

**MINUTES  
POLICIES & PROCEDURES COMMITTEE MEETING**

**FEBRUARY 5, 2013**

Gene Beavers called the meeting to order at 6:00 p.m. Other members present were Donovan Mayer and Renee Eckerly, City Administrator. Also present was Paul Wegner, Police Chief.

**Motion was made by Beavers to approve the minutes from the January 17, 2013 Policies & Procedures Committee meeting. Seconded by Mayer and unanimously carried.**

**POLICE POLICY – GAS DRIVE OFF PROCEDURE**

Wegner reported that business owners have always, through their association, been able to collect on drive off's. The process would be that business owners would complete the Gasoline No-Pay Report. If the drive off was days ago, business owners would need to get the surveillance video off the system and complete the Gasoline No-Pay Report. The business would be instructed to turn over information to the Association and if not collected in 30 days it would be processed by the Police Department. Wegner spoke to Spooner regarding this procedure and Spooner's position is to have business owners use their civil process first than the legal process. The Police Department would hold a meeting with businesses to address the new policy. Businesses currently don't utilize their Association for the collection, when they should be. The Police Department's role is to educate the businesses and standardize the procedures across all the officers in the department.

**Motion was made by Eckerly to approve the Police Policy – Gas Drive Off Procedure and recommend such to the City Council. Seconded by Mayer and unanimously carried.**

Wegner reported that the Police Department Policy Manual is about 90% updated. Wegner would like to have it ready for the new officer. Wegner inquired whether the Committee wants the book electronic or a paper copy. Some of the policies are mandated by the P.O.S.T. Board. Wegner will distribute an electronic version to Beavers and Mayer and Eckerly would prefer a paper copy.

**PERFORMANCE EVALUATION FORM**

The Committee discussed who would do the evaluation. The Committee would like to use the 360° review feedback process and obtain feedback from all other that come in contact with the City Administrator's position. The Committee reviewed the format based on the job description that is standardized with the previously discussed coding. Utilizing Survey Monkey to get anonymous feedback was discussed. The cut off for Survey Monkey would be February 22, 2013. The Council would take feedback and compile one evaluation using the Bemidji layout to be presented to the City Administrator. It was suggested to have a Closed Session on the February 27, 2013 City Council meeting for the City Administrator's evaluation.

There being no further business, the meeting was adjourned at 8:05 p.m.