

MINUTES POLICIES & PROCEDURES COMMITTEE

JUNE 5, 2013

The meeting was called to order by Gene Beavers at 6:30 p.m. Members present were Donovan Mayer and Renee Eckerly, City Administrator. Also present was Paul Wegner, Police Chief.

Motion was made by Mayer to approve the minutes of the January 29, 2013, March 25, 2013, March 26, 2013, and February 5, 2013 Policies & Procedures Committee meetings. Seconded by Beavers and unanimously carried.

POLICE POLICY MANUAL

The Committee reviewed the sections of the manual and made necessary revisions.

Chapter 11 Domestic Abuse – This section will be changing as Stearns County is revising it due to law changes. POST mandates some of the policies and this will give the officers a document to refer to as a guide.

Chapter 20 Evidence - This is being worked on.

Chapter 2 – The Committee would like Wegner to come back with protocol on who would be the Chief Law Enforcement Officer when he is on vacation or absent. Wegner will have the protocol in place when the final document goes to the City Council.

Chapter 8 - This chapter is POST mandated.

The status of an officer is in the labor contract. The Committee discussed the policy regarding personal cell phones being eliminated in the police department. It was suggested to change the policy to state personal cell phones are to be used for limited phone calls only.

Motion was made by Beavers to approve the revised Chapters 1-19 and 21-23, with the noted changes, of the Police Policy Manual and recommend such to the City Council. Seconded by Mayer and unanimously carried.

PART-TIME OFFICER – STEP INCREASES

Wegner wants to voice his opinion on part-time employees not getting the same step increases as a regular officer. Wegner feels the part-time employee should stay at Step 1 of the scale until the scale is adjusted. The City's history and policy on this is to move the part-time employee the same step scale as full-time employees on their anniversary date.

JOB DESCRIPTIONS

Eckerly reviewed the proposed new job descriptions with the Committee members. Suggestions included:

- Responsible for customer service and phone

- Make general statements
- Correct current terminology for equipment
- Review minimum qualifications for consistency
- Standardize software

Eckerly will review the job descriptions and adjust the proposed descriptions. The Committee will meet again on June 24 or June 25, 2013 to approve the revised job descriptions and recommend them to the City Council. There is also a need to review the City Administrator's Job Description.

PAY EQUITY

Eckerly reported on the process that is scheduled on June 14, 2013 and the schedule for completion. Eckerly will work with Springsted to move the project along at a quicker pace.

EMPLOYEE PERFORMANCE APPRAISALS

Beavers recessed the open meeting at 8:05 p.m. and opened the closed meeting.

The Committee reviewed 7 performance reviews:

1. 3 – Liquor Store Clerks
2. Police Chief
3. 2 - Police Officers
4. Maintenance Worker

Beavers re-opened the regular meeting and closed the closed meeting at 9:05 p.m.

Motion was made by Beavers to approve step increases for James Gulbranson, Police Officer, Police Labor contract scale Step 3 - (\$17.75) to Step 4 - (\$18.95) retro to 6/3/13, Kayla Loesch, Liquor Store Clerk, Grade 1, Step 1 (\$8.15) to Grade 1, Step 2 (\$8.33) retro to 5/10/13 (Non-Union Grade Scale), Deanne Nolen, Liquor Store Clerk, Grade 1, Step 3 (\$8.52) to Grade 1, Step 4 (\$8.73) retro to 4/7/13 (Non-Union Grade Scale), Brad Mehlhop, Maintenance Work Intermediate, Grade 5 Step 4 (\$15.13) to Grade 5, Step 5 (\$16.09) retro to 5/29/13 and recommend such to the City Council. Seconded by Mayer and unanimously carried.

There being no further business, the meeting was adjourned 9:08 p.m.