



## CITY COUNCIL WORK SESSION MINUTES

Millersburg City Hall  
via Virtual Meeting  
September 22, 2020 @ 4:00 p.m.

A. CALL TO ORDER Mayor Lepin called meeting to order at 4:01 p.m.

B. ROLL CALL

Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Dave Harms, Scott McPhee, John Sullivan

Councilors Absent: Councilor Dave Harms arrived at 4:09 p.m.; Councilor Scott Cowan joined at 4:56 p.m.

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Forrest Reid, City Attorney; Kimberly Wollenburg, City Recorder

C. WORK SESSION ITEMS

1) Employee Handbook – Informational

City Manager Kreitman gave a brief background regarding the need for the update to the current Employee Handbook due to an updated model posted by the City's risk insurance provider (CIS). He also mentioned needing some Council feedback on a couple of policies contained within the revised handbook.

Next, City Manager Kreitman reviewed the updated handbook. City Attorney Reid spoke about his conversations with a representative from the City's insurance regarding need for City Council approval of employment policies. After discussions with her, he determined that with the Charter being silent on this and with City Manager Kreitman having authority to hire and fire, there isn't a need to have City Council approval. However, it is good practice to review with Council and discuss updates. Discussion followed with the City Council regarding their requests in this matter. The full Council agreed that beyond specific policies that involve compensation and benefits, the Council is agreeable to City Manager Kreitman handling the adoption of the Employee Handbook and other policies without approval of Council.

City Manager Kreitman discussed various provisions but addressed vacation and leave accruals in detail, specifically the past policy of front-loading employee leaves. Staff noted the proposed changes to accrual per pay period based on time of service with leave posted as earned. Staff shared a matrix of proposed changes to current accruals and how they compare over a career. Mayor Lepin asked about the ability to donate sick leave. City Manager Kreitman noted the ability to discuss this on a case-by-case basis if needed. There was some discussion regarding whether the amounts noted were standard and discussion about allowing sick leave to accumulate more. Staff recommended against increasing the maximum sick leave accrual at this time. Council expressed agreement with the proposed changes to leave accruals, City Manager Kreitman stated he would

update the benefits and compensation policy to include vacation, holiday/floating holiday, and sick leave accruals and policy descriptions for Council adoption at the October 13, 2020 Council meeting.

City Manager Kreitman shared two new programs contained within the handbook, one by the City adding an Employee Assistance Program and a Rapid Care program offered by the City's risk insurance carrier (CIS).

After City Manager Kreitman explained the difference between the two versions for a drug & alcohol policy, the Council and staff had a discussion regarding the drug & alcohol policy with the options of zero tolerance or no impairment policy. Council supported staff's recommendation of the zero tolerance version.

- 2) Personnel Policy Updates Associated with Updates to the Employee Handbook – Informational
  - a. Workplace Respect and Code of Conduct Policy
  - b. Harassment Free Workplace Policy

City Manager Kreitman reviewed briefly the two policies with the minor updates and including a reporting form for the Workplace Respect and Code of Conduct Policy and the addition of the Harassment Free Workplace Policy that is required under new State law.

- 3) Miscellaneous

Assistant City Manager/City Engineer Booth shared some pictures taken that day from the resurfacing project on Woods Road. She also mentioned the upcoming work being done by Albany at the Water Treatment Plant and how this will affect the City.

City Recorder Wollenburg briefly showed progress on draft website to Council.

#### D. CLOSING PUBLIC COMMENT

*The public has the opportunity to address the Council during "Public Comment" while in the virtual meeting by virtually signaling by unmuting first then those who call in will be acknowledged, or if the public prefers, may send written comments by email to [cityclerk@cityofmillersburg.org](mailto:cityclerk@cityofmillersburg.org). Please limit comments to one page and include your name and address. Emails received before 5:00 p.m. on the day of the meeting will be included and read into the record for comments by the Council.*

No public present.

#### E. CLOSING COUNCIL COMMENT

None

#### F. ADJOURNMENT Meeting adjourned at 5:42 p.m.

Respectfully submitted:



Kimberly Wollenburg  
City Recorder

Reviewed by:



Kevin Kreitman  
City Manager