

**MINUTES
POLICIES & PROCEDURES BOARD**

NOVEMBER 18, 2019

The meeting was called to order by Chairperson Shawn Reinke at 6:00 p.m. Members present were Len Gilmore, Ron Mergen, Interim City Administrator; and Belinda Ludwig, Interim City Administrator.

There were no minutes available for approval. Members will assist Jennifer Welling in preparing minutes from past meetings.

INTERIM CITY ADMINISTRATOR COMPENSATION

In 2006 Ron Mergen received a \$2.00 per hour increase. Members discussed this and suggested Mergen and Ludwig bring a proposal forward in the 5%-10% range.

CELL PHONE FOR BELINDA

Ludwig reported she is utilizing her personal cell phone for City business. There was a brief discussion.

Motion was made by Reinke to purchase a City cell phone for Ludwig. Seconded by Gilmore and unanimously carried.

BACK PAY – PAYROLL ERRORS

It was explained that several employees have documented errors on their pay checks and some date back several years. Members discussed how far back does staff need to go and research. Members felt this is a City Attorney, Bill Spooner question. It was suggested that staff ask the City auditors to conduct a payroll audit.

CITY ADMINISTRATOR'S CONTRACT

This was presented as informational at this time.

HIRING OF A NEW CITY ADMINISTRATOR

Members discussed the process and asked staff to research:

1. Contact several local communities in similar size; Cold Spring, Albany and Melrose and ask for their; city administrator's job description including, wage range, and complaint process. The job descriptions will be sent to Council on November 25, 2019.
2. Members also discussed utilizing a professional hiring service. Staff was asked to contact the school and find out who they used. In addition, contact other companies and have the companies' provide proposals. This will be on the December 9, 2019 City Council Agenda.

LABOR ATTORNEY

This was presented as informational at this time. There may be a need to hire a new labor attorney.

COMPLAINT PROCESS AGAINST A CITY ADMINISTRATOR

Members discussed the chain of command: department heads, city administrator and then the Mayor. It was discussed to have a grievance board, maybe the mayor and one councilperson and Bill Spooner. It was questioned if Spooner the City Attorney could sit on this board. It was further questioned what would happen if there is litigation. Staff was directed to follow up on this.

AGENDA PROCEDURE

Adding items to the City Council agenda was discussed. Members discussed there is no clear route for items to be on the Council agenda. Currently items go from the department head to the administrator to Council or from a Council member to the administrator to Council. Also discussed was having all agendas out in a timelier manner; 3 working days prior to the meeting. This would give Council members adequate time to review the agenda packets. Reinke will put together a policy.

NEXT MEETING

The next meeting will be held on Monday, December 9, 2019 at 3:30 p.m.

There being no further business, the meeting was adjourned.