

OFFICIAL PUBLICATION

City of Hartford
Minutes of Special Meeting
November 12, 2018

A special meeting of the Hartford City Council was held in the Council Chambers at Hartford City Hall, 150 W. Elm Street, Monday, November 12, 2018. Mayor James Buzzard called the meeting to order at 6:32P.M. Members answering roll call included James Buzzard, Sophia Eckert, Amanda Peterson, Dana Smith and Mark Goldsberry. Member absent: Kim Crook. Voluntary Pledge of Allegiance was recited by meeting attendants.

Staff members present included Doug Peebler, Public Works Director and Brad Herrold Clerk/Treasurer

The purpose of the meeting was a workshop to create an updated employee handbook for city employees.

Motion by Eckert and seconded by Peterson TO APPROVE AGENDA AS WRITTEN. Voice vote: Motion carried unanimously.

Public Comment – Mayor Buzzard welcomed guests and asked for public comment. No public comment was presented.

Council Business – Council member Smith stated the present handbook has had no updates for over a decade which should not be acceptable to the city employees. Other cities comparable to Hartford size are being used as models for proposed changes. Discussion was held regarding the process to make the changes recommended by the Iowa League of Cities which includes creating revised document, having document reviewed by city attorney and final approval by the City Council prior to 1st of 2019. Sample drafts from Carlisle, Pleasantville and Melcher-Dallas were considered for templates. Council member Eckert stated the City of Carlisle handbook will be used as final template. Eckert stated the goal of the process is 100% transparency and to have the final document finalized and approved by the Council by January 1st. Clerk Brad Herrold stated himself and Doug Peebler have never had formal review by city staff on an annual basis for 17 years. Discussion was held regarding classes and types of employees and layoff and promotion qualifications. ID badges should be provided at employer expense. Office hours for Clerk and public works staff were discussed to be managed by the Mayor. Discussion was held regarding compensatory time, overtime compensation, accumulation of hours and payout of accrued compensatory time. Discussion held regarding sick pay and vacation pay and payout of unused accruals and carry-over of same. Vacation accruals from different cities were discussed. The Clerk will run report of accrued compensatory time for employees to be available at regular council meeting. Discussion about jury duty, funeral leave and leave of absence without compensation for 3 months with approval by Mayor. Legal clarification will be needed with respect to FMLA rules for small cities. The Clerk stated there are no pay scales in place for present employees for grade or classes. Discussion about group health insurance. Carlisle non-union employees paid \$900.00 monthly stipend to buy their own insurance, \$800.00 monthly stipend paid by Melcher-Dallas and no \$ number available for Pleasantville. Talked about health saving account funding with large deductibles. Eckert will attempt to do analysis of plan renewal recommendations; the Clerk will get additional plan renewal rates from broker. The current plan renewal is January 1st. Discussion was held regarding workman's compensation coverage and employee health insurance coverages. Mileage reimbursements, travel expenses and personnel files were discussed. Recommended change items in handbook draft will be submitted to city attorney for review prior to regular council meeting on the 20th.

Health plan options, Comp time accrual report, Cyber Solutions (media solutions) are next meeting topics.

Motion by Eckert and seconded by Peterson TO ADJOURN THE MEETING AT 8:26 P.M. Voice vote: Motion carried unanimously. Mayor Buzzard adjourned the meeting.

Brad Herrold, Clerk/Treasurer

Attest: James Buzzard, Mayor

