

City of Winsted
City Council Work Session
Lewis Room
Tuesday, February 7, 2017
4:30 p.m.

Present: Mayor Steve Stotko
Council Member George Schulenberg
Council Member Mike Henrich
Council Member Tom Ollig

Absent: Council Member Patty Fitzgerald

Staff Present: Mr. Daniel Tienter, City Administrator
Ms. Raquel Kirchoff, City Clerk-Treasurer

I. Call to Order

Mayor Stotko called the meeting to order at 4:30 p.m.

II. Recommended Employee Reference Manual Revisions

Mr. Tienter stated that on January 28, 2016, as part of the 2016 City Council (Council) Goal Setting Retreat, the Council directed City staff to review and revise the Employee Reference Manual (Manual) based upon the recommendations from both City staff and the most recent Classification and Compensation Study (Study) conducted by Flaherty and Hood, P.A.

Mr. Tienter stated that shortly thereafter, City staff began the lengthy process to methodically review and revise the Manual by section, based upon guidance from the aforementioned Study, the League of Minnesota Cities (LMC) and the City Attorney for Human Resources. Due to the number of significant revisions required by this process, City staff instead opted to replace, rather than revise, the current Manual with a Personnel Policy and Procedures Manual (Personnel Policy) based upon a LMC Personnel Policy Template recently adopted by the City of Delano, Minnesota; customizing certain sections based on specific City needs and operations.

Mr. Tienter stated that a Major Change Summary was developed as a guide and reference to understand the significant differences between the current Manual and recommended Personnel Policy.

Mr. Tienter stated that in addition to the recommended policy changes, City staff also attempted to consolidate and revise certain “stand-alone” policies. During this process, City staff identified, revised and incorporated into the Recommend Personnel Policy, the following seven policies:

- Alcohol and Drug Testing Policy, Non-Department of Transportation;
- Alcohol and Drug Testing Policy, Department of Transportation;
- Cell Phone Policy;
- Offensive Behavior Policy;
- Online Recruitment Policy
- Out-of-State Travel Policy; and
- Technology Use Policy.

Mr. Tienter reviewed the most significant changes from the Major Change Summary document with the City Council Members. These include the following:

- Establishes in policy interim appointments and promotional opportunity pay increases at 10% or placement at the new salary minimum; whichever is greater. Allows the City Administrator to make all interim appointments.

Mr. Tienter stated that the policy also includes a statement regarding how the City Administrator may hire and terminate temporary and seasonal employees. The City Council Members stated that a back-up should be added to the City Administrator for this authority. Mr. Tienter stated that the language would be amended to give authority to the City Administrator and/or Mayor.

- Establishes a formal Probationary Period of at least six, but not more than 12 months.
- Establishes summer hours as permanent hours of operations between Memorial Day and Labor Day.
- Provides that the City Administrator may close City Hall due to inclement weather and that employees will be sent home with pay.

Mr. Tienter stated that the language may be amended to give authority to the City Administrator and/or Mayor in this section also.

- Establishes premium pay and shift–differential payments for employees performing extra duties (e.g. field training) and working undesirable hours (i.e., 6:00 p.m. – 6:00 a.m.).
- Establishes an Exceptional Performance Award, which recognizes at least one City employee for their exemplary service and provides either a two percent (2%) lump sum bonus or a one–time addition of forty (40) hours to their vacation leave balance.

The City Council members stated that they would prefer that this award be limited to one employee per year, if awarded at all, except for extraordinary circumstances.

- Establishes a death benefit allowing a deceased employee’s next of kin or estate payment for all unused and unpaid leaves and wages.
- Establishes a Tuition Reimbursement Program that allows City staff to seek reimbursement for qualifying educational expenses up to \$1,000 per year and up to \$3,000 per employee, predicated upon annual budget authorization by the City Council.
- Reduces the holiday overtime rates to holiday pay plus one and one–half (1 ½) times the regular rate of pay for all holiday hours worked.

