

**MINUTES
POLICIES & PROCEDURES COMMITTEE MEETING**

SEPTEMBER 20, 2012

Gene Beavers called the meeting to order at 6:05 p.m. Other members present were Jeff Bertram and Renee Eckerly, City Administrator. City Attorney Bill Spooner was also in attendance.

Motion was made by Bertram to approve the minutes from the August 15, 2012 Policies & Procedures Committee meeting with noted changes. Seconded by Beavers and unanimously carried.

PERSONNEL – CABLE ACCESS STATION SPECIALIST PART –TIME

One application was received for the position. The Committee interviewed Ashley Alsum.

Motion was made by Bertram to hire Ashley Alsum as the Cable Access Station Specialist at the rate of \$8.15 per hour and recommend such to the City Council. Seconded by Beavers and unanimously carried.

JOB DESCRIPTION & WAGE SCALE FOR PART-TIME PUBLIC WORKS EMPLOYEE

Eckerly reported on the wage step scale and job description as there was not one created before for these positions when it was seasonal. Now with a proposed part time (32 hours per week) public works employee there is a need for a job description and wage scale for the union. This was tabled until the next meeting when Ron Mergen could be in attendance to discuss the need. This was originally brought forward from the Goals & Objectives meeting. This will also be put on the Public Works Committee meeting agenda. It was asked to receive what months Loven and Herzberg work and the dollar value of such.

CITY ADMINISTRATOR CONTRACT

Bertram reported that the two employment contracts are being forwarded from the Union Negotiation Team. The one contract has wording changes with hours to remain at 45 hours per week and the salary to remain at \$73,116.16. The second contract eliminated the City Administrator as the Economic Development Director and reduced the hours worked to 40 per week with a salary of \$60,000.00. The second contract was suggested to the Union Negotiation Team by a committee/group in the community. They suggested a group of business owners and a consultant be put in place as the Director. The monies from the City Administrator's salary would go to the group to pay for a consultant. This would free Eckerly up to work on her City Administrator duties and reduce her hours. The Committee reviewed the EDAP minutes regarding hiring a Marketing Consultant. It was discussed that an Economic Development Director and Marketing Consultant are two different positions. It was asked if the Union Negotiation Team met with Eckerly. Bertram stated they attempted to meet with Eckerly, but she was gone on vacation and couldn't get another meeting until tonight. Eckerly requested that all the changes be reviewed in both contracts with the Committee. It was suggested to get the old Economic Development Director Job Description to Attorney Spooner. The Committee discussed entering into a contract with Eckerly and hire someone else to do economic development. Eckerly has offered to extend her contract for one year. Spooner was asked if there was anything significant changed from Eckerly's current contract to the first contract option. Spooner stated no, that it was all updating and eliminating wording that was

from previous years. Eckerly asked how her vacation/sick leave would be calculated in the first contract since the wording had been eliminated. The Committee review the charts in the Personnel Policy. Since the two members that can vote have a split decision, it was recommended to forward this to Council and the EDAP Board. Eckerly asked how to present any changes and she was directed to do that at the Council. Bertram wants to make sure that timelines are met so that it does not automatically renew. EDAP is scheduled to meet on October 16, 2012, but Eckerly will check to see if it could be moved to October 9th.

PROTOCOL FOR LEAVE

The protocol for City Administrator leave was discussed. Currently the City Administrator is proving notice to the Mayor. The mayor is more in tune, but the Mayor didn't tell anyone of the City Administrator's vacation. The Mayor delayed in telling the Council when City Administrator was on sick leave. The mayor may not be available and everyone should be notified immediately. Not approving, but notifying people of such. The Committee discussed the wording "notice" or "approval". It was suggested to change "approval" to "notice".

Motion was made by Beavers to change the wording from approval to notice and recommend such to the City Council. Seconded by Bertram and passed 2:1 (Beavers, yes; Bertram, yes; and Eckerly, no).

EMPLOYEE PERFORMANCE APPRAISALS

Beavers suggested having Mergen initial being the reviewer on the evaluations for the Maintenance Worker Senior and Maintenance Worker positions.

Beavers recessed the open meeting at 7:28 p.m. and opened the closed meeting. The Committee reviewed performance reviews for:

1. Maintenance Worker Senior
2. Police Officer
3. Maintenance Worker
4. Public Works Director/Airport Manager

The Accounting Specialist's performance review was tabled as comments are being prepared by the employee.

Beavers closed the closed meeting at 7:35 p.m. and re-opened the regular meeting.

Motion was made by Bertram to approve the Employee Performance Appraisals. Seconded by Beavers and unanimously carried.

NEXT MEETING

The next meeting will have November evaluations and items from the March 29th meeting (evaluation forms). A date will be determined for the next meeting; however, not the week of November 19, 2012.

There being no further business, the meeting was adjourned at 7:37 p.m.