

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, APRIL 27, 2021
5:00 p.m.

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong and Craig Diggs. Robin Harrison was absent.

OTHER COUNCIL MEMBERS: Mayor Dan Rife and Ed Barlow

OTHERS PRESENT: City Administrator Tom Short, City Clerk Traci Cox, Police Chief Greg Dagnan, Parks & Recreation Direct Mark Peterson

Chair Ceri Otero called the meeting to order at 5:00 P.M.

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Diggs, the minutes of the April 13, 2021 meeting were approved 4-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report. Mr. Armstrong moved to approve the claims. Motion carried 4-0.

NEW BUSINESS:

1. Consider and Discuss Job Description for Team Policing/Training Officer.

Chief Dagnan discussed the need for creating the new position and job duties. Mr. Armstrong made a motion to approve the job description and forward to council. Motion carried.

Robin Harrison arrived at 5:08 p.m.

2. Consider and Discuss Job Description for Assistant to the City Administrator.

Mr. Short explained the position would assist the City Administrator and assume some of the duties of the City Administrator going forward. Ms. Otero had drafted a memo describing her approach to creating the position and discussed the need for succession planning. She suggested changing the title to Assistant City Administrator, assign the salary to Grade Q, change the FLSA status to exempt and change the supervision to the Mayor and Council. Mr. Short explained an ordinance would need to be approved by council to adopt the new position. Mr. Armstrong discussed the need to continue to develop the job description from draft to fruition by following the guidelines of temporarily promoting an employee as described in the Personnel Policy Manual Section 3.06 (5). Mr. Diggs discussed the growth in the community and the need for succession planning to protect the city by placing someone in the position to gain knowledge. Since the council doesn't really know what the job requirements will be, he felt it could be beneficial for the temporary promotion. Mayor Rife felt more time was needed to determine chain of command and whether to proceed with a temporary promotion or passage of an Ordinance to create a permanent position. The FY 2022 Budget is scheduled for perfection at the May 10 Budget Ways & Means Committee meeting, therefore the committee felt the FY 2022 Budget should include wages for the position placed within Grade Q. Points would need to be assessed by HR to

determine proper placement. Mr. Diggs moved to request the Budget Ways and Means Committee increase appropriations for the position in the FY 2022 Budget to allow for a salary within Grade Q. Motion carried.

3. **Staff Reports:** Ms. Cox reported she had spoken with a few banks regarding CD interest rates and would be moving funds to CD's since they are drawing a higher interest rate than MOSIP.

ADJOURNMENT: Mrs. Harrison made a motion to adjourn at 6:12 PM Motion carried 4-0.

Traci Cox