

Personnel and Finance Committee

| MINUTES

Meeting date | time 10/2/2017 5:30 PM | Meeting location Monroe City Council Chambers

Meeting called by Harry Myers
Type of meeting Committee
Facilitator Harry Myers
Note taker Harry Myers
Timekeeper Harry Myers

Attendees
Cindy Canter, Paul Canter, Dave Claborn, Rick Hohnbaum, Harry Myers
Audience: Dan Sheets

AGENDA TOPICS

Time allotted | 20 minutes | Agenda topic Salary adjustment | Presenter Dave Claborn

Discussion : reviewed all advanced tasks performed by Public Works Assistant above and beyond current compensation.

Conclusion : Unanimous agreement to raise salary by \$1.46/hour to realign compensation more closely to market value for services performed.

Action items	Person responsible	Deadline
Advise full council of salary adjustment recommendation	Harry Myers	10/23/2017 6:00 PM

Time allotted | 5 minutes | Agenda topic System Dev Chgs | Presenter All

Discussion : Code "as is" only evaluates reimbursement portion of normal System Development Charges (SDC). No capital improvement segment in Monroe code. Also code is average of other towns, not actual cost calculations for our city.

Conclusion : Code must be rewritten to include capital improvements as well as use actual city costs and projected costs to calculate the SDC's. A prerequisite for this task is to have the Street and Water master plans completed.

Action items	Person responsible	Deadline
Complete Water and Street master plans	All	TBD
Update System Development Charges code	All	TBD

Time allotted | 10 minutes | Agenda topic Utility Bill forgiveness | Presenter Harry Myers

Discussion : Reviewed draft of policy. Suggested edits from Rick et al.

Conclusion : Policy passed to be presented to council with edits recommended.

Action items	Person responsible	Deadline
Present Utility Bill Forgiveness Policy to full council	Harry Myers	10/23/2017 6:00 PM

Time allotted | 5 minutes | Agenda topic Review Policy and procedures for Past Due or collections regarding Utility accounts | Presenter Harry Myers

Discussion : Skipped

Conclusion : Skipped

Action items	Person responsible	Deadline
TBD	TBD	TBD

Time allotted | 5 minutes | Agenda topic Credit Card payment | Presenter Rick Hohnbaum

Discussion : Credit card payment acceptance at City Hall and on website is coming.

Conclusion : Recommend wait until January 1, 2018 to implement along with new software.

Action items	Person responsible	Deadline
Update council on progress	Rick Hohnbaum	10/23/2017 6:00 PM

Time allotted | 5 minutes | Agenda topic Digital Recording | Presenter All

Discussion : Multiple capabilities wanted. Portability, expandability, input/output modes.

Conclusion : Requirements still pending.

Action items	Person responsible	Deadline
Update full council	tbd	10/23/2017 6:00 PM

Time allotted | 5 minutes | Agenda topic Holiday Pay | Presenter Rick Hohnbaum

Discussion : questions regarding how holiday pay is calculated, especially for less than 1 FTE (40 hrs/week) employees.

Conclusion : For those who work 25 hours per week or more, if Holiday falls on a normally scheduled work day, pay will be for 8 hours. For those who work 24 hours or less per week, if Holiday falls on a normally scheduled work day, pay will be for 4 hours. Working on a Holiday or After Hours will be compensated at 2x normal rate. Compensation time may be taken in lieu of pay upon approval of City Administrator and/or Mayor.

Action items	Person responsible	Deadline
Rewrite section of employee handbook to reflect the updated formulations	tbd	tbd
Advise full council of updated pay policies and procedures	Harry Myers	10/23/2017 6:00 PM

Observers : Dan Sheets

Resource persons : Rick Hohnbaum, Dave Claborn

Special notes : None