POLICIES & PROCEDURES COMMITTEE MEETING
PAYNESVILE CITY HALL CONFERENCE ROOM
FEBRUARY 5, 2014
6:00 P.M.

AGENDA

I. CALL TO ORDER

II. CONSENT AGENDA
   A. Minutes (page 1)

III. NEW BUSINESS
   A.

IV. OLD BUSINESS
   A. Building Inspector (page 4)
   B. City Cell Phone Policy (page 7)

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, 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: February 5, 2014

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the January 14, 2014 Policies & Procedures Committee meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from January 14, 2014 Policies & Procedures Committee meeting.

MINUTES
POLICIES & PROCEDURES COMMITTEE

JANUARY 14, 2014

The meeting was called to order by Gene Beavers at 6:45 p.m. Members present were Donavan Mayer and Renee Eckerly, City Administrator. Paul Wegner, Chief of Police was also present.

Motion was made by Mayer to approve the minutes from the December 12, 2013 Policies & Procedures Committee meetings. Seconded by Beavers and unanimously carried.

ELECTION OF OFFICERS

Motion was made by Mayer to elect Beavers as Chair, Mayer as Vice Chair, and Eckerly as Secretary. Seconded by Beavers and unanimously carried.

MEETING SCHEDULE

Motion was made by Beavers to continue to meet on an as needed basis. Seconded by Mayer and unanimously carried.

PART-TIME POLICE OFFICER POSITION

Wegner presented a written proposal on making the part-time officer position a 1040 hour position rather than a 520 hour position.

Calls for service were presented:

2011	City & Township	1,850
2012	City	1,400
2013	City	3,120 (officers are now logging a lot more activity)

The Committee discussed foot patrol and where this is going on. This type of patrol deters crime. The reasoning for the increase in part-time officer hours is that the department has two officers at maxed in PTO. Every week, but 4 a year, one person has to be out on PTO. In the last six months 24 hours of PTO was taken per pay period. Wegner further reported that the additional cost would come from a reduction in overtime; budget other officers at 50 hours rather than 104 hours. Wegner is confident that the surplus money in the 2013 budget would be enough to cover the part-time officer position. If the Council will transfer the surplus to Capital Improvement then he would use the $10,000.00 in the 2014 budget for Capital Improvement for the officer position. Also with a position with 1040 hours the City may get better candidates. The worst case scenario is the 2014 budget would be short $6,000.00 and best case scenario the 2014 budget would be short $2,000.00. The Committee discussed the type of officer the City would get for half time. Wegner wants someone who can become full time if someone leaves. Wegner spoke to other departments in the area about creating a pool of full time officers that want to work additional hours, but did not get positive feedback. The Committee doesn't want the City to be a training ground for people to get licensed at the City's expense and then leave. The Committee discussed putting years of experience in the

qualifications. The start-up costs are $2,500.00 - $3,000.00. Officer field training is the time that the officer learns the department from the Chief. The Committee further discussed the risk of using a majority of the time up in the beginning and then cutting the hours the rest of the year. This would also be a union position.

> **Motion was made by Eckerly to approve the hiring of a Part-Time Police Officer for 1040 hours a year and recommend such to the City Council. Seconded by Mayer and unanimously carried.**

The job description will be distributed at the Council meeting and emailed to Mayer and Beavers.

The Committee would like to see the additional officer be full-time. Beavers suggested putting together a proposal to the School Board to help pay for the officer to be full-time.

BUILDING INSPECTOR

Eckerly presented a draft job description and employment agreement.

CELL PHONE POLICY

Eckerly reviewed the proposed changes to the current policy. The Committee discussed whether or not the City purchased phones should be allowed to be used for personal use. The Committee wants a sign off sheet to make sure that employees are aware of the ramifications of utilizing the City phone for items such as games, applications, porn, etc. Changes will be made and brought back.

PERFORMANCE APPRAISALS

Beavers closed the Regular meeting to open a Closed Session at 8:30 p.m. for the Employee Performance Appraisal of the Emergency Management Director. Beavers closed the Closed Session and re-opened the Regular meeting at 8:50 p.m.

