

MINUTES/FINANCE COMMITTEE

Tuesday, April 15, 1997 - 3:45 p.m.

Members present: Carpenter, Babinchak, Hamerlik.

1. Application for abatement and settlement of taxes by Donald and Joline Lindgren, 319-323 DeMers for 1994 and 1995.
Held until May 13, 1997.

2. Request from Grand Forks Public Schools for one-year extension of lease space in City Center Mall for Success Academy.

Mr. Schmisek reported that a letter was received from School District requesting extension through the school year ending May, 1998, at same rate and lease arrangements as presently in place. He reported that when they first came in, anticipated only a five-month lease through May, that there are utility charges that we pay on that building and they don't within the current context of the lease and would have to break down on sq.ft. basis. Hamerlik stated that when originally requested, he understood there was to be some private funding, and what happened with that; that seems to be good program but that we're not in the education business. Committee expressed concern re. utilities and should also check with Dick Jackson, City Center Mall, whether anyone else looking for space. Committee held the matter with request that representative from school be here, to visit with Dick Jackson and get cost ests. re. utilities.

Held for 2 weeks.

4. Matter of concurrence in the administration of city sales tax

for Altru Health System by the Tax Commissioner's Office.

Mr. Schmisek reported that Mr. Swanson wanted this to come to committee for concurrence with State Tax Department re. procedure on Altru's sale tax so that can be forwarded on to the State Tax Department. Moved by Babinchak and Hamerlik to concur with the State Tax Commissioner's Office in the administration of city sales tax. Motion carried.

5. Matter of review of sick leave transfer policy.

Dan Gordon reported that the city attorney has redrafted the leave sharing programs, which were distributed to the committee today. Hamerlik stated concern re. last paragraph which states that Director of Human Resources will draft and approve rules and regulations. Mr. Gordon stated that the decision of approving an application lies in the hands of the

mayor's office and human resources, although such rules and regulations mean that the director of human resources would establish the call for donations, that is establishing a rule. He stated that wasn't something he asked to be included, didn't know what problems would come up that would have to deal with the administration of it. Committee suggested that policy could be changed by the director of HR. Mr. Gordon stated that if committee wished, could be deleted or altered. It was noted that there wasn't a minimum number of hours included in the policy; that employee has to request specific amount and when that amount placed to their

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credit could request in half hour increments (ie., 35 1/2 hours).

It was also noted that if an employee granted specific number of hours but didn't use them the balance would be credited to his use (people donating future hours and once placed to an employee's sick leave bank becomes earned sick leave and cannot place back into the bank) will request a doctor's certification prior to granting of a request re. appointments and return to work.

Hamerlik and Babinchak moved the adoption of the leave sharing program policy with amendment to the last paragraph of the policy that the rules and regulations contained in the policy not be changed in the implementation and administration of these programs. Motion carried.

6. Matter of performance objectives for positions in city depts.

Dan Gordon reported that the council approved the wage study eff. January 1, 1997, with the condition that step increases will not be automatic, that there has to be some level of adequate performance tied into each individual's job performance for them to receive step increases. He stated he met with departments heads and superintendents and gave them formats to follow, and to be as objective as yes and no about the employee's performance, but difficult with some positions; and this should be working document for performance measures of that job, that next year that may change to better performance of individuals. He noted that departments under the finance committee are finance, MIS, assessing, human resources, mayor's office and civic auditorium. He stated he will keep council informed through summary as to how performance went for employees.

Carpenter stated that so much was general, too subjective. Mr. Gordon stated in some cases still very subjective, that 80-85% of the positions within the city are extensively are task oriented. Babinchak commented that this is start of a process that's new and have to give it some time to evolve and grow.

Hamerlik stated he had concern that some very important things that need to be done that the supervisor assigns them and on which they won't be evaluated, needs to be in writing; and would hope that after the first year would have some uniformity throughout the entire system; and there seems to be need for sign-off that the employee conversed with the supervisor.

Mr. Gordon stated that the performance evaluation should reflect their true performance for that period of time, should not be used as a disciplinary tool, if someone receives low or unsatisfactory rating that should be issue that you deal with that employee before it ever get to this stage, should be reflective but shouldn't be used as sole documentation for discipline nor is it to be used to praise employee. He stated that there is lot of **MINUTES/FINANCE COMMITTEE**

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training that the departments have to go through to understand what the goals and objectives are.

Moved by Hamerlik to approve for the forthcoming year with Human Resources to consider some of their discussions re. uniformity of performance objectives, sign-off of performance report, for all departments, to work through within the year with report back to committee. Babinchak seconded the motion.

The committee questioned whether there was an appeal or grievance process for employee denied increase; Mr. Gordon stated that before a grievance procedure would occur it would be noted through HR and he would request justification. He stated that any time an employee did not receive a step increase, he would have opportunity to grieve that. He stated that the employees very involved in this process. Carpenter stated that unless lot of work done over the next year, lot of frustration, too subjective, either automatic increase or ton of grievances. Mr. Schmisek stated that reports for his department too subjective because related to job description, but looks at this as summary form that goes to HR and goes on for processing, that his intent is to use for each of those categories, he will talk with employee what performance

expectations are and as backup documents for the form.

Motion carried.

3. Matter of renewing Grand Forks PSAP joint powers agreement.

Pete Eggimann, director PSAP, reported that he had no new information for the committee. It was reported that Mr. Swanson had reviewed the document and had no concerns or questions to pass onto the committee. It was also noted that a member of the council is serving on the Board. It was moved by Hamerlik and Babinchak to approve renewal of the agreement. Motion carried.

7. Budget amendment.

a) Finance Department - \$750.00

Mr. Schmisek reviewed budget amendment using cash carryover to complete workstation in finance department. Moved by Babinchak and Hamerlik to approve the budget amendment. Motion carried.

8. Request from Youth Commission to call for bids for printing.

Mr. Schmisek presented request from Youth Commission as that committee not standing committee of the council so bidding procedures will have to flow through a committee. Yvonne Fisher reported that printing of Youth Yellow Pages approx. \$10,000, plus stationery and brochures. Mr. Schmisek stated they are asking for approval of specs. so can go out and bid. Moved by Babinchak and Hamerlik to authorize call for bids. Motion carried. (committee only)

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9. Request from O'Hara's Brew Pub and Restaurant for tax increment-

ment financing at 114-118 North 3rd Street.

Mr. Schmisek reported that letter distributed to committee today relative to this item from a company out of St. Cloud who is thinking of establishing a brew pub here, that they are requesting a TIF (not a tax exemption) and is being presented today for committee's direction whether to ask for more information, etc. He also noted that we are still holding TIF for Lola's waiting for others to tie it to. He stated they are talking about \$1 Million of expenditure. It was committee's consensus to proceed and for staff to contact the company for detailed information. Held in committee.

Moved by Hamerlik and Babinchak to adjourn; meeting adjourned

at 4:40 p.m.

Alice Fontaine
City Clerk

Dated: 4/17/97