

**POLICIES & PROCEDURES BOARD MEETING  
PAYNESVILLE CITY HALL  
FEBRUARY 25, 2019  
5:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. Election of Officers (page 3)
  - B. Meeting Schedule (page 4)
  - C. School Resource Officer – Paul Wegner
  - D. Interview Schedule
    - 1. Police Secretary/Bookkeeper Position ~  
Applications accepted until 2-22-19 at 3:00 p.m.
    - 2. Police Officer Position ~  
Applications accepted until 2-28-19 at 3:30 p.m.
- IV. OLD BUSINESS
- V. INFORMATIONAL
- VI. ADJOURN

**Please contact Renee Eckerly at 320-243-3714 ext. 227 or at [renee@paynesvillemn.com](mailto:renee@paynesvillemn.com)  
if you can't attend the meeting.**

**Members: Len Gilmore, Shawn Reinke & Renee Eckerly**

This agenda has been prepared to provide information regarding an upcoming meeting of the Policies & Procedures Board. This document does not claim to be complete and is subject to change.

**BARRIER FREE:** All Policies & Procedures Board meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

**REQUEST FOR BOARD/COUNCIL ACTION**

**B/COUNCIL NAME: Policies & Procedures Board**

Board/Council Meeting Date: February 25, 2019

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

**ITEM DESCRIPTION: Minutes**

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the December 28, 2018 Policies & Procedures Committee meeting.

**ADMINISTRATOR COMMENTS:**

**BOARD/COUNCIL ACTION:**

Motion to approve the minutes from December 28, 2018 Policies & Procedures Committee meeting.

**MINUTES  
POLICIES & PROCEDURES COMMITTEE**

**DECEMBER 28, 2018**

The meeting was called to order by Chairperson Neil Herzberg at 9:30 a.m. Members present were Renee Eckerly, City Administrator and Alicia LaBeau. Also present was Jennifer Welling, Administrative Assistant/Zoning Specialist; and Bill Spooner, City Attorney.

**Motion was made by LaBeau to approve the minutes from the December 13, 2018 Policies & Procedures Committee meeting. Seconded by Eckerly and unanimously carried.**

**FIRE DEPARTMENT QUARTERLY PAY CHECKS – DIRECT DEPOSIT**

Eckerly explained the quarterly payroll for the firefighters. Apparently the treasurer is holding the checks until all firefighters pay \$10.00 in to some bucket. In addition annually there are always a few firefighter that lose their check or they simply don't cash them. Checks must be mailed if not distributed within three days. Eckerly has visited with the fire chief and treasurer about going to direct deposit and they both support it. It was suggested to give the firefighters the option of having their checks direct deposited or they can pick up their checks at City Hall. If checks are not picked up within 3 days they will be mailed to the address on file. All checks must be cashed in 60 days or they become void. It was further suggested to strongly recommend/encourage the firefighters to take the direct deposit option.

**Motion was made by Eckerly to highly recommend to the firefighters that they take the direct deposit option for all checks. Seconded by LaBeau and unanimously carried.**

**ORDINANCE CODIFICATION**

The Committee made changes and/or corrections to the ordinance. The Committee will start with page 231 at their next meeting.

**POLICE SECRETARY POSITION**

Eckerly suggested making a couple of additions to the draft job description. The Committee discussed elimination of a current position for the creation of this position and notifications for such. Discussed a trial period in the union contract. Also mentioned the need for a transcription test.

This will be put back on the next meeting agenda.

**NEXT MEETING**

The next meeting dates are Friday, January 4, 2019 at 1:30 p.m. and Wednesday, January 9, 2019 at 9:00 a.m.

There being no further business, the meeting was adjourned at 12:10 p.m.

2

**REQUEST FOR BOARD/COUNCIL ACTION**

**BOARD/COUNCIL NAME: Policies & Procedures Board**

Board/Council Meeting Date: February 25, 2019

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

**ITEM DESCRIPTION: Election of Officers**

Prepared by: Staff

**COMMENTS:**

Nominations for Chairperson.

Nominations for Vice-Chairperson.

Nominations for Secretary.

**ADMINISTRATOR COMMENTS:**

**BOARD/COUNCIL ACTION:**

Motion to elect \_\_\_\_\_ as Chairperson.

Motion to elect \_\_\_\_\_ as Vice Chairperson.

Motion to elect \_\_\_\_\_ as Secretary.

**REQUEST FOR BOARD/COUNCIL ACTION**

**BOARD/COUNCIL NAME: Policies & Procedures Board**

Board/Council Meeting Date: February 25, 2019

Agenda Section: New Business

Originating Department: Administration

Item Number: III - B

**ITEM DESCRIPTION: Meeting Schedule**

Prepared by: Staff

**COMMENTS:**

Annually, every Board sets their meeting schedule. The Policies & Procedures Board currently meets on an as needed basis.

**ADMINISTRATOR COMMENTS:**

**BOARD/COUNCIL ACTION:**

Motion to set the Policies & Procedures Board meetings for \_\_\_\_\_.