

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

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Updating Personnel Policy
- IV. OLD BUSINESS
 - A. Review Finance Technician Applications
 - B. Council Rules Of Procedures – By Laws – ***Please bring your Minnesota Mayors Handbook – that was distributed after the last meeting.***
- 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, 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: September 7, 2016

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the May 23, 2016 Policies & Procedures Committee meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the May 23, 2016 Policies & Procedures Committee meeting.

**MINUTES
POLICIES & PROCEDURES COMMITTEE**

MAY 23, 2016

The meeting was called to order at 5:00 p.m. Members present were Renee Eckerly, City Administrator; and Kay McDaniel. Donovan Mayer was absent. Bill Ludwig, Liquor Store Manager was also present.

There were no minutes presented for approval.

LIQUOR STORE CLERK INTERVIEWS

The Committee interviewed two applicants.

Motion was made by Eckerly to hire Jean Nichols as a Part-Time Liquor Store Clerk; pending background check and recommend such to the City Council. Seconded by McDaniel and unanimously carried.

There being no further business, the meeting was adjourned at 5:53 p.m.