

Human Resources Committee
February 17, 2022

The **Human Resources Committee** met Tuesday, February 17, 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 were: AFSCME Representative Hannah Nash, Public Works Director Scott Gray, Flood Plain Administrator Samantha Malenovsky, AFSCME Local 283A Acting President Gail Krezelak, City Water Clerk Alex Butcher, 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. Discuss & recommend next steps:

- a. City Buildings/Shops Maintenance Staff - new position (7 buildings)
Chairperson Wilcox thought that this position should be considered considering the number of buildings owned by the City. There was discussion regarding the duties of this position. After this discussion it was decided to look at the scope of such a position and the cost.

***Committee Member Huber moved to postpone, seconded by Committee Member Broell.
The motion passed, 3 aye, 1 nay.*

- b. CDL Class B Trainer – Current driver add a new certificate? New position?
The Federal Motor Carrier Safety Administration is requiring a certified trainer to train CDL drivers. Director Gray has contact the Miles Community College CDL program regarding these requirements. It may be possible for the City to work with other communities to work to meet the certified trainer requirements. More information needs to be obtained to move forward.

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

- c. Civil Engineer – never advertised
Director Gray stated that we currently have profession engineers retained for existing projects, he suggested it would be best to wait until the existing projects were completed to discuss hiring an engineer.

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

4. Scott Gray: discuss rate increase need for summer seasonal help
Director Gray discussed it will be difficult to find seasonal help with the current wages being paid when other local businesses are paying \$14 or \$15/hour and the City's starting wages are \$10 or \$11/hour. Committee Member Broell thought the City should be charging more at the pool.

***Committee Member Andrews moved to refer to finance for raising the pool fee, seconded by Committee Member Wilcox. The motion passed, unanimously 4-0.*

5. Position Descriptions: review, revise, approve
 - a. Administrative Assistant – Police Department
The position description has been reviewed by Chief Colombik and needs no changes.

***Committee Member Broell moved to approve the position description, seconded by Committee Member Huber. On roll call vote, the motion passed, 4-0.*

b. Utility Billing Clerk Supervisor

The position description was discussed and the role of supervising another employee, along with the possibility of wage increase.

***Committee Member Wilcox moved to table, seconded by Committee Member Broell. The motion passed unanimously, 4-0.*

c. ***Committee Member Wilcox moved to table, seconded by Committee Member Huberl. The motion passed unanimously, 4-0..*

d.

6. Other

None

7. Next Meeting: March 15, 2022

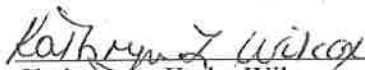
The next committee meeting was scheduled for March 2, 2022 at 4:15 p.m.


8. Adjournment

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

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,


Chairperson Kathy Wilcox


Recorder Linda Wilkins