

The work session meeting of the Truman City Council was held on Monday, June 18, 2020 at 9:00 a.m. in the Truman Fire Hall. The meeting was called to order by Mayor Brownlee.

Present: Councilors Ebert, Nickerson, Hendricksen, and Mosloski

Absent: None

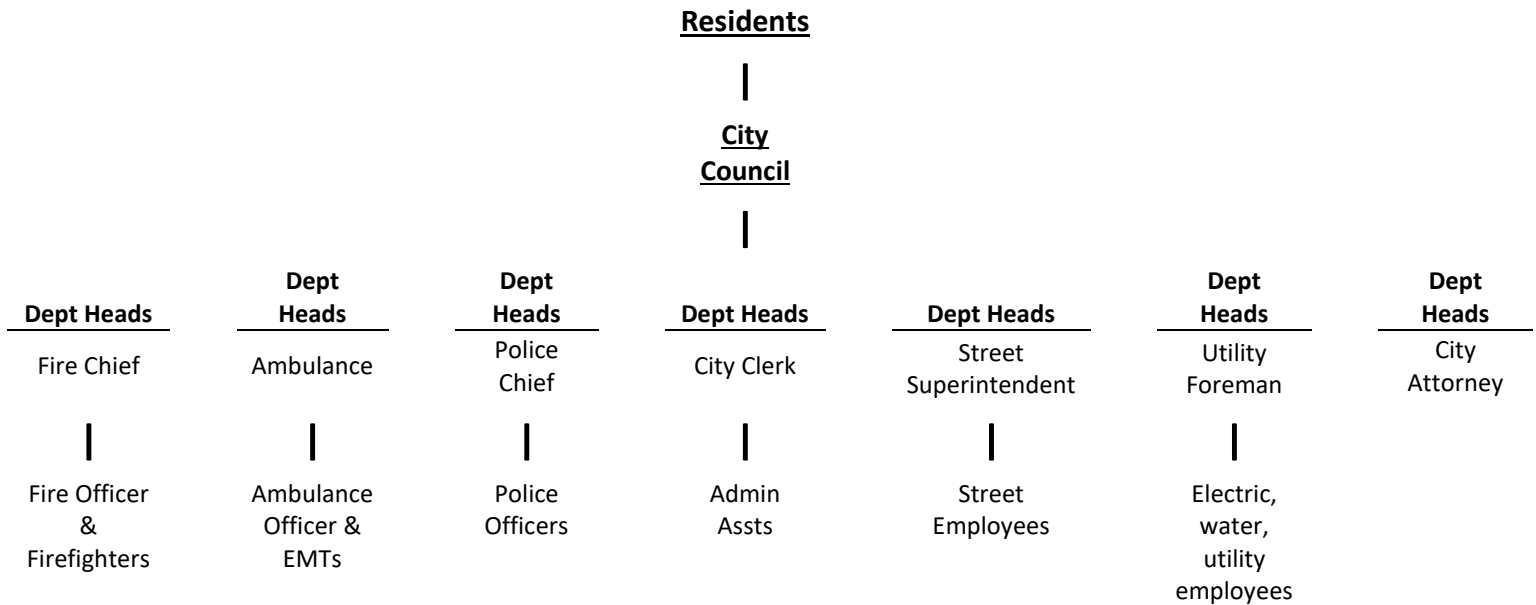
Also present were: J. Jobe, B. Brown

1. COMP POLICY APPROVAL

Discussion was held about the comp time policy presented to the councilman. One change that needs to be made to the policy is that all overtime should go into the bank as pay and a half. Therefore, for every hour of overtime an hour and half is put in the comp time bank.

2. REVIEW ORGANIZATIONAL CHART

Discussion held about the organizational chart for the City of Truman. Below is the chart that was mapped out:



With new City Clerk hired and the Utility Foreman resigning, there is a need to figure out how to split up duties. If the head of the utility department took on more of the utility office duties it would decrease the amount of time to help outside the office. There is a need to gain efficiency thru fully utilizing Power Manager to our benefit. We have enough work to keep 3 full time utility workers busy. Therefore, there is a need to have additional

staff in the office. Brent is willing to help but needs most of his time spent outside with the other workers. He doesn't want to be in the office doing day-to-day duties but could help with meter reads, budget, reporting, etc.

The other issue to address is having enough staff to allow employees to take time off from work. Need employees trained as back up so everyone can take time off. We also have a few employees that are within 5 years of retirement, therefore need to prepare for those transitions.

Discussion was held on where else we can post the position to get more applicants to apply with possible qualifications. Can post the position on the League of MN Cities and the IBEW.

3. Adjourn

Motion made by Ebert, seconded by Nickerson to adjourn meeting at 10:24 a.m.

Thea Boesch, City Clerk-Treasurer