

**MINUTES  
POLICIES & PROCEDURES BOARD**

**JUNE 18, 2019**

The meeting was called to order by Shawn Reinke at 6:00 p.m. Members present were Renee Eckerly, City Administrator; and Len Gilmore. Also present was Paul Wegner, Chief of Police.

There were no minutes presented for approval.

**POLICE CHIEF INSURANCE PROPOSAL/CONTRACT REQUEST**

Wegner is looking to defer his costs as he can't afford the City's insurance; therefore, he is on his wife's insurance. Wegner is requesting money to be put in his flex spending to cover dental and vision. The Board discussed that a lot of companies offer benefits and if employees don't take the benefits that is on the employee. There would be concerns with the unions because there are a number of employees that don't take the health insurance and want other benefits to replace it.

Wegner wants a contract, always wanted a contract. He is an at will employee. Wegner doesn't get night pay because he a salaried employee. Wegner wanted to know if not, why not. Also why deferred comp did not increase for the managers and if not, why not.

Wegner feels there should be a committee that these negotiations and requests can come to. The mechanism to discuss benefits is to talk to the City Administrator, then to Policies and Procedures Board and the Board will make a recommendation to the City Council.

Wegner reviewed a proposed Wellness Program including fitness center, physiological, and religious; a speaker on how to be healthy. The Union Negotiations Board has not approved it because they look at the program as a benefit.

It was suggested to contact Health Partners to find out if they are able to supply a mental health package. The Fire Department would also need health and mental wellness. This type of benefit should be available for all City employees.

**SEVERANCE PAY/RETIREMENT POLICY**

This item was tabled to the next agenda.

**PERSONNEL POLICY**

The Board discussed giving managers a different benefit package. The managers had a union contract, but got kicked out of the union. Reinke would like to talk with Al Roth, AT Group regarding the structure and costs of the City's health insurance.

## **INCLEMENT WEATHER POLICY**

The Board discussed allowing employees to make up their hours through the next payroll period. The concern would be the hours worked with the union contract carrying over to the next pay period.

**Motion was made by Reinke to approve the draft Inclement Weather Policy and recommend such to the City Council. Seconded by Gilmore and unanimously carried.**

## **OUT OF STATE TRAVEL POLICY FOR ELECTED AND APPOINTED OFFICIALS**

The Board reviewed the policy:

- 5.04 – tip now should have a standard of 20%
- 7.01 – discussed removing as Wegner stated there is a history of employees doing this exact thing of taking

**Motion was made by Reinke to draft an Out Of State Travel Policy and recommend such to the City Council with the noted changes. Seconded by Gilmore and unanimously carried.**

## **CITY EMPLOYEE REIMBURSEMENT POLICY**

Suggested changes included:

- Dinner increase to \$35.00
- Increase tip to 20%
- #8 added “and practical”

**Motion was made by Eckerly to the draft City Employee Reimbursement Policy with the noted changes and recommend such to the City Council. Seconded by Reinke and unanimously carried.**

## **WHEN CITY ADMINISTRATOR IS NOT IN THE OFFICE POLICY**

**Motion was made by Reinke to eliminate the When City Administrator Is Not In The Office Policy. Seconded by Eckerly and unanimously carried.**

## **CELLULAR TELEPHONE POLICY**

It was recommended that the Public Works employees split their lunch and break times so there is always someone available to answer calls and be available from 8:00 a.m. to 4:30 p.m. There were no issues in the policy.

## **VIOLENCE IN THE WORK PLACE POLICY**

**Motion was made by Reinke to replace the Violence In The Workplace Policy with the Respectful Work Place model from the League of MN Cities. Seconded by Eckerly and unanimously carried.**

## **TAKE-HOME VEHICLE USE & MOTORIZED EQUIPMENT POLICY**

The Board discussed the policy:

- M – “official capacity” eliminate the rest
- O – type “o”
- Fix with new hands free device – use the state statute
- #9 – discussed if the wording should be changed from “will” to “shall”; should be indoors due to the tools
- #6 – Remove
- Add #10 under “D” – police department vehicle will be governed by police department
- #4 – all police department vehicles will only be operated by licensed peace officers or designees and will be governed under the Police Procedures Manual. At no time will these vehicles be used for personnel use, except by specific authorization by the Chief of Police.
- Make sure to include fire department
- Put signature sheets in policy book; that all employees have read all the policies
- Add same paragraph under Gen. #5 for the fire department as the police with authorization by the fire chief and City Administrator

The Board decided to break down the take home policy to Public Works, Police, Fire and Airport. Eckerly will re-draft the document with all the changes and distribute to the department heads to review and bring back to Policies & Procedures for final review.

## **INTERNET POLICY**

The Board discussed eliminating electronic calendar and instant messaging. All computers and devices used exclusively by the police department may be governed by additional regulations. Those include County, State and Federal regulations that shall supersede this policy where they are in conflict.

Eckerly will re-draft the policy and bring it back to the next meeting.

## **NEXT MEETING**

The next meeting will include:

- Review draft personnel policy
- Table to review Wegner’s benefit package
- Wellness Program
- Severance Pay/Retirement Policy

There being no further business, the meeting was adjourned at 9:00 p.m.