NEXT MEETING

The next meeting will be held Wednesday, February 5, 2014.

There being no further business, the meeting was adjourned 8:50 p.m.

POSITION: Building Official DRAFT January , 2014

DEPARTMENT: Administration

Description of Work

General Statement of Duties: perform a variety of activities in the processing and issuance of building permits and the administering and enforcement of the Uniform, Building Code and related codes, along with the Zoning Ordinance of the city.

Supervision Received: Works under the general and technical supervision of the City Administrator/Zoning Administrator.

Supervision Exercised: None.

Duties and Responsibilities

- Provides general zoning, building and related code information and application forms to permit applicants and the general public.
- Explains, interprets and provides guidance regarding building codes and land use requirements within area of responsibility to architects, engineers, contractors, developers and other interested parties.
- Conduct on-site inspections of all types of construction for conformity with requirements.
- Reviews and evaluates proposed building plans and specifications blueprints to insure that proposed construction complies with applicable codes and Ordinances.
- Applies valuations and permit costs for new projects based on codes, regulations and policies.
- Processes permit applications, monitors application progress for status reports, and preparing permits for issuance; issues routine permits within scope of authority and responsibility assigned. Pursue closure of issued permits.
- Administers the permitting function, including application, fee assessment and collection, permit issuance, inspection, and occupancy. Enforces building related codes and issues correction notices and citations.
- Review proposed subdivisions for code compliance.
- Advises and assists property owners and contractors as to local zoning ordinances and the State building code. Acts to resolve questions of affected parties Meets with architects and developers to review code requirements for construction design and local zoning codes.
- Prepares and records daily transactions including but not limited to permits granted and building inspections into the software PermitWorks. Coordinates with the Administrative Assistant to prepare monthly reports of all permits information for the Planning Commission. Maintain complete and accurate records of approved plans.
- Additional inspections conducted may include: septic systems, plumbing, mechanical, gas piping, handicap and flood plain regulations.
- Responds to complaints of potential code and zoning ordinance violations.
- Attending Planning Commission meetings and work with the Zoning Administrator.
- Performs other duties as apparent or as delegated.

Essential Knowledge, Skills and Abilities

Communications: Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Be able to read and understand correspondence, memoranda, and directives.

Decision Making: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must have knowledge of the utilization of appropriate resources and the willingness to initiate use of available resources.

Interpersonal Relationships: Must be consistent in dealing with people; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude.

Professional Attitude: Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self confidence. Must represent the organization to other agencies and citizens with a courteous, helpful, accurate and professional attitude.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to prioritize and perform multiple tasks simultaneously. Must be able to utilize work time properly and productively. Must be able to coordinate and follow through on projects to completion. Must be able to work independently on a wide variety of projects and assignments.

Physical Abilities: Must have the ability to read and discern visual images on a variety of media. Must have the ability to remain seated or standing at the same work station during the work period with appropriate breaks within that time frame. Must have the ability to type accurately on a computer keyboard. Must have ability to record names and numbers accurately (e.g., not transpose numbers and/or letters). Must have ability to hear while answering telephone and receiving visitors at counter. Must have ability to bend to file items regularly. The employee must occasionally lift and/or move up to 50 pounds.

Desirable Training and Experience

- Ability to read and understand complicated construction plans and blueprints.
- Knowledge of the stages in construction when possible defects in building, electrical, plumbing, various heating work and zoning violations as well as violations of codes and standards.
- Ability to understand and interpret zoning ordinances and their application to municipal building construction.
- Knowledge of code enforcement principles, practices and methods.
- Knowledge of Uniform Building Codes, general land use development and zoning regulations.
- Ability to establish and maintain effective working relationships with public, property owners, contractors, skilled workers, and other in inspection and regulatory matters.
- Ability to prepare clear and concise reports.
- Experience with Microsoft Office Professional and PermitWorks applications.
- Certified by the International Code Council (ICC) as a Building Inspector or be willing to obtain certification within six months.
- Considerable knowledge of environmental issues, demolition laws, and processes of MPCA regulations.

