

**MINUTES
POLICIES & PROCEDURES COMMITTEE MEETING**

MARCH 29, 2012

Gene Beavers called the meeting to order at 6:10 p.m. Other members present were Jeff Bertram and Renee Eckerly. Also present was Mark Eckerly.

Motion was made by Bertram to approve the minutes from the January 30, 2012 Policies & Procedures Committee meeting. Seconded by Beavers and unanimously carried.

POLICE DEPARTMENT – DISCUSS CHIEF & SERGEANT POSITION

Eckerly reviewed the documents (MAPE contract, estimated cost for 8 hr a week from the Stearns County Sheriff's department, Sergeant wage information from League, Paynesville Township options, and current union wage scale for officers) in the agenda. The Committee reviewed the 2011 Wage/Benefit worksheet for total package amounts and reviewed union contracts for placement and procedures. The Committee wanted to know the PERA amount for Grade 15/Step 5 of the MAPE salary scale. Eckerly will research this and email it out. The Committee discussed the option of a Sergeants position. A complete discussion will be at the City Council working session. The Committee also requested Eckerly to research and contact the Board of Mediation regarding how placement is determined and examples of job description for a Sergeant.

NON-UNION LIQUOR STORE CLERK & CABLE OPERATOR WAGE SCALE

Eckerly reviewed the changes to the wage scale for the non-union Liquor Store Clerk I position and the non-union Cable Coordinator position. Both scales were increased from Steps 3 – 7 three cents due to a rounding error.

Motion was made by Bertram to accept the wage scales for the non-union Liquor Store Clerk I position and non-union Cable Coordinator position and recommend such to the City Council. Seconded by Beavers and unanimously carried.

EXAMINE THE CITY ADMINISTRATOR PERFORMANCE EVALUATION PROCESS

This item was tabled until mid-summer or early Fall. The Committee discussed whether it is the measuring scale or the results.

REVIEW PERFORMANCE EVALUATION FORM

This item was tabled until mid-summer or early Fall. There is a need to look at how this change will affect all employees. Eckerly is to contact the League of MN Cities to see if they have any evaluation tools and bring back them to the Committee.

EMPLOYEE PERFORMANCE APPRAISALS

Beavers recessed the open meeting at 6:40 p.m. and opened the closed meeting.

The Committee reviewed 1 performance review:

1. Liquor Store Clerk

Beavers re-opened the regular meeting and closed the closed meeting at 6:49 p.m.

Motion was made by Bertram to approve step increases for Deanne Nolen, Liquor Store Clerk from Grade 1 Step 2 (\$8.33) to Grade 1, Step 3 (\$8.52) effective 4/7/12 (Non-Union Grade Scale) and recommend such to the City Council. Seconded by Beavers and unanimously carried.

There being no further business, the meeting was adjourned at 6:50 p.m.