

Human Resources Committee
September 2, 2021

The **Human Resources Committee** met Thursday, September 22, 2021 at 4:15 p.m. in the City Hall Conference Room. Present were Committee Members Kathy Wilcox, Stacy Broell, and Dwayne Andrews. Excused was Rick Huber. Also present were: Mayor John Hollowell, Police Chief Doug Colombik 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

The “Accountable to” for the Building Inspector positions description was revised to the Mayor.

***Committee Member Andrews moved to approve the draft Building Inspector position description as revised, seconded by Committee Member Broell. On roll call, the motion passed unanimously 3-0.*

b. Draft Planner One

The draft Planner I/Grants Administration position was discussed as presented and the following revisions were made to the draft. Department would remain Community Service & Planning. Minimum Requirements – Education the following words would be added “Training required”100 hours...

***Committee Member Broell moved to approve the draft Planner I/Grants Administration position description as revised, seconded by Committee Member Andrews. On roll call, the motion passed unanimously 3-0.*

c. Draft Planner-in-Training

The draft Planner-in-Training/Grants Administration position description was revised as follows: Under Planner-in-Training; Item 4 was moved to Item 5 and the new language for Item 4 is “Prepares and submits monthly reports to the City Council about current and future land use management activities.” Item 12 was added “Obtain training in accredited land use regulation- 20 hours a year.” Under Grants Administration Item 4 was added “Obtain training in grant administration and writing – 8 hours a year.” Under Desirable Qualifications – Abilities bullet point 2 after “meetings” was added “upon request or if relevant to the agenda.”.

***Committee Member Andrews moved to approve the draft Planner-in-Training/Grants Administration position description as revised, seconded by Committee Member Broell. On roll call, the motion passed unanimously 3-0.*

4. Review/revise/discuss/recommend: draft Union 283B wage scale matrix

After a brief discussion it was determined that a 1.2% COLA would be offered as a wage increase to the base wage of the matrix.

***Committee Member Andrews moved to approve the 1.2% COLA to the base wage of the matrix, seconded by Committee Member Broell. On roll call, the motion passed unanimously 3-0.*

Officer Wilkins will coordinate a meeting with the 283B Union tentatively for September 9, 2021 at 4:00 p.m.

5. Next Meeting: September 21, 2021 4:15 p.m.

6. Adjournment


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

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

Respectfully submitted,



Chairperson Kathy Wilcox



Recorder Linda Wilkins