Minimum Qualifications

Minimum job requirements include must have a high school diploma or equivalent and at least two years of post-high school education in Building Inspection Technology (BIT), Architecture, or Structural Engineering, Minnesota State Building Official certifications, two years experience related to inspection, building inspection, land use or a related field and a two years experience ready blueprints and complicated construction plans. Must be able to work independently with minimal supervision. Must possess a valid Minnesota Class D drivers' license.

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.

CELLULAR TELEPHONE POLICY
CITY OF PAYNESVILLE

PURPOSE

This policy is intended to define acceptable and unacceptable uses of cellular telephones. Its application is to ensure that cellular phone usage is consistent with the best interests of the City without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to insure that City employees exercise the highest standards of propriety in their use.

POLICY

City cellular telephones are intended for the use of City employees in the conduct of their work in the service of Paynesville citizens. Department heads are responsible for the cellular telephones assigned to their departments and will exercise discretion in their use. Nothing in this policy will limit department head discretion to allow reasonable and prudent use of such telephones or equipment provided that:

1. Its use in no way limits the conduct of work of the employee or other employees.

2. No personal profit is gained or outside employment is served.

A department head may authorize an employee to use their own personal phone for City business and be reimbursed by the City for those calls. An employee will not be reimbursed for business-related calls without prior authorization from his or her department head. Department heads may also prohibit employees from carrying their own personal cell phones during work hours if it interferes with the performance of their job duties. Employees in possession of a City cell phone are required to care for the telephone in a responsible manner, and to take appropriate precautions to prevent, theft, damage, and vandalism. If damage is incurred during personal use, the expense for the replacement or repair will be the responsibility of the employee. When an employee terminates employment, the Department head is responsible for making sure the employee returns the phone in good working condition.

Any costs incurred by the city due to the personal calls or use made by employees on a City provided cellular phone must be paid for by the employee through reimbursement to the City Administrator based on actual cost listed on the City's phone bill. Personal calls may be made or received while on lunch, during break time or after hours. Emergency phone calls and minimal personal use is permitted. "Minimal use" is defined as those infrequent personal calls made or received only

Deleted: precaustions

Deleted: .

Deleted: Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and punishable by disciplinary action which may include termination and/or criminal prosecution, depending on the nature and severity of the transgression.

Formatted: Highlight

Deleted: II

Deleted:

Deleted: City-provided

when absolutely necessary, completed as quickly as possible and do not interfere with work operations.

While this policy specifically addresses the use of city issued cell phones, it is equally as important to address the use of personal cell phones while on the job.

Privacy: Personal cell phone statements are considered private data. If an employee submits a bill to substantiate businesses use, all or part of the employee's cell phone bill may become public data. Billings associated with the City-purchased cell phone service are considered public data. Cellular transmissions are not secure. Employees should use discretion in relaying confidential information.

When using a cell phones in a vehicle, the following guidelines will be followed: Dial whenever possible when the vehicle is stopped; if necessary, pull over to the side of the road (legally stopped) to dial or answer the phone. Texting while driving is prohibited.

The City reserves the right to monitor the use of all City owned cell phones.

PERSONAL CELL PHONES – not new

Employees should only use personal cell phones while on lunch and during their break times. Personal cell phones should be set to vibrate mode, so as to not disrupt the working environment. Employees should not be using personal cell phones during normal work hours to place or receive personal calls, for text messaging or to play games. While the City of Paynesville understands that there are family situation, such as illness, that requires immediate contact between the Employee and their family, such situations would need to be discussed with the City Administrator and dealt with on an individual basis.

