

ADMINISTRATION AND PERSONNEL COMMITTEE

Meeting Summary

February 1, 2021

Attendance:

Chris Hilberg, Vice Mayor/Chair
Nancy Spencer, Mayor
Traci Theis, City Council
Tom Moeller, City Manager
Lori Thompson, Assistant City Manager

The meeting was called to order at 4:00 PM.

Mr. Hilberg stated that City Council referred the matter of city holidays in regard to Martin Luther King Day to the committee for review. He noted that the City currently does not close the City offices on MLK Day. Mr. Moeller reported the current status of holidays for which the offices are closed:

1. New Year's Day
2. Presidents Day
3. Friday before Easter
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving
8. Friday after Thanksgiving
9. Christmas Eve
10. Christmas Day

Employees are also provided a paid day for their birthday (which can be taken any time within a year from the actual day).

The committee discussed whether to include MLK Day in the list and eliminate another holiday to retain the number of paid holidays at 10 per year. Mr. Moeller noted that adding a holiday would eventually impact the collective bargaining agreements as the contracts currently identify the specific holidays that impact the pay schedule. He noted that adding a holiday for police will have a financial impact of approximately \$1,800 for the year. Intangible costs would be expected for the one day of lost productivity for all other employees. There is a potential additional cost should a snow event occur that would require overtime/holiday pay for the Service Dept. if it were to occur on MLK Day. Without knowing the duration of the event, Mr. Moeller noted it is difficult to determine exact costs.

Mayor Spencer stated that honoring Dr. King is an important marker for the City to undertake. She would support adding the holiday to the City's calendar and increase the number of holidays to 11. After further discussion, both Vice Mayor Hilberg and Council Member Theis agreed to recommend this to City Council. Mr. Moeller noted that City Council would approve amending the legislation which provides for employee benefits. This legislation would take effect on January 1, 2022.

The meeting was adjourned at 4:25 PM.

Chris Hilberg, Vice Mayor/Chair