

Human Resources Committee
May 7, 2020

The **Human Resources Committee** met Thursday, May 7, 2020, at 4:15 p.m. in the Conference Room at City Hall. 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 Speelmon, Floodplain Administrator Samantha Malenovsky, City Building Inspector Dennis Hirsch, Police Chief Doug Colombik, City Clerk Lorrie Pearce and Human Resources Officer/Recorder Linda Wilkins.

Acting Chairperson Dwayne Andrews called the meeting to order.

1. Requests of Citizens

None

2. Committee Member Comments

None

3. Wage Increase Requests for FY 20-21

The Mayor recommended that none of the wage increase requests be approved for this fiscal year. The committee discussed the wage increase policy regarding the timeframe for which the wage increases are requested, it is difficult to grant wage increases ahead of the budget process. It was suggested that the wage increase be looked at individually along with the supporting documentation, as per policy.

***Committee Member Andrews moved to move the agenda item for Wage Increase Requests for FY 20-21 to the next Human Resource meeting agenda, seconded by Committee Member Reese. On roll call vote, the motion passed unanimously 4-0.*

4. Review, Revise and Approve/Recommend Job Descriptions:

A. Building Inspector contractor conversation to City Employee

Committee Member Wilcox thought that leaving the Building Inspector as a contracted position opposed to an employee would be best for the City. There was discussion on the possible benefits of having Civil Engineer also acting as the Building Inspector or the City hiring a Civil Engineer and the Building Inspector working under the engineer.

***Committee Member Wilcox moved to keep the Building Inspector as a contracted position, seconded by Committee Member Andrews.*

Committee Member Huber asked for some insight from Inspector Hirsch. Inspector Hirsch stated that the Building Inspector position is a busy job and until all the details could be worked out regarding the Civil Engineer he thought keeping it as contracted position would be best.

***On roll call vote, the motion passed unanimously 4-0.*

B. Civil Engineer

The position description had previously been approved at a previous Human Resource Committee Meeting there was no need for discussion.

5. Discuss: Dept Head's request for an additional personal day as PTO

No action, a policy would need to be written and approved.

6. Other

Chief Colombik pointed out the need for another salary survey, he is concerned if the City does not keep pace with comparable cities wages throughout the state. He believes the City will be in the same position it was in when the 2012 Salary Survey was conducted. It was suggested that a salary survey should be done during the next fiscal year.


7. Next Meeting: May 21, 2020 at 4:15 p.m.

8. Adjournment

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

The meeting was adjourned at 5:10 p.m.

Respectfully submitted,



Acting Chairperson Dwayne Andrews



Recorder Linda Wilkins