LAKE PARK CITY COUNCIL

SPECIAL MEETING MINUTES

LAKE PARK CITY CENTER

MAY 30, 2018

7:00 PM

A. CALL MEETING TO ORDER

 1. Meeting called to order by Mayor Keith Zachariason at 7:00 PM at the Lake Park City Center.

B. ROLL CALL

 1. Members Present: Dan Aune, John Warling, Keith Zachariason, Jon Anderson, Kelly Stark

 2. Members Absent: None

 3. Staff: Lonnie Neuner, Sarah Mikkelsen

 4. Guests: LeRoy Larson, Todd Frank, Carla Nelson, Carly Olson

C. NEW BUSINESS

 1. Approve Additional Bills

**M/S/CU:** Warling/Anderson to approve the additional bills totaling $10,288.85.

 2. Pool Employees

 a. Neuner presented an additional list of pool applications.

**M/S/CU:** Stark/Anderson to approve three of the four applicants: Anderson, Knutson and Seaberg approved.

 3. Capital Asset Policy

- Aune asked why the auditors want to change the appreciation of equipment.

-Neuner said the auditor wanted larger amounts and less items.

-Discussion was held on what amount and maybe we can group items.

**M/S/CU:** Anderson/Aune approved $1,000 for depreciation.

 4. Out of State Travel Policy

**M/S/CU:** Warling/Anderson to approve Out of State Travel policy with a $150 lodging per night and $50 meal costs per day.

 5. Pay Study

 -Aune discussion of handout on wages and percentages for comparison.

 -Zachariason recommended grade and step changes for Utility Department.

**M/S/CU:** Anderson/Stark to approve grade and step changes as follows as of June 1st, 2018.

1. Corey Will: Grade 6, Step 10 change to Grade 9, Step 10 with title change of Lead Utility Worker.

 2. LeRoy Larson: Grade 8, Step 15 change to Grade 9, Step 13

 3. Todd Frank: Grade 12, Step 3 change to Grade 13, Step 3

 - Zachariason recommended a grade and step change for Police Officer Bret Anderson:

**M/S/CU:** Aune/Anderson to approve grade and step change as follows as of June 1st, 2018.

 1. Bret Anderson: Grade 7, Step 11 change to Grade 8, Step 8.

 6. Employee Benefits

-All step and grade changes must be approved by City Council. Annual evaluations need to be completed by department liaison and department heads of each staff as of November 30.

 -Discussion held on Employee Health Insurance.

-Zachariason suggested a cap up to $14,000 per year/$1,167 per month paid by the City for all full time employees as of July 1st, 2018 and it may be reviewed with the renewal prices.

**M/S/CU:** Warling/Anderson to approve a cap up to $14,000 per year/$1,167 per month paid by the City for all full time employees as of July 1st, 2018.

 7. Step and Grade System

 -Zachariason suggested staying with the same step and grade system of 25 years.

 -Warling commented on a 10 year scale.

 -Discussion held on step and grade system.

**M/S/CU:** Warling/Stark to approve a 10 year step and grade system using the existing minimum and maximum the City currently uses. The Max +1, +2, +3, +4 will also remain in effect. The employee will be placed to the closest pay scale on the new 10 step. A compressed scale will be presented at the June 11th, 2018 meeting.

 8. Annual to Hourly Salary

 -Zachariason suggested changing annual salary to hourly salary.

-Discussion of pro’s and con’s on having an hourly or annual salary. There is no overtime for any employees. Comprehensive time is earned and used.

 9. Policy Book

-Zachariason inquired on sick time and payout when an employee has reached maxed hours and upon retirement.

 -Current Policy Book was approved by City Council on April 10, 2006.

-Zachariason asked if Good Friday was a paid Holiday in Policy Book. Nelson reported all paid Holidays from the Policy Book and Good Friday is not a holiday listed.

-Warling suggested changing wording to hours of vacation and not days. Mikkelsen reported is it hours of vacation in the policy book.

D. ADJOURNMENT

**M/S/CU:** Anderson/Aune to adjourn meeting at 9:13 PM.