Mr. Tienter stated that all City departments affected by the holiday language were included in the discussion regarding holiday pay and were comfortable with the proposed language.

Mr. Tienter also stated that language regarding holiday pay was clarified for what employees are paid holiday pay for observed versus actual holidays.

- Decreases the number of years of service to accrue additional vacation time from 25 or more years of service for five weeks of vacation to 15 or more years of service, and adjusts the vacation leave levels accordingly.
- Increase the vacation leave balance limit from 40 hours to an amount consistent with the total amount of vacation an eligible employee may accrue during a year with the exception of exempt employees as the additional vacation leave mentioned below replaces paid Executive Leave, which per previous policies could not be carried over from one year to the next.
- Authorizes the City Administrator to approve the carry–over of vacation leave in excess of the accrual limit from one year to the next.
- Establishes a Leave Sharing and Donation Program, which permits eligible employees to donate certain portions of their paid leave balances to other employees experiencing a family emergency or personal crisis.
- Establishes a three (3)–week paid leave for eligible employees that are new adoptive and biological parent(s) in conjunction with the Pregnancy and Parenting Leave established under State Law.
- Establishes a clear and consistent Severance Pay section, which authorizes the payment of 100% of all unused, accrued compensatory, sick and vacation leave. Also authorizes the City to withhold payment of such severance if the employee does not leave in good standing.
- Continues the various levels of disciplinary action, but allows the City Administrator to issue “Suspension with Pay” and “Suspension without Pay” disciplinary actions without an immediate City Council appeal. However, the Policy does permit the employee to appeal

directly to the City Council if they so desire. Additionally, the authority to dismiss an employee remains with the City Council.

- Establishes Grievance Procedures as recommended by the LMC, including a three step grievance process, a timeline to act upon actual or perceived grievances, a list of non-grievable areas (e.g., merit pay, pay increases, performance reviews).
- Establishes a Bring Your Own Device (BYOD) through the prohibition, except in limited circumstances, of City-owned mobile devices.
- Establishes a tiered stipend policy designed to reimburse City employees for the use of their private mobile device for City operations, which also increase the maximum stipend amount from \$40 to \$60.

Mayor Stotko asked if the additional cost related to the recommended new policy, compared to the old policy, is included in the budget. Mr. Tienter stated yes. Mr. Tienter stated that the budget includes employees working 2080 hours, so leaves are included in the budget.

Council Member Henrich asked if the Police Department budget for part-time officer hours and overtime hours included coverage if an officer took the proposed three (3)-week paid leave for new adoptive and biological parents. Mr. Tienter stated that the budget includes coverage for the 12 week unpaid leave that an officer could take. Mr. Tienter continued by stating that a situation that was not budgeted for could occur if two officers took the leave in the same year.

Mayor Stotko asked when this policy would require to be reviewed again. Mr. Tienter stated that according to the City's Policy Inventory, it will be scheduled for review every five years, unless there are recommended changes received from the City's attorney or from the LMC.

Mr. Tienter stated that this policy will be placed on a future City Council Consent Agenda for approval. Before the policy goes into effect, City staff will receive a written copy of the policy and a meeting will be scheduled with City staff where the significant changes will be reviewed with staff.

III. Other

a) Insurance Service Office (ISO) Rating – Fire Department

Mr. Tienter stated that the City's ISO rating for the Winsted Volunteer Fire Department improved. He continued by stating that this rating is used to determine insurance rates. Mr. Tienter stated that the purchase of the new Fire Department truck helped to improve this rating.

b) Fire Department Strategic Operations Plan

Mr. Tienter provided an update regarding the Fire Department Strategic Operations Plan and the schedule of events to develop and adopt the plan.

c) Winsted Lake - Fountain

Council Member Ollig provided an update regarding purchasing a fountain for Winsted Lake.

IV. Adjourn

Council Member Ollig motioned to adjourn the meeting. Council Member Schulenberg seconded the motion. Motion carried 4-0.

The meeting was adjourned at 5:49 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted