

**MINUTES
POLICIES & PROCEDURES BOARD**

JANUARY 8, 2020

The meeting was called to order by Chairperson Shawn Reinke at 5:30 p.m. Members present were Len Gilmore, Ron Mergen, Interim City Administrator; and Belinda Ludwig, Interim City Administrator.

Motion was made by Gilmore to approve the minutes for the December 9, 2019, October 23, 2019, March 5, 2019, June 18, 2019 and January 9, 2019 Policies & Procedures Board meetings. Seconded by Ludwig and unanimously

ELECTION OF OFFICERS

Motion was made by Gilmore to elect Reinke as Chairperson, Gilmore as Vice Chair and the City Administrator position as Secretary. Seconded by Ludwig and unanimously carried.

MEETING SCHEDULE

The Board consented to meeting on the 2nd Wednesday of each month at 5:30 pm

DELETION OF THE CABLE BOARD FROM THE CITY CODE

It was reported that the City Code still has the Cable Board listed.

Motion was made by Gilmore to delete the Cable Board from the City Code and recommend such to the City Council. Seconded by Reinke and unanimously carried.

COMBINING POLICE AND EMERGENCY SERVICES

Members discussed that in an emergency the police will be occupied doing police duties and will not have time for emergency services issues.

Motion was made by Reinke to retain the Police Department and Emergency Services Departments as separate units. Seconded by Gilmore and unanimously carried.

TRAIL ORDINANCE AMENDMENT

Members discussed the surrey bike's width and noted that the ordinance is being amended to meet the motorized wheel chairs. The surrey bikes are approximately 46" in width and could have difficulty meeting others on an 8-foot trail. It was noted the surrey bikes are not a concern as they were not taken out of storage this past summer.

Motion was made by Reinke to approve the recreational trail ordinance amendment and recommend such to the City Council. Seconded by Gilmore and unanimously carried.

INTEREST ON DEFERRED ASSESSMENTS FOR SENIOR CITIZENS

Members discussed the current deferred assessment policy including the eligibility guidelines of ownership, age, homestead, and net income. The termination of deferral status is the sale of property, death of owner, or no further hardship. The intent of the change is for the assessment is to be interest free during the deferral period. After a lengthy discussion how to word the proposal,

Motion was made by Ludwig to amend the ordinance as: “(2) Interest on deferred assessment. Deferred special assessments shall not be subject to and charged interest during the period of deferment, and no interest shall accrue during the period of deferment. Commencing sixty (60) days following termination of the deferral status, interest shall accrue at a rate equivalent to the interest rate set for the original project assessment roll. Interest shall accrue until the assessment is satisfied or as set by the city council. No property currently subject to special deferment status at the time of approval of this section shall accrue interest until the termination of the deferral status as if their deferred assessment had commenced following approval of this ordinance” and recommend such to the City Council. Seconded by Gilmore and unanimously carried.

TAKE HOME VEHICLE POLICY

Members expressed several concerns with the policy that need to be addressed including:

- Vehicles will be stored inside, Mergen stated that City employees will not leave their personal vehicle outside to put the City vehicle inside
- Storing vehicles outside and leaving electronic devices out in the elements
- Storage of weapons outside where someone could break into the vehicle
- Mergen is to rework the policy to fit both the Public Works and Police departments and bring a revised policy back to the April meeting as part of the Personnel Policy

INTERNET POLICY

Staff is to work on a comprehensive plan and bring it back to the April meeting to be part of the Personnel Policy.

LABOR ATTORNEY

Members questioned if the City is currently under a contract with Rinke Noonan. It was reported that the Budget and Finance Board had directed staff to contact several firms for pricing and several local communities to find out who they are utilizing. It was suggested to take the above information directly to the City Council for action.

COMPLAINT AGAINST CITY ADMINISTRATOR/GRIEVANCE BOARD

Reinke will draw up a complaint against the city administrator/grievance board document. It was also discussed that exit interviews should be conducted to find out why an employee is leaving and what can be done to improve the situation or issue. Nothing in the exit interview shall affect the employee and will not be part of their personnel file. This shall be put in the personnel policy.

AGENDA PROCEDURE/ADDING ITEMS TO THE AGENDA

Members reviewed the procedure noting the following:

- Items are to be received by 10:30 on the preceding Tuesday
- Agendas are to be processed and distributed by the Thursday afternoon proceeding the council meeting
- The City Administrator and Public Works Director shall present a report at each meeting with the Police Chief, Liquor Store Manager, and Fire Chief to report bi-monthly

Motion was made by Reinke to approve as amended and recommend such to the City Council. Seconded by Gilmore and unanimously carried.

PERSONNEL POLICY MANUAL

It was decided to plan to discuss this at the April meeting and to keep that agenda free to have the time to dig into this.

POLICE CHIEF CONTRACT REQUEST

After a brief discussion,

Motion was made by Reinke to deny a contract with the Police Chief. Seconded by Gilmore and unanimously carried.

SEVERANCE PAY/RETIREMENT POLICY

It was noted this is part of the Personnel Policy. It was suggested for Mergen to bring a proposal back to the April meeting.

EAP WELLNESS PLAN

Members reviewed the following questions from the City Council:

- Work Comp – waiting to get an answer from the insurance company
- Taxable income, it was noted this is non-taxable
- EAP – The Board would like to look into an EAP or Wellness plan for Public Works, Administration, and Liquor staff as well
- Union position – they are fine with the proposed plans
- Budgets – both departments have budgeted for this in 2020

This is to go back on the City Council with the answers to the questions and with Wegner and Soine to come up with alternatives to who the employee can come to if they want further counseling as instructed by the City Council at the November 26, 2019 Special City Council meeting.

CITY ADMINISTRATOR POSITION

The City is waiting on the decisions on the work comparison study before proceeding.

There being no further business, the meeting was adjourned.