

MINUTES

Friday, March 8, 2013

11:00 AM

Operations Committee Carnegie Town Hall

235 West 10th Street

Members Present: Council Member Sue Aguilar, Council Member James Entenman, Council Member Michelle Erpenbach, Council Member Rex Rolwing

Members Absent: None

Staff Present: Lorie Hogstad, City Clerk; Jim David, Legislative/Operations Manager

Guests: None

1. Call to Order

Operations Committee Chair Sue Aguilar called the meeting to order at 11:00 a.m.

2. Reports and Updates

A. Review DRAFT Procedures Manual

Jim David, Legislative/Operations Manager, reviewed the DRAFT 2013 City Council Procedures Manual. This is a guide for current City Council members and a training manual for those elected in the future. David described the steps taken to compile this version of the manual. David reviewed the manual chapter-by-chapter and stated a new chapter, "Human Resources" was added to the manual.

The chapter entitled Role of the City Council included a listing of current office holders; the role of the Council; Mayor-Council form of government tables; listing of all meetings types; 2013 calendar of City Council meetings; and popular acronyms in City government.

The new chapter, Human Resources, was reviewed and contains the City Council organizational chart; information on performance evaluations; and a confidentiality policy. Council Member Michelle Erpenbach asked if the non-exempt performance evaluation form should be included in the booklet. Discussion was held on the exempt versus non-exempt employee status. Council Member Rex Rolwing asked if the employee positions in these two categories needed to be defined more specifically.

Erpenbach stated that the Merit Guideline Scale for Performance was used previously in evaluations. This utilizes a point system and final score to determine if a raise is given and the amount of the raise. This form, along with the non-exempt evaluation for those non-exempt employees, will be added to the manual.

The chapter on Public Relations covers public service values, effective communication-public and media; general information line; City directory; technical support. David stated this information was borrowed from the Introduction to Sioux Falls City Government books, with additional

information added. David will also add commonly-used phone numbers to this chapter for City government.

City Council Policies covers election of council chair/vice chair/seating rotation; supporting documentation for meetings; Council committees; education, travel, and training; travel policy and associated forms; Council budget; capital program, and operating budget; equipment and office supplies; internal directives; parking; and safety.

Discussion was held on whether the travel section and the budgeting sections need to be separate chapters. It was determined that these will be listed as subchapters under the City Council Policies section. David will make this change.

A motion was made by Erpenbach and seconded by Roling to approve the manual with the changes as noted and to bring this version forth to the full Council at the March 14, 2013, Working Session. Four yeases. Noes, none.

Operations Committee members thanked David for his work in the revision and preparation of this manual.

B. Carnegie Town Hall Use Policy

David presented proposed changes and highlights to this policy. He stated the purpose and intent of this policy is to utilize the Carnegie Town Hall for City use or City-related activities. In addition, proposed changes to Items 4, 5, and 11 under Guidelines were reviewed. Items 2, 6, 7, 10, and 16 were removed from this draft. Language was added to state that organizations utilizing the Carnegie Town Hall are prohibited from moving City equipment.

Roling asked if any social group can utilize the building. Erpenbach responded that the thought process is this building is not to be used for social groups as the building contains highly technical equipment as well as the overtime issues to staff and utilize the building as a rental hall. City Clerk Lorie Hogstad addressed her past experiences in the use of the building and the types of social groups that have inquired to use the facility.

Erpenbach added that the Council welcomes people to attend the meetings in the Carnegie Town Hall and agrees the Council does not have the capability to utilize the building for social groups.

David suggested adding this policy to the Procedures Manual. Aguilar felt this would be appropriate and a matter for discussion.

A motion was made by Roling and seconded by Entenman to bring the Use Policy to the Council independent of the Procedures Manual to approve individually, with the end result being to place this in the manual. Four yeases. Noes, none. David stated the adoption of the Council Meeting Procedures Manual would mimic the adoption of the Audit Charter which was adopted by resolution.

C. Future Meetings

Aguilar asked Erpenbach for her thoughts for meeting dates as she was on the Task Force that put together this committee. Erpenbach responded that Roling was on this task force as well. Both recall this was meant to be a quarterly meeting; however, there may be times where this

group would need to meet in an emergency session. Aguilar asked if the intent was for the immediate past chair of the Council to become the chair of this group the following year. Erpenbach stated this was the intent, although it was not in the specific wording. Aguilar said this committee is made up of the past chair of the Council, current leadership, with the fourth member to be an elected position with the election taking place after new Council Leadership has been elected. Quarterly meeting dates were set for June 7, 2013, September 6, 2013, and December 6, 2013, and March 7, 2014. Aguilar will let the rest of the Council know these meeting dates at the upcoming Informational Meeting on Tuesday.

3. Open Discussion

Rolfing thanked Aguilar for her leadership of the Operations Committee over this past year.

4. Adjournment

Chair Aguilar adjourned the meeting at 11:40 a.m.

Lorie Hogstad, CMC

City Clerk