UNACCEPTABLE USE:

At no time, during work hours or non-work hours, shall an employee use any of the City of Paynesville's communications system for any of the following purposes:

1) To access, transmit, upload, download, receive or distribute pornographic, obscene, abusive, or sexually explicit materials or materials containing unclothed or partially clothed people.
2) To transmit or receive obscene, abusive or sexually explicit language or profanity.
3) To violate any local, state or federal law or engage in any type of illegal activities.
4) To vandalize, damage or disable the property of another person or organization.
5) To access the materials, information, files or e-mail of another person or organization without permission or without a legitimate business reason.
6) To violate any applicable state, federal, or international copyright, trademark, or intellectual property laws or regulations, or otherwise use another person or organization's property without prior approval or proper attribution consistent with copyright laws, including

Deleted: city-issued

Deleted: sescure

Deleted: tto

Deleted: No t

Deleted: Violations: Violations of these policies may be grounds for immediate loss of or restrictions on cell phone, internet or e-mail privileges, additional disciplinary actions, up to and including termination of employment and/or criminal prosecution.¶
¶

Formatted: Highlight

Deleted: ¶

Formatted: Indent: Left: 0"

Formatted: Not Highlight

Formatted: Not Highlight

6

unauthorized downloading or exchanging of pirated or otherwise unlawful software, or copying software to or from any of the City of Paynesville's computer.

7) To engage in any form of gambling, wagering, betting, or selling.

8) To engage in any type of harassment or discrimination, including but not limited to; sexual harassment, harassment, or discrimination based upon race, gender, sexual orientation, religion, national origin, marital status, status with respect to public assistance, disability or any other type of harassment or discrimination prohibited by law and by the City of Paynesville policy.

9) To engage in any type of commercial enterprise unrelated to the specific purposes and needs of the City of La Crescent.

10) To engage in any form of solicitation for private purpose that is not related to the business purpose of the City of Paynesville.

11) To promote any political or private causes or other activities that are not related to the business purpose of the City of Paynesville.

12) To enter into financial or contractual obligations without the prior express consent of the City Administrator.

13) To advocate or access information advocating any type of unlawful violence, vandalism or illegal activity.

ENFORCEMENT:

Any employee who abuses the provisions of this policy will be subject to discipline, including discharge, for abuse of this policy and/or for any other related applicable policies, rules or state and federal laws. In addition, violations of the policy or misuse of the communication systems, which are of a criminal nature, may be referred for criminal prosecution.

PROCEDURES – not new

It is the objective of the City of Paynesville to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action under the personnel policy or a collective bargaining agreement.

RESPONSIBILITY – not new

The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All department heads and supervisors will be responsible for enforcement within their departments and divisions.

Date Policy Established by City Council action:

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Body Text Indent, No bullets or numbering, Tab stops: 0", Left + 0.38", Left

Formatted: Font: Times New Roman, Bold, Underline

Deleted: July 11, 2007

a

CITY OF PAYNESVILLE COMMUNICATIONS POLICY

ACKNOWLEDGEMENT OF RECEIPT OF COMMUNICATION POLICY

Formatted: Not Highlight

I, _____, an employee of the City of Paynesville, acknowledge that I have read, understand and received a copy of the City Cellular Telephone Policy and understand that this receipt will be filed with my personnel records.

Formatted: Not Highlight

I, _____ will / will not be using the city's cellular phone for personal use.

Formatted: Not Highlight

_____

SIGNATURE DATE

_____

NAME (PRINT)

Formatted: Left

Deleted: ----------Page Break---------

PERSONAL CELL PHONES

Employees should only use personal cell phones while on lunch and during their break times. Personal cell phones should be set to vibrate mode, so as to not disrupt the working environment. Employees should not be using personal cell phones during normal work hours to place or receive personal calls, for text messaging or to play games. While the City of Paynesville understands that there are family situation, such as illness, that requires immediate contact between the Employee and their family, such situations would need to be discussed with the City Administrator and dealt with on an individual basis.

PROCEDURES

It is the objective of the City of Paynesville to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action under the personnel policy or a collective bargaining agreement.

RESPONSIBILITY

The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All department heads and supervisors will be responsible for enforcement within their departments and divisions.

Date Policy Established by City Council action: July 11, 2007

10