

Human Resources Committee
April 21, 2020

The **Human Resources Committee** met Tuesday, April 21, 2020, at 4:15 p.m. in the Conference Room at City Hall via Zoom conferencing. Present were Committee Members Kathy Wilcox, Dwayne Andrews, R. Curtis Reese and Rick Huber. Also present were: Mayor John Hollowell, PW Director Scott Gray, PU Director Tom Spielmon, City Planner Ally Capps, City Building Inspector Dennis Hirsch, Police Chief Doug Colombik and Human Resources Officer/Recorder Linda Wilkins.

Committee Member Kathy Wilcox called the meeting to order.

1. Requests of Citizens

None

2. Committee Member Comments

None

3. Review, Revise and Approve/Recommend Job Descriptions

A. Building Inspector contractor conversion to City Employee

The committee discussed the advantages and disadvantages of converting this position from a contracted position to that of an employee. Discipline, cost of insurance coverage, training qualifications of an inspector, wages and benefits cost were discussed. It was decided to revisit this at the next meeting when adequate information and a job description be put together for review.

***Chairperson Wilcox moved to postpone discussion until the next meeting, seconded by Committee Member Andrews. The passed unanimously 4-0.*

B. Civil Engineer

This will be reviewed along with the Building Inspector job description at the next meeting.

***Committee Member Andrews moved to postpone, seconded by Committee Member Huber. The motion passed unanimously 4-0.*

C. Police Captain

Chief Colombik reviewed the changes with the committee.

***Committee Member Andrews moved to approve the Police Captain job description as revised, seconded by Committee Member Huber. The motion passed on roll call vote 4-0.*

D. Police Detective/Lieutenant

Chief Colombik reviewed the changes with the committee.

***Committee Member Andrews moved to approve the Police Captain job description as revised, seconded by Committee Member Huber. The motion passed on roll call vote 4-0.*

4. Review and Recommendations concerning wage requests:

A. Historic Preservation Officer/Urban Renewal Administrator

Mayor Hollowell explained that City Planner Capps has been performing the duties of the Historic Preservation Officer and the Urban Renewal Officer and thought it was appropriate to add \$1/hour per additional duty to her wages, this would be a total of \$2/hour. Planner Capps explained she has been performing these duties since February 15, 2019 and has been handling these additional duties well and if funds were not expended from the HPO grant there was a possibility of losing the grant and having to pay back grant monies. Mayor Hollowell explained that this would not put a strain on the general fund as these positions are funded by a grant and the TIF district dollars.

***Committee Member Andrews moved to approve the increase of \$2/hour to the Planner's wages \$1 for each additional duty effective February 15, 2019 to City Council, seconded by Committee Member Reese. The motion passed on roll call vote 4-0.*

5. Other

None

6. Next Meeting: Thursday, May 7, 2020 4:15 p.m.

7. Adjournment

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

The meeting was adjourned at 5:20 p.m.

Respectfully submitted,


Chairperson Kathy Wilcox


Recorder Linda Wilkins