

**POLICIES & PROCEDURES COMMITTEE MEETING  
PAYNESVILLE CITY HALL  
AUGUST 8, 2016  
7:00 A.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. Changing City Hall Office Hours (page 3)
  - B. Complaint Policy (page 5)
  - C. Reimbursement Policy – Monetary Caps (page 8)
- IV. OLD BUSINESS
  - A. Liquor Store Staffing Options
  - B. Council Rules of Procedures – Bylaws
- V. INFORMATIONAL
- VI. ADJOURN

**Please contact Renee Eckerly at 320-243-3714 ext. 227 or at [renee@paynesvillemn.com](mailto:renee@paynesvillemn.com) if you can't attend the meeting.**

**Members: Kay McDaniel, 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: August 8, 2016

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

**ITEM DESCRIPTION: Minutes**

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the June 30, 2016 Policies & Procedures Committee meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve the minutes from the June 30, 2016 Policies & Procedures Committee meeting.

**MINUTES  
POLICIES & PROCEDURES COMMITTEE**

**JUNE 30, 2016**

The meeting was called to order at 3:00 p.m. by Donovan Mayer. Members present were Renee Eckerly, City Administrator; Kay McDaniel, and Donovan Mayer. Dale Klein and Ron Mergen, Public Works Director were also present.

There were no minutes presented for approval.

**INTERVIEWS**

Mergen explained what he would be looking for in someone for the position. Eckerly explained that it is important for the person to want to go to school for water and wastewater licenses.

(Mergen left prior to the interviews starting.)

The Committee interviewed four applicants for the Public Works Maintenance Worker position.

**Motion was made by Mayer to hire Jason Ruhoff for the Public Works Maintenance Worker position at Grade 4/Step 1, \$14.15 per hour and place Jacob Schmitz on the eligibility list and recommend such to the City Council. Seconded by McDaniel and unanimously carried.**

The Committee interviewed two applicants for the Finance Technician position.

**Motion was made by McDaniel to hire Christine Legatt for the Finance Technician position at Grade 4/Step 1, \$14.15 per hour and recommend such to the City Council. Seconded by Mayer and unanimously carried.**

There being no further business, the meeting was adjourned at 6:45 p.m.

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME: Policies & Procedures Committee**

Committee/Council Meeting Date: August 8, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

**ITEM DESCRIPTION: Changing City Hall Office Hours**

Prepared by: Staff

**COMMENTS:**

Renee Eckerly will give a verbal report. Discuss changing the City Hall office hours from:  
8:00 a.m. – 4:30 p.m. M – F to 8:00 a.m. – 4:30 p.m. M, T, W  
8:00 a.m. – 6:30 p.m. Thur.  
8:00 a.m. – 2:00 p.m. Fri. (no lunch)

It would allow customers to come in after their work to take care of their business.

Motor Vehicle does not have any issues with a time adjustment.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to \_\_\_\_\_.

## Alice McColley

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**From:** Schroetter, Nicholas (DPS) <nicholas.schroetter@state.mn.us>  
**Sent:** Monday, June 20, 2016 8:47 AM  
**To:** Alice McColley  
**Cc:** Goedert, Michelle (DPS)  
**Subject:** RE: open hours

Hi Alice,

The administrative rules just dictate that your office must be open for a minimum of 40 hours, and that any changes to the hours of operation must be submitted in writing at least ten days in advance of your proposed change date. As long as those requirements are met, you can send an email to me and Michelle requesting we approve the change as of whatever date you decide.

Thanks!  
Nick

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**From:** Alice McColley [mailto:Alice@paysvillemn.com]  
**Sent:** Friday, June 17, 2016 11:35 AM  
**To:** Schroetter, Nicholas (DPS)  
**Subject:** open hours

Hi Nick:

We are considering a change in hours in Paynesville and I was hoping if you could direct me as to what procedures we would need to follow to see if this is a possibility.

We are looking at staying open until 6:30 p.m. on one weeknight and closing at 2:00 p.m. on Friday. Do I need to do a variance request for a permanent change, or do I need to contact someone?

Thanks for any help that you may be able to give me.

**Alice McColley**  
**Motor Vehicle Specialist**  
**Paynesville Motor Vehicle**  
**221 Washburne Ave**  
**Paynesville, MN 56362**  
**320-243-3714 ext 236**  
**[alice@paysvillemn.com](mailto:alice@paysvillemn.com)**

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME: Policies & Procedures Committee**

Committee/Council Meeting Date: August 8, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: III - B

**ITEM DESCRIPTION: Complaint Policy**

Prepared by: Staff

**COMMENTS:**

It has been suggested to adopt a Complaint Policy. Renee Eckerly will give a verbal report  
Please see some attached samples.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to \_\_\_\_\_



## ***City of Stockton Citizen Complaint Policy***

### **POLICY:**

When a citizen has a complaint about anything related to activities and responsibilities of the City, they shall file a signed complaint in writing. This form will be provided by the City and may be requested at City Hall. The form can be dropped off, sent by US Mail, or by e-mail. The complainants name is not considered public data and will not be publicly noted.

