POLICIES & PROCEDURES COMMITTEE MEETING
PAYNESVILE CITY HALL CONFERENCE ROOM
MARCH 24, 2014
8:45 A.M.

AGENDA

I. CALL TO ORDER

II. CONSENT AGENDA
   A. Minutes (page 1)

III. NEW BUSINESS
   A. Building Official – Interviews
   B. Social Media Specialist - Interviews

IV. OLD BUSINESS

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: March 24, 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.