

**MINUTES
POLICIES & PROCEDURES BOARD**

OCTOBER 23, 2019

The meeting was called to order by Shawn Reinke at 10:00 a.m. Members present were Renee Eckerly, City Administrator; and Len Gilmore.

There were no minutes presented for approval.

COLONIAL LIFE

Sales Representatives from Colonial Life Supplemental Insurance came and visited. They would like to replace the current AFLAC policies that the employees are enrolled in. They state they are cheaper, have better coverage, and have better customer service. Eckerly is requesting a recommendation to the City Council to allow Colonial Life to speak to the staff regarding their individual policies and let the staff chose which company is better for them. Colonial Life is a direct competitor to AFLAC. It was asked if everyone had to switch. It was suggested to offer either or, not both. The Board agreed to allow staff to make the decision if they want to switch or not.

Motion was made by Eckerly to allow Colonial Life to come in and visit with staff regarding their policies. Seconded by Gilmore and unanimously carried.

CHAPTER 1, SECTION 1.11 – VIOLATION A MISDEMEANOR ORDINANCE AMENDMENT

Bill Spooner, City Attorney has written an amendment to the ordinance to try to make it clear whether violations are misdemeanors or petty misdemeanors.

Motion was made by Reinke to approve the Ordinance Amendment to Chapter 1, Section 1.03 Violation A Misdemeanor and recommend such to the City Council. Seconded by Gilmore and unanimously carried.

CHAPTER 4, SECTION 4 – ALCOHOLIC BEVERAGES ORDINANCE AMENDMENT

Bill Spooner, City Attorney has written an amendment to the ordinance to replace the entire Alcoholic Beverage ordinance to include the latest law and definition changes from the State Legislation in May 2019. The Board discussed the 3.2 existence and the number of states that have it.

Motion was made by Eckerly to approve the Ordinance Amendment to Chapter 4, Section 4 Alcoholic Beverages and recommend such to the City Council. Seconded by Reinke and unanimously carried.

Eckerly will have Attorney Spooner review the ordinance and a make sure there are not any additional legislative changes before taking the amendment to the City Council for approval.

CHAPTER 22, SECTION 22 – RECREATIONAL TRAIL ORDINANCE AMENDMENT

Bill Spooner, City Attorney has written an amendment to the ordinance regarding the width of motorized wheelchairs. The Board discussed the width of the trail and wants to make sure that if two groups meet they could pass.

CHAPTER 26, SECTION 26-7 – INTEREST ON DEFERRED ASSESSMENTS FOR SENIOR CITIZENS ORDINANCE AMENDMENT

Bill Spooner, City Attorney has written an amendment to the ordinance to document what the City is actually doing which is not charging interest from the time the application for deferment is approved until either the landowner dies or sells the property. Charging interest on the full amount would end up being a hardship because they would pay more than other people on the assessment list.

Motion was made by Gilmore to approve an amendment to the ordinance to state any deferred assessments under this provision shall not accrue interest including any current deferred assessments that have been approve by the City Council. Seconded by Reinke and unanimously carried.

PERSONNEL POLICY

The Board reviewed the policy language:

- “a 3 day no call, no show equals volunteer termination”
- Page 8 – Discussed the “at will” statement. Eckerly will research when Minnesota became an “at will state”
- Page 20 – Put back language in Section 4.05 Selection Process “ the process for hiring”
- Page 20 – Discussed the FLSA delegation, the City doesn’t have enough employees
- Page 21 – Discussed layoffs being the last hired or to be applicable. Put back the language in Section 5.04 Layoff and add after Council “and Administrator shall also consider the minimum number of individuals that are needed to operate a department.” The seniority language that was added was removed.
- Page 23 – Fix the typos in Section 6.04
- Page 24 – Section 8.01 Paychecks allow deductions for child support and garnishments
- Page 27 – Section 8.05 Hours Worked – need to look into the Police Chief hours and overtime as other that are salaried work 45 hours with no overtime.

NEXT MEETNG

The next meeting will be November 14, 2019 at 6:00 p.m. to include:

- Trail Ordinance
- Draft Personnel Policy (partial – first 31 pages)
- Police Chief Insurance Proposal/Contract Request
- Severance Pay/Retirement Policy
- Set Next Meeting Date

There being no further business, the meeting was adjourned at 11:13 a.m.