

Human Resources Committee
March 15, 2022

The **Human Resources Committee** met Tuesday, March 15, 2022 at 4:15 p.m. at City Hall in the Human Resources Office. Present were Committee Members Kathy Wilcox, Rick Huber and Dwayne Andrews. Excused was Committee Member Stacy Broell. Also present were: Public Utilities Director Tom Speelmon, Council Member Chris Grenz, Fire Captain Jake Richards, Flood Plain Administrator Samantha Malenovsky, Police Chief Doug Colombik, 911 Supervisor Lyne Anderson, 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. Position Descriptions: Review, revise, approve

a. Utility Billing Clerk

Director Speelmon explained to the committee by adding the duty of directing this would create less miscommunication, removing the director as to the go between in day to day activities.

***Committee Member Andrews moved to approve the Utility Billing Clerk positions description as revised, seconded by Committee Member Huber. On roll call, the motion passed, 3-0.*

b. Grant Writer Position;

The committee discussed removing the grant administration language from the Planner-in-Training/Grant Administrator position description. The position will be a full-time position reporting to the Mayor.

***Committee Member Huber moved to approve the Grant Writer position description, seconded by Committee Member Andrews.*

Officer Wilkins stated the grant administration language needed to be removed from the Planner-in-Training / Grant Administer

***Committee Member Andrews moved amend the motion to remove the grant administrator language from the Planner-in-Training / Grant Administrator position description and create a stand-alone position description for a Grant Writer and the Planner-in-Training, seconded by Committee Member Wilcox*

The amended motion passed, unanimously 3-0.

4. Review MT State COLA recommendation; recommend and transmit City COLA for FY 22-23 to Finance Committee. (reference; Non-Union Staff Cost of Living Increase policy; resolutions # 4387 and tracking form).

Officer Wilkins presented the average of the United States Department of Labors matrix for the average 2021 Consumer Price Index Matrix to the committee of 4.7% COLA


***Committee Member Hubel moved to recommend the 4.7% COLA for Non-Union Staff to the Finance Committee, seconded by Committee Member Andrews. On roll call vote, the motion passed, 3-0.*

5. Next Meeting: Tues, April 12, 2022; 4:15 p.m.
The next committee meeting was scheduled for April 5, 2022 at 4:15 p.m. in the City Hall Conference Room
6. Adjournment

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

The meeting was adjourned at 5:05 p.m.

Respectfully submitted,



Chairperson Kathy Wilcox



Recorder Linda Wilkins