1. Open Meeting - (5:30 p.m.)

2. Discussion on CoronaVirus
   Documents:
   
   2 CORONAVIRUS MEMO.PDF

3. Emergency Employee PTO Plan
   Documents:
   
   3 EMPLOYEE RECOGNITION.PDF

4. Other Staff Items

5. Future City Council Requests

6. Adjourn
Memorandum:

TO: Mayor Gunderson and City Council Members
FROM: Kevin Watson, City Administrator
DATE: March 17, 2020
SUBJECT: Coronavirus Discussion

Recommended Council Action
Direct Staff on preferred steps regarding potential Coronavirus outbreak.

Background
For the past several weeks, City staff has been monitoring the impacts of the Coronavirus (COVID-19) across the world. There’s a lot of information out there and it’s certainly been a challenge understanding how this could impact a small community such as Vadnais Heights. Fortunately, I believe we are located where the State of Minnesota is prepared to handle pandemics as well as can be. Additionally, Ramsey County Emergency Management and their Department of Health are equipped to serve us how we may need them. In many ways, we will collaborate with larger entities and seek support where they’re able to assist. But there are areas we should focus on as a small entity.

My number one goal is to keep staff healthy. It goes without saying that if our staff is healthy, we can serve the community essential services thru a potential crisis. Our operation is extremely lean and losing key staff can make it very challenging to perform our duties. Staff is evaluating essential services but generally these involve water, sewer, snowplowing, fire, communication, accounts payable and payroll. This evaluation will be ongoing but these are believed to be most essential during a time of crisis.

The Fire Department has been preparing for this potential reality for the past several weeks. All fire staff have been brushing up on responding to infectious disease calls. We are guided by our emergency management plan, which is a part of the Ramsey County Emergency Plan. Pandemics are a piece of that. We have certainly evaluated and adjusted our procedures for medical responses in the wake of how contagious this virus is. We need our Fire Department staff to remain safe and avoid contamination by this disease. Firefighters aren’t effective if they are quarantined.

Similarly, other staff are not effective if they are quarantined. Unfortunately, the traditions of local government have always been that we are open 8am-5pm and someone is available. While there is value in these traditions, we need to ensure that we do all we can so the virus doesn’t infect our office. Some examples that we are considering is certainly limiting contact between the public and staff. This could include closing access points. If the situation calls for it, this could include closing City Hall and
conducting business via telephone. Additionally, we may need to direct non-essential staff to stay home. If possible, we will have some employees work from home as the job allows.

If we do get to a point where some staff are staying home to avoid potential infection, they are still our employees that have bills and need to buy groceries. If we get to point where we are directing staff to stay home, we need to continue to pay them as if they had worked a full schedule. Conversely, if one of our employees does get sick, or their family gets sick, or has a scare with someone that’s infected and need to be quarantined (and we are still open), I’d like the flexibility to give staff paid time off to stay home on a case by case basis. This would require documentation of course. But the last thing we need is someone who is potentially compromised showing up at work and contaminating the rest of staff. We will also explore flexible work schedules to allow staff to complete work in a safe environment. We should also be comfortable that we may need to cancel the annual egg hunt.

These are unique times and there really isn’t a rulebook on how to handle these situations. We are a small family of people in the office and one contamination in the group could wipe out our whole operation. As stated, my number one goal is ensuring that staff is healthy and ready to work when called upon. The public expects us to be responsive in dire times and to the best of our ability, that will be my intention.

Budget wise, we have a healthy fund balance that could carry us through a period of time if circumstances warrant. Hopefully that isn’t the case. We plan to document any expenses we may have related to this event as there is always the potential the federal government offers some reimbursement of expenses.

I have no doubt that there are likely scenarios we have not considered, but it’s my hope that with the City Council’s flexibility, we can navigate any potential challenge.

**Recommendation**
Assign a small committee with the City Administrator, Fire Chief, Assistant City Administrator, Mayor and another Council Member to make real time decisions in the interest of public safety as well as staff’s health and well-being. Specifically, I’d like flexibility in compensation of staff during these challenging times. I fully recognize that this event could blow over with minimal issues, but we have an obligation to the community and staff to ensure we are at least considering the worst case scenario.

**Attachments**
- Email to staff
Good morning,

As many of you are aware, the Coronavirus (COVID-19) has captured the world’s attention. There is a lot of information out there. I’d encourage everyone to get their information from the Center for Disease Control. They have a page called “What you should know”. [https://www.cdc.gov/coronavirus/2019-ncov/about/index.html](https://www.cdc.gov/coronavirus/2019-ncov/about/index.html) This page breaks down how it spreads, symptoms, prevention/treatment, and what to do if you’re sick (among many other links). The webpage is certainly overwhelming but hopefully any question you may have can be found there. If there’s a question you have that you can’t find, I’m happy to track that down as well.

