

**MINUTES
POLICIES & PROCEDURES COMMITTEE**

JANUARY 9, 2019

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; Bill Spooner, City Attorney; and Paul Wegner, Chief of Police.

There were no minutes for approval.

ORDINANCE CODIFICATION

The Committee started with Chapter 36, page 231 and reviewed zoning ordinance changes, suggestions, clarifications, corrections, etc.

(Herzberg left at 10:58 a.m.)

The Committee ended at page 235; Excavating, Mining, Filling & Grading and will start here at the next meeting.

(Welling left the meeting)

POLICE SECRETARY POSITION

Wegner explained that with the transition of staff, he would like to start the hiring process for a full-time Police Secretary/Bookkeeper at Grade 5 on the SAFE salary scale. This position will also be responsible for some accounting duties previously performed by the Finance Technician position. A job description for the position was presented. The Police Department is without a secretary. The person that was in the position was only working 14 hours per week, but with the job market it would be extremely difficult to fill that position at only 14 hours per week. The Policies & Procedures Committee recommends that a full-time Police Secretary/Bookkeeper be hired at Grade 5 on the SAFE salary scale and eliminate the position of Finance Technician. This would make the City more efficient and save money to have the Police Secretary/Bookkeeper perform the confidential work such as payroll in a confidential environment. This position would not wait on customers at the front counter, except when they are requiring information or want contact specifically with the Police Department. The Policies & Procedures Committee discussed a severance package for Randy Burtzel for the hardship this elimination may cause him. Burtzel's last day of employment would be March 15, 2019. There is a 60 day notification requirement and meeting in good faith with the labor union. The Policies & Procedures Committee passed a motion unanimously to recommend elimination of the Finance Technician position.

NEXT MEETING

The next meetings will be: Thursday, January 17, 2019 at 9:00 a.m.
Wednesday, January 23, 2019 at 9:00 a.m.
Thursday, January 31, 2019 at 9:00 a.m.

There being no further business, the meeting was adjourned.