

**MINUTES
POLICIES & PROCEDURES COMMITTEE MEETING**

MARCH 25, 2013

The meeting was called to order at 9:00 a.m. Other members present were Donovan Mayer, and Renee Eckerly, City Administrator. Ron Mergen was also present. Gene Beavers was absent.

PART-TIME MAINTENANCE WORKER POSITION INTERVIEWS

The Committee interviewed six of the seven applicants that applied. One application was received after the deadline. The selected applicant would start the second week in April.

Motion was made by Mayer to hire John Loven for the 32 hour Part-Time Maintenance Worker position at Step 3, \$9.83 per hour, which is the closet step as he is currently at \$9.25 per hour and recommend such to the City Council. Seconded by Eckerly and unanimously carried.

Motion was made by Mayer to offer the 67 day Maintenance Worker position to Roger Elfering at Step 1, \$8.50 per hour, starting May 1, 2013 and recommend such to the City Council. Seconded by Eckerly and unanimously carried.

Motion was made by Mayer to place David Schwandt on the part-time seasonal 67-day Maintenance Worker position eligibility list and recommend such to the City Council. Seconded by Eckerly and unanimously carried.

There being no further business, the meeting was adjourned at 11:20 a.m.