

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS**  
**TUESDAY, SEPTEMBER 8, 2020**  
**5:00 p.m.**

**COMMITTEE MEMBERS PRESENT:** Ceri Otero, David Armstrong, Craig Diggs and Seth Thompson.

**OTHER COUNCIL MEMBERS:** Ed Barlow

**OTHERS PRESENT:** City Administrator Tom Short, City Clerk Traci Cox, and Abi Almandinger.

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

**OLD BUSINESS:**

**Approval of minutes from previous meeting:** On a motion by Mr. Armstrong, the minutes of the August 25, 2020 meeting were approved 4-0.

**Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report. Mr. Thompson moved to approve the claims. Motion carried 4-0.

**NEW BUSINESS:**

1. **Consider and discuss Agreement for Training and Uniform Reimbursement for a Police Officer to attend Police Academy at MSSU.** The agreement is for Wesley Eckols to attend MSSU Police Academy. The cost would be approximately \$9,065, covering tuition, uniforms and medical exam. Mr. Diggs moved to approve the Agreement and send to council. Motion carried 4-0.
2. **Consider and discuss changes to job descriptions resulting from the McGrath Compensation and Benefits Study.** Updated job descriptions for Administration, Court, Fire, Public Works, Street and Public Health were reviewed. Job descriptions that contain a GED as a requirement will be updated to an HSE (High School Equivalency). Mr. Armstrong requested the responsibilities section of the City Administrator job description be expanded upon. Mr. Diggs made a motion to approve the job titles and salary grades for the job descriptions reviewed. Motion carried. Mr. Diggs made a motion to implement the new salary scale beginning with the September 24 pay period, and any employee beginning September 24 or after would start on Step Temporary B. Motion carried.
3. **Staff Reports:** Ms. Cox reported the employee Health Fair will be held on October 23 with changes to accommodate social distancing.
4. **Member Reports:** None.

**ADJOURNMENT:** Mr. Armstrong made a motion to adjourn at 6:07 PM. Motion carried 4-0.

Traci Cox