



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

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**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:**

\_\_\_\_\_/s/\_\_\_\_\_  
Chairperson/Committee Member Janet Edwards

\_\_\_\_\_/10.02.25\_\_\_\_\_  
DATE

**ATTEST:**

\_\_\_\_\_/s/\_\_\_\_\_  
Lorelynn Fisher MMC, CKMC, City Clerk

\_\_\_\_\_/10.02.25\_\_\_\_\_  
DATE

**\*\*Minutes were approved at the October 2, 2025, Special Job Description Committee Meeting.  
The original signed document is available at City Hall\*\***