



NAPAVINE CITY COUNCIL AMENDED MINUTES
SPECIAL MEETING (WORKSHOP)
October 22, 2019 5:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

Mayor John Sayers called workshop to order 5:15 pm.

COUNCIL MEMBERS PRESENT:

Mayor John Sayers, Don Webster Councilor #1, Larry Stafford Councilor #2, LaVerne Haslett Councilor #3, Jim Haslett Councilor #5

CITY STAFF MEMBERS PRESENT: Chief of Police Chris Salyers, Public Works / Community Development Director Bryan Morris, Acting Deputy Clerk Morgan Easley, Acting Clerk-Treasurer Sharri Salyers.

PERSONNEL POLICY AND PROCEDURES

Chapter 3 Annual Conversion Vacation Chart

Two charts were provided for discussion. Both charts provided had a column of years of service, a column of vacation accrual rate hours per month and increasing with years of service, a column of vacation accrual rate per year.

One chart required a mandatory amount of vacation to be taken per year with a column beginning of 40 hours and increasing to 120 hours at 15 years of service. Column of vacation cash-out limitations increasing from 0 to 240 hours at 20 years of service. A column of vacation cap increasing from 40 to 240 at 20 years of service.

Second chart did not require a mandatory amount of vacation to be taken per year. A column vacation accrual increasing from 240 to 400 hours at 20 years. A column vacation cash-out limitation increasing from 40 to 100 at 20 years.

- Directed changes to use the second described chart and change vacation accrual cap to 240 hours for all.

Chapter 4 Employee performance and standards of conduct.

Travel and Meals

- Directed changes page 8
 - Strike General IRS meal reimbursement regulations section
- Directed changes page 9
 - Strike full section
- Directed changes page 10
 - Strick Birthday Celebrations / Retirement Celebrations / Welcoming parties
 - Strike Volunteers.

Ending at Standards of Conduct.

ADJOURNED:

Mayor John Sayers adjourned meeting at 5:45 pm

These minutes are not verbatim. If so desired, a recording of this meeting is available online at <http://media.avcaptureall.com/index.html#/?search=agency:%20City%20of%20Napavine,%20WA> and can be heard.

Respectfully submitted,

Sharri Salyers, Interim City Clerk

John Sayers, Mayor

Councilor