

ADAMS CITY COUNCIL COMMITTEE REPORT

The Policy & Procedure Committee was called to order on May 21, 2009 at 4:00 p.m.

On roll call were members: Newberg and Robinson

Others attending were Administrator Ellisor, Clerk/Treasurer Winters, Chief Hanson and Tad Wormet.

Motion by Robinson, second by Newberg to approve the February 12, 2009 minutes as presented. All voted aye.

Petitions and Communications: None presented.

Agenda Items

Discussion was held regarding Sellers permits. Tad Wormet voiced his concerns of the fee and requirements for anyone to come into the City and sell temporarily. ***Motion by Robinson, second by Newberg to table for time to obtain information from other municipalities. All voted aye.***

Chief Hanson discussed and recommended changes to the Ordinance relating to All Terrain Vehicles and Off-Road Motor Vehicle Operation for enforcement reasons. He stated he will forward the changes to Attorney Pollex for review. ***Motion by Robinson, second by Newberg to table. All voted aye.***

Motion by Robinson, second by Newberg to table Building Code Ordinance. All voted aye.

Administrator Ellisor discussed changes that are needed in the Temporary Structures Ordinance. He stated the ordinance permits a temporary structure for junk to be kept under. He recommended that Temporary Structures should be in the Zoning Code. He stated, in the zoning code, this would determine what type of structure can be constructed and for what purpose. ***Motion by Robinson, second by Newberg to table. All voted aye.***

Clerk Winters presented an Identity Theft Prevention Program that was required by the Federal Trade Commission. The Red Flag Rule requires all utilities that regularly permit deferred payments to comply with this regulation. Winters explained the program includes policies and procedures for detecting, preventing and mitigating identity theft. ***Recommendation by Robinson, second by Newberg to approve the Identity Theft Prevention Program in compliance with the Federal Trade Commission. All voted aye.***

Administrator Ellisor discussed the Resolution for use of time clocks by City employees. He recommended changes to the resolution for non-union employees. The Resolution should include "Use of time clocks for non-union employees shall be at the direction and discretion of the Administer and/or Mayor". ***Recommendation by Robinson, second by Newberg to approve the change to the Resolution for non-union employees. All voted aye.***

Motion by Newberg, second by Robinson to adjourn. All voted aye.

Angie Newberg/jlw
Committee Chairperson

NEXT COMMITTEE MEETING: June 4

AGENDA:

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