

**POLICIES & PROCEDURES COMMITTEE MEETING
PAYNESVILLE CITY HALL
JUNE 25, 2013
6:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
- IV. OLD BUSINESS
 - A. Pay Equity – Update
 - B. Job Descriptions
 - 1. Social Media Specialist
 - 2. Payroll Clerk Job Description
 - 3. Accounting Specialist, Senior
 - 4. Administrative Assistant
 - 5. Deputy Registrar
 - 6. Head Lifeguard
 - 7. City Administrator
- V. INFORMATIONAL
- VI. ADJOURN

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

Members: Gene Beavers, Donovan 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: June 24, 2013

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the June 5, 2013 Policies & Procedures Committee meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the June 5, 2013 Policies & Procedures Committee meeting.

**MINUTES
POLICIES & PROCEDURES COMMITTEE**

JUNE 5, 2013

The meeting was called to order by Gene Beavers at 6:30 p.m. Members present were Donovan Mayer and Renee Eckerly, City Administrator. Also present was Paul Wegner, Police Chief.

Motion was made by Mayer to approve the minutes of the January 29, 2013, March 25, 2013, March 26, 2013, and February 5, 2013 Policies & Procedures Committee meetings. Seconded by Beavers and unanimously carried.

POLICE POLICY MANUAL

The Committee reviewed the sections of the manual and made necessary revisions.

Chapter 11 Domestic Abuse – This section will be changing as Stearns County is revising it due to law changes. POST mandates some of the policies and this will give the officers a document to refer to as a guide.

Chapter 20 Evidence - This is being worked on.

Chapter 2 – The Committee would like Wegner to come back with protocol on who would be the Chief Law Enforcement Officer when he is on vacation or absent. Wegner will have the protocol in place when the final document goes to the City Council.

Chapter 8 - This chapter is POST mandated.

The status of an officer is in the labor contract. The Committee discussed the policy regarding personal cell phones being eliminated in the police department. It was suggested to change the policy to state personal cell phones are to be used for limited phone calls only.

Motion was made by Beavers to approve the revised Chapters 1-19 and 21-23, with the noted changes, of the Police Policy Manual and recommend such to the City Council. Seconded by Mayer and unanimously carried.

PART-TIME OFFICER – STEP INCREASES

Wegner wants to voice his opinion on part-time employees not getting the same step increases as a regular officer. Wegner feels the part-time employee should stay at Step 1 of the scale until the scale is adjusted. The City's history and policy on this is to move the part-time employee the same step scale as full-time employees on their anniversary date.

JOB DESCRIPTIONS

Eckerly reviewed the proposed new job descriptions with the Committee members. Suggestions included:

- Responsible for customer service and phone

- Make general statements
- Correct current terminology for equipment
- Review minimum qualifications for consistency
- Standardize software

Eckerly will review the job descriptions and adjust the proposed descriptions. The Committee will meet again on June 24 or June 25, 2013 to approve the revised job descriptions and recommend them to the City Council. There is also a need to review the City Administrator's Job Description.

PAY EQUITY

Eckerly reported on the process that is scheduled on June 14, 2013 and the schedule for completion. Eckerly will work with Springsted to move the project along at a quicker pace.

EMPLOYEE PERFORMANCE APPRAISALS

Beavers recessed the open meeting at 8:05 p.m. and opened the closed meeting.

The Committee reviewed 7 performance reviews:

1. 3 – Liquor Store Clerks
2. Police Chief
3. 2 - Police Officers
4. Maintenance Worker

Beavers re-opened the regular meeting and closed the closed meeting at 9:05 p.m.

Motion was made by Beavers to approve step increases for James Gulbranson, Police Officer, Police Labor contract scale Step 3 - (\$17.75) to Step 4 - (\$18.95) retro to 6/3/13, Kayla Loesch, Liquor Store Clerk, Grade 1, Step 1 (\$8.15) to Grade 1, Step 2 (\$8.33) retro to 5/10/13 (Non-Union Grade Scale), Deanne Nolen, Liquor Store Clerk, Grade 1, Step 3 (\$8.52) to Grade 1, Step 4 (\$8.73) retro to 4/7/13 (Non-Union Grade Scale), Brad Mehlhop, Maintenance Work Intermediate, Grade 5 Step 4 (\$15.13) to Grade 5, Step 5 (\$16.09) retro to 5/29/13 and recommend such to the City Council. Seconded by Mayer and unanimously carried.

There being no further business, the meeting was adjourned 9:08 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures Committee

Committee/Council Meeting Date: June 24, 2013

Agenda Section: Old Business

Originating Department: Administration

Item Number: IV - B

ITEM DESCRIPTION: Job Descriptions

Prepared by: Renee Eckerly, City Administrator

COMMENTS:

There are two new job descriptions replacing the Cable Access Specialist (now Social Media Specialist) and Accounting Specialist (now Payroll Clerk). There are five revised job descriptions updating the Accounting Specialist, Senior, Administrative Assistant, Deputy Registrar, Head Lifeguard, and City Administrator. Any changes to the job descriptions need to be approved for the pay equity study.

