

**MINUTES OF THE
City Council Work Meeting for the City of Menan held February 7, 2018.**

Presiding: Chauncey T. Haight, Mayor

Present: Chauncey T. Haight, Ron Jones, Noel Raymond, Brian Storms, Amy Gahn, Kris Meek, and Matt Walker.

City Council Special Meeting called to order at 7:00 pm.

Mayor Haight starts the meeting with the Pledge of Allegiance.

Discussion of Possible Land Acquisition for the Sewer: Noel begins by informing the Council that he had spoken with the seller with the City's proposal. Kris then explains that by law if the City were to purchase the property the way it has been discussed there needs to be a bond for the purchase which would include added expenses such as a bond attorney. He further explains that if the City were to only commit to purchasing the land one fiscal year at a time with no contractual agreement requiring the purchase just an intent if the City is able, then the bond would not be required. This would be an option to buy. There is discussion of this. There is discussion of property owners around property building next to the land application areas. There is discussion of drag tubes instead of the sprinklers for land application. There is talk of the finances and how to pay for the land. As Allyson is not in attendance, the decision is made to have all of the finances put together and then see what can be done. There is discussion of the Public Hearing on the matter at the Council meeting on February 8th. There is discussion of how to make a Public Hearing more informative and helpful for the public. There is discussion of amending the agenda to allow a time before the Hearing to discuss the information and allow public comments about the issue before the Hearing begins.

City of Menan Personnel Policy Discussion: Mayor Haight starts by asking about the document he had Allyson send around as an email. Noel states he is favorable in rolling the vacation days and sick days into personal days. There is discussion of this. There is discussion of the types of employees in the Personnel Policy and those employed by the City. The decision is made to go through each page quickly. It is decided that the Mayor or the Council President will sign the time cards for Allyson and Matt and Matt will sign the time cards of his seasonal help as directed in the policy. The Council moves on and continues to discuss the policy manual. There is discussion of the dissemination of personnel records to the public. There is discussion of breaks and lunch times. There is discussion of separate set of workplace safety rules. Records should not be destroyed until the retention records schedule has been followed. There is discussion of this and how to word it. Discussion of the integrity of Public office. There is more discussion of employee classifications. There is discussion of employee hours, comp time, and full time hours. There is discussion of overtime with the seasonal employees. Kris is asked to update the policy regarding overtime. There is discussion of having time cards signed. There is then discussion of pay dates being on the 1st and 15th of the month, not the second Thursday as the policy states. There is further discussion of the pay period. There is discussion of on-the-job injuries. There is discussion of Vacation Leave and Sick Leave with a possible replacement of both for just Personal Leave. There is discussion of the accrual of the hours for Leave. There is discussion of Holidays. There is discussion of Disability Leave. There is discussion of the Family and Medical Leave Act of 1993. There is discussion of the Employee Evaluation and Discipline. There is discussion of the Separation from Employment section. There is discussion of the Retirement section.

Council Special meeting ends at 9:10 pm.

Allyson Pettingill, City Clerk/Treasurer