

**Human Resources Committee**  
**July 7, 2021**

The **Human Resources Committee** met Wednesday, July 7, 2021 at 4:15 p.m. in the City Hall Conference Room. Present were Committee Members Kathy Wilcox, Rick Huber, and Dwayne Andrews. Excused was Stacy Broell. Also present were: Councilperson Steve Palmeri, MCFR Captain Jake Richards, Fire Chief Branden Stevens, City Planner-in-Training Ally Capps, and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

1. Request of Citizens

None

2. Committee Member Comments

None

3. Review, Revise, Recommend Position Description:

a. Building Inspector/Fire Marshal

*\*\*Committee Member Andrews moved to approve the Building Inspector/Marshal position description as revised City Council, seconded by Committee Member Huber. On roll call, the motion passed unanimously 3-0.*

4. Discuss City Planner Career Ladder

Chairperson Wilcox discussed developing the position descriptions around developing opportunities to progress from Planner-in-Training to a Planner III, and would at any point on this ladder would the position be able to operate independently from a professional planning service. Planner Capps commented that there will probably always be a need for outside resources when help is needed. The needs of the City should be determined as to what level of independence is required internally, and the educational requirements to progress to each level, and how to measure the educational requirements. This will be discussed at future Human Resources Committee meetings.


5. Next Meeting: Not Determined

6. Adjournment

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

The meeting was adjourned at 5:37 p.m.

Respectfully submitted,

  
Chairperson Kathy Wilcox

  
Recorder Linda Wilkins