So what is the City’s goal through this…. My number one goal is to keep staff healthy. Your health and well-being is our top priority. This allows us to best serve the public and provide our residents and community members essential services.

Department Heads are in the midst of an analysis to determine what those essential services are. We welcome any input you may have in this analysis. Please advise your supervisor. If we get to a point where there is a full blown “outbreak”, it could be determined that it is safer for staff to stay home, and where they are able, work remotely from home. This is unknown at this point, but I want staff to be aware we are considering all potential options.

So how can staff stay healthy and safe? What they do know about the coronavirus is it mainly spreads from person to person. People that are within 6 feet and through respiratory droplets produced when an infected person sneezes or coughs. Below are some precautions for staff to consider.

**General Daily Precautions:**

- Avoid close contact with people who are sick or in general, maintain safe social interactions (6ft apart).
  - Avoid unnecessary hand shaking or standing too close in conversation.
  - This includes interactions with the public and each other.
- Avoid touching your eyes, nose, and mouth.
- **Stay home when you are sick. I can’t emphasize this enough. Please stay home if you do not feel well.**
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes. Please advise if we need more cleaning supplies.
- Follow CDC’s recommendations for using a facemask.
  - CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
  - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for health workers and people who are taking care of someone in close settings (at home or in a health care facility).
- Wash your hands often with soap and water for at least 20 seconds. This is especially important after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
  - I’ve been told singing Happy Birthday twice is how long you should be washing your hands.

Lastly, while many of us may be in healthy condition and less susceptible to the virus, some are not (particularly the elderly or individuals with respiratory conditions). Some of us have family or friends that we regularly interact with that would be more susceptible to the virus. Any one of us could easily have the virus and not show any symptoms, pass it to
each other and easily pass it to one of these vulnerable individuals. It’s all of our responsibility to stay as healthy as possible. Also it’s a friendly reminder to check on those individuals that are more susceptible.

We will continue to update you as we get information. If you have any questions or concerns feel free to contact me. Thanks to everyone and your hard work.

Kevin Watson
City Administrator
City of Vadnais Heights
Memorandum:

TO: Mayor Gunderson and City Council Members

FROM: Kevin Watson, City Administrator

DATE: March 17, 2020

SUBJECT: Amend 2020 Compensation/Employee Recognition Plan

Recommended Council Action
Approve the amended 2020 Compensation/Employee Recognition Plan by adoption of the attached resolution.

Background
Every year, as a part of approval process for the Annual Budget and Levy, Council approves a Compensation/Employee Recognition Plan. This item includes language on funds dedicated to staff salary, health insurance, life insurance, milestone recognition, staff events, retirement recognition, and Fire Department Compensation in the event of a disaster.

Staff is requesting approval of language regarding Community Health Emergency Leave.

Community Health Emergency Leave
In the event of a community-wide health emergency accompanied by major contagion risks, the City Council may declare a Community Health Emergency. During the time period the Declaration is in effect, employees shall be eligible for the following additional benefits:

1. Up to 80 PTO hours paid leave (to be utilized on 80/20 split - if staff used maximum PTO, its 80hrs city, 20hrs employee). Leave can be used for:
   a. Sickness (any kind) or self-quarantine resulting from exposure to a person or persons, or;
   b. to administer care to an immediate family member with exposure to the illness identified in the Declaration
   c. other potential issues related to health emergency
2. This paid leave must be approved by a supervisor. In the event of contracting the sickness or self-quarantine due to exposure, the employee shall provide information to his or her supervisor identifying all possible sources of the exposure and justification for the need for self-quarantine.
3. This paid leave shall be provided in addition to any PTO.
4. Staff who receive pro-rated benefits shall be eligible on a pro-rated basis.
5. Part-time employees are eligible for this paid leave based on the average hours worked per week over the previous two-month period.
6. In the event sickness or self-quarantine necessarily extends beyond the leave authorized by this policy and beyond the time the City Council’s Declaration is in effect, the employee may use accrued sick leave, PTO, and unpaid leave as permitted pursuant to the City’s general personnel policies.
7. During the time the City Council’s Declaration of a Community Health Emergency is in effect, employees shall take all reasonable steps, erring on the side of caution, to report to their supervisor any potential symptoms of the illness specified in the Declaration and self-quarantine as soon as reasonably possible.

In the event, during a declared pandemic leave period, the City elects to close facilities and/or temporarily suspend services, employees may be required to work remotely or not allowed to report to work. During this period, employees not able to work due to closed facilities and/or temporarily suspended services shall continue to receive compensation based on average hours worked per week over the previous two-month period.

