



**MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL OF
THE CITY OF STACY IN THE COUNTY OF CHISAGO AND THE
STATE OF MINNESOTA PURSUANT TO DUE CALL AND
NOTICE THEREOF**

**SPECIAL MEETING
MAY 17, 2012, 7:00p.m.
STACY CITY HALL**

Call to Order

The meeting was called to order by Mayor Utecht at 7:00p.m.

Roll Call

Present: Jim Ness, Mark Utecht, and Cindy Bruss
Absent: Michael Carlson, and Charles Lucia
Others Present: Peter Grundhoefer

**Purpose of the Special
Meeting**

The purpose of the special meeting is to discuss employee relations.

Discussion

Mayor Utecht stated that he called this meeting to address how a recent investigation is being handled regarding a personnel matter. He wants to review the current policies and consider changing council member appointments. Mayor Utecht indicated that no details of the investigation will be discussed.

The past policy has been if a complaint was received regarding discrimination, harassment, or retaliations it was forwarded onto the City Attorney for review; and then possibly to the two council members who serve on the Personnel Committee for investigation.

Other complaints that are received have been investigated by the two council members serving on the Personnel Committee; with any noted action directed to the council.

When the two council members of the Personnel Committee investigate a complaint they are to do it together in a neutral setting with the employee.

The city has only responded to written complaints. When a written complaint is received the complaint needs to include the nature of the complaint and details regarding when the complaint was discussed with the Department Head, including dates, what was said, and response. If the employee has not brought their issue to the Department Head they are to be directed back to the Department Head, prior to any action by

the two council members serving on the Personnel Committee.

Once the complaint has been investigated/ handled the two council members shall report to the employee what was done; and the investigation should be closed.

The more open we are to investigating employee complaints the more hindrance we place on our Department Head to be able to do their jobs. The employees need to respect their Supervisor's ability to perform their jobs.

If a complaint is received unsigned all members of the council shall have the opportunity to review the document that will then be filed.

If a council member is approached by an employee with a concern they need to ask if they've talked with their Department Head if they have not they will be directed to do so. If they have then the council member should direct them to put their complaint in writing, including as much detail as possible and give to the City Clerk.

Council Member Bruss stated that she is in the center of an ongoing investigation; she has been approached very rudely. The council was directed that if a Department Head presents themselves inappropriately a formal meeting may need to be set up to address. The council was cautioned we can't control who walks up to us, but we can walk away; a meeting can then be scheduled - this will allow the situation to be handled in a reasonable manner.

If any employee treats any council member without respect due the position; the council member shall write down the details of what went on for the rest of the council's knowledge; this may be utilized during the employee review process.

Member Bruss asked if several people can be interviewed during the investigation of a complaint. This should be done in a formal manner.

Member Bruss stated that the city owns the bar and liquor store, we need to make sure that things are being done properly. This is the only way we see staff from another view point.

Member Ness stated that we have to have some visibility into employee relations.

Committee Reappointment

Mayor Utecht said that out of no disrespect for Member Bruss or Lucia he thought it may be beneficial if he was to swap one of the council member positions on the Personnel Committee with his position on the Planning Commission.

Member Bruss was not in favor of this change stating that she felt the employees felt “safe” when they were around Mayor Utecht. That nothing is going to happen if he’s there.

Mayor Utecht responded by saying he doesn’t feel that he’s “pulled punches” with anyone; shouldn’t our employee’s feel safe?

Member Ness said that he doesn’t have any feelings on this with the information he has. He is not in favor of changing the Personnel Committee at this time.

Summary

The following summarizes the meeting:

- The meeting was called to clarify the process for handling employee complaints.
- The employee must communicate with the Department Head prior to requesting review by the Personnel Committee (two council members).
- To address specific employee performance issues a closed meeting has to be called.
- The Personnel Committee can communicate directly with the City Attorney.
- No change in the Personnel Committee will occur at this time.

Adjourned at 7:50pm.

Motion by Ness to adjourn. Second by Bruss. Ness, Bruss, and Utecht voted yes. Mayor Utecht declared the meeting adjourned.

Sharon MT Payne