

Carlton City Council
SPECIAL MEETING MINUTES
Tuesday, February 3, 2015

1.00 Call to Order & Roll Call

Mayor Bureau called the meeting to order at 4:00pm.

Council Present: Mayor Bureau, Councilmember Rodd, O' Brien, Gustafson and Vork

Council Absent: None

Others Present: Clerk Hartung, Deputy Clerk Conway, PW Wolf

The purpose of this meeting was to Payroll Calculations and Personnel Issues.

Mayor Bureau reviewed the FLSA rules regarding the "time worked" calculation and the opinion of Bill Helwig given in a letter dated January 28, 2015. Mr. Helwig determined that in accordance with FLSA laws, holiday, vacation, sick or comp time does not count as time worked, but only the hours actually worked count as time worked. Mayor Bureau and Councilor Vork proposed several options to clarify the current personnel policy. Several different scenarios were reviewed in explanation of the current calculation of the timesheets. Clerk Hartung clarified that the spreadsheets have not been calculated due to omitted information from Derek's timesheets, therefore the summary benefit sheets had not been given to the employees.

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to change our personnel policy to reflect that leave time (comp, sick, vacation and holidays except Thanksgiving, Christmas Eve night and Christmas Day) do not count as time worked in the calculation of comp time. Only physical hours worked count as time worked. The policy should also be changed to include hours not scheduled on the weekends (Friday at 4:30pm to Monday at 8am) to be calculated at 1 ½ times hours worked towards comp time.

ROLL CALL

W. Vork	Yea
L. Rodd	Yea
A. Gustafson	Yea
S. O' Brien	Yea
K. Bureau	Yea

A MOTION was made by Councilor Vork and seconded Councilor Rodd by to create and timecard task force including Mayor Bureau and Councilor Vork with the effected employee and their direct supervisor to negotiate a fair and reasonable settlement of the timecards. The motion passed unanimously.

ROLL CALL

W. Vork	Yea
L. Rodd	Yea
A. Gustafson	Yea
S. O' Brien	Yea
K. Bureau	Yea

A MOTION was made by Councilor Gustafson and seconded Councilor O' Brien to include New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday (1/2 Day), Memorial Day, Independence Day,

Labor Day, Veteran's Day and Friday after Thanksgiving to be calculated as 1 ½ times hours worked if an employee is called in on the holiday. The motion passed with Councilor Vork voting no.

ROLL CALL

W. Vork	Nay
L. Rodd	Yea
A. Gustafson	Yea
S. O' Brien	Yea
K. Bureau	Yea

A MOTION was made by Councilor Rodd and seconded by Councilor Gustafson to close the meeting to discuss personnel issues, the time being 5:09pm. The motion passed unanimously.

Respectfully Submitted:

Tracey Hartung
Clerk/Treasurer