

UPDATE

SPECIAL POLICIES & PROCEDURES BOARD MEETING  
PAYNESVILLE CITY HALL  
FEBRUARY 25, 2020  
6:00 P.M.

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. **Minutes (page 1)**
- III. NEW BUSINESS
  - A. Police Officer Interviews – 4 interviews will be conducted, starting at 6:00 p.m.
  - B. **Police Department – Staffing Shortage (page 5)**
- V. OLD BUSINESS
- VI. INFORMATIONAL
- VII. ADJOURN

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

**Members: Shawn Reinke, Len Gilmore, Ron Mergen & Belinda Ludwig**

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

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

Board/Council Meeting Date: February 25, 2020

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

**ITEM DESCRIPTION: Minutes**

Prepared by: Staff

**COMMENTS:**

Please review the revised minutes from the February 12, 2020 Policies & Procedures Board meeting.

**ADMINISTRATOR COMMENTS:**

**BOARD/COUNCIL ACTION:**

Motion to approve the revised minutes from the February 12, 2020 Policies & Procedures Board meeting.

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**MINUTES**  
**POLICIES & PROCEDURES BOARD**

**FEBRUARY 12, 2020**

The meeting was called to order by Chairperson Shawn Reinke at 5:30 p.m. Members present were Len Gilmore, Ron Mergen, Public Works Director/Acting City Administrator; and Belinda Ludwig, Treasurer/Acting City Administrator. Also present were Paul Wegner, Police Chief; Andy Soine, Fire Chief; Bill Ludwig, Liquor Store Manager; and Brad Mehlhop.

**Motion was made by Reinke to approve the minutes for the January 8, 2020 Policies & Procedures Board meeting. Seconded by Gilmore and unanimously carried.**

**SPECIAL MEETING**

The Board set February 25, 2020 at 6:00 p.m. as the date and time to hold the Police Officer final interviews.

**Motion was made by Reinke to set February 25, 2020 at 6:00 p.m. as the date and time to hold the police officer final interviews. Seconded by Gilmore and unanimously carried.**

**PART TIME PUBLIC WORKS EMPLOYEE – SEASONAL (67 Day)**

Matthew Quade has expressed an interest in returning for a 7<sup>th</sup> year. He is an outstanding employee and Mergen asked that he be moved from Grade 1/Step 7, \$12.42 per hour to Grade 1/Step 9, \$13.18/hour on the part time pay scale. After a short discussion,

**Motion was made by Gilmore to move Matthew Quade to Grade 1/Step 9, \$13.18 per hour and recommend such to the City Council. Seconded by Reinke and unanimously carried.**

**PART TIME PUBLIC WORKS EMPLOYEE - UNION POSITION**

This position is currently open and Mergen would like to start the hiring process. The pay scale starts at Grade 1/Step 1, \$13.86 per hour. After a brief discussion,

**Motion was made by Reinke to begin the hiring process for the Part Time Public Works Employee union position for 34 weeks, up to 32 hours per week and recommend such to the City Council. Seconded by Gilmore and unanimously carried.**

**IS PRIOR APPROVAL REQUIRED PRIOR TO ATTENDING A TRAINING OR SEMINAR?**

It is nice for Council members to know when employees are attending training. After a short discussion,

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**Motion was made by Gilmore that if the total cost is less than \$500.00 and there are time constraints the department head(s) or City Administrator can approve the training with a report to Council during the department head update after the training. Seconded by Reinke and unanimously carried.**

### **FIRE DEPARTMENT AMENDED CONSTITUTION**

Board members discussed the following items:

- Move or combine article 5 with article 11
- Paste the sexual harassment policy with article 13
- Change new hires to; must live within 8 minutes, delete 3 miles
- Change attendance to trainings from 67% to 65%
- It was questioned if we need the bylaws, if not, they will be combined with the constitution and the name may change

Soine and Mehlhop will check on these items and bring it back to the next meeting.

### **JOB DESCRIPTIONS**

#### **Fire Department Firefighter**

- Change new hires must live within 8 minutes, delete 3 miles
- Change to; must be able to respond to 30% of annual dispatched calls
- Change attendance to meetings and trainings from 75% to 65%
- Change environment from quiet to moderately quiet to noisy to moderately noisy

After a brief discussion,

**Motion was made by Reinke to approve the Fire Department Firefighter job description and recommend such to the City Council. Seconded by Gilmore and unanimously carried.**

#### **Building Official**

The red lined items were reviewed. In the description of work, training and experience remove the Minnesota State Residential Code and add related codes. After a short discussion,

**Motion was made by Reinke to approve the Building Official Job Description and recommend such to the City Council. Seconded by Gilmore and unanimously carried.**

#### **Liquor Store Manager**

There was some discussion regarding exempt versus nonexempt employees. It was suggested to ask the Labor Attorney. The red lined items were reviewed. Under minimum qualifications type 25 WPM with accuracy was removed and leave in the ability to keyboard. This will be brought back to clarify the exempt versus nonexempt status.

