

**MINUTES
POLICIES & PROCEDURES BOARD**

FEBRUARY 25, 2020

The meeting was called to order by Chairperson Shawn Reinke at 6:00 p.m. Members present were Len Gilmore and Belinda Ludwig, Treasurer/Acting City Administrator. Also present was Paul Wegner, Police Chief. Absent was Ron Mergen, Public Works Director/Acting City Administrator.

Motion was made by Gilmore to approve the minutes for the February 12, 2020 Policies & Procedures Board meeting. Seconded by Reinke and unanimously carried.

INTERVIEWS

The Board conducted 4 second round interviews for the open police officer position.

Motion was made by Reinke to extend an offer to Trevor Mattson and recommend such to the City Council. Seconded by Gilmore and unanimously carried.

Motion was made by Reinke to place Alton Hegg and Dallen O'Brien on an eligibility list in that order and recommend such to the City Council. Seconded by Gilmore and unanimously carried.

POLICE DEPARTMENT STAFF SHORTAGE

Chief Wegner reported that Officer Carter Lentsch has been given a conditional offer from the Alexandria Police Department. This will put the police department down two officers and one officer out on work comp. Dayna Kluver, Belgrade Police Officer has resigned from her position with Belgrade and has not started her new position and would be willing to cover shifts for Paynesville. There would be very little expense to bring her on board. Our current SRO officers have also expressed a willingness to cover shifts as needed. Both of them would require a little training and would be ready.

Motion was made by Reinke to address the hiring of Dayna Kluver at the City Council meeting if needed. Seconded by Gilmore and unanimously carried.

Motion was made by Gilmore to approve the training of Officer Feigum and Officer LaPatka for patrol officer duties to fill in when needed due to staff shortages and recommend such to the City Council. Seconded by Reinke and unanimously carried.

EMPLOYMENT EXIT QUESTIONNAIRE

Reinke asked staff to research exit interview questionnaires and a sample questionnaire from the League of MN Cities was brought forth. It was discussed to put together a board similar to the union negotiations committee called the "Employee Relations Board" in which it is not a public meeting in order to conduct exit interviews with staff and be available as a place for staff

to go when they have a grievance that is not being handled by going through the chain of command. The Board would like to develop an Employment Exit Interview Policy that uses the League's sample questionnaire with a change that offers employees to not only fill out the questionnaire, but also have an "in person" interview with the Employee Relations Board. Ludwig was asked to put together a policy and fine tune the questionnaire for the March 4, 2020 Policies and Procedures Board meeting and March 9, 2020 City Council meeting.

NEXT MEETING

The next meeting will be held on March 4, 2020 to continue reviewing the employee job descriptions.

There being no further business, the meeting was adjourned at 9:15 p.m.