

**Human Resources Committee**  
**January 18, 2022**

The **Human Resources Committee** met Tuesday, January 18, 2022 at 4:15 p.m. at City Hall in the Human Resources Office. Present were Committee Members Kathy Wilcox, Stacy Broell, Rick Huber and Dwayne Andrews. Also present was: Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

1. Elect Chairperson

*\*\*Committee Member Andrews moved to nominate Kathy Wilcox as Chairperson, seconded by Committee Member Broell. On roll call, the motion passed unanimously 3-0 with Committee Member Wilcox abstaining.*

2. Committee Member Comments

None

3. Discuss & recommend next steps: City Planner/County Planner Discussion

Officer Wilkins informed the committee that there was discussion during a Directors Meeting regarding creating a City/County Planner. The Planner-in-Training position has not yet been filled and Director Gray has been fielding calls for this position and there is a need to fill this position. The additional duties of Urban Renewal and Historic Preservation could possibly be advertised as another position. Member Andrews thought if we went this direction the position should be housed at the City. Member Huber questioned if the duties of the planner could be possibly picked up by another staff member possibly in conjunction with flood. Member Broell thought items would be missed by a staff member wearing too many hats. Member Huber thought that Grants Administration was an important area to look at, how many grants are currently in the making. Chairperson Wilcox thought the committee should look at the pros and cons of have a City/County Planner. Pros: sharing expense, separated from other duties, the county planner is currently off site. Cons: less control. The committee decided they would not make a decision today, but would like to look at the job descriptions for public works and utilities.

4. Next Meeting – Items for the next agenda:

1. Wage Increase for summer help
2. Temporarily for the planner field calls to follow citizens requests
3. Look at Grant Writing position
4. Job Description of Police/Legal Admin Assistant

The next committee meeting was scheduled for February 17, 2022 at 4:15 p.m.


5. Adjournment

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

The meeting was adjourned at 4:49 p.m.

Respectfully submitted,

  
Chairperson Kathy Wilcox

  
Recorder Linda Wilkins