

**Human Resources Committee**  
**January 19, 2023**

The **Human Resources Committee** met Thursday, January 5, 2023 at 5:00 p.m. at City Hall Conference Room. Present were Committee Members Kathy Wilcox, Dwayne Andrews, Pam Bovee and Rick Huber. Also present were: Public Works Director Scott Gray and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

1. Elect HR Committee Chair.

*\*\*Councilperson Andrew nominated Councilperson Wilcox, seconded by Councilperson Huber. Motion passed 3-0, Councilperson Wilcox abstained.*

2. Request of Citizens  
None

3. Staff Comments  
None

4. Committee Member Comments  
None

5. Discuss, Approve, Recommend: Planning Duties, including lease management, & compensation.
  - a. Mayor's recommendations.

Director Gray reported to the Committee that Mayor Hollowell, City Clerk Rowe and himself had meet on the duties each is doing related to Planner responsibilities. He is fielding calls from the public, Clerk Rowe is working with the contracted planner on leases, Floodplain Administrator Malenovsky is picking up slack with administrative duties related to the Planner. An administrative assistant to the Planner is a good idea. Staff are requesting additional compensation for the additional duties staff are assuming with the absence of a planner on staff, should be a consideration of Council. The idea of a City/County Planner was a good idea.

Chairperson Wilcox recommended taking what was in the budget and splitting it among the employees performing the additional duties along with an employment contract stipulating the duties and compensation.

*\*\*Councilperson Andrews moved to recommend to Council:*

- *Continue to recruit for a City Planning Assistant, 0.5 FTEE position.*
- *Work with Custer County Commissioners to explore the feasibility of an Interlocal Agreement, to be implemented in FY 2024 if possible.*
- *Compensate the 3 staff members performing the Planning Assistant duties since the beginning of FY 2023 July 1, 2022 through Dec 2022 (City Clerk, Public Works Director, Floodplain Administrator) at an equally-shared portion of the total monthly wage allotted for the Planner-in-Training position on the FY '22-23 Wage Scale Matrix approved by the Council, Aug 2022.*
- *Enter into an Employment Contract with the Public Works Director and Floodplain Administrator to continue performing Planning Assistant Duties, including lease management, for the period Jan 1, 2023-June 30, 2023. Compensate these 2 staff members at an equally-shared portion of the total monthly wage allotted for the position on the FY '22-23 Wage Scale Matrix approved by the Council, Aug 2022.*
- *Include in the contract the ability to extend the Contract as needed to enact a permanent resolution for staffing these duties.*

*Compensation Calculations*

1. *For Period July 1, 2022 – Jan 31, 2023: 1 Lump-Sum Payment to each of 3 staff members performing Planning Asst duties*
  - a. *FY 2023 wages \$2521 per month*
  - b. *Divide x # staff (3) \$840.33 /month/worker*
  - c. *Multiply by # months worker performed Planning duties (6) \$5042 /month*
  - d. *Total wage compensation, first 7 months of this FY, 3 workers \$15,126 6 mo, 3 workers*
  - e. *Plus additional wage-related costs for benefits paid by City*
  
2. *For Period Feb 1, 202 – June 1, 2023: Under Employment Contract; 2 staff members performing Planning Asst duties*
  - a. *FY 2023 wages \$2521 per month*
  - b. *Divide x # staff (2) \$1260.50 /month/worker*
  - c. *Multiply by # months each worker performing Planning duties \$7563/worker for 6 months*
  - d. *Total wage compensation, last 5 months of this FY, 2 workers \$15,126 6 mo, 2 workers*
  - e. *Plus additional wage-related costs for benefits paid by City*

*Seconded by Councilperson Bovee. On roll call vote, the motion passed 4-0.*

6. Discuss, Approve, Recommend: Urban Development, Historic Preservation, TIF District duties & compensation.
  - a. Mayor's recommendations.

*\*\*Councilperson Wilcox moved to postpone, seconded by Councilperson Andrews. Motion passed 4-0.*

7. Coming Up:
  - a. Position Description updates done: Feb, March
  - b. Performance evals to Linda: March, April
  - c. Non-Union staff Wage Matrix Step and COLA recommendations: to Finance by Mar 31
  - d. Other Wage Increase Requests w/ required documents, signatures: to Linda and Committee before May 1, 2023
  - e. CDL Class B Trainer options

Reviewed upcoming deadlines. Director Gray commented the CDL trainer options was not urgent and could be worked on in the future.

8. Schedule next meeting – Feb 9, 2023; 5 pm

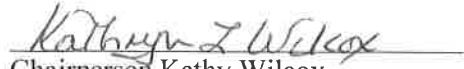
Meeting was scheduled.

9. Adjournment

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

The meeting was adjourned at 5:52 p.m.

Respectfully submitted,

  
Chairperson Kathy Wilcox

  
Recorder Linda Wilkins