POLICIES & PROCEDURES COMMITTEE MEETING
PAYNESVILE CITY HALL
FEBRUARY 17, 2015
5:15 P.M.

AGENDA

I. CALL TO ORDER

II. CONSENT AGENDA
   A. Minutes (page 1)

III. NEW BUSINESS
   A. Election of Officers (page 3)
   B. Meeting Schedule (page 4)
      1. Set Next Meeting – Week of March 9, 2015
   C. Conduct Interviews For HR & Payroll/Customer Service Specialist Position (to start at 5:30 p.m.) (page 5)

IV. OLD BUSINESS
   A. Building Official – Hire/train from within – post position.

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: Kay McDaniel, 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 17, 2015

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the December 14, 2014 Policies & Procedures Committee meetings.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the December 14, 2014 Policies & Procedures Committee meetings.

MINUTES
POLICIES & PROCEDURES COMMITTEE

DECEMBER 15, 2014

The meeting was called to order at 3:15 p.m. by Donavan Mayer. Member Renee Eckerly, City Administrator was present. Gene Beavers was absent. Also present was Bill Ludwig, Liquor Store Manager.

LIQUOR STORE CLERK POSITION

The City received 10 applications for the Liquor Store Clerk position and 3 applicants were interviewed.

> **Motion was made by Mayer to hire Ethan Brown for the Liquor Store Clerk position at $8.78 per hour and recommend such to the City Council. Seconded by Eckerly and unanimously carried.**

An eligibility list was questioned and no one will be placed on an eligibility list.

There being no further business, the meeting was adjourned 5:00 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures Committee

Committee/Council Meeting Date: February 17, 2015

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

ITEM DESCRIPTION: Election of Officers

Prepared by: Staff

COMMENTS:

Nominations for Chairperson.

Nominations for Vice-Chairperson.

Nominations for Secretary.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to elect _____ as Chairperson.

Motion to elect _____ as Vice Chairperson.

Motion to elect _____ as Secretary.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures Committee

Committee/Council Meeting Date: February 17, 2015

Agenda Section: New Business

Originating Department: Administration

Item Number: III - B

ITEM DESCRIPTION: Meeting Schedule

Prepared by: Staff

COMMENTS:

Annually, each year every Committee sets their annual meeting schedule. The Personnel Committee currently meets on an as needed basis.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to set the Policies & Procedures Committee meetings for _____.

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REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures

Committee/Council Meeting Date: February 17, 2015

Agenda Section: New Business

Originating Department: Administration

Item Number: III – C

ITEM DESCRIPTION: Interviews for HR & Payroll/Customer Service Specialist Position

Prepared by: Renee Eckerly, City Administrator

COMMENTS:

The City has received 4 applications for the position. There are 3 candidates that are scheduled for interviews starting at 5:30 p.m.

Minimum job requirements include a Bachelor's degree or four years of accounting experience including public contact or equivalent. Key job characteristics include knowledge of payroll and tax filing; accuracy with number/calculations; customer service skills; knowledge of zoning and building permits, spreadsheets, and database skills; ability to keyboard at least 40 wpm; ability to multi-task and prioritize work; strong detail skills; accurate filing skills; ability to work effectively with others; and good grammar skills. Starting wage is $13.94 per hour, Grade 4/Step 1, 40 hours per week, plus benefits.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to _____
and recommend such to the City Council.

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