

# MINUTES OF THE GOVERNMENT OPERATIONS COMMITTEE

Executive Meeting Room

June 30, 2022 – 5:00 p.m.

Committee Members present:      Councilor Richard Michaud, Chairman  
   Councilor Matt Gerding, Vice-Chair  
   Councilor Don Austin  
   Councilor Nancie Cameron

Administration/Staff present:      City Manager Bob Belmore  
   Deputy City Manager Scott Smith

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Chairman Michaud called the meeting to order at 5:00 p.m.

## APPROVE PAST MEETING MINUTES OF APRIL 6, 2022

***Councilor Cameron made a motion to approve the minutes of the April 6, 2022 meeting. The motion was seconded by Councilor Gerding and passed 4-0.***

## DISCUSS CHANGES TO PERSONNEL RULES AND REGULATIONS, CHAPTER 4

Manager Belmore opened the discussion stating this relates to the City Council's desire to explore ways to improve employee recruitment and retention. This was a topic of discussion at the Council's goal setting meeting, and is something we have been working on for a while.

Manager Belmore handed out a draft document of the non-exempt pay scale with two additional 4 percent steps.

Councilor Gerding asked for an explanation on how the grades and steps work. Manager Belmore went to Chapter 4 and showed how positions are classified by grades, and the steps are annual increases until an employee gets to step 5.

Councilor Austin asked if we have studied positions to determine if the grades are appropriate or if we need adjustments. Manager Belmore stated that is something under consideration and would be the next step.

The Committee discussed cross training of staff. Director Smith said we do that throughout City Hall as some positions are one person offices and we need coverage if they are out. Councilor Gerding asked if we should look at some type of stipend for covering other duties. The consensus of the Committee is we should. Manager Belmore said staff will return with some ideas on how to accomplish this.

Councilor Austin said he likes looking at the new steps and thinks we should even out the entire scale at 4% step increases and correct the inconsistencies. The consensus of the Committee is agreeable to this. Manager Belmore stated we will update the pay scale as noted and bring back for review.

Manager Belmore passed out a draft sheet showing a possible change to accrued sick time for exempt employees. Currently exempt employees don't accrue sick time, but are allowed sufficient time off to get well. Manager Belmore noted the change presented would covert exempt employees by allowing for 5 days for each year of service, with a minimum of 10 days.

Councilor Michaud said he likes this idea. Councilor Gerding agreed, but proposed we set a minimum number of years of employment with the City for any payout.

Councilor Austin stated he likes this plan and thinks exempt employees should have the same benefits as everyone else. He proposed that we include a requirement of 5 years of service to receive any payout.

Councilor Michaud suggested the Committee have one more meeting before they bring anything to the full Council.

#### UPDATES FROM THE CITY MANAGER

Manager Belmore handed out a list of open positions. We currently have 5 Police Officer positions open, the Code Compliance Officer, a Part-Time Librarian, Cable Operator, Highway Equipment Operator, and Public Works Executive Assistant.

#### MISCELLANEOUS

The consensus of the Committee is to schedule another meeting on August 3, 2022 at 5:00 PM.

#### ADJOURNMENT

***Councilor Austin made a motion to adjourn. The motion was seconded by Councilor Gerding and passed 4-0. The meeting adjourned at 5:50 p.m.***

Respectfully submitted,

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Scott Smith, Deputy City Manager