

MINUTES of the GOVERNMENT OPERATION COMMITTEE
CITY COUNCIL CHAMBERS
April 26, 2023 – 4:30 p.m.

Committee Members Present: Councilor Richard R. Michaud, Chair
 Councilor Matt Gerding
 Councilor Don Austin
 Councilor Nancie Cameron (Arrived at 4:36 p.m.)

Administration/Staff present: City Manager, Bob Belmore
 Finance Director, Scott Smith
 Human Resources Director, Linda Corriveau
 City Clerk Kristen LaPanne

Chairman Michaud called the meeting to order at 4:30 p.m.

MINUTES OF THE PREVIOUS MEETINGS

Councilor Austin made a motion to approve the minutes of the March 2, 2023 meeting. The motion was seconded by Councilor Gerding and passed 3-0.

RESOLUTION NO. 43-23 – TO AMEND COUNCIL RULES AND REGULATIONS

City Manager Belmore stated that the Resolution is sponsored by Mayor Hilliard, and he assisted the Mayor in writing it. The City's Charter defines the process of School Board and City Council resignations and filling of any vacancies.

Councilor Austin feels that the Resolution was developed in an effort to formalize or clarify the procedure upon receiving a notice of resignation.

Councilor Gerding supports the Resolution and hopes the School Board would follow suit in this effort of clarification. He suggested sending the Resolution, if it is approved by Council, in hopes of sparking their interest in adopting a similar procedure. Councilor Gerding mentioned the brief discussion at a previous City Council meeting regarding potential changes to the City's Charter and wanted to gauge the Committee's thoughts on the topic.

Councilor Austin stated he is not opposed to reviewing the Charter for changes, he added that a Charter Commission would need to be formed and can be a lengthy process. Councilor Austin is in favor of the current process pertaining to the filling of vacancies and feels that the Board and Council need timely and adequate representation.

Councilor Cameron arrived at the meeting.

Councilor Michaud questioned who is currently in charge of receiving the resignation. Manager Belmore confirmed that resignation letters are sent either directly to the Mayor or to the City Clerk's office. With regards to School Board resignations, generally the School Board may receive notice first. There was discussion of potentially adding language to the Resolution that would clarify who should receive the

notice of a resignation, but it was decided that adding language was unnecessary and should be up to the Board or Commission Chairperson.

Councilor Gerding suggested amending the Resolution to clarify language that suggests, upon receipt of a resignation letter to the Mayor's office, the Mayor will then communicate with the School Board Chair and City Council.

The Committee agreed to have their names added as sponsors to the Resolution.

Councilor Austin made a motion to approve the amendment to Resolution 43-23 The motion was seconded by Councilor Gerding and passed 4-0.

PERSONNEL RULES & REGULATIONS – CITY ORDINANCE, CHAPTER 4

City Manager Belmore provided the Committee with a memorandum outlining suggested amendments that are similar to union contracts that have recently been approved. He stated that if the Ordinance is approved, the changes would encompass all non-union City employees as well as the Water and Waste Water employees.

Finance Director Smith noted that that financial effect of implementing a 7% COLA and longevity bonuses, would be a total of \$92,000.

Manager Belmore recommends presenting the Ordinance at the schedule May 15th City Council meeting and having an effective date as of July 1st.

Councilor Austin made a motion to sponsor an Ordinance amending the Personnel Rules & Regulations to provide a COLA increase and Longevity pay. The motion was seconded by Councilor Cameron and passed 4-0.

COMCAST RENEWAL PROPOSAL

City Manager Belmore provided the Committee with a red-line version that includes updates for the proposed Comcast Cable Television Renewal Franchise agreement. He confirmed that Attorney Kate Miller will prepare a summary of the contract changes and will be at the May 15th City Council meeting to present and answer questions. A Public Hearing would then be scheduled for the June 5th meeting.

Councilor Gerding noted that most of the amendments appear to be related to dates except for 6.7 Franchise Related Fees. Manager Belmore noted that those costs are governed by Federal Law.

Councilor Gerding made a motion to sponsor a Resolution to adopt the Comcast Cable Television Renewal Franchise agreement. The motion was seconded by Councilor Cameron and passed 4-0.

RECOVER FRIENDLY WORKPLACE (RFW)

City Manager Belmore provided the Committee with a draft of the Recovery Friendly Workplace Administrative Regulation that he plans to issue and asked for any feedback. He added that he is looking to meet with Superintendent Lori Lane to discuss where the School Department is with adopting this program. The policy was developed with the assistance from Human Resources Director Corriveau using samples of other policies provided by SOS.

There was discussion pertaining to the monitoring and updating of the implementation of the RFW program. The Committee agreed that if the Hilltop Mental Health & Wellness Commission were to be

re-established, that would be the most appropriate board to guide this program. There was concern that the Commission is not a standing Committee, it was discussed that the hope would be for the Commission to be permanent but if not, the Government Operations Committee would be the next best option to fall back on.

MISCELLANEOUS

Humas Resources Director Corriveau feels the Employee Wellness Fair went very well. The room was filled with all of the vendors that were invited and there was a great employee turnout. The Employee Wellness Fair had games, raffles, healthy snacks and a smoothy bus. Director Corriveau gave a shout out to Recreation Supervisor, Kristen Davenport, for doing most of the organizing and running of the fair event.

ADJOURNMENT

Councilor Austin made a motion to adjourn. The motion was seconded by Councilor Gerding and passed 4-0. The meeting adjourned at 5:02 p.m.

Respectfully submitted,

Kristen LaPanne, City Clerk