



NAPAVINE CITY COUNCIL AMENDED MINUTES
SPECIAL MEETING (WORKSHOP)
August 29, 2019 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

Mayor John Sayers called workshop to order 6:00 pm.

COUNCIL MEMBERS PRESENT:

Mayor John Sayers, Larry Stafford Councilor #2, LaVerne Haslett Councilor #3, Shawn O'Neill Councilor #4, Jim Haslett Councilor #5.

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

ITEMS:

PERSONNEL POLICY and PROCEDURES:

- **Chapter 3 Attendance, Compensation, Benefits, & Leave**

Clerk-Treasurer Wood requested Council review conversion of vacation section due to her being on vacation during the August 1, 2019 Workshop meeting.

Clerk-Treasurer Wood provided a spreadsheet recommending the council change the chart by adding mandatory vacation use per calendar year maximum of 120 hours, change vacation cash out maximum of 240 hours and vacation accrual cap up to 240 hours.

Chief Salyers went over the recommended changes to the chart was due to the Council wished to eliminate the mandatory vacation use, holding the employee's accountable to use their vacation or lose it and less of a liability on the City.

- Council requested that this held over to the next workshop for further review.

- **Chapter 4 Employee Performance & Standards of Conduct**

- Directed change to page 5 Travel and Meals Reimbursement

- First paragraph strike second and third sentence.
- Second paragraph second sentence change Clerk-Treasurer to Department Heads.

ADJOURNED :

Mayor John Sayers adjourned meeting at 7:00 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,

Mary Wood, Clerk-Treasurer

John Sayers, Mayor

Councilor