

**POLICIES & PROCEDURES COMMITTEE MEETING
PAYNESVILLE CITY HALL
MAY 14, 2013
6:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
- III. NEW BUSINESS
 - A. Liquor Store Clerk Interviews
- IV. OLD BUSINESS
- V. INFORMATIONAL
- VI. ADJOURN

Please contact Renee Eckerly at 320-243-3714 ext. 227 or at reneeE@paynesvillemn.com if you can't attend the meeting.

Members: Gene Beavers, Donavan Mayer & Renee Eckerly

This agenda has been prepared to provide information regarding an upcoming meeting of the Policies & Procedures Committee. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Policies & Procedures Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures Committee

Committee/Council Meeting Date: May 14, 2013

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

ITEM DESCRIPTION: Personnel – Liquor Store Clerk Part-Time

Prepared by: Renee Eckerly

COMMENTS:

The Committee will interview five applicant for the Liquor Store Clerk Part-Time position. The position is non-union and has a starting rate of pay of \$8.15 per hour.

Bill Ludwig, Liquor Store Manager will be discussing increasing the hour of work for Josh Mergen to a maximum of 32 hours per week.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to hire _____ Liquor Store Clerk at the rate of \$8.15 per hour and recommend such to the City Council.

Motion to place _____ on the Liquor Store Clerk eligibility list and recommend such to the City Council.

Motion to increase the hours of work for Josh Mergen, Liquor Store Clerk to a maximum of 32 hours per week.