MINUTES
POLICIES & PROCEDURES COMMITTEE MEETING

MAY 14, 2015

Chairperson Donavan Mayer called the meeting to order at 4:10 p.m. Other members present were Renee Eckerly, City Administrator and Kay McDaniel.

> **Motion was made by Mayer to approve the minutes from the December 2, 2014 and February 17, 2015 Policies & Procedures Committee Meetings. Seconded by McDaniel and unanimously carried**.

EMPLOYEE EVALUATION FORMS

This item was not discussed.

PAID TIME OFF (PTO)

Eckerly distributed the current payroll leave summary report which shows how much PTO time each employee has accrued to date and the City Administrator employment agreement dated January 1, 2014. There was a discussion when the City Administrators contract was being negotiated regarding possible moving the Department Heads to 350 hour maximum instead of 325 maximum for PTO. The Committee discussed the pros and cons of adjusting the PTO maximum and concluded to leave it at 325. Eckerly will research with other cities what their maximum level is and how they deal with people hitting the maximum.

HR & PAYROLL/CUSTOMER SERVICE SPECIALIST POSITION

Eckerly distributed a draft job description for a City Clerk to replace the Payroll Specialist position. Eckerly reviewed with the Committee a new structure for the Administration office to have a Zoning Administrator, who would take care of all the building permits, zoning and addressing issues. Have a Treasurer position that would take care of all the financial processes for the City including payroll (in a 6 month to year time frame after other two positions are filled) except balancing the liquor store. City Clerk would have the duties under the State Statute and be a backup for other positions in the office. This would eliminate a couple of titles that Eckerly now has. The Committee also discussed the amount of customers that are coming in to the Deputy Registrar office and how there is a need for someone to just handle them. The Committee would like to see what a job description would be for a 67 day Seasonal Customer Service person. All revised job descriptions will come back to the next meeting for review.

BUILDING OFFICIAL POSITION

Eckerly informed the Committee that two internal staff are interested in the position. One would be the Part-Time Building Official and the other could be Assistant Building Official (part time). If both are doing the Building Official work it was discussed that when either of them does the Building Official duties that they would get the hourly wage of that position.

The Committee reviewed the job description that matches the wage grade/step and no changes are recommended. It was recommended to bring forward to the Council to have Brad Mehlhop begin training to become a Part-Time Building Official/Part-Time Public Works Intermediate employee. The Part-Time Building Official would be at a rate of $22.22 per hour.

The job description will be revised for the second interested employee and brought back to the next meeting.

NEXT MEETING

The next meeting will be May 28, 2015 at 4:00 p.m.

There being no further business, the meeting was adjourned at 5:40 p.m.