

**MINUTES  
POLICIES & PROCEDURES COMMITTEE**

**FEBRUARY 17, 2015**

The meeting was called to order at 5:15 p.m. Members present were Donovan Mayer, Kay McDaniel, and Renee Eckerly, City Administrator.

**Motion was made by McDaniel to approve the minutes from the December 14, 2014 Policies & Procedures Committee meeting. Seconded by Mayer and unanimously carried.**

**ELECTION OF OFFICERS**

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

**MEETING SCHEDULE**

It was consented to continue to meet on an as needed basis. The next meeting will be held on Wednesday, March 11, 2015 at 5:15 p.m.

**HR & PAYROLL/CUSTOMER SERVICE SPECIALIST POSITION**

The City has received 4 applications for the position. Three candidates were scheduled for interviews starting at 5:30 p.m.; however, one has declined. The minimum job requirements include a Bachelor's degree or four years of accounting experience including public contact or equivalent. Key job characteristics include knowledge of payroll and tax filing; accuracy with numbers/calculations; customer service skills; knowledge of zoning and building permits, spreadsheets, and database skills; ability to keyboard at least 40 wpm; ability to multi-task and prioritize work; strong detail skills; accurate filing skills; ability to work effectively with others; and good grammar skills. Starting wage is \$13.94 per hour, Grade 4/Step 1, 40 hours per week, plus benefits.

**Motion was made by Eckerly to offer the position to Casandra Fuchs, pending background checks and allow her to job shadow for half a day and recommend such to the City Council. Seconded by McDaniel and unanimously carried.**

**BUILDING OFFICIAL – HIRE/TRAIN FROM WITHIN – POST POSITION**

The Committee discussed staffing at City Hall and in the Public Works Department. It was further questioned how to replace a person in the Public Works Department if one was to be appointed as the building official.

**Motion was made by Mayer to post the half-time Maintenance Worker and half-time Building Official position internally and recommend such to the City Council. Seconded by McDaniel and unanimously carried.**

There being no further business, the meeting was adjourned 7:50 p.m.