

**MINUTES
POLICIES & PROCEDURES COMMITTEE MEETING**

OCTOBER 29, 2012

Gene Beavers called the meeting to order at 6:00 p.m. Other members present were Jeff Bertram and Renee Eckerly, City Administrator. Bill Ludwig was also in attendance.

Motion was made by Bertram to approve the minutes from the September 20, 2012 Policies & Procedures Committee meeting with noted changes. Seconded by Beavers and unanimously carried.

INTERVIEWS FOR LIQUOR STORE CLERKS

The Committee interviewed 4 applicants.

Motion was made by Bertram to hire Justin Toombs and April Mathies as Liquor Store Clerks as the rate of \$8.15 per hour and create an eligibility list of Leah Knapp and Tina Phillipp pending successful background checks and recommend such to the City Council. Seconded by Beavers and unanimously carried.

EMPLOYEE PERFORMANCE APPRAISALS

Beavers recessed the open meeting at 7:15 p.m. and opened the closed meeting. The Committee reviewed performance reviews for:

1. Accounting Specialist

Beavers closed the closed meeting at 7:17 p.m. and re-opened the regular meeting.

Motion was made by Bertram to approve the Employee Performance Appraisal. Seconded by Beavers and unanimously carried.

NEXT MEETING

The next meeting will be November 15, 2012 at 6:00 p.m.

There being no further business, the meeting was adjourned at 7:18 p.m.