



## **Finance and Administration Committee Record of Proceeding February 27, 2024**

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The Finance and Administration Committee met on Tuesday, February 27, 2024. Those in attendance included: Chairperson Michael Moore, Ward III; Council Committee Member Aaron Wahl, Ward II; Council Member Mary Monachella filled in for Councilmember Barb McGuinness, Ward I; Council Committee Member Gary Budoor, Ward IV; Mayor Bob Nation, Finance Director Jeannette Kelly and City Administrator Mike Geisel. Those also in attendance included: Public Works Director Jim Eckrich, Councilmember Merrell Hansen, and Deputy City Clerk Amanda Hurley.

Chairperson Michael Moore called the meeting to order at 5:30p.m.

### **Destruction of Records**

Chairperson Moore made a motion, seconded by Councilmember Wahl, to forward the matter of record destruction to the council with a recommendation to approve the records to be destroyed. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed.

### **Employee Handbook Revisions**

Chairperson Moore made a motion, seconded by Councilmember Budoor to forward the revised employee handbook to council with a recommendation to approve. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed.

### **Salary Manual Revisions**

Councilmember Mary Monachella raised a question regarding page 16, section B, of the Salary Administration Manual. She noted that the last sentence currently reads, "In no circumstance, should an employee with a lesser performance ranking receive a superior merit increase as compared to a peer having the same job title, with a lower performance rank." Councilmember Monachella suggested that the word "lower" should be replaced with "higher" to improve clarity.

Chairperson Moore made a motion, seconded by Councilmember Wahl to change the third to last word on page 16, section B to higher, instead of lower,

of the revised salary manual and to forward to council. A vote was taken with an affirmative unanimous result (4,0), and the motion was declared passed.

**Bid Protest Resolution**

Councilmember Wahl made a motion, seconded by Chairperson Moore, to recommend approval of the proposed resolution to establish a bid protest procedure for the North Outer 40 infrastructure improvement project, which is funded by the State ARPA Grant and to direct staff to develop a bid protest procedure which could be implemented for future city contracts. A vote was taken with an affirmative unanimous result (4,0), and the motion was declared passed.

**Phased Retirement Agreement**

Councilmember Wahl expressed concern about Page 4, Section 7, Item A of the Phased Retirement Agreement, which states, "If the Vehicle would have a depreciated value of zero dollars, Geisel shall be permitted to purchase the Vehicle for one dollar." Chairperson Moore suggested changing the one dollar to 50% of the market value. Additionally, Council Committee Member Wahl questioned the compensation level, page three, section 5c, and suggested that it be increased, and the associated level of effort described in the agreement, on Page 4, Section 6, Item F, which reads, "The effort associated with this phased retirement agreement is estimated to be not more than 1/3rd of a full-time employee." Chairperson Moore suggested striking Item F, Section 6 on Page 4.

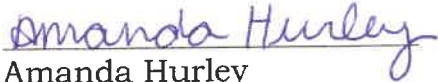
Chairperson Moore made a motion, seconded by Councilmember Monachella to amend the compensation level to 40% in section 5C, strike section 6F addressing the level of effort, and modify section 7A to reflect the purchase cost of 50% of fair market valley and to recommend approval of the agreement with these revisions to the full City council. A vote was taken with an affirmative, unanimous result (4,0), and the motion was declared passed.

**Adjournment**

The meeting was adjourned at 6:35 p.m.

Respectfully submitted:

  
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Jeannette Kelly  
Finance Director

  
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Amanda Hurley  
Deputy City Clerk

Approved: 513-24