### **PROCEDURE:**

1. The City Clerk/Treasurer will forward a completed form to the proper department or to the City Council for determination of what, if any, action shall be taken.
2. Telephone complaints will not be accepted.
3. Anonymous complaints will not be considered valid and action will not be taken.
4. Once action has been taken, the Council may decline to address the same complaint more than once during a three month period of time.
5. Any complaints regarding the conduct or job performance of the City Clerk shall be given to the Mayor or any councilmember. No complaints against City employees by members of the public shall be addressed at an open meeting unless the employee requests it. If Council determines discipline is appropriate, any future meetings regarding the discipline must be open.
6. Upon the completion of any said action, the complainant will be notified of action taken.

Policy Adopted by the Stockton City Council on \_\_\_\_\_, 2015.

\_\_\_\_\_  
David Johannes, Mayor

Attest:

\_\_\_\_\_  
Bethany Winchester, Clerk/Treasurer

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**CITIZEN'S COMPLAINT/CONCERN**  
**City of Stockton**  
**(507) 689-2005**

DATE: \_\_\_\_\_ TO: City Clerk - Mayor - City Council - Sheriff's Dept.  
(Circle One or More)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please indicate below your complaint/concern:

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The identity of a person making a complaint about a violation of law or ordinance concerning the use of real property is confidential data. This classification is used to shield the identity of an individual who complains to a government agency from anyone who might seek retribution against the complainant.

A reply will be given within 3 days of receiving this form.

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**Office Use Only**

Date Received: \_\_\_\_\_ Referred to: \_\_\_\_\_ Replied on: \_\_\_\_\_

Resolved: *Yes No* Pending: *Yes No*

Notation: \_\_\_\_\_

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By: \_\_\_\_\_ Date: \_\_\_\_\_

*(NOTE: Return completed form to Clerk)*

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**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME: Policies & Procedures**

Committee/Council Meeting Date: August 8, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: III – C

**ITEM DESCRIPTION: Reimbursement Policy – Monetary Caps**

Prepared by: Staff

**COMMENTS:**

It has been suggested to review the Reimbursement Policy regarding the monetary caps. Renee Eckerly will give a verbal report. Please see the current Reimbursement Policy.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to \_\_\_\_\_.

**REIMBURSEMENT POLICY**  
**July, 2009**

1. Must have a detailed original receipt for meals, hotel bills and other miscellaneous expenditures. Items summarized on credit cards bills, hotel receipts or receipt stubs are not acceptable.
2. The City will pay for employee's meals only. The City will not pay for meals when the meal is provided by the conference/seminar, etc. the employee is attending. There are monetary caps for breakfast of \$15.00, lunch \$20.00 and dinner \$25.00.
3. The City will pay for a reasonable tip. Tip must not exceed 15% of cost of meal and beverage.
4. The City will not pay for any alcoholic beverages.
5. The City will not pay for any personal telephone calls.
6. The City will not pay for any entertainment costs.
7. The City will pay for hotel costs for employee only - any additional costs for any extra guests will be your responsibility.
8. Mileage will be paid at the current IRS rate.
9. Mileage will be paid for the distance to and from the assigned destination. Mileage will not be paid while driving to and from entertainment locations.
10. All reimbursements will be paid by voucher upon approval by the City Council.
11. Mileage will be reimbursed at the rate established by the City. Car-pooling will be utilized. Mileage will be paid to one vehicle per seminar/meeting, etc, as long as all parties can travel legally in the vehicle.

**CITY OF PAYNESVILLE  
OUT OF STATE TRAVEL POLICY  
FOR ELECTED AND APPOINTED OFFICIALS**

**1. PURPOSE**

**1.01** The purpose of this policy is to establish guidelines for the reimbursement of expenses on official city business related to out-of-state travel for elected and appointed officials.

**2. OUT-OF-STATE TRAVEL**

**2.01** The event, workshop, conference, or assignment must be approved in advance by the City Council and must include a detail estimate of the cost of the travel. In evaluating the request, the Council will consider the following:

- Whether the elected or appointed official will be receiving training on issues relevant to the City or to their role;
- Whether the elected or appointed official will be meeting and networking with other elected or appointed officials from around the country to exchange ideas on topics relevant to the City or on the official roles of local officials.
- Whether the elected or appointed official will be viewing a City facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full council.
- Whether the elected or appointed official has been specifically assigned by the Council to visit another City for the purpose of establishing a goodwill relationship such as a "sister city" relationship.
- Whether the elected or appointed official has been specifically assigned by the Council to visit another City for the purpose of promoting economic development and/or tourism.
- Whether the elected or appointed official has been specifically assigned by the Council to testify on behalf of the City at the United States Congress or to otherwise meet with federal officials on behalf of the City.
- Whether the City has sufficient funding available in the budget to pay for the cost of the trip.

**2.02** No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.

**2.03** The City may make payments in advance for airfare, lodging, and registration if specifically approved by the Council by charging to the City credit card; otherwise all payments will be made as reimbursements to the elected or appointed official.

