

Council Chambers at City Hall  
602 College Ave.  
St. Maries, Idaho



February 26, 2025  
at 2:30 p.m.  
Workshop

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## ADMIN COMMITTEE MINUTES

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The workshop began at 2:30 PM.

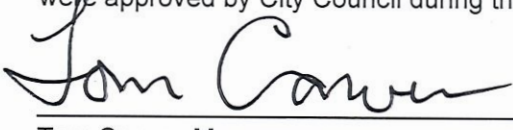
**Present:** Councilors Doug Ryan, Ed Spooner, Steve Dorendorf, City Clerk – Jaidyn Kinzer

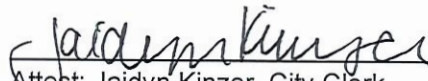
**1. Review and Discuss Draft Personnel Policy.**

The Admin Committee reviewed the draft personnel policy and discussed options for sick leave hours. The Committee proposed that city staff make amendments to the sick leave portion of the policy and to schedule a meeting in the future to discuss amendments.

The workshop ended at 3:42 PM.

I presided over this workshop and can confirm that the foregoing minutes, prepared by the City Clerk, were approved by City Council during their regular meeting held on 3/10/2025.

  
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Tom Carver, Mayor

  
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Attest: Jaidyn Kinzer, City Clerk