

Human Resources Committee
March 9, 2023

The **Human Resources Committee** met Thursday, March 9, 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: Mayor John Hollowell, Fire Captain Eddy Kanduch, Dispatch Supervisor Lyne Anderson, Planner Joel Nelson 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. Revise, approve, recommend Position Descriptions
5. 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.*

6. 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.

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


Meeting was scheduled.

8. 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