



Oak Grove Job Description Committee
Special Session Meeting Minutes
Tuesday, September 16, 2025,
Oak Grove Council Chambers

CALL TO ORDER

The Special Session of the Oak Grove Job Description Committee (JDC) was called to order by Chairperson/Committee Member Janet Edwards at 9:30 a.m. in the Oak Grove Council Chambers located at 8505 Pembroke Oak Grove Road, Oak Grove, Kentucky.

REVIEW OF MINUTES-SEPTEMBER 8, 2024

Motion: Committee Member Richard Baker made a motion to approve the minutes.

Second: Vice Chairperson/Committee Member John Campbell

Vote: Voice vote-motion passed

ROLL CALL

The following members were present:

- Chairperson/Committee Member Janet Edwards
- Vice Chairperson/Committee Member John Campbell
- Committee Member Richard Baker
- Human Resources and Payroll Coordinator Ariel Young
- Finance Director Matt Egbert
- Assistant Police Chief/Major Victor Lynch
- Deputy City Clerk Lisa L Beckman

One citizen in the audience was present.

AGENDA ITEMS

1. Job Descriptions: The committee will review job descriptions, encompassing the job title, department, supervisor, grade, FLSA status, salary range, and job details and Compensation/Step Plan: The committee will review the city's compensation and step plan for employees: The committee met to review and discuss several staffing positions and made the following recommendations:

- Community Center/Parks and Recreation Director- The committee recommended moving this position from the Executive Band to Grade 40, and the educational requirements from requiring a bachelor's degree, to an associate degree or work experience. Human Resources and Payroll Coordinator Ariel Young stated the committee also changed the Customer Service job description to match the 2025 compensation plan.
- Community Center Customer Service - It was agreed that staffing should include one full-time Customer Service Representative and two part-time employees. Questions were asked about the gentleman that the mayor hired for the Community Center, and Human Resources Ariel Young answered those questions.

Motion: Vice Chairperson/Committee Member John Campbell made a motion to move the discussion regarding the Community Center Director/ Parks & Recreation name change to "manager" and have a first reading.

Second: Chairperson/Committee Member Janet Edwards

Vote: Voice vote-motion passed

- City Maintenance Supervisor - The committee recommended changing the title of "Temporary Part-Time Maintenance Work (Roads and Grounds)" to "Maintenance Worker apprentice." This role would report directly to the City Maintenance Supervisor. Further discussion went on to possibly developing a new department where the maintenance of the city would be assigned to certain non-water related positions and keeping the water department separate from the building maintenance and roads & grounds.

Motion: Vice Chairperson/Committee Member John Campbell made a motion for a five-minute break while the Public Works Director, Brian Ahart is summoned.

Second: Chairperson/Committee Member Janet Edwards

Vote: Voice vote-motion passed

Motion: Vice Chairperson/Committee Member John Campbell made a motion to return to the meeting

Second: Chairperson/Committee Member Janet Edwards

Vote: Voice vote-motion passed

The next committee meeting is scheduled for Thursday, **October 2, 2025, at 9:30 a.m.**

ADJOURNMENT

Motion: Vice Chairperson/Committee Member John Campbell moved to adjourn the meeting.

Second: Committee Member Richard Baker

Vote: Voice vote-motion passed

PREPARED BY:

/s/_____
Lisa Beckman, CKMC, Deputy City Clerk

09.24.25
DATE

APPROVED:

Chairperson/Committee Member Janet Edwards

DATE

ATTEST:

Lorelynn Fisher MMC, CKMC, City Clerk

DATE