

**MINUTES  
POLICIES & PROCEDURES COMMITTEE**

**OCTOBER 2, 2014**

The meeting was called to order by Gene Beavers at 6:10 p.m. Members present were Donovan Mayer and Renee Eckerly, City Administrator. Also present were Bill Ludwig, Liquor Store Manager and Paul Wegner, Police Chief.

**Motion was made by Beavers to approve the minutes from the April 8, 2014 Policies & Procedures Committee meeting. Seconded by Mayer and unanimously carried.**

**LIQUOR STORE CLERK POSITION**

The Committee reviewed the applications received. Other businesses in town are paying the following:

Casey's	\$9.00 per hour
Paynesville Inn & Suites	\$8.75 per hour

Therefore wage is not the issue. Many retail businesses are hiring in the city. There was discussion on the hours of the current staff. The Committee discussed whether to post the position now or wait. Increasing hours to current staff would place staff in the union and at a higher rate of pay and ultimately effect the 2015 budget. The current rate of pay is \$8.78 per hour and the union rate would be \$11.71 per hour. There are currently five part-time employees (Josh Mergen 32 hours) and one full-time employee.

Ludwig will speak to his staff and review scheduling to see what options would work and report back at the next meeting.

**BUILDING OFFICIAL**

Eckerly reported that Paynesville is currently contracting with the City of Litchfield until January. It was suggested to job share with Public Works at two different rates as an option. It was further suggested to contract with the other cities and have the other cities involved in the interview and posting process. Eckerly will check with the other communities and report back at the next meeting.

**PERSONNEL POLICY**

The Committee reviewed the first 15 pages of the draft policy and will review the remaining at the next meeting.

**PLACING NON-UNION EMPLOYEES ON SAFE SCALE**

The Committee discussed the placement of non-union employees on the SAFE scale. Eckerly will prepare numbers for the next meeting and the impact on the 2015 budget. Eckerly will contact Antonson with questions.

## **HEALTH CARE COVERAGE**

According to A T Group, MNSURE increased, as of today, 21% for singles and 13% for families, per A T Group.

## **HEALTH CARE REIMBURSEMENT PLANS**

Wegner stated that he has researched this and he believes this is an option. Eckerly will contact Gallagher Benefit to review the City's policy for insurance and tell the City what its options are. The following questions to be asked are:

Can the City drop insurance and pay employees?

How many employees have to stay on the policy to keep Blue Cross?

If Blue Cross drops the City for lack of participation, what happens then?

## **REVISE FIRE FIGHTER JOB DESCRIPTION**

Eckerly reported that Fire Chief, Bob Liestman has requested the position be changed to Fire Fighter and Rescue. The Committee discussed that rescue is included in the detail of the job description. If it is recommended to change the job description it would need to go to Council on October 13, 2014 for approval.

**Motion was made by Beavers to not change the title of the Fire Fighter Job Description. Seconded by Mayer and unanimously carried.**

There being no further business, the meeting was adjourned 9:20 p.m.