening: A. ~~The Mayor and the immediate supervisor for the position being hired~~ “Human Resources Officer” will screen applications for basic qualifications, ...B. ...forwarded to the Mayor “Supervisor” for... ~~The Mayor and/or his designee in consultation with the immediate supervisor for the position being hired, will...~~ “The Mayor must approve all applicants hired.” C. for two “three (3)” years,... Page 7 C. The Mayor may “shall” establish a salary using the “2012 Wage and Benefits Analysis” “Non-Union Employees Wage Scale” as a... If the Mayor feels “deems” that an increase in salary “a deviation from the wage scale” is necessary... ~~The Mayor may also, in his/her discretion, offer a lesser amount in salary. Any exceptions to the “2012 Wage and Benefit Analysis” shall be documented by the Mayor and kept in the hiring/payroll/personnel file.~~ Page 8 Prospective Full Time Police Officer Applicants: ...for employment will only be accepted from “outside applicants” ~~persons who have “employment candidates must” successfully completed MLETC testing”.~~ ~~and are currently on the MLETC eligibility list. Each time a vacancy occurs, all such person on this list will be notified in writing and invited to submit an application.~~

***Committee Member Erlenbusch moved to approve the “Recruitment and Selection” Personnel Policy as revised, seconded by Committee Member Uden. On roll call vote the motion passed 4-0.*

7. Next Meeting

May 30, 2019 6:00 p.m. City Hall Conference Room

8. Adjournment


***Committee Member Erlenbusch moved to adjourn, seconded by Committee Member Uden. The motion passed unanimously 4-0.*

The meeting was adjourned at 7:40 p.m.

Respectfully submitted,



Committee Chairperson Kathy Wilcox



Recorder Linda Wilkins