City of South Lebanon
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Personnel Committee Meeting Minutes

April 16, 2026 5:30 PM

Members:
Linda Allen, Chairperson - Present
Lisa Fedor - Vice-Chairperson - Present
Maryan Harrison - Present

Staff:
Chris Hacker, Administrator –Present
Linda Burke, Mayor - Present

1. **Call to Order:**

   Linda Allen called the meeting to order at approximately 5:30 p.m. with roll call.

2. **Roll Call**: Ms. Allen-Present, Ms. Fedor-Present, Ms. Harrison-Present.

3. **Review and Approval of Minutes**: Chairperson Allen asked if everyone had reviewed the minutes of the prior meeting held on October 29, 2025. A motion was made by Harrison to accept the minutes as written which were seconded by Fedor. The motion carried 3-0 (Allen-Yea; Fedor-Yea; Harrison-Yea).

4. **New Business**

   A. Review Job Description and Legislation for an Administrative Specialist

   City Administrator Chris Hacker presented the proposed job description for the Administrative Specialist position, noting that it had been distributed to committee members in advance. He provided context for the role, explaining that the previous incumbent, Jennifer, had devoted the vast majority of her time—approximately 80 percent—to minutes, legislation, and council preparation, leaving very little capacity to support the various divisions and departments under his oversight. He stated that the intent of the new position was to shift that balance and provide meaningful, broad-based administrative support to utilities, public works, and the zoning office.

   The new job description was intentionally made broader, incorporating responsibilities drawn from public information officer and communications manager roles, with an emphasis on proactive community outreach, social media management, and website development. The committee noted the city's website and social media presence require significant improvement and agreed the position would address that need. The position would be classified at a pay grade of 4, consistent with the existing Finance Specialist position. Clemens Nelson reviewed and independently scored the job description. No changes to the description were requested.

Motion to approve the job description for the Administrative Specialist as written was made by Fedor and seconded by Harrison. The motion carried 3-0 (Fedor-Yea; Harrison-Yea; Allen-Yea)

B. Review Job Description and Legislation for a Zoning Manager

City Administrator Chris Hacker presented the proposed job description for the Zoning Manager position, the second of two vacancies. The position was structured to consolidate all permit-related responsibilities—previously split between the Public Works Director and the City Administrator—into a single point of contact, creating a one-stop shop for residents and improving service delivery. Key responsibilities include managing zoning and right-of-way permits, preparing documents for the Planning Commission and Board of Zoning Appeals, overseeing floodplain compliance in coordination with FEMA guidelines, and directly supervising the Code Enforcement Officer. Hacker noted that the demands of day-to-day zoning inquiries are substantial and that consolidating this function under a dedicated manager is essential for the city to advance the goals of its comprehensive plan. The position would be classified at pay grade 6, consistent with the Tax Administrator's classification. Clemens Nelson also reviewed this job description. No changes were requested.

Committee members expressed strong support. Committee Member Fedor noted that residents who have zoning concerns are already frustrated when they arrive and being transferred between offices only compounds that frustration. She stated that the new structure would significantly improve service delivery.

Hacker briefly mentioned that the city's new office space for the position is nearly ready, pending completion of network and security infrastructure by the city's IT vendor, Velecor, including installation of a firewall and network switch. He noted that AltaFiber service had already been connected to the building and that a small number of additional network drops would be added to accommodate workstations and a network printer.

Motion to approve the job description and legislation for the Zoning Manager as written was made by Chairperson Allen and seconded by Fedor. The motion carried 3-0 (Fedor-Yea; Harrison-Yea; Allen-Yea)

5. **Old Business** – None

6. **Adjournment**: Motion made by Fedor to adjourn the meeting; seconded by Harrison Vote was taken - all yeas. Meeting was adjourned at 5:48 PM.

Linda Allen – Chairman

Tina Williams, Director of Finance

Audio recording of this meeting is available upon request.