

**New Scandia Township
Minutes of Town Board Workshop Meeting
Wednesday, December 13, 2006**

The New Scandia Town Board held a workshop meeting to discuss various personnel issues on the above date. The following members were present: Chairman Dennis Seefeldt, Vice-Chairman Michael Hinz, Michael Harnetty, Blair Joselyn and Nancy Madden; Administrator Anne Hurlburt. Also present were Councilmembers-Elect Dolores Peterson, Pete Crum and Donnette Yehle.

The meeting was called to order by Chairman Seefeldt at 7:01 p.m.

Administrator Hurlburt reviewed the current organizational chart for the Township and employee rates of pay. Preliminary information on the cost of health care benefits was reviewed, along with salary survey information from the League of Cities for various employee positions as well as city council members. Hurlburt presented a proposed organizational chart, and position descriptions for current and proposed positions. The history of building permit revenues and expenses were discussed. Current personnel policies, and an outline of a proposed revision, were distributed and reviewed. After discussion, the following directions were given:

- The Town Board will consider cost-of-living adjustments to pay rates for current employees at the December 19 meeting.
- Hurlburt will draft a comprehensive pay plan for consideration by the Council early in the 2007.
- A set salary, with some additional compensation for serving on a major committee, is the preferred approach to Mayor and Council compensation. Yehle and Peterson will work with Hurlburt to review a draft ordinance prior to consideration at the January 2 meeting.
- Hurlburt will proceed immediately to secure firm quotes for employee health insurance, based on covering the current full-time employees (maintenance worker, deputy clerk and administrator.)
- Steps needed to hire a maintenance worker and building/ code enforcement official will proceed as soon as possible following decisions on health insurance.
- The Council may consider appointing a subcommittee to work on personnel issues.
- Hurlburt will begin drafting a revised personnel policy for review early in 2007.

Actions that will need to be taken at the first City Council meeting were discussed. There was preliminary agreement on the following:

- The January 2 meeting should include a community event to mark the transition from township to city, and the swearing-in of the new Council. Seefeldt will work with staff to put together the program and invitation. Refreshments will be included.
- The current meeting schedule for the Board/Council and Planning Commission should be continued.
- The Council should review the list of existing committees and discuss what committees they wish to appoint, and the status of membership of each.

- Residents, including former council candidates, should be invited to apply for appointment to fill the Planning Commission vacancy and other committee appointments to be made by the Council early in 2007.

The meeting adjourned at 9:10 p.m.

Respectfully submitted,

Anne Hurlburt
Clerk/ Administrator