



***Personnel/Budget Committee Meeting Agenda
Monday, March 11, 2024, 4:30 p.m.
Fillmore Conference Room, Thurber Building, 21 Second Street SE***

1. Personnel Budget Committee Meeting, March 11, 2024, 4:30 p.m.
 - a. Meeting Notes from February 12, 2024
 - b. Parcel 310005000 – Brush Dump
 - c. Personnel Policy
 - d. Ambulance Meeting Pay Rate

Personnel-Budget Committee Meeting Notes

February 12, 2024

Members Present: Councilors Mike Urban and Paul Novotny
Members Absent: None.
Others Present: Brian Burkholder, Kay Wangen, Shane Fox, Mitch Irish, Steven Schlichter, Desiree Schlichter, Beth Carlson, and Michele Peterson.

1. **Meeting notes from January 8, 2024**, were reviewed, no additional comments were shared.
2. **Copier replacement Quote:** Members reviewed the proposal to replace the Administration and Police Department copiers replaced. The proposal is to lease the new copiers through the existing provider. Members recommended forwarding the proposal to City Council.
3. **Assistant Ambulance Director – Job Description and Appointment:** Director Burnett presented the job description for Assistant Ambulance Director and recommended Desiree Schlichter be appointed to this position with an effective date of March 16, 2024. Members noted no concern, and recommended forwarding to the City Council for review.
4. **Agricultural Lease Consideration:** Members reviewed the proposed lease. Members recommended the lease be sent out to Schoenfelder Farms and then brought back to the Council for approval.
5. **Parcel 310005000 – Brush Dump:** All contact information and enrollment details have been updated for potential enrollment in Federal/State Agricultural programs. As soon as the 2024 financial information is released, the discussion will be brought back for consideration.
6. **CCTV new positions:** Three new positions are requested to be created. Fine Arts Coordinator at \$1,612.00 annually, Programming Coordinator at \$7,000 annually, and CCTV Liaison at \$5,000 annually. Members reviewed the job descriptions. Recommendation was made to forward on to Council for review.
7. **Personnel Policy Amendments:** Discussion to be continued.
8. **Bulk Fuel Tank System:** Members reviewed the proposal. Discussion will be continued on how to divide out the implementation costs.
9. **Public Works Facility:** Members reviewed an opportunity to purchase the old MNDOT site within Chatfield. A recommendation was accepted to request documentation including the survey, soil boring test results, and any environmental studies from the site. This information will be brought back to the committee for a discussion to consider purchasing the site.

- 10. City Car Replacement Discussion:** Members reviewed the possibility of replacing the City Car in 2024. It was recommended that dealerships should be consulted to see what actual trade in would be worth, as well as what potential vehicles are available. Brian Burkholder and Rocky Burnett will conduct the research. Discussion to be continued.
- 11. Public Works – Capital Replacement Plan / Budget:** Work is underway to update the Capital Replacement Plans for Public Works, Water, and Sewer. Additional discussions will be set up to review the schedule for equipment replacement and building maintenance for each department.
- 12. Seasonal / Summer Position for Public Works:** Director Burkholder requested permission to post for either a seasonal worker, or a summer position. Members recommended sending the discussion to City Council for review.

Memorandum

To: Personnel / Budget Committee

From: Michele Peterson

Date: March 1, 2024

Personnel Policy Amendment Consideration

1. Amend language in Section 12.02 as follows (new language in red):

*“Earned Sick and Safe Leave” for Fire and Ambulance volunteers, **part-time regular employees (that work less than 20 hours per week)**, seasonal and temporary employees is paid time off earned at one hour of Earned Sick and Safe for every 30 hours worked, up to a maximum of 48 hours of sick and safe leave per year. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the city. This specific leave applies to all Fire and Ambulance volunteers, **part-time regular employees (that work less than 20 hours per week)** and seasonal employees performing work for at least 80 hours in a fiscal year (January – December) for the city. **Temporary workers will accrue one hour for every 30 hours worked once they have worked at least 80 hours in a fiscal year (January – December) for the city. Requests for PTO must be received at least forty-eight hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor and city administrator.***

Action Requested: Amend the language in section 12.02 Earned Sick and Safe Leave as recommended.

2. Amend the language in Section 12.02.03 as follows (new language in red):
Eligible ~~Carry Over~~ of Earned Sick and Safe Leave - Fire and Ambulance volunteers, **part-time regular employees (that work less than 20 hours per week)**, seasonal and temporary employees are eligible for carry over accrued but unused Earned Sick and Safe time into the following year, ~~but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours~~ **will be paid out either (1) at the end of the season for seasonal, (2) at the end of employment, or (3) at the conclusion of each calendar year; whichever comes first.**

Action Requested: Amend the language in Section 12.02.03 as recommended.

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3. Annual Leave Conversion consideration: In an effort to lower existing Vacation and Sick leave balances, I would suggest that an Annual Leave Conversion be considered for implementation into the personnel policy.

Section 12.01.05 Annual Leave Conversion

Annual leave will be converted to a cash payment on an hour-for-hour basis annually in accordance with the following conditions. Up to Eighty (80) hours, will be converted to cash each year provided the employee has used at least the following % of accrued hours for the current calendar year and has a remaining balance of at least 160 hours.

<u>Years of Service</u>	<u>Annual Accumulation</u>	<u>%</u>
0-5 Years	176.40	57%
6-10 Years	216	65%
11-15 Years	235.92	68%
16-20 Years	255.96	71%
21-25 Years	276.00	73%
26 and Beyond	296.16	75%

The minimum balance requirement will be determined as of the first payroll in December. Payment will be based on the employee's regular hourly rate on December 1.

The converted leave will be paid in the second payroll of December with specific dates to be determined by accounting each year. Regular hourly rate for the purpose of this policy is the employee's straight time rate not including overtime, pay differentials, out-of-class adjustments, or any other additions to regular pay.

Action Requested: Approve implementation of Section 12.01.025 Annual Leave Conversion into the Personnel Policy and forward to Council for consideration.

Memorandum

To: Personnel / Budget Committee

From: Michele Peterson

Date: March 1, 2024

Ambulance Meeting Pay Rate

Due to the changes for reporting and tracking Earned Sick and Safe time, as well as our Accounting Software, I would like to recommend a change to the salary for Ambulance crew members. Prior to ESST requirements our Ambulance Volunteers could look at their paycheck and see a breakdown between the different categories. Unfortunately, with these new requirements, and the limitations of our Accounty software, they now see a summary of these earnings. If we can change the Meeting wage from a per meeting wage, to an hourly rate, we would then be able to show the breakdown on the paystubs again. State statute does note an exception for the minimum hourly wage as follows:

177.23 Subd. 7 Section (8) any individual who serves as an elected official for a political subdivision or who serves on any governmental board, commission, committee or other similar body, or who renders service gratuitously for a political subdivision;

***gratuitous services means services of a domestic nature or services relating to nursing*

Recommendation: Change the meeting reimbursement rate from \$10 per meeting, to \$6.67 per hour. (For reference, 1.5 hour meeting x \$6.67 = \$10.00)

Action Requested: Approved recommendation, and forward to Council for consideration.