

Personnel Committee Meeting

December 28, 2017

12:00 noon

Call to order at 12:06pm by Council member Ryan Goodman. Council members Ryan Goodman, Gregor Ernst and Doug Clough present. Also present are Mayor Devlun Whiteing, City Administrator Marc Dennison and Deputy Administrator Heather Sweeden.

Motion by Council Member Clough, seconded by Council member Ernst to approve the agenda.

Motion carries 3-0.

Discussion of the City Personnel Handbook. Talking about at will employers/employees. Skipping grammatical issues until a later time. Discussion of striking section #18 of the handbook. Talking about automatic/direct deposit to all city employees. Discussing the city rectifying any issues as soon as possible. Talking about pay rates and pay scale. Discussion of time clock section of the handbook. Talking about the tardiness policy and supervisor oversight of hours worked by staff. Debating an 8 ½ hour workday vs. 9-hour workday and 30-minute lunch or 1-hour lunch. Discussion of breaks and uniform allowance within 90 days of hire date. No carryover of clothing allowance. Discussion of vacation and removing the 1-year requirement before using any vacation. Talking about reimbursements for meals when at events/training. Discussion of 1 week of vacation for 2 years and increasing it by increments. Lump sick time and vacation into PTO. Council member Ernst wanting to cut sick time in half. Discussion of sick time and the 720 hours of sick time converting to 1 week of vacation. Talking about banking sick hours, carrying over vacation hours. Scrapping 1 sick day per month and scrapping the 720 hours sick time bucket. Page 16-8.1 scrapping this section in the personnel handbook. Discussion of funeral leave. Scrapping section 8.2 however sentence in the handbook. Debating 6 weeks maternity leave vs. sick time use. Page 19 stays, while page 18 goes.

Discussion of setting a pay rate for Mark Nielsen for consultation on the Waste Water Treatment Plant. Talking about a rate of \$50/hour, which is equal to other consultants hired by the city. Discussion of taxes, 941 and take-home pay. Talking about having the City Administrator talk to Mark Nielsen to determine if he will accept a \$40/hour rate. Heather thinks he won't accept \$40 per hour as another consultant received \$50/hour. Shannon Hazelton needs time with Mark to learn more of the WWTP and JEO needs to talk to Mark to discuss historical factors with the sewer lines. Don't exceed 10 hours a month, clear it with Gerrod Sholty before asking.

Other Business: Discussion of Gerrod asking for \$3/hour more and a 12% jump in pay. Talking about Gerrod doing reviews and salary compensation. Discussion of \$2 per hour increase being just over 8%. Talking about Gerrod being a working supervisor. Discussion of time Gerrod has to do things and complete projects. Setting conditions and holding him accountable. Gerrod would report to the Mayor. Discussion of pro-rating Gerrod's yearly increase.

Discussion of appointments.

Adjournment at 1:33pm, by Doug Clough, second by Gregor Ernst.

Marc Dennison, City Administrator

Devlun Whiteing, Mayor