

Work Session

October 13, 2014

Acting President of Board of Aldermen Lisa Daugherty called session to order at 6:30 PM. Present were Aldermen Frank Herron, Barbara Welch, Roger Bone, Lisa Daugherty. David Weaver and 5 visitors were also present.

Employee Handbook: Board decided to move forward with customizing sample employee handbook supplied by Midwest Public Risk and try to finalize by yearend.

Intercity Email: Board decided to have employees use email addresses setup through duquesnemo.org for all city-related emails. Employee business cards that display other email addresses would need to be reprinted with new duquesnemo.org addresses.

Authorized Personnel: Acting President of Board of Aldermen Lisa Daugherty had drafted and issued copies of "Rules for city and court staff:" to city and court office staff only.

Receipt of Draft Minutes after Meeting: Lisa Daugherty suggested draft of minutes be emailed to Board members by 5:30 PM, Friday after each regular meeting. Alderman Welch asked for need. No action taken.

Work Session closed at 6:30 PM to begin Public Hearings.

Work Session reopened at 6:50 PM after conclusion of Public Hearings to discuss final agenda item.

Set Base Engineering Fee for Commercial Construction: Chris Erisman with Allgeier Martin & Associates was asked for suggested amount to cover engineering review. Chris said his firm reviewed plans for stormwater compliance and sewer design. He stated \$2,000 for such review would normally be sufficient to cover engineering fees. He also suggested City include platted sub-division projects for base fee charge.

Work Session closed at 6:58 PM.

Terry Ingram  
Duquesne City Clerk