

## MEDINA CITY COUNCIL MEETING MINUTES OF DECEMBER 21, 2010

The City Council of Medina, Minnesota met in special session on December 21, 2010 at 6:01 p.m. at the Medina City Hall, 2052 County Road 24, Medina, MN.

### **I. Call to Order**

**Members present:** Weir, Crosby, Siitari, Smith (arrived at 6:50 p.m.), Johnson (arrived at 6:50 p.m.)

**Members absent:**

**Also present:** City Administrator Chad M. Adams, City Planner Dusty Finke, Public Works Superintendent Steve Scherer, and Finance Director Jeanne Day,

### **II. Personnel Policy Revisions**

Adams explained the policy revisions were an established goal for 2010 and stated that the packet organized the policies into two segments for meeting. He added the first group of policies consists of rather technical changes, while the second group requires Council policy discussion and direction.

Discussion was held on the first group of policies with additional revisions made to:

1.30 History of Medina – Change “area” to “hamlet” in three locations.

2.50 Discipline and Corrective Action – One grammatical change plus adding language regarding an employee that embarrasses the City or provides conduct unbecoming of a City employee.

4.20 Salaries and Wages – Clarify that the merit based pay is based on a review at the end of the calendar year.

*Weir moved, Siitari seconded, to approve the amended policies 1.30, 1.40, 2.50, 2.70, 3.50, 4.20, 4.40, 5.30, 5.85, 6.20, 8.30, with additional revisions as noted, and to remove policies 8.40 and 8.50 from the Personnel Policies. **Motion passed unanimously.***

*The Council agreed to direct staff to conduct research and report back on the sick leave banks and vacation leave banks as compared to the cities of Minnetrista and Orono; and, to prepare a gross accruals summary of all Medina benefits.*

*Following discussion, the Council directed staff to provide revisions to the 3.10 Respectful Workplace policy to include the Mayor as the entity to report to if the City Administrator is perceived to be the cause of a disrespectful workplace behavior incident.*

*Following discussion, the Council directed staff to provide revisions to the 5.40 Sick Leave and 6.10 Bereavement Leave policies to include a domestic partner to the policy language, as long as a registration/certification is provided to the City.*

Smith and Johnson arrived at 6:50 p.m.

*Following discussion, the Council directed staff to provide revisions to the 6.50 Parental Leave policy to provide a twelve (12) week leave, insurance rates to remain throughout the twelve weeks, limitation on using paid hours during the second six weeks of the twelve week leave, and a limitation on the amount of vacation time to remain banked if an employee chooses to utilize prior to sick leave.*

*Weir moved, Johnson seconded, to approve the amendments to the Severe Weather Conditions policy as drafted. **Motion passed unanimously.***

### **III. Adjournment**

*Siitari moved, Weir seconded, to adjourn the meeting at 7:00 p.m. **Motion passed unanimously.***

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T.M. Crosby, Jr., Mayor

Attest:

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Chad M. Adams, City Administrator-Clerk