

Human Resources Committee
June 30, 2020

The **Human Resources Committee** met Tuesday, June 30, 2020, at 4:15 p.m. via Zoom Conferencing. Present were Committee Members Kathy Wilcox, Dwayne Andrews, R. Curtis Reese and Rick Huber. Also present were: PW Director Scott Gray, PU Director Tom Speelmon, Floodplain Administrator Samantha Malenovsky, City Planner Ally Capps, Police Chief Doug Colombik, and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

1. Requests of Citizens

None

2. Committee Member Comments

None

3. Review/Recommend Job Descriptions:

A. Building Inspector/Code Enforcement

Director Gray commented on the changes made to the job description so that the departments of flood, zoning, planning, fire, any department involved with building and those codes would be followed and contacted along with following ICC rules and restrictions. Committee Member Huber asked about certifications. Director Gray stated the City building inspector handles commercial and residential inspections and if this is not spelled out in the job description the change would be made. Chairperson Wilcox questioned the title because we have another job description with code enforcement officer in it. Gray explained they work together public nuisances are handled by animal control. Chairperson Wilcox asked Officer Wilkins to change the title to Building Inspector / Building Code Enforcement.

***Committee Member Andrews moved to approve the Building Inspector/Code Enforcement job description language, seconded by Committee Member Reese. The motion passed unanimously, 4-0.*

B. City Court Clerk

Officer Wilkins stated that since there were no representatives of the City Court at the meeting that review should be postponed.

***Committee Member Andrews moved to table review of the City Court Clerk job description, seconded by Committee Member Huber. The motion passed unanimously, 4-0.*

4. Wage Increase Requests for FY 20-21

Officer Wilkins stated the Mayor was going to be there, but not sure where he was. She did have the wage request letter for the Floodplain Administrator. Chairperson Wilcox asked for the justification from the letter written by Director Gray. Officer Wilkins reiterated points from the letter: procured funds from a FEMA grant, worked with USACE on Section 205 Tongue River Flood study, she has helped to reduce the CRS

rating to a Class 8 reducing flood insurance rates for the citizens. Director Gray recommends a \$2/hour increase in wage. Chairperson Wilcox asked what the wage was on the current wage survey. Officer Wilkins stated there was one job on the survey from Glendive that fits that job description the wage is \$4267.38/month. Administrator Malenovsky's current wage is \$3,672/month a difference of \$600/month which equates to \$3.67/hour. Committee Member Andrews stated everyone wants a raise which is normal, and Administrator Malenovsky does a good job. The game the City has been playing is to match the wage to a job description that is the same, so basically, she is being underpaid. Committee Member Huber stated this should come up at budget time. Committee Member Andrews agreed since we don't know what budget will be, but she is saying there is money in the program to cover. Officer Wilkins stated that 40% of her wage is out of general fund. Chairperson Wilcox said that now is budget time, to wait until after budget is final how do you make a request to change the wage. The increase should be considered while budget meetings are going on. Committee Member Huber asked has it has been presented in budget review. Chairperson Wilcox explained it goes to HR first to get justification for the increase. If the request for increase doesn't qualify why send it to finance. The increase would be \$346/month 40% coming from general fund. Committee Wilcox commented there is justification to qualify for consideration needs to go to finance for determination of available funding

***Committee Member Wilcox moved to recommend to the finance committee a \$2/hour increase in Administrator Malenovsky's wage, seconded by Committee Member Andrews. The motion passed unanimously, 4-0.*

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

Officer Wilkins explained that this would have to go through a personnel policy change. Administration is not part of a negotiating unit.

***Committee Member Wilcox moved to remove the item from this agenda and future agendas, seconded by Committee Member Andrews. The motion passed unanimously, 4-0.*

6. Other

Chief Colombik pointed out at the last meeting he had given a salary survey to them that he conducted. The City has fallen behind the average in wages and what he sees with director's pay and it's happening again without a cost of living raise. The City needs to do an accurate survey and keep up with other similar agencies. He would like to see an attempt by the City to try to keep up with administrative staff wages. The directors who protect the city from liability wages are remaining stagnant. Committee Member Andrews stated he makes a good point. Committee Member Huber asked where would all the money come from. Director Gray pointed out that a lot of the different department's wages do not all come from the general fund, and understands being concerned about general fund, but reiterated that wages don't only come out of the general fund. He likes the research that Chief Colombik did and thought the communities he reached out to are comparable to Miles City and thinks it is time for the City to do another survey. Wilcox asked Officer Wilkin's if she presented possible wage increases to the budget committee when they were gathering information. Wilkins stated that she did not.

Chairperson Wilcox outlined 3 steps at this point to be proactive with trying to keep up with other agencies

1. Some consideration of increase would go with chief's survey results now, forward to the budget committee to see if there is anything we can do to bring people up a little bit this fiscal year.

2. Include in our request for HR funds to do a salary survey in the coming fiscal year.
3. Talk more about do we need to work hand in hand with the finance committee and perhaps we need to see what we have for policies in terms of a cost of living increase for staff and department heads alike and perhaps we need to draft something. It is a recurring problem and it is going to continue to be if annual cost of living is not addressed. If performance is adequate maybe not as much as the cost of living, but at least 1 or 2 percent

Chief Colombik has been with the city for 29 years and administration has been left behind while unions have seen consistent increases and contractually have the ability to file grievances and go into arbitration and the Directors are left out wading in the water with no ability to keep up with the cost of living. He would like to see the City take proactive steps. He commented this is the 3rd year without any increase and if we go three more years the cost to provide a wage increase could be up to \$9/hour instead of incremental changes over that same time period. He appreciates the committee being open about this subject and taking the right steps.

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

8. Adjournment

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

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,



Chairperson Kathy Wilcox



Recorder Linda Wilkins

