

**APPROVED
MINUTES
CITY COUNCIL
WORK SESSION
CITY OF WYOMING, MINNESOTA
DECEMBER 19, 2023
6:00 PM**

CALL TO ORDER: *Mayor Lisa Iverson called the Work Session of the Wyoming City Council for December 19, 2023 to order at 6:00 PM*

CALL OF ROLL:

On a Call of the Roll the following members of the Wyoming City Council were present:
Councilmembers Lisa Iverson, Linda Nanko Yeager, Brett Ohnstad, and Claire Luger

ABSENT: Councilmember Dennis Schilling

Also Present: Robb Linwood, City Administrator, Grant MacFarlane, Assistant City Administrator, and Neil Bauer, Public Safety Director

DETERMINATION OF A QUORUM:

NEW BUSINESS:

1. Earned Sick and Safe Leave

City Administrator Linwood provided an overview of the Earned Sick and Safe Leave (ESST) to the Council. Linwood stated that ESST was a new law which would go into effect on January 1, 2024 and would be available to all City employees that work more than 80 hours per year. Linwood explained the permitted uses for ESST, including illness, safety, and inclement weather. It was further explained that there are three methods for providing employees with their ESST hours and that the City of Wyoming would be utilizing the accrual method. Linwood also informed the Council that ESST will need to be outlined in the City's Personnel Policy and that it had been updated pending City Council approval.

Mayor Iverson inquired if employees were allowed to choose to use ESST instead of their regular sick/vacation time or if ESST would always be used first. Administrator Linwood stated that the City's proposed ESST policy requires that ESST be used first when applicable.

Council member Nanko Yeager asked whether employees would be required to show proof of appointments with therapists or physicians if using ESST hours. Administrator Linwood stated that, per ESST policy, an employee is only required to provide a reason for their absence if said employee was absent for a period lasting longer than three days. Employees are asked per the policy to give seven days' notice if they will be using ESST or if they cannot prior at the earliest ability.

Mayor Iverson inquired about how the City would track ESST hours for employees. Administrator Linwood stated that the City would continue to use the BS&A software as it has the ability to track different benefits as needed, ESST included.

MAYOR IVERSON ADJOURNED THE DECEMBER 19, 2023 WORK SESSION AT 6:32 PM.