

**MINUTES
POLICIES & PROCEDURES COMMITTEE MEETING**

AUGUST 15, 2012

Gene Beavers called the meeting to order at 6:00 p.m. Other members present were Jeff Bertram, and Renee Eckerly, City Administrator. City Attorney, Bill Spooner was also in attendance.

Motion was made by Bertram to approve the minutes from the June 7, 2012 Policies & Procedures Committee meeting. Seconded by Beavers and unanimously carried.

TELEPHONE & EMAIL COMMUNICATIONS

Spoooner was in attendance to report on if there is a way to find an email communication tool that Council members could receive and respond to emails and have the communication stored on the City's servers. The Committee discussed that everyone should have the same access. According to Spooner a couple of Council members have stated they will not be changing their emails. Spooner does not have a concern if a Council member chooses to mix personal and City emails; that is their choice. The Committee discussed whether information that is not City related would be redacted from someone's personal computer. Eckerly reported that Bennett Technologies can setup paynesvillemn.com email addresses for every Council member and would teach them how to access the account over the internet on their personal computer. The Committee discussed laptops being the ultimate solution; the screens should be 15 inch and would be used for City business only. Some members of the Council have not emailed for months as the City received a letter from Eckerly's attorney and Council members want City and personal emails separated.

Motion was made by Beavers to establish City based email addresses and purchase laptop computers to be set up to access city business including internet service air cards for Council members and recommend such to the City Council. Seconded by Bertram and unanimously carried.

PROTOCOL FOR LEAVE

Spoooner reported that this was related to Eckerly's recent situation. The current Leave of Absence policy works in most of the cases, but the City Administrator works for the Council so the issue is a procedural policy as to who the City Administrator should contact when going on a leave of absence. The concern is how Council is notified and how many of the Council are notified and updated. In the most recent situation when Eckerly went on leave, Spooner suggested a policy be put in place. Spooner stated that the League of Minnesota Cities suggested a committee be formed and that the committee disperse the information. The Committee discussed when the leave is immediate that the Committee would have a meeting and assign responsibilities and review the reason for leave and see documents from the doctor. The Committee discussed a situation of light duty and workers compensation injuries. Eckerly reported there is a policy approved when the Administrator is Gone. It was stated that the League of Minnesota Cities wants multiple people such as a Committee involved so a single person is not blinded. The Committee discussed the situation such as light duty, being

allowed to report to work during a medical leave (with doctor's approval) and being able to inquire of the doctor. The Committee discussed utilizing the Policies & Procedures Committee and having the Chairperson be informed by the City Administrator when requesting leave. The Chairperson would then call for a meeting, get it posted, distribute the information, and deal with the request. The Committee discussed whether to put the requirement into the City Administrators contract. Spooner suggested putting the procedure in the Personnel Handbook. The Committee directed Spooner to draft the policy for the next meeting.

DISCIPLINARY PROCEDURES

No action was taken.

EMPLOYEE PERFORMANCE APPRAISALS

Beavers recessed the open meeting at 6:48 p.m. and opened the closed meeting. The Committee reviewed 3 performance reviews:

1. Liquor Store Clerk
2. Liquor Store Manager
3. Deputy Registrar

Beavers closed the closed meeting at 7:00 p.m. and re-opened the regular meeting.

Motion was made by Bertram to approve step increases for Carmen Norstedt, Liquor Store Clerk, Grade 1, Step 1 (\$8.15) to Grade 1, Step 2 (\$8.33), Bill Ludwig, Liquor Store Manager, Grade 10, Step 3 (\$15.77) to Grade 10, Step 4 (\$16.83), Alice McColley, Deputy Registrar, Grade 5, Step 6 (\$17.04) to Grade 5, Step 7 (\$18.00). Seconded by Beavers and unanimously carried.

NEXT MEETING

The Committee discussed moving the next meeting up to September 4th, 5th, or 6th.

There being no further business, the meeting was adjourned at 7:01 p.m.