Employees continuing to receive compensation must be available to work remotely and perform any work assigned by the City, even if such assigned work is outside of the employee’s standard scope of work responsibilities.
City of Vadnais Heights

2020 Compensation/Employee Recognition Plan

Compensation

Vadnais Heights has adopted a compensation plan for full-time and permanent part-time positions that uses wages in comparable communities as the basis for local compensation. Periodically, these results are updated by surveying actual pay in other similar communities and analyzing the positions for conformity. The compensation plan consists of 18 grades with 7 steps for each grade. Step G is the highest step with other steps descending in increments of approximately 3%. It has been the policy of the City to ensure Vadnais Heights is competitive with other communities in order to recruit and retain qualified employees. A salary and benefits survey has not been done recently and should be conducted within the next couple years.

➢ The proposed 2020 compensation plan incorporates a 3% cost of living adjustment for non-union employees. The current union contract, which was negotiated in 2017, stipulates a 2% increase from January 1, 2020 through March 31, 2020 along with a "me too clause".

➢ The City completed a pay equity report in January 2017 and received notice of pay equity compliance per Local Government Pay Equity Act M.S. 471.991 -471.999 and Minnesota rule Chapter 3920. This report specifies the procedure and criteria for measuring compliance and information regarding the comparable work value performed by each class of employees and is currently completed every three years.

➢ The 2020 budget has taken the following personnel considerations into effect:
  o The addition of a Full-time, Fire Technician
  o Funds dedicated to expand City Communications

➢ Health insurance costs increased approximately 8% in 2020. The City will continue to offer the same two health plans as 2019 which are in the Blue Cross Blue Shield (BCBS) Network. The two plans offered are Plan 655 Platinum and Plan 642 Silver which is a higher deductible and associated with a Health Savings Account. Employer contribution for family coverage of Plan 655 Platinum will remain at 77.5% and for family coverage of Plan 642 Silver/RSA the employer contribution will be 95%. Employer contribution for single coverage of Plan 655 will be 95% and for single coverage of Plan 642 Silver/RSA the employer contribution will be 100% along with a $1,800 annual contribution to the employee's HSA ($150 monthly). All employees enrolled in the high deductible health insurance plan have the option to contribute additional monies to their HSA up to the IRS limit. The cash option in lieu of health insurance will be $500 and may only be selected if an employee has another form of health insurance. All benefits for part-time employees are pro-rated. Dental insurance will continue to be paid by the employee.

➢ The City will provide a $50,000 life insurance policy on each employee along with short-term and long-term disability for all employees working 28+ hours, regularly scheduled, per week which also makes the City more competitive with other government communities. Any additional employee or spouse life insurance will continue to be paid by the employee.
Employee Recognition
The City of Vadnais Heights has implemented an employee recognition program. The City is aware that any additional items provided to an employee must be for services performed. This program is implemented to acknowledge employees for their contributions to the City and for its appreciation for efficient and dedicated services by employees. This program includes all full-time and part-time permanent employees. Seasonal staff and paid-on-call firefighter are not included in this program. The City provides the following additional compensation for services performed listed below.

- Annual employee picnic;
- Annual holiday/recognition breakfast/luncheon;
- A plaque after 5 years of service;
- Retirement events for Council, employees (including firefighters) as budgeted and pre-approved*;
- Two annual recognition events for past and present firefighters with additional contributions by the Fire Relief Association*;
- Firefighters and employees have use of the training room at Station #1 for personal use upon approval by the Fire Chief; and
- One City logo clothing item for City Hall employees with approval of Department Heads.

To be eligible for the above items, the employee must be considered in good standing, a City employee at the time any of the above items are provided, or a past or retired firefighter. (Firefighters are eligible for the items with an* behind them.)

Employee Recognition Events
The HR officer, on behalf of the City, and one volunteer employee will coordinate two annual events for City staff with assistance from other staff as needed. Current employees will be invited to a summer picnic and a holiday lunch in December, both during work hours. Service awards will be presented at the winter event.

Retirement
The following will occur upon announcement of a retirement from City service:
- The HR officer and staff will organize a small reception for employees during work hours including refreshments.
- The department will be responsible for organizing a collection toward a gift for the retiree and allow all employees to contribute to the gift.
- An article and/or photo will be placed in the city newsletter and/or local newspaper.
- The department will draft a proclamation of appreciation for the retiree's years of service to be presented at a Council Meeting.
- The retiree will be advised of the recognition plans and may elect not to be recognized in any of the forms listed.
Resignation
The following will occur upon the announcement of the resignation of an employee with five or more years of service:

- Administration staff will organize a reception, including refreshments.
- The department will be responsible for organizing a collection toward a gift for the resigning person.

When the resigning staff member has less than 5 years of service, the department is responsible for organizing any form of recognition.

Recovering Fire Department Personnel Costs in the Event of a Disaster

With natural disasters plaguing our nation and seeming to be on the rise, the city needs to address how it could/would compensate our employees and seek reimbursement in the event our firefighters respond to and provide assistance in a disaster situation or an extended emergency.

