

**Troy City Work Meeting  
Council Chambers  
November 8, 2012  
6:30 pm**

The meeting came to order at 6:30 pm. Present: Mayor Anthony Brown; Administrative Assistant, Brad Jones; Council: Phil Fisher, Joe Arts, Crystal Denton, Fran McCully, City Attorney Charles Evans, and City Clerk Tracy Rebo.

**GUESTS:** Gary Rose, Linda Rose, Susie Taylor, Steve Bowen, Nicole Heyne, and John Clogston

**PUBLIC COMMENTS:** Steve Bowen advised that there are five strands of lights out on the Christmas tree. The tree lighting is scheduled for November 24<sup>th</sup>, 2012. Jones advised that he has already been in touch with the Electric Department. McCully brought up the portable power needed for the celebration. There was discussion regarding the planning of the celebration.

**UPDATE ON DEPARTMENTS: Brad Jones** - Jones shared with the Council that the power crew received praise by a customer for their help raising a service for clearance. Jones advised that the public works crew has completed the work on the new sidewalk curb on 2<sup>nd</sup> Street and Missoula Avenue. The water department has completed the repair to the main located at Steins Market. Jones added that the estimated leakage from repairing that one leak was about one third of the City's water leakage. Jones advised that the repair near the Lake Creek Inn is currently being worked on by TCI. He made mention that the pipe was in much worse shape than expected and the contractor has needed to extend the footage of repair. Jones addressed the visibility issue at 5<sup>th</sup> Street and Missoula Avenue regarding the trees on Larson Lumber property, and they will be relocated. Jones reported that the ice skating rink is not an issue with the City's insurance. He also spoke with MMIA regarding the landscape/water feature and reported that all volunteers need to have workmen's compensation insurance but that shouldn't be an issue. Mayor Brown stated that the City can pay it. Rebo asked that when the volunteers begin to start, to please get a list with names with their information to her so she can add them. McCully stated that she would like to get the word out for ice skate donations to be collected at a central point. Rebo suggested getting a newsletter together. Discussion followed regarding planning of the rink.

**POLICIES: Personnel Policy – Section 1.0 - Employee Work Rules:** The Mayor read aloud the policy. Rebo made mention that the call out pay that states *minimum of 2 hours at one and one half rate of pay* is different than the union contract. McCully brought up that there had been some confusion regarding the definition of a *call out*. Mayor Brown added; there is inconsistency between departments. Jones brought up that the Police Department has a different section in the union contract. Brown and McCully liked the wording "other than scheduled". Denton suggested taking the wording out and adding "as per union contract" in order to keep the policy current. Fisher suggested instead of going through the Policy Manual at work meetings, assign a committee to bring it back to a meeting. Denton likes the idea of being more involved. Jones stated that the thought of going through this wasn't to try to rewrite them; it was mainly to make everyone aware of what the policies are presently, and if there are suggested changes it can be brought back later. McCully stated her feelings that when the time comes, to appoint a committee for recommendations.

Section 2.0 – Safety: Mayor Brown read aloud the safety section. Brown stated that he would like to add the wording “near miss”; he stated that it is important that if you almost get killed (e.g.) it should be reported. Jones agreed. Fisher wanted the wording “and OSHA” added for compliance. Jones advised that he has been in contact with a gentleman that will be getting in touch with OSHA to come do training right at the shop or possibly in Libby to share expenses if any.

Section 3.0 – Employee Appearance: Brown read aloud this section. Brown stated that he liked the safety and protection statement. He added that it is currently in the works to distribute safety colored shirts to wear while in the field.

**Drug Policy –** Rebo advised that she gave them a copy of the current drug testing policy along with an email from the City’s insurance. She also advised of the sample from MMIA that is a statement of procedures and policies regarding what the new policy will look like if you decide to adopt it. There was discussion regarding how long it would take to get in place. Jones advised that it will take about six months to get it together.

**CODIFICATION: Charles Evans-** Evans asked Rebo where the page on mayoral duties was, the first one he emailed. Rebo advised Evans that she doesn’t get his emails and McCully forwarded her the ones she has. Discussion followed regarding emails and Jones stated that he would make sure Rebo has those in question. Evans continued explaining the changes made and why. There was discussion regarding the need for a Resolution for changes. Rebo will follow up with Sterling Codifiers. Evans also stated that the President of Council is also required to sign the Resolutions. Charles will prepare the Resolution for presentation.

**CITY ATTORNEY:** Mayor Brown advised that there were three letters of interest and announced the names of the candidates. There was discussion on wanting to have the decision made by the next regular meeting. Denton stated that she would like to have a committee that has a community member on it. Discussion followed on who would be on the committee and the interview process. Rebo will follow up with a schedule.

**PAYROLL: Black Mountain Software application-** Mayor Brown advised that all departments will have the ability of logging on to this application to enter their own time daily. McCully asked if everything on the time cards for cost allocations be in the application as well. Rebo answered yes and advised that the Council will not be receiving written time cards any longer. Brown explained some features of the program. Denton asked what other benefits it has other than not having the written form. Rebo explained that it merges into her payroll program to save her time. One employee can work out of as many as 4 or 5 different funds per day, and they will be responsible for entering those on a daily basis. There was discussion on training.

**POLICE DEPARTMENT:** Brown asked Rebo if she had advertised for the Police Officer positions in the area newspapers. She answered; not yet, but we have through the Job Service but will in the newspapers soon. Fisher asked if the City is looking for officers with experience or looking for someone to train. Brown answered; whoever it is would need to go to the academy if not POST certified and I’m prepared to send them. McCully advised that the police commission is not full and they are part of the hiring process. There was discussion of a guest becoming a member, but there was no vote due to this being a work meeting.

**PUBLIC COMMENTS:** None

**ADJOURN:** Mayor Brown adjourned the meeting at 7:53 p.m. There were no motions.

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Anthony E. Brown, Mayor

ATTEST:

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Tracy Rebo City Clerk/Treasurer