

**Human Resources Committee**  
**November 1, 2022**

The **Human Resources Committee** met Tuesday, October 18, 2022 at 5:00 p.m. at City Hall Conference Room. Present were Committee Members Kathy Wilcox, Dwayne Andrews, and Rick Huber Stacy Broell was absent. Also present were: Fire Chief Branden Stevens, Police Chief Doug Colombik, and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

1. Request of Citizens  
None

2. Staff Comments  
None.

3. Committee Member Comments  
None

4. Review, approved, recommend to Full Council: approved PT – Grant Writer position and draft Contract

*\*\*Councilperson Broell moved to recommend to Council the draft Grant Writer contract with any revisions by City Attorney Rice, seconded by Councilperson Huber. Motion passed 3-0.*

5. Review, revise, recommend to Full Council Position Description: FT Administrative Assistant – duties related to assisting the Planner and the Finance/HR Office.

*\*\*Councilperson Broell moved to recommend to Council as read by title only, seconded by Councilperson Huber.*

Revisions were made to the draft position description and two separate Administrative Assistant position descriptions, each a part-time position, for Planning and Finance/HR Office.

*\*\*Councilperson Broell amended the motion to make recommended revisions to position descriptions and bring back to the Human Resource Committee for review, seconded by Councilperson Huber. Amended motion passed 3-0.*

6. Review, revise and approved: FY2023 mandatory Continuing Education needs and sources of training for Dept Heads and City Staff

*\*\*Councilperson Broell moved to postpone, seconded by Councilperson Huber. Motion passed 3-0.*

7. Schedule next meeting

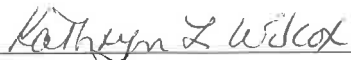
Next Meeting: Tuesday, November 1, 2022: 5:00 p.m.

8. Adjournment

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

The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

  
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Chairperson Kathy Wilcox

  
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Recorder Linda Wilkins