

State of Minnesota
Counties of Scott & Le Sueur
City of New Prague

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Special City Council Meeting
Thursday, February 13, 2020

Mayor Nickolay called the Special Meeting to order at 5:30 p.m. with the following members present:

Nickolay, Ryan, Bass, Seiler, and Wolf

Staff Present: Mike Johnson, Ken Ondich, Bruce Reimers, Patty Solheid, Glen Sticha and Jim Gareis

Other: Ms. Leah Davis, CPA/President AEM Workforce Solutions; Partner ABDO Eick & Meyers from Mankato, MN

Patty Solheid, Finance Director reminded the Council that one of the goals from the April 29, 2019 Council Workshop was to update the City's Employee Handbook (Personnel Policy).

City Staff enlisted assistance from Ms. Leah Davis CPA/President of AEM Workforce Solutions Partner, and a subsidiary of Abdo Eick & Meyers in July of 2019 to help with reviewing and updating the City's existing handbook (January 1, 1998).

City Staff worked with Ms. Davis on the employee handbook by updating and revising existing policies, adding policies that are state regulated and modernizing some policies as they pertain to employees.

City Staff also worked with Bob Alsop and Scott Riggs of Kennedy & Graven to have them review, comment and make final changes to the draft policy.

A summary of the changes/updates to the City's prior handbook along with a Final Draft of the Employee Policy Handbook with an effective date of January 1, 2020 were presented to the Council.

Ms. Davis was introduced and she provided an overview of herself and what she had done to assist City Staff in the re-write and update to the Employee Handbook.

The Council had questions on various topics within the Policy Handbook.

Issues discussed during the review included:

- Conflict of Interest - p. 8
- Double Pay - p. 18

City Council Proceedings

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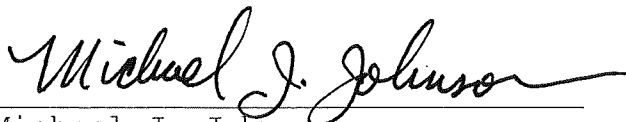
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- Vacation - p. 21
- Unpaid Medical Leave - p. 27
- Sick Leave - cap, payout, severance
- Former Severance Payout - tightened up language; eliminated payout of single cost for health, dental, and life insurance at retirement for new employees hired after January 1, 2020.
- ? on Dismissal - p. 41


Leah Davis recapped the Council's discussion and noted that there needed to be revisions to the Conflict of Interest section and the vacation policy. Red lined changes will be made to these two sections and returned to the Council for final review and adoption at the March 2, 2020 Council meeting.

After final discussion, it was moved by Seiler and seconded by Nickolay to adjourn the meeting at 7:54 p.m. All voted in favor, motion carried. (5-0)

ATTEST:



Michael J. Johnson
City Administrator



Charles L. Nickolay
Mayor