I am proposing the Social Media Specialist working 24 hours a week at \$10.08 starting which is AFSCME City Hall wage scale of Grade 1/Step 1. 2013 budget has \$5,381.00 for this position. There would be a shortage of \$7,198.84.

I am proposing the Payroll Clerk work full-time at \$12.87 per hour (\$26,772.26 annually) which is AFSCME City Hall wage scale of Grade 6/Step 1. The 2013 budget for the Accounting Specialist position that is vacant was \$60,059.02 including benefits.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve new job descriptions for Social Media Specialist and Payroll Clerk and recommend such to City Council.

Motion to approve revised job descriptions for Accounting Specialist, Senior, Administrative Assistant, Deputy Registrar, Head Lifeguard, City Administrator, and recommend such to City Council.

Motion to approve proceeding with the hiring of Social Media Specialist working 24 hours a week at \$10.08 starting which is AFSCME City Hall wage scale of Grade 1/Step 1 and Payroll Clerk work full-time at \$12.87 per hour (\$26,772.26 annually) which is AFSCME City Hall wage scale of Grade 6/Step 1 and recommend such to the City Council.

Title of Class: HEAD LIFEGUARD

DESCRIPTION OF WORK

General Statement of Duties: Performs responsible head lifeguard work overseeing the beach and swimming area for the City; and performs other duties as required.

Supervision Received: Works under the general and technical supervision of the ~~Clerk-Administrator~~. (add) Public Works Director/Airport Manager

Supervision Exercised: Provides technical direction to the lifeguards.

TYPICAL DUTIES PERFORMED

- * Schedules lifeguards; verifies certification; approves timecards.
- * Acts as a lifeguard on assigned shift; oversees all activity at the beach; maintains order and monitors safety rules.
- * Rescues swimmers who are in danger.
- * Administers minor first aid if needed.
- * Reports all major accidents and unsafe conditions.
- * Opens and closes the beach; transports safety equipment.
- * Checks safety equipment and replenishes first aid kit.
- * Records statistics, such as beach census, accidents, etc.
- * Cleans the beach as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

- * Considerable knowledge of water safety and rescue techniques.
- * Working knowledge of first aid.
- * Considerable skill in swimming and water rescue.
- * Considerable ability to communicate effectively and courteously with others.
- * Considerable ability to locate and rescue a potential drowning victim.

MINIMUM QUALIFICATIONS

Must possess a current advanced life-saving certificate or lifeguard training certificate and be certified in CPR. One season of experience as a lifeguard.

* Job duties with an *(asterisk) are essential duties necessary to fulfill the job requirements.

POSITION: City Administrator/Economic Development Director July, 2005

DEPARTMENT: Administration

DESCRIPTION OF WORK

General Statement of Duties: Provides overall direction and coordination for administration, planning, and operations to ensure the effective provision of municipal services to the citizens of Paynesville, consistent with the goals, objectives, and policies established by the City Council. Performs tasks as assigned by the City Council dealing with any other city functions as deemed necessary; and performs related duties as required.

Supervision Received: Works under the administrative oversight of the City Council and the Economic Development Authority of Paynesville.

Supervision Exercised: Exercises general and administrative supervision over all City employees either directly or through subordinate supervisors.

DUTIES AND RESPONSIBILITIES

Within broad policy guidelines, coordinates, administers, and responds to a wide variety of requests and issues of municipal concern; researches and assists in developing and recommending solutions; interprets ordinances, policies, and directives to other departments, other agencies, and the general public.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Monitors operations to ensure compliance with applicable laws, rules, regulations, policies, and ordinances.

Provides staff assistance on City boards, commissions, and committees as required including ex official voting membership.

Manages and supervises all departments of the city to ensure directives and objectives are accomplished; plans and organizes workloads and staff assignments; reviews progress and directs changes as needed; develops and issues administrative rules, policies and procedures necessary to ensure proper functioning of all departments.

Serves as budget officer of the City; develops and submits the annual budget and related capital expenditure and enterprise funds; prepares supporting information and presents to the City Council;

Acts as treasurer and assumes all statutory responsibilities of that position.

Oversees all activities of the annual audit of city financial records.

Supervises centralized purchasing activities of the city and sees that all orders are properly approved and processed and that payment is made in accordance with City policies and procedures.

Advises the City Council as to the financial status and needs of the City and recommends actions as appropriate; coordinates the development of capital improvement projects and capital purchases from a planning, financing and implementation process.

