

**MINUTES
POLICIES & PROCEDURES COMMITTEE MEETING**

JUNE 7, 2012

Gene Beavers called the meeting to order at 6:00 p.m. Other members present were Jeff Bertram and Renee Eckerly.

Motion was made by Bertram to approve the minutes from the March 29, 2012 and April 30, 2012 Policies & Procedures Committee meeting. Seconded by Beavers and unanimously carried.

POLICE CHIEF INTERVIEW QUESTIONS & SCORING SHEET

The Committee reviewed the Interview questions for both the Committee and Council and Scoring Sheet. Revisions were suggested and will be made and then forwarded to Wittrock to create the interview packets.

Eckerly reported that there are 10 applicants to date, but applications aren't due until tomorrow at 4:00 p.m. June 25, 26, & 28 at 6:00 p.m. were suggested interview dates. Bertram and Beavers will get back to Eckerly on availability. Scoring of applications will be completed the week of June 11, 2012.

EMPLOYEE PERFORMANCE APPRAISALS

Beavers recessed the open meeting at 6:30 p.m. and opened the closed meeting. The Committee reviewed the performance appraisals for:

1. Police Officer
2. Part-time Police Officer
3. Maintenance Worker – Intermediate
4. 2 - Part-time Liquor Store Clerks

Beavers re-opened the regular meeting and closed the closed meeting at 6:40 p.m.

Motion was made by Bertram to approve the Performance Appraisals. Seconded by Beavers and unanimously carried.

Motion was made by Bertram to approve step increase for James Gulbranson from Step 2 (\$16.55) to Step 3 (\$17.75), effective June 3, 2012 and recommend such to the City Council. Seconded by Beavers and unanimously carried.

Motion was made by Bertram to approve step increase for Brad Mehlhop from Grade 5, Step 3 (\$14.17) to Grade 5, Step 4 (\$15.13) effective May 29, 2012 and recommend such to the City Council. Seconded by Beavers and unanimously carried.

There being no further business, the meeting was adjourned at 6:42 p.m.