

**SALARY COMMITTEE  
MEETING MINUTES  
MONDAY, MARCH 23RD, 2015**

The Salary Committee met Monday, March 23rd, 2015 at 6:51 PM in the Council Chambers at the Knisely Centre. In attendance were Salary Committeepersons: Mr. Dan Lanzer, Ms. Winnie Walker, and Committee Chairperson Mr. John Zucal. Alternate Salary Committeeperson Ms. Sandy Cox was present.

Guests were Mayor David Johnson, Law Director Marvin Fete, Service Director James Zucal, Safety Director Greg Popham, President of Council Sam Hitchcock, Council Clerk Patti McKay, Councilperson Mrs. Cheryl Ramos, Councilperson Darrin Lautenschleger, Councilperson Rob Maurer, Mark Cox, Aimee May, and Dean Holland.

Salary Committee Chairperson, John Zucal called the meeting to order at 6:51 PM.  
The meeting was scheduled to start at 6:45 PM there was less than ten minutes to discuss the issue.  
Another meeting will have to be rescheduled.

The purpose of the meeting was:

***PROPOSED AMENDED ORDINANCE 23-2014;  
AND ANY OTHER MATTER THAT MAY COME BEFORE THE COMMITTEE.***

The Committee was taking a look at trying to determine what was best for the sick leave and the vacation pay for employees. The Committee has been looking at this for a long time, back in October they had some recommendations, still looks like potentially they have not moved forward with some of it. There are still some discrepancies as to what both the Administration and Members of Council would like to see.

Committee Chairperson Mr. John Zucal invited the Law Director to share some of his discussions with Matt Baker so we can get that out on the table.

Comments from the Law Director:

All of you received a copy of my letter on 23-2014 on what my recommendation is.  
My recommendation would be that we scrap 23-2014.  
The Law Director said he has spent months trying to reinvent the wheel.  
Matt Baker asked the Law Director if there "Is there any reason we don't just adopt the Handbook?"  
The Law Director said that is such a simple solution.  
The Law Director and Matt have had hours of consultations with regard to the handbook that was drafted by Clemans Nelson & Associates, Inc.  
The Law Director believes it is a good handbook; he thinks as just as outlined in there

"The purpose of the handbook is a Tool for Administration." The only role Council should play is authorizing that as the official Handbook for the City."

Than the Administration can change it as needed to suit its needs when necessary.  
It is not a contract with non-bargaining employees; it gives clear guideline as to what to do. It is very effective. Most everything the Law Director has given to Council has been taken from that anyway.  
The Law Director said there was an issue the Service Director had raised there are four different reasons for separation from employment.  
You can lose your job because it is phased out  
Fired from your job  
You can quit or you can retire.  
The Law Director changed the language to "*separation from employment for any reason*"  
Instead of just being able to get paid upon retirement.  
It is up to council whether they want to do it like that or if Council  
Passes and approves the Handbook that was turned over to the Law Director and Mayor.  
To make a decision as to what we want to do with the Handbook.  
My recommendation is to use the Handbook only. It has to be the Mayor's call.

The Handbook can always be, modified without having to pass legislation the Handbook would supersede any prior legislation.

*The Law Director recommends "get rid of 23-2014 pass the Hand book anybody you want to deal with in terms of paying for past vacation that is why I drafted resolution 7-2015. If we are going to*

*discuss any personnel individually on that list I believe that has to be done in and executive session."*

Salary Committee Chairperson, John Zucal:

Right now just for a clarification standpoint:

The 2013 Handbook is not completed.

With it not being complete we can't adopt something that is not a finished product and has not had a chance for Council to review.

We still have some chapters to go.

(Councilperson Ms. Cox clarified there are a couple of chapters left.)

Salary Committee Chairperson, John Zucal:

No way can Council adopt a handbook that is not completed.

We are still talking about some of the same things we talked about in October.

Councilperson Ms. Cox reported:

(There are seven or ten items the Committee and Administration had recommended to change.

Which needs changed and there were at least five or ten items that were not resolved.)

Salary Committee Chairperson, John Zucal:

The point is being it is not ready to be adopted.

Committee person Mr. Lanzer reminded everyone:

The Administration and the Law Director were supposed to get together. And then present it back to the Finance Committee or whoever is in charge the completed project. So we could either say yea or nay. (More of Legislative branch instead of an Executive function of Administration.)

Salary Committee Chairperson, John Zucal:

"Looking back at from the minutes from the meeting I think we made it clear as to what we wanted to see.

Ten continuous years of service

An employee coming over from another public entity had to be vested for that.

Then they could bring over a portion of that we use under the one quarter rule that had been good to the City in the past. We need to have that in the new handbook.

It was critical to that all those pieces that are out there we want to make sure Administration would utilize the new handbook.

Marvin, I understand your position what also concerns me

If Council adopts a handbook and then changes are made to that without that being brought before Council that we still don't have a handbook that we started out with that we approved.

I agree it is an Administrative Function to recommend those changes.

I still think it reverts back to Council that is a change in the adopted legislation that we had

That would need to reflect items those changes as well. I just think that is a piece of that should be done on an annual basis. That is just my thoughts."

Committee person Winnie Walker didn't have any comments

Law Directors comments:

"There is a completed handbook.

The continuous service line is actually in there on the vacation in the handbook.

There is a finished handbook; the fact that everybody hasn't had a chance to give their opinion doesn't mean it is not completed."

The Law Director said:

He has the entire thing on his computer.

I think it is a bad idea to revert.

It was approved by professionals that the City has paid.

I think it is a bad idea to have every single Council Member to weigh-in and ask questions on what part is this or that.

It is an Administration Function if the administration wants to use the handbook.

It is already completed and done it is not a contract or an ordinance.

It gives the administration guidance to accomplish the administrative goals.

That is played out in the preamble of the handbook.

My recommendation would be to adopt it and I think is a bad idea to hear everyone go through line by line.

Councilperson Ms. Cox reported:

There are places in it just for instance; you had in this ordinance optional on the sick leave. Optional meant Council had the right to take it out or leave it there. There were no decisions on that.

There are at least five or 10 places in the handbook that have optional sections that we have to make a decision on as to whether we are going to retain the section or delete it. The Handbook is not complete. The former Mayor wanted it to be brought back to Council to go through it and make a decision on those sections.

That is what we were originally doing.

Salary Committee Chairperson, John Zucal:

The bottom line is if I go back to what the Committee asked at the last meeting the Committee said "please make changes to the proposed ordinance 23-2014 and take a look at that.

We had some very specific issues. We didn't make recommendations to go back and adopt the handbook."

What we have asked for is that. And that is the only thing we can do.

I would like to establish a meeting of the Salary Committee to look at this again and all component parts of it.

Mr. Lanzer made a motion to adjourn at 7:00 PM

Respectfully Submitted,

John Zucal, Chairperson  
Salary Committee