

CITY OF MILROY

Special Meeting – Personnel Policy, follow up to Clerk/Treasurer complaint, VEBA contributions, Keys, Passwords and tour of EDA apartment
February 11, 2025

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

Mayor Sik called the meeting to order at 6:30 p.m., followed by the pledge of allegiance.

Councilmembers Present: Sik, Christensen, Olson, Haken and Miller.

Staff in attendance: Clerk/Treasurer Snyder and Public Works Director Duscher.

Guests: Beth Carlson, Kim and Mike Wall, Kelsi Miller, Sara Soupir, Tom Marks and Brad Snyder.

The purpose of this special meeting was to discuss the Personnel Policy, complaint follow up, VEBA contributions, keys, passwords and tour the EDA apartment.

APPROVE AGENDA

Miller/Haken unanimous to approve the agenda as presented.

Councilmember Haken formerly apologized to Clerk/Treasurer Snyder regarding the rapid-fire accusations at the last meeting.

CITY CLERK/TREASURER EVALUATION OF PERFORMANCE

At this point in the meeting the follow up to the evaluation of performance of the City Clerk/Treasurer, Betsy Snyder was done. Snyder requested the meeting remain open. At this point Acting Mayor Miller took over the meeting due to Mayor Sik having a conflict of interest with the complaint and having no discussion or vote she was asked to leave the meeting while the conversation was played. After the conversation was played, it was said that no rude comments were heard. Haken said all owe the Clerk/Treasurer an apology with the upmost sincerity.

Haken/Miller/Olson/Christensen unanimous to file no discipline toward the Clerk/Treasurer. Mayor Sik is unable to vote due to conflict of interest.

VEBA CONTRIBUTIONS

Regarding the information given to the council, prior to this meeting current contributions as written in the personnel policy are 1200.00 or 2400.00 dependent on if you choose single or family. Councilmember Miller suggested giving back what the employee earns for the city by making no claims. Right now, this is put into the general fund with no reimbursement to either employee. Haken recommends the council consider the attorney's suggestion to sunset hours.

Sik/Christensen to contribute \$1200.00 towards the employees VEBA account. Sik/Christensen approve, Olson/Haken/Miller opposed. Motion Fails.

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Haken/Miller for the VEBA contributions to remain. Haken/Miller approve, Sik/Christensen/Olson opposed. Motion Fails.

These contributions will remain as written in the personnel policy.

PTO PAYOUT HOURS

Olson/Haken unanimous to pay the employees out for their accumulated hours Clerk/Treasurer (566) Public Works Director (344.25) these will be paid out with the new pay raises.

CITY BUILDING KEYS

Sik/Olson for Mayor to have keys to all city buildings: city shop, city hall and fitness center.

Sik/Christensen/Olson approve, Haken/Miller opposed. Majority rules motion passes.

Councilmember Miller contacted the League of MN Cities, and they do not recommend councilmembers get keys due to private data in the city office. What part of a councilmember's job requires them to have access to the city office? Mayor Sik said she might need to make copies. All the master keys to all city buildings are in a master key box in the city office.

CITY PASSWORDS

Passwords will stay within the City Office/Shop and not be given out to any individual.

PERSONNEL POLICY UPDATES

Haken/Olson unanimous to change the word administrator to Clerk/Treasurer throughout the book.

Miller/Christensen unanimous to change the PTO carryover to 312.

Hours need to be updated. The hours could be updated for core and flexible hours, allowing the employee to work at their discretion if needed without prior approval. Clerk/Treasurer hours were limited to 32 and a description of what she does will be shared again with council.

Sik/Olson unanimous to change all sick leave to PTO.

Councilmember Miller would like to make it mandatory for the council to attend the newly elected training. Stated this cannot be mandatory as you cannot force someone to attend training.

Councilmember Haken asked is the city has a current performance review sheet, and the city does have a current one in place. All these changes will be made and brought back for the council to approve.

Volunteer work will be discussed with the city insurance agent at the February meeting.

At this time the meeting was open to public comment. Beth Carlson, VP of MCFOA, City Clerk, City of Chatfield and the Mayor of Lewiston then commended those council who attended the newly elected training. Training is important for all city employees including the council. She also said that Betsy Snyder has the highest accreditation of a City Clerk, which is an MMC. There are only nineteen MMC's within the State of MN therefore that shows a lot of dedication from this office. Mayor Sik asked her how and who does the grant application in her cities.

Kimberly Wall would like to thank Scott Haken for apologizing to Betsy Snyder after the last meeting. She stated there are many clerks watching the Council meetings and it was noted by Clerk/Treasurer Snyder that there was over a thousand views. There were also three letters of support for Clerk/Treasurer Snyder in the council packet.

Councilmember Miller thanked the employees for their hard work and the visitors for attending.

Mayor Sik then informed the council of a school board meeting on March 17, 2025, at 5:00p.m. in regard to consolidation and recommends all council attend if able.

The tour of EDA apartment will be done following the adjournment of this meeting as posted prior to this meeting

ADJOURN

Miller/Haken unanimous to adjourn the meeting at 7:50 p.m.

Approved on this 24th day of February 2025.

Betsy Snyder, City Clerk/Treasurer