#### **Liquor Store Clerk**

Members again reviewed the red lined items; under typical duties add in cleaning of sidewalks and other duties as assigned.

**Motion was made by Reinke to approve the Liquor Store Clerk job description and recommend such to the City Council. Seconded by Gilmore and unanimously carried.**

### **Emergency Services Director**

Members reviewed the current job description. Wegner reviewed option 2 noting that Wegner felt this position would never be pointed the same as a police officer. Gilmore and Reinke both reiterated that this position should be separate of the police officer's job description as in an emergency the Emergency Services Director will have too many other duties to attend to.

**Motion was made by Gilmore to approve the Emergency Services Director job description with the marked changes and recommend such to the City Council. Seconded by Reinke and unanimously carried.**

### **Police Chief**

Board members reviewed the red lined items. There was some discussion on why the Chief and the officers are not first responders as they will normally be first on scene. Also, under duties responsible for day-to-day maintenance of vehicles and equipment. Finally, changing the intoxilyzer to breath testing devices. This job description will also be brought back after a determination of exempt versus nonexempt status has been determined.

### **Police Officer**

Members reviewed the red lined version. Keep in; assist other law enforcement agencies as needed. Added, may perform specialized duties and assignments such as SWAT, K 9, and DARE.

**Motion was made by Gilmore to approve the Police Officer job description and recommend such to the City Council. Seconded by Reinke and unanimously carried.**

### **School Resource Officer (SRO)**

Members reviewed the red lined version of the School Resource officer position. No changes were noted.

**Motion was made by Gilmore to approve the School Resource Officer (SRO) job description and recommend such to the City Council. Seconded by Reinke and unanimously carried.**

### **Police Secretary/Accounting Specialist**

Members reviewed the red lined version of the job description. Add back in, City Administrator under supervision received. There was general discussion on how the position is working. Reinke was going to talk to Serocki himself to get a better concept of what, if anything, should be changed.

### **NEXT MEETING**

The next meeting was discussed. Possible dates would be emailed out by Welling, noting that Ludwig has auditors here next week. There will be an additional meeting to go through the remaining job descriptions. The plan is to still hold the March 11, 2020 meeting.

There being no further business, the meeting was adjourned at 8:15 p.m.

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## REQUEST FOR BOARD/COUNCIL ACTION

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

Board/Council Meeting Date: February 25, 2020

Agenda Section: New Business

Originating Department: Police Department

Item Number: III - B

**ITEM DESCRIPTION: Police Department - Staffing Shortage**

Prepared by: Chief Paul Wegner

### **COMMENTS:**

Chief Wegner will give a verbal report. Officer Carter Lentsch has been given a conditional offer from the Alexandria Police Department. Officer Lentsch will be completing his psychological evaluation on March 6, 2020 and will submitting his resignation once the evaluation is complete and accepted by the department. The anticipated end date for Officer Lentsch will be between March 20 to March 23, 2020. With Officer Fread on light duty and the two recent resignations, this will leave the department with two full-time officers and one part-timer. With current staffing levels, the department will not be able to cover all the shifts.

Dayna Kluver, current Belgrade Police Officer, has resigned with the department and is taking a position with another agency, but may not start for several months. Officer Kluver has expressed interest in picking up some part-time hours until her new position is available. Officer Kluver would be available to pick up more shifts and cover the hours lost by the resignation of Officer Lentsch. Officer Kluver would need very little training as she has worked under Chief Wegner and knows the computer system. Officer LaPatka and Officer Feigum have also expressed a willingness to assist when needed for road shifts. Both would require a little more training for the use of the computer and other departmental functions.

There would be limited expense to bring Officer Kluver on staff and only a few days of field training expense for Officer LaPatka and Officer Feigum.

### **ADMINISTRATOR COMMENTS:**

### **BOARD/COUNCIL ACTION:**

Motion to approve the recommendation to hire Officer Kluver on a temporary part-time basis due to the extreme staffing shortage- expected to last no more than a few months.

Motion to approve the training of Officer Feigum and Officer LaPatka for patrol officer duties to fill in when need due to staffing shortages.