

**MINUTES
POLICIES & PROCEDURES COMMITTEE MEETING**

JANUARY 17, 2013

Gene Beavers called the meeting to order at 6:05 p.m. Other members present were Donovan Mayer and Renee Eckerly.

Motion was made by Beavers to approve the minutes from the October 29, 2012 Policies & Procedures Committee meeting. Seconded by Mayer and unanimously carried.

ELECTION OF OFFICERS

Motion was made by Beavers to elect Beavers as Chairperson, Mayer as Vice Chair, and Eckerly as Secretary. Seconded by Mayer and unanimously carried.

MEETING SCHEDULE

Motion was made by Beavers to keep the Policies and Procedures Committee meetings on an as needed basis. Seconded by Mayer and unanimously carried.

WHEN THE CITY ADMINISTRATOR IS ABSENT

The Committee discussed whether the duties need to be included in the job description. It was suggested to remove the names, put in the job titles, and removed the contacts, but have them added to the regular phone list.

Motion was made by Mayer to approve the policy with the noted changes and recommend such to the City Council. Seconded by Eckerly and unanimously carried.

PERFORMANCE EVALUATION FORM

Eckerly reported on why this was on the agenda. There is a need to have someone that is objective and neutral to compile comments. The Committee liked the 360° Form. The Committee will review and revise it as needed and add unable to evaluate would be "U". A "U" code is used for "unable to evaluate".

Members discussed who could be the third party. Eckerly will check with the LMC and Spooner to see how this process should work. The Committee will have this topic on the January 29, 2013 meeting. The Committee will review questions before that meeting.

EMPLOYEE PERFORMANCE APPRAISALS

Beavers recessed the open meeting at 7:00 p.m. and opened the closed meeting.

The Committee reviewed 4 performance reviews:

1. Liquor Store Clerk – 6 month review
2. 3 Liquor Store Clerks – annual review
3. Accounting Specialist Sr.
4. Administrative Assistant

Beavers re-opened the regular meeting and closed the closed meeting at 7:15 p.m.

Motion was made by Mayer to approve step increases for Josh Mergen, Liquor Store Clerk, Grade 1, Step 1 (\$8.15) to Grade 1, Step 2 (\$8.33) retro to 12/1/12 (Non-Union Grade Scale); Lisa Jewell, Liquor Store Clerk, Grade 1, Step 1 (\$8.15) to Grade 1, Step 2 (\$8.33) retro to 11/23/12 (Non-Union Grade Scale); Louis Baas, Liquor Store Clerk, Grade 1 Step 3 (\$8.52) to Grade 1, Step 4 (\$8.73) effective 1/4/13 (Non-Union Grade Scale); Belinda Ludwig, Accounting Specialist Sr., Grade 9, Step 3 (\$36,574.18) to Grade 9, Step 4 (\$39,042.94) effective 1/10/2013 and recommend such to the City Council. Seconded by Beavers and unanimously carried.

MEETING DATES

February meeting dates will be emailed out by Eckerly. The next reviews will be in May of 2013.

CITY ADMINISTRATOR'S REVIEW

The City Administrator's review will be done on the new 360° Form. Eckerly will find out what needs to be put in writing to extend the deadline in her contract for the performance evaluation.

There being no further business, the meeting was adjourned at 7:16 p.m.