

COUNCIL PROCEEDINGS  
CROSSLAKE MINNESOTA  
SPECIAL COUNCIL SESSION  
April 9, 1987 at City Hall  
9:30 a.m.

The City Council of Crosslake Minnesota met in a special session on Thursday, April 9, 1987 at 9:30 a.m. in the Council Chambers of City Hall. The following member were present: Mayor Oliver Courts and Councilmembers Elizabeth Andolshek and Diana Gallaway. Absent were Councilmembers Lyle Arends and Oliver Yates. Also present were City Attorney James Gammello, Street Superintendent Pat Hoag, parkDirector Patricia Felber, Police Sargeant Don Coulter, Police Chief John Backdahl and Clerk/Treasurer Arlene Buchite.

Mayor Courts called this special meeting to order at 9:30 a.m. Mayor Courts indicated that the primary purpose for this meeting was to establish a personnel ordinance because City employees have been working without a policy to guide them. Mayor Courts stated that there was an agreement on file which is dated 1980 but it was never put in ordinance form nor was it adopted by the City Council. Mayor Courts said he wanted to see a personnel ordinance in the code book and also a copy in the clerk's office.

Mayor Courts asked City Attorney Gammello to brief the Council on the personnel ordinance he had set up with guidelines from the Model Personnel Ordinance from the League of Minnesota Cities.

Mr. Gammello said that Section One states the purpose of the ordinance which is to establish a uniform and equitable system of personnel administration for employees of the City.

The next item dealt with defining who was and who was not a City employee and to determine what permanent and probationary is and what is defined as a full-time, part-time, emergency or temporary employee. Mayor Courts stated that this policy did not cover the Telephone Company employees since they were covered by the Labor Relations act and the Police Department since they have their own policy. A probationary employee was defined as one who has not completed a six month probation period and all other employees are considered to be permanent unless they were hired as temporary or emergency. Full-time employees were defined as employees working between 30 and 40 hours a week average th roughout the year and would receive full benefits . Part-time were divided into two classes which would be Class One part-time employee is one who works an average of 20 to 30 hours a week throughout the year and will receive pro-rated benefits and the remainder of part-time employees would be Class Two part-time employees who work less than 20 hours a week average throughout the year and will not receive any benefits. Emergency employee is one who is employed solely for emergency purposes and a temporary employee is a one who has worked for the City for less than six consecutive months.

The next item that was discussed was filling vacancies by promotion when ever possible or practicable. Mr. Gammello suggested that every job in the City have a job description on file.

Paydays were discussed and it was the consensus of the Council and employees present to leave the payroll system as it is at present with pay periods ending on the fifteenth and last day of each month. The Clerk will have pay checks ready for employees within three working days after the end of the pay period.

Vacation, vacation accrual and what time of year vacation should be taken were discussed. After one year employees would get 5 days vacation, after two years 10 days, after five years 11 days, after six years 12 days, after seven years 13 days, after eight years 14 days, after nine years 15 days, after ten years 16 days, after eleven years 17 days, after twelve years 18 days, after thirteen years 19 days and after fourteen consecutive years or more employees will get 20 working days of vacation for full-time employees. Vacation accrual from one calendar year to another will be a maximum of 5 days unless the Council allows an individual to accrue beyond this limit. Vacation leave taken shall be approved by the Council and/or department head at a time in order to insure the orderly operation of the City. An employee leaving the City service in good standing shall be compensated for unused vacation leave.

Sick leave was the next topic. Every probationary and permanent employee will receive one day of sick leave each month to a maximum of 80 days. All employees are to notify their department head or the City Clerk the reason for their absence and if the absence is of more than five days a medical certificate will be required. An employee leaving the City in good standing with less than sixty days of sick leave shall receive 10 percent of their sick leave in cash and employees with an accrual of more than sixty days of sick leave shall receive 25 percent in cash. Part-time Class One employees who have accumulated more than 60 days of sick leave shall receive 12.5 percent in cash.

Holidays are to be New Year's Day, Martin Luther King's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, and Christmas Day. Full-time employees will receive full pay and Class One part-time employees will receive pay if they would normally be scheduled to work on the Holiday and only for the number of hours they would normally work.

Also discussed were procedures for resignation, grievance policies, layoffs and steps to be taken for disciplinary action. Normal steps to be followed for infractions of fulfilling their duties and responsibilities are (1) oral reprimand, (2) written reprimand, (3) suspension without pay, and (4) dismissal. Some of the reasons discussed for disciplinary action were theft, drunkenness, drugs, forgery or falsification of records, perjury and unlawful acts. Mayor Courts stated that any Council meeting for disciplinary action is to be a closed meeting unless the employee requests to have it open. Mayor Courts also stated that it must be announced at a previous meeting that there will be a closed meeting.

MOTION NO. 4S2-01-87 WAS MADE BY COUNCILMEMBER ANDOLSHEK AND SECONDED BY COUNCILMEMBER GALLAWAY TO ACCEPT THE PERSONNEL ORDINANCE IN SUBSTANCE AS DISCUSSED TODAY SUBJECT TO FINAL DRAFT APPROVAL BY THOSE PRESENT TODAY. MOTION PASSED UNANIMOUSLY.

Mr. Gammello stated that the City Council will need a four/fifth vote in order to publish the summary of the ordinance rather than the entire ordinance. Mr. Gammello will make the changes in the proposed ordinance and have it back to the City Council as soon as possible.

Councilmember Gallaway asked about performance appraisals, merit raises and cost of living raises. Ms. Gallaway stated that she felt raises should be more on a merit basis than a general raise across the board. All City employees received a 20 cent an hour increase in wages in January.

Mayor Courts read an article from the AGREEMENT BETWEEN CITY OF CROSSLAKE AND ITS EMPLOYEES dated January 1, 1980 which stated, "All proposed wage schedules should contain back-up information such as a comparison of pertinent data from surrounding communities of approximate equal stature and responsibilities of the employee involved." Mayor Courts said he took salaries paid to employees of cities with populations of 1,000 to 2,500 and comparable number of years of service and hours per week from the Salary Survey published by the League of Minnesota Cities, and made charts for each of the City's employees. With his comparison he noted that the police sargeant and street supervisor were underpaid.

Councilmember Gallaway said she did not want to see employee's wages set so high that the City would have to raise taxes to pay them. Mayor Courts said he felt that with Crosslake's tax base, City employees here should be at least average when compared to other cities.

After a lengthy discussion MOTION NO. 4S2-02-87 WAS MADE BY COUNCILMEMBER ANDOLSHEK AND SECONDED BY COUNCILMEMBER GALLAWAY TO INCREASE THE POLICE SARGEANT'S WAGES TO \$10.74 PER HOUR AND THE CITY STREET SUPERVISOR'S WAGES TO \$10.49 AN HOUR. MOTION PASSED UNANIMOUSLY. Mayor Courts stated that he felt for the years of service Pat and Don have with the City of Crosslake they should be compensated for their dedication and loyalty. Mayor Courts said he felt very fortunate to have all City employees so devoted.

Councilmember Gallaway asked Mr. Gammello about workman's compensation and liability insurance because of the ambulance contract. Chief Backdahl said he will check with the ambulance service about a Certificate of Good Standing and get back to the Council.

MOTION NO. 4S2-03-87 WAS MADE BY COUNCILMEMBER GALLAWAY AND SECONDED BY COUNCILMEMBER ANDOLSHEK TO ADJOURN THIS SPECIAL COUNCIL SESSION AT 5:40 P.M. MOTION PASSED UNANIMOUSLY.

Recorded and transcribed by:



Arlene A. Buchite, City Clerk/Treasurer