

City of Eldridge Committee of the Whole Meeting Minutes

The City of Eldridge, Iowa, City Council met in an open Committee of the Whole session at the Eldridge Community Center at 6:00pm on October 6, 2025.

Council Members Present: Brian Dockery, Scott Campbell, Dan Collins, and Ryan Iossi.

Council Members Absent: Adrian Blackwell

Presiding: Mayor Frank King

Also Present: Nevada Lemke, Jeff Martens, Erin Gentz, Ron Iossi, Marty O'Boyle, Jeff Ashcraft, and Dale Grunwald.

Motion by Campbell to approve the agenda. Second by Dockery. Motion approved unanimously by voice vote.

New Business

- A. New Policies to be discussed for adoption at future Council meeting
 - i. Return to Work – Administrator Lemke reported that the City's new insurance carrier, Continental Western Group, had performed a site visit and risk assessment in November 2024 and one of the recommendations was to implement a Return-to-Work policy. The template provided by CWG was used to prepare a draft for Council review. Lemke also stated that MRA, a HR Resource available to the City, had reviewed the draft and had no edits or changes, but had a recommendation to also provide a Return to Work form for the employee to have completed by their Physician, after providing the Physician with the employee's job description, to document restrictions as well as when employee is released to return to their original job duties. MRA also recommended including in all forms and agreements a clarification of work-related v. non-work-related injury. The Council agreed to move this policy on to a Council agenda for consideration but asked Lemke to get examples from other city's policies, and to get further clarification from CWG on non-work-related injury Return to Work policies.
 - ii. Seasonal Employment Classification – Administrator Lemke reported to the Council that the city has several employees that are primarily dedicated to Park duties in the Public Works Department that have not worked over the winter months for the last 2-3 years. The Handbook currently lists Part-Time and Temporary employee classifications, but not Seasonal. Lemke recommended that a Seasonal Employee classification be added to the handbook that identifies the dates/terms of seasonal employment to capture the employment for these positions. The Council agreed to move the policy forward to a Council agenda for consideration and asked that the draft specify the seasonal employment classification for the Parks Department since there are no seasonal positions available in any other city departments.
 - iii. PPE/Clothing Allowance – Administrator Lemke reported that during recent negotiations with the two bargaining units that the clothing allowance lists were updated. She further reported that the City's safety coordinator from IAMU had worked with City staff to prepare the City's Personal Protective Equipment program. Lemke stated that there has been confusion for Department Heads about what is PPE that the City would provide for employees to control risk, liability, and injury; and what would be

considered clothing allowance items that the employee is responsible for. The policy draft was reviewed and approved by the impacted Department Heads and is recommended for Council consideration for the purpose of clarifying PPE v. Clothing Allowance and identifying what items the City will continue to provide, after the initial outfitting, as PPE to ensure safety compliance. The Council agreed that this policy should be moved to a Council agenda for consideration, and asked Lemke to provide the new Clothing Allowance lists along with identification of what updates were made to the lists during the negotiations process.

- iv. Donated Leave Policy – Administrator Lemke reported that during the recent bargaining unit negotiations, both bargaining units asked that the City Administration draft a leave donation policy to propose to Council for consideration. The Council agreed to move this policy to a Council agenda for consideration.
- v. Dress Code Policy – Administrator Lemke reported that most employees have uniform requirements defined in the Collective Bargaining Agreements due to the nature of their department and job duties. The City Hall and administrative staff do not have anything in place. The billing clerks were provided with a clothing allowance during recent negotiations to allow them to purchase shirts with City logos. The dress code policy that was drafted defines a business casual dress code to apply to City Hall staff and administrative staff not currently subject to uniform requirements under either of the CBAs. The Council agreed to move this policy forward to a Council agenda for consideration.
- vi. Handbook Updates – Administrator Lemke reported that certain handbook provisions would need to be updated to align with the new CBA terms, such as Holidays, vacation accrual, sick time payout accruals with eligible retirement, and max accrual limit for compensatory time. She further reported that changes in job titles and newly created positions would require an update to the Organizational Chart as well. The Council asked for the redlined versions to be presented on a Council agenda for consideration.
- vii. Job Descriptions/Ordinances – Administrator Lemke stated that the Assistant City Administrator was not currently an officer defined in City Code and that the City Clerk needs to be updated to reflect Finance Manager/City Clerk. She further reported that the Building Official is now a Department Head position and should be included in the City Code Officers chapter. She asked the Council for guidance regarding the Utility Administrative Manager, Water Superintendent, and Electric Superintendent. The Council agreed that all department head level positions and City Officers should be drafted in Ordinance form and moved to the Council agenda process for consideration.
- viii. Hold Harmless & Equipment Responsibility Agreement – Administrator Lemke stated that some City (and Parks) equipment and property have been loaned out for many years for community events and there are frequent asks. This form can be used to document all instances of property & equipment being used by non-City individuals/agencies as well as protecting the City from liability & risk. It also includes a provision to protect the City's equipment and property by requiring that any damage or destruction of City equipment or property will be the responsibility of that agency/individual to repair or replace. The Council agreed that this agreement should be moved to a Council agenda for consideration.
- ix. Traffic Calming Policy – Administrator Lemke reported that the City Engineer had recently provided the City of Davenport Traffic Calming Policy to the Council for review and recommended a similar policy for the City of Eldridge to provide consistency and identify parameters for addressing speed/safety/traffic concerns that are brought

forward by residents or staff and provides a process to determine what measures can be taken to address these concerns based on results of traffic studies/observations and where the results land within the definitions identified in the policy. This removes the case-by-case consideration and the issue of determining whether a neighborhood gets a speed hump or other traffic calming measure. The Council agreed to have the City staff work with the engineer to draft a policy for Eldridge and bring it to a Council agenda for consideration. Councilman Dockery requested that the policy allow for Council to have ultimate discretion without having to go through the step-by-step process for every single request/concern that is raised.

Motion by Dockery to adjourn at 6:48pm. Second by Campbell. Motion was approved unanimously by voice vote.

Submitted by Nevada Lemke, City Administrator/Acting City Clerk