Salaries for all fire staff are listed in the Compensation Plan and approved annually with the budget. In a declared disaster, approved by the state and federal government based on qualifying standards, firefighter salaries (full-time and part-time) and fringe costs are recoverable.

By establishing and adopting a policy in our city compensation package, the city can seek reimbursement for expenses incurred. The compensation package should coincide with the Capitol City Mutual Aid Agreement we have with our surrounding communities, and stay consistent with state and federal guidelines in disaster recovery.

Fire Department Compensation in the Event of a Disaster

When the Fire Department's part-time staff responds to an emergency within the city limits, or a mutual aid department for less than 12 hours, staff is compensated at the established hourly rate per hour for staff up to 12 hours with no additional charge to our mutual aid partners.

When a disaster is declared by the local government and approved by the state and federal governments, and our part-time staff responds within the city limits or to a mutual aid department, for a period exceeding 12 hours, the compensation and reimbursement for part-time firefighters will be based on the City's Compensation Schedule, Grade 9 Step A per hour, plus fringe benefits and overtime pay. This is the same Grade and Step as the beginning full-time firefighting staff. As stated above, the city can recover expenses incurred in an approved disaster.

Community Health Emergency Leave
In the event of a community-wide health emergency accompanied by major contagion risks, the City Council may declare a Community Health Emergency. During the time period the Declaration is in effect, employees shall be eligible for the following additional benefits:

1. Up to 80 PTO hours paid leave (to be utilized on 80/20 split - if staff used maximum PTO, its 80hrs city, 20hrs employee). Leave can be used for:
   a. Sickness (any kind) or self-quarantine resulting from exposure to a person or persons, or;
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Declaration

c. other potential issues related to health emergency

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6. In the event sickness or self-quarantine necessarily extends beyond the leave authorized by this policy and beyond the time the City Council’s Declaration is in effect, the employee may use accrued sick leave, PTO, and unpaid leave as permitted pursuant to the City’s general personnel policies.

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In the event, during a declared pandemic leave period, the City elects to close facilities and/or temporarily suspend services, employees may be required to work remotely or not allowed to report to work. During this period, employees not able to work due to closed facilities and/or temporarily suspended services shall continue to receive compensation based on average hours worked per week over the previous two-month period.

Employees continuing to receive compensation must be available to work remotely and perform any work assigned by the City, even if such assigned work is outside of the employee’s standard scope of work responsibilities.
### 2020 Regular Compensation
Non-Union Employees

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### 2020 Union Compensation Plan

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Page 4 of 5
## Seasonal Employee Pay Rates

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## VHFD Pay Rates

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<td>$12.72</td>
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<td>Firefighter FFI/II or EMT (For all part-time paid-per-call staff and for new hire firefighters with FFI/II and EMT certifications)</td>
<td>$15.15</td>
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<td>Duty Crew Acting Officer ($1/hour increase when a firefighter is acting officer on duty shift)</td>
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<td>Disaster Pay (See attached sheet)</td>
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## Pension

As approved by the City Council

## Compensation for Officers

Assistant Chiefs, Captains and Lieutenants will be determined annually with a not to exceed amount of the current annual officer total pay.
RESOLUTION NO. 20-03-______

RESOLUTION AMENDING THE 2020 EMPLOYEE COMPENSATION AND EMPLOYEE RECOGNITION PLANS OF THE CITY OF VADNAIS HEIGHTS, MINNESOTA

WHEREAS, the proposed employee compensation and employee recognition plans have been publicly examined by the City Council.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VADNAIS HEIGHTS, MINNESOTA THAT:

The Council of the City of Vadnais Heights hereby resolves that the attached, amended 2020 employee compensation and employee recognition plans of the City of Vadnais Heights are hereby approved.

The motion for adoption of the foregoing resolution was made by Council Member _____________ and duly seconded by Council Member _____________. Upon vote being taken thereon, the following voted in favor thereof: _____________ and the following voted against the same: _________________.

Whereupon the resolution was declared passed and adopted.

STATE OF MINNESOTA  )
COUNTY OF RAMSEY  ) ss
CITY OF VADNAIS HEIGHTS  )

I, the undersigned, being the duly qualified and acting Administrator of the City of Vadnais Heights, Ramsey County, Minnesota, do hereby certify that I have carefully compared the foregoing extract of minutes with the original minutes of a meeting of the City Council held on the 17th day of March, 2020, and the same as it relates to 2020 employee compensation and recognition plans for the City of Vadnais Heights.

WITNESS my hand as said City Administrator/Clerk-Treasurer of said City this 17th day of March, 2020.

Heidi Gunderson, Mayor

Kevin Watson, City Administrator

(SEAL)