

**Human Resources Committee**  
**June 6, 2019**

The **Human Resources Committee** met Thursday, June 6, 2019, at 5:30 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, John Uden, and Jeff Erlenbusch. Excused was Committee Member Susanne Galbraith. Also present were City Planner-in-Training Ally Capps, Mayor John Hollowell, Public Utilities Director Tom Speelmon, and Human Resources Officer/Recorder Linda Wilkins.

Committee Member Kathy Wilcox called the meeting to order.

1. Request of Citizens  
None

2. City Planner-in-Training Job Description – Review, Revise, Approve

Preliminary changes were discussed to the position description. Officer Wilkins will mark-up the current position description with suggestions and bring back to the next Human Resources Committee meeting for further consideration.

*\*\*Committee Member Uden moved to continue until the position description is rewritten with changes, seconded by Committee Member Erlenbusch. The motion passed unanimously 3-0.*

3. Review of Temporary Assignment of Historic Preservation/Urban Renewal Duties to the Planner-in-Training

Planner-in-Training Capps outlined the projects that she was currently working on. Chairperson Wilcox asked if she thought that the combined duties were too much. Planner-in-Training Capps commented that she was busy, but there were currently no problems. She will continue on a trial basis and report back at the next scheduled Committee meeting. Committee Member Erlenbusch commented that this is the first time he has seen planning working with the Chamber and MAEDC.

4. Other

None

5. Adjournment

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

The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

  
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Committee Chairperson Kathy Wilcox

  
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Recorder Linda Wilkins