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**LAKE PARK SPECIAL CITY COUNCIL MINUTES**

2032 2nd Street, Lake Park, MN 56554

April 4th, 2024 - 6:00 pm

**A. CALL TO ORDER and ROLL CALL**

* Meeting called to order by Mayor John Beaudine at 6:00 p.m. at the Lake Park City Center.
* **Members Present**: Jon Anderson, John Beaudine, Britney Ronning, and Aaron Wittrock
* **Members Absent**: Kayla Mayer
* **Staff**: Brady Burnside, Tammy Charbonneau, Todd Frank, Kristi Lund, Casey Mann, Sarah Mikkelsen, Carla Nelson, Carly Olson, and Adam Simon
* **Contracted**: Dylan Ramstad Skoyles
* **Media**: N/A
* **Guests**: N/A

**B. TIME CLOCKS** – Discussion. A work week will begin on Sunday and end on Saturday. Part-time employees of the Liquor Store shall use the time clocks provided to that department in order to record hours worked by each employee, time on duty and time off duty.

**M/S/CU:**  Ronning/Anderson to approve updates to Record of Hours Worked verbiage as written above.

1. **PERSONNEL POLICIES**
	1. **Holiday Hours** – Discussion. Part-time and full-time employees working on a holiday will receive time and half. Full-time employees will also receive 8 hours to use on another day within 30 days.

 **M/S/CU:**  Wittrock/Ronning to approve updates to Holiday hour verbiage as written above.

* 1. **Comp Time** – Discussion. All employees are non-exempt and will be paid hourly. Department heads will manage compensatory time for their department. All compensatory time shall be used by December 31st of each year or it will be paid out the first pay period in January the following year.

 **M/S/CU:**  Wittrock/Anderson to approve updates to Comp Time as written above.

* 1. **Vacation** – Discussion. There shall be a maximum accumulation of 200 hours of vacation (any accumulation over 200 hours will be forfeited). Full-time employees shall earn vacation effective 5/1/24 according to the following schedule:
* 0-5 years – 2 weeks (80 hours)
* 5-10 years – 3 weeks (120 hours)
* 10-20 years – 4 weeks (160 hours)
* 20+ years – 5 weeks (200 hours)

 **M/S/CU:**  Anderson/Ronning to approve updates to Vacation as written above.

* 1. **Health Insurance** – Discussion. Tabled until future city council meeting to research what options are available.

 **M/S/CU:**  Anderson/Ronning to approve tabling discussion.

* 1. **Holidays** – Discussion. Juneteenth on June 19th is added to the paid holidays. Christmas Eve will be a partial day off, and all offices/departments will close at 12:00 p.m. It is up to the discretion of the Liquor Store Manager if the Liquor Store remains open on a holiday.

 **M/S/CU:**  Wittrock/Anderson to approve updates to Holidays as written above.

* 1. **ESST/Sick Time –** Discussion**.** Tabled until future city council meeting to research how this will be reflected in the payroll system.

**M/S/CU:**  Anderson/Ronning to approve tabling discussion.

1. **ADJOURNMENT –** Meeting adjourned at 7:52 p.m.