Identifies money available to be invested, tracks due dates of investments, and invests funds in accordance with the City's Investment Policy.

Evaluates existing insurance programs and recommends plan changes or modifications to the City Council.

Monitors the quality and effectiveness of all city compensation and benefit programs.

Serves as economic development director; represents the City with business and industrial clients; assists with business proposals and grant applications; provides recommendations and assistance to Economic Development Authority of Paynesville (EDAP); oversees administration of revolving loan fund.

Attends and participates at all City Council meetings and other meetings of official bodies as directed by the City Council.

Manages the bid process including conducting bid openings, reviewing bids, and making recommendations to the City Council.

Oversees accounting and utility billing functions; establishes and implements internal controls.

Serves as the City's public information representative; confers with media; speaks to schools, civic groups, and other organizations.

Sees that complaints are properly handled through appropriate channels.

Attest the Mayor's signature on official documents wherever required and maintains responsibility for the City Seal.

Coordinates with other governmental units, including township, county, state, and federal authorities, in matters related to future developments that affect the city.

Provides advice and counsel to the City Council in their policy-making role.

Provides reports, recommendations, and advice as appropriate to ensure the City Council is fully informed.

Prepares grant applications; administers grant monies received and prepares related reports.

Prepares and analyzes bids for products and services; executes contracts for under \$1,000 or recommends execution of contracts for over \$1,000 to the City Council for approval.

Evaluates potential projects, programs and services to determine feasibility and community impact and makes recommendations to the Council.

Plans, promotes and coordinates commercial/industrial and housing developments in the community.

Coordinates and oversees the work of consultants hired by the City.

Oversees local elections in accordance with State and County requirements.

Oversees or prepares a variety of reports and files with appropriate state, federal, or county offices.

Oversees recommendations for utility rate adjustments to the City Council.

Serves as zoning administrator; interprets zoning and subdivision ordinances; attends Planning Commission meetings; provides reports, recommendations, and advice as appropriate on subdivision plats, zoning permits, variance requests, conditional use permits, and other matters related to planning and zoning; oversees building permit process; responsible for maintaining Comprehensive Plan and updating as directed by Planning Commission and City Council.

Provides business information services and training such as research and customer services and all other aspects of community development; refers to other governmental services as appropriate.

Monitors and researches area housing needs and makes recommendations as appropriate.

Coordinates special projects sponsored by the state and federal government to develop public/private partnerships for sharing ideas and developing recommendations.

Develops short and long-range plans for development and makes recommendations to the EDAP Board and City Council.

Promotes an awareness and involvement within community of economic development.

Attend training and seminars and bring pertinent information back to the community.

Performs other work as required and as directed by the City Council.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern policies, practices, and techniques of public administration.

Working knowledge of municipal finance, human resources, public utilities, public safety, economic and community development.

Considerable knowledge of the organization and functions of City government including ordinances, regulations, and policies controlling its operation.

Considerable knowledge of management principles and practices as they apply to public sector management including personnel management and organizational development.

Knowledge of business, traditional and innovative development tools, public and private funding sources, and financial assistance package requirements and analysis.

Ability to communicate ideas, explanations and recommendations clearly, both orally and in writing.

Ability to analyze and research difficult and complex problems and make effective solution-oriented recommendations and policy.

Ability to supervise personnel in a manner conducive to full performance and high morale.

Ability to read, assemble, organize, and present in oral or written form statistical, financial, and factual information derived from a variety of original and secondary sources.

Ability to prioritize City needs and to coordinate City departmental operations and services.

Ability to plan and analyze City operations; develop alternatives; and determine the costs, advantages and disadvantages of various alternatives.

Knowledge of real estate, finance, land acquisition, disposition, marketing and related areas.

Knowledge of industrial, residential and commercial property development.

Knowledge of government processes, services, city planning, and economic development.

Ability to plan, direct, and coordinate development activities.

Ability to establish and maintain effective working relationships with employees, city officials, and the general public.

Ability to efficiently and effectively administer a municipal government.

Working ability to exercise resourcefulness in solving new problems in accordance with established ordinances, regulations, and policies.

Working ability to prepare and administer annual budget.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with a degree in public administration, political science, urban or regional studies, business administration, or related field and a minimum of two (2) years of professional public sector experience in administration, planning, community and economic development or a related field including staff supervision. Must possess a valid Drivers License or the ability to travel as necessary.

**POSITION:
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**CITY ADMINISTRATOR/
ECONOMIC
DEVELOPMENT
DIRECTOR**

(OR)

Five (5) years full-time experience as City Clerk/Administrator, Clerk-Treasurer or Assistant City Clerk/Administrator including staff supervision. Must possess a valid Drivers License or the ability to travel as necessary.

TOOLS AND EQUIPMENT USED

Personal computer, calculator, telephone, copy machine, and FAX machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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