

**MINUTES  
POLICIES & PROCEDURES COMMITTEE**

**SEPTEMBER 16, 2013**

The meeting was called to order by Gene Beavers at 6:00 p.m. Members present were Donovan Mayer and Renee Eckerly, City Administrator. Paul Wegner, Chief of Police was also present.

**Motion was made by Beavers to approve the July 22, 2013 and July 23, 2013 minutes from the Policies & Procedures Committee meetings. Seconded by Mayer and unanimously carried.**

**CREATING SERGEANT POSITION**

Wegner presented his reasoning for the position including in the event that Wegner is gone who would be in charge and would like it to be part of the procedure/policy manual. Reasoning for the position:

1. Good way to define who takes over in the absence of the Chief. Clear cut chain of command.
2. This particular situation given officer recognition for 20 years of service.

In the early 1990's the department then had three officers with a sergeant position. Person would be responsible for:

- Person in charge when chief is gone
- This person is a supervisor and can give direction from chief
- An additional layer of command
- Will have limited discipline abilities

Compensation for the position would have to be negotiated through the union contact. It was stated that per Pamela Steckman, Labor Attorney, if a person has supervisory rights this person would have to be in the MAPE union. Wegner disagrees with Steckman as this was not the case in Madelia. It was further reported that according to Steckman the senior officer would be responsible according to the POST Board. Wegner reported that this is what they had in Madelia; as he served in the Sergeant position. The Committee discussed whether it is the position (chain of command) wanted versus wanting to give a specific person a promotion. The Committee further discussed how to get the Chief Law Enforcement Officer according to the Chief Policy was vague in the Policy Manual. Wegner does not believe that POST states that a Senior Officer would take over. Eckerly stated to take precautions regarding wages. The Committee would like the POST and Union position verified if a promotion would work and if the position could be appointed or has to be open to all staff. This item was tabled and will be put back on the next agenda. It was questioned what happens when the Sergeant retires.

**PAY EQUITY**

Ann Antonson, Springsted, was conference-called in and spoke to the Committee regarding the classification and compensation study:

- Still need a PAQ from Payroll Specialist, Social Media Specialist, and Emergency Management Director
- Survey went out to 18 cities this week with a two week turn around
- Will then convert positions to the new point system (SAFE)
- Both Steps 1 and 2 should be done in the next three weeks that will include new points for the positions and where the City lines up to the market. Step 3 – has not been approved by the City at this time
- Step 1 = update points

- Step 2 = compares to the market
- Step 3 = Develops compensation plan for the City that lines up all positions relative to one another and the market. Where an employee sits within the plan and what the cost is to put the employees into the plan. Pros of Step 3:
  - Would put in place a plan that would give the City's an equitable compensation plan to stay in Pay Equity for a number of years to come.
  - Would also allow the City to add positions with the new tools.
  - City would follow the consistency that is built into the plan on increases across the board.

The Committee asked how long would the plan work. Antonson stated it would work in the long term. And in 5 – 7 years do a complete review that is comprehensive. It was asked how this will affect the union. Antonson said that if the Plan is fair internally and externally it is typically accepted and more successful in negotiating and in front of an arbitrator. In the last four years Springsted has done more than 150 studies. Springsted will pull information that they already have and send out surveys on positions they don't have on file. If the City's desire is to move forward with Step 3 it could be completed by the end of October. The time consuming piece is getting the data from other cities. The cost for Step 3 is \$1,250.00. Springsted will train City staff on how to point and put positions in the plan and maintain the system. The Committee discussed options on doing Step 3.

**Motion was made by Mayer to hire Springsted to do Step 3 in the amount of \$1,250.00 and recommend such to the City Council. Seconded by Beavers and unanimously carried.**

### **FIRE AND RESCUE POLICY ON THE USE OF RECORDING DEVICES**

The Policy was reviewed. The Committee suggested removing paragraph number 6. It was questioned if there is already legal precedence that states all of this so this is not needed. Photographs should be taken with direction of the Fire Chief and only be used for internal use. It is not appropriate to take pictures of an emergency scene. YouTube and texting was discussed and is not addressed. This should be common sense, but has loop holes.

Beavers closed the Regular meeting to open a Closed Session at 7:30 p.m. for Employee Performance Appraisals. Beavers closed the Closed Session and re-opened the Regular meeting at 7:58 p.m.

**Motion was made by Mayer to approve step increase for Bill Ludwig, Liquor Store Manager, Grade 10, Step 4, \$39,376.26 (\$16.88) to Grade 10, Step 5, \$41,866.00 (\$17.90) retroactive to July 8, 2013 and recommend such to the City Council. Seconded by Beavers and unanimously carried.**

**Motion was made by Eckerly to extend the Emergency Management Director probationary period for an additional 6 months and recommend such to the City Council. Seconded by Beavers and unanimously carried.**

There being no further business, the meeting was adjourned 8:00 p.m.