**2.04** The City will reimburse for transportation, lodging, meals, registration, and incidental costs as pre-approved.

**3. ALLOWABLE EXPENSES-LODGING**

**3.01** Accommodations shall be selected at a reasonable cost consistent with the facilities available and convenient to the location of the conference, seminar, or meeting attending.

**3.02** Only the costs of single occupancy will be reimbursed. If a double occupancy occurs (i.e. a spouse/guest accompanies the elected or appointed official) the elected or appointed official is responsible for the additional costs over single occupancy.

**3.03** Lodging for the night before the commencement of a conference, seminar, or meeting may be claimed.

**3.04** Reimbursement for meals and lodging shall be limited to the period of time required if commercial air transportation was used. Generally this includes one travel day prior to the conference and one travel day after the conference. If a conference does not start until the late afternoon or evening, that day shall be considered the travel day.

**3.05** Receipts for lodging must be turned in whether paid on the City credit card or being reimbursed to the elected or appointed official.

#### **4. ALLOWABLE EXPENSES-TRANSPORTATION**

**4.01** Allowable transportation costs shall include reimbursement for mileage accumulated on a personal vehicle at the current federal IRS rate of mileage reimbursement or the actual round trip coach-class airfare rate, whichever is less. When two or more elected or appointed officials are traveling in one automobile, reimbursement shall be made to one elected or appointed official.

**4.02** Air transportation shall be coach-class unless such service is unavailable. Reservations are to be made in advance at the earliest date to insure the lowest possible fares. "Super Saver"-type rates shall be used if available and appropriate for the particular situation. If the reservation is not going to be used, it must be canceled immediately.

**4.03** Airline travel credit. Any credits or other benefits issued by any airline must accrue to the benefit of the City; therefore, the City will initially pay for the cost of airfare by using the City credit card as stated in section 2.03.

**4.04** Local transportation such as taxicab and bus fares to and from the place of lodging and conference, seminar, or meeting is reimbursable only if circumstances require such travel. Costs for local transportation not pertaining directly to City business will not be reimbursed.

**4.05** Mileage will be paid for the distance to and from the assigned destination. Mileage will not be paid while driving to and from entertainment locations. This section is from the Reimbursement Policy adopted by the City Council on July 22, 2009.

#### **5. ALLOWABLE EXPENSES-MEALS**

**5.01** Reimbursement for meals while on authorized travel shall include only actual expenditures including tax and tip. Receipts for meals must have a detailed original receipt and must clearly indicate whether the requested reimbursement is for breakfast, lunch, or dinner and the date of the meal. Detailed meal receipts should be obtained indicating the actual items purchased. Items summarized on credit card bills, hotel receipts or receipt stubs are not acceptable. Reimbursement will not be provided for any meals which are included as part of registration, tuition, or fees. This section is expanded from the Reimbursement Policy adopted by the City Council on July 22, 2009.

5.02 Reimbursement is not allowed for alcoholic beverages. This section is from the Reimbursement Policy adopted by the City Council on July 22, 2009.

5.03 The City will pay for elected or appointed official's meals only. The City will not pay for meals when the meal is provided by the conference, seminar, etc. the elected or appointed official is attending. The monetary cap for breakfast is \$15.00, lunch \$20.00, and dinner \$25.00. This section is from the Reimbursement Policy adopted by the City Council on July 22, 2009.

5.04 Tips must not exceed 15% of cost of meal and beverage. This section is from the reimbursement Policy adopted by the City Council on July 22, 2009.

## **6. ALLOWABLE EXPENSES – GENERALLY**

6.01 Receipts must accompany claims for reimbursement. Each such receipt shall clearly depict the type of expense incurred, the date of its incurrence, and the purpose of the expense. When using a credit card write the purpose of the expense on the credit slip. If the credit purchase is made over the phone, a record of the amount, purpose, and vendor must be turned into the Accounting Specialist.

6.02 Miscellaneous expenses may be authorized, such as business related telephone, fax, internet, and tips for bellhops.

6.03 Spouse/Guest's conference registration or airline tickets may be advanced by the City but must be reimbursed by the elected or appointed official. The City shall pay no expenses for a spouse or guest who accompanies the elected or appointed official to a conference, seminar, or meeting including the incremental lodging expenses over single occupancy rates.

6.04 The City will not reimburse for personal telephone calls, rental of luxury vehicles, any entertainment costs, or extracurricular recreational expenses (i.e. golf, tennis, etc.).

## **7. OTHER**

7.01 The City will not pay for Council members, who have announced an intention to resign, not seek reelection, or who have been defeated in an election.

- Any employee who resigns within 6 months from the travel time shall reimburse the City all costs for the trip.

7.02 Elected or appointed officials who travel out of state pursuant to this policy must give a Written report on the results of the trip at the next Council meeting.

7.03 Elected or appointed officials who travel out of state for training must turn over training materials to the City either after the training is completed or upon the Council member no longer serving as a Council member or the elected or appointed official no longer employed by the City.

Adopted this 9<sup>th</sup> day of December 2009.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
City Administrator