

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS**  
**TUESDAY, MARCH 22, 2022**  
**CITY HALL COUNCIL CHAMBERS**  
**5:00 p.m.**

**COMMITTEE MEMBERS PRESENT:** Ceri Otero, David Armstrong and Robin Harrison. Craig Diggs was absent.

**OTHER COUNCIL MEMBERS:** Mayor Dan Rife and Ed Barlow

**STAFF PRESENT:** Assistant City Administrator Greg Dagnan, City Clerk Traci Cox, Police Chief Bill Hawkins and HR Coordinator Michael Miller.

**OTHERS PRESENT:** Abi Almandinger and Bren Flanigan

Chair Ceri Otero called the meeting to order at 5:00 P.M.

**OLD BUSINESS:**

1. **Approval of minutes from previous meeting:** On a motion by Mrs. Harrison, the minutes of the March 8, 2022 meeting were approved 3-0.
2. **Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report. Mrs. Harrison moved to approve the claims. Motion carried 3-0.

**NEW BUSINESS:**

1. **Consider and discuss changes to Section 502 – Vacation of the Personnel Policy Manual:** HR Coordinator Michael Miller discussed the change to the vacation payout policy which requires an employee to work one year as a full-time employee before qualifying for payout of vacation time upon separation. Mr. Armstrong moved to accept the changes and forward to Council. Motion carried 3-0.
2. **Staff Reports:** Ms. Cox reported the insurance quote from Ollis, Akers and Arney was approximately \$30,000 higher than the expected renewal rate with MPR. Staff continues to explore different options for financial software.
3. **Other Reports:** None

**ADJOURNMENT:** Mrs. Harrison made a motion to adjourn at 5:15 PM. Motion carried 3-0.

Traci Cox