

MINUTES POLICIES & PROCEDURES BOARD

APRIL 8, 2020

The meeting was called to order by Chairperson Shawn Reinke (via teleconference) at 5:30 p.m. Members present were Len Gilmore, Belinda Ludwig, Treasurer/Acting City Administrator; and Ron Mergen, Public Works Director/Acting City Administrator. Also present was Jennifer Welling Administrative Assistant/Zoning Specialist.

There were no minutes for approval.

PERSONNEL POLICY MANUAL

Police Policies

Members noted that due to the size of the document the police policies were a separate item. It was also suggested to wait on the police policies until Wegner is present to review them with the Board. It was stated that any City policies need to be within the personnel policy and any operating guide lines would be in a SOP (Standard Operating Procedure) as a stand-alone document.

There was a lengthy discussion on:

1. The City's Personnel Policy
2. The Model LMC Personnel Policy
3. The Union Contracts

Welling discussed the issues of merging these documents, knowing several items are duplicated in the policies, several items are only in one of the documents, and the union contract is the most current document. Also, the notes from the previous meeting when this was addressed are very difficult to follow. Members suggested merging all the documents utilizing the LMC template and whenever the League adopts a new policy it can be easily drafted into the City's policy. Once complete members will review the updated policy from the beginning.

City Administrator Grievance Policy

It was discussed if the City Attorney should be included in the membership of the Board. It was discussed that being it is against the City Administrator that yes, the City Labor Attorney should be included.

Motion was made by Gilmore to approve the City Administrator Grievance Policy and to include the policy in the Personnel Policy. Seconded by Reinke and unanimously carried (Reinke, yes; Gilmore, yes; City Administration, yes).

Take Home Vehicle Policy

Mergen reported that the Public Works Department does not want to participate in this. The only department this affects in the Police Department and it will be addressed at the next meeting when Wegner is in attendance.

Severance Pay/Retirement Policy

Members reviewed the existing policy from 2007, which states an employee with 15 years of service, may receive one year of single health coverage for every 10 years of service. The City will pay \$450.00. This was for employees hired prior to January 1, 2004. For employees hired from 2004 to August 2007 the benefit is \$350.00.

The proposal was to change the contribution to 100% of the City's contribution to single coverage at the time of retirement. It was suggested to keep it at a dollar number \$800.00, review the policy annually, and merge section 17.2 into 17.1 changing 17.1 dates to read August 2007 and prior.

Policy is to read as follows:

Severance Pay/Retirement

Full time regular employees with dates of employment prior to August 1, 2007 will be eligible for the following retiree insurance program:

1. In order to be eligible, the full-time regular employee must have at least fifteen (15) years of service at the time of retirement and must be legally qualified to draw a pension under PERA. In order to be eligible, the employee must also sign a retirement agreement with the City and provide at least two (2) months advance notice of retirement.
2. An eligible individual will receive one (1) year of single health insurance coverage for every ten (10) years of service with the City. The benefit is based on full ten (10) year increments and is not prorated (for example: an individual with seventeen (17) years of service would qualify for one year of single health insurance).
3. The benefit will cease upon the earliest occurrence of any of the following events:
 - a. The employee reaches age 65
 - b. The benefit is exhausted
 - c. The employee dies

The City will pay up to 100% of the City's contribution up to \$800.00 per month at the time of retirement toward the employee's single premium. The City will not pay for any dependent coverage. The City will make this payment, in its discretion, either directly to the insurer through a voucher upon receipt of a statement or to the employee upon receiving an itemized receipt.

Employees with dates of employment on or after August 1, 2007 are not eligible for a retiree insurance benefit.

Motion was made by Gilmore to change the City's contribution to \$800.00 per month and to review this amount annually and merge section 17.2 and to include the policy in the Personnel Policy. Seconded by Reinke and unanimously carried (Reinke, yes; Gilmore, yes; City Administration, yes).

There being no further business, the meeting was adjourned at 6:35 p.m.