

**MINUTES
SPECIAL POLICIES & PROCEDURES BOARD**

MARCH 4, 2020

The meeting was called to order by Chairperson Shawn Reinke at 5:30 p.m. Members present were Len Gilmore, Belinda Ludwig, Treasurer/Acting City Administrator; and Ron Mergen, Public Works Director/Acting City Administrator.

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

EMPLOYEE EXIT INTERVIEW POLICY AND EMPLOYEE QUESTIONNAIRE

Members reviewed the documents and added the following items:

- The Employee Relations personnel will be the two Council members on the Policies & Procedures Board
- The Exit Questionnaire will be filed at City Hall
- The name of employee on the questionnaire is to be optional
- List what department the employee worked in

Motion was made by Reink to approve the Employee Exit Interview Policy and Employee Questionnaire with the above changes and recommend such to the City Council. Seconded by Gilmore and unanimously carried.

EXEMPT STATUS

Ludwig is researching the exempt employee status for the Liquor Store Manager, Police Chief and Public Works Director.

JOB DESCRIPTIONS

Police Secretary/Accounting Specialist

Members discussed this description:

- Under supervision - City Administrator will remain
- The word "may" is to be added to several bullet points
- Added back in "may provide clerical to Public Works Director"
- Added in "to make all reservations for council and staff for all meetings/trainings/seminars/conferences"

Motion was made by Reinke to approve the Police Secretary/Accounting Specialist Job Description with the noted changes and recommend such to the City Council. Seconded by Gilmore and unanimously carried.

City Treasurer

Members reviewed the proposed job description:

- Removed the bullet point - assist in updating City maps

- Added under Training & Experience: must be able to obtain all necessary certifications to complete the above tasks

Motion was made by Reinke to approve the City Treasure Job Description with the noted changes and recommend such to the City Council. Seconded by Gilmore and unanimously carried.

Administrative Assistant/Zoning Administrator

Members reviewed the proposed job description:

- In the bullet point “administer the building permit process”, change “administer” to “facilitate”
- In the bullet point “administer the housing incentive”, added in collaboration with the City Administrator
- Added bullet point may assist in all advertising
- Added under Training & Experience: must be able to obtain all necessary certifications to complete the above tasks

Motion was made by Gilmore to approve the Administrative Assistant/Zoning Administrator Job Description with the noted changes and recommend such to the City Council. Seconded by Reinke and unanimously carried.

Motor Vehicle Specialist

Members discussed the title and it was stated this job description is the Deputy Registrar and it should be titled as such. The following changes were made:

- Remove balance liquor store books
- Remove serve as backup to social media specialist
- Remove serve as backup to load agendas on web site
- Added under Training & Experience: must be able to obtain all necessary certifications to complete the above tasks

It was noted that Chance is to complete the necessary training and completely take control of the Deputy Registrar position by July 1, 2020.

Motion was made by Reinke to approve the Deputy Registrar Job Description with the noted changes and recommend such to the City Council. Seconded by Gilmore and unanimously carried.

Customer Service Specialist

Members discussed this position noting the following changes:

- Under bullet point – “assist motor vehicle specialist”, change to Deputy Registrar
- Add “may” to provide clerical support to Public Works Director
- Remove bullet point “makes reservations and arrangements”
- Added under Training & Experience: must be able to obtain all necessary certifications to complete the above tasks

Motion was made by Gilmore to approve the Customer Services Specialist Job Description with the noted changes and recommend such to the City Council. Seconded by Reinke and unanimously carried.

Social Media Specialist

Members discussed this position. It was reported that this is a 60%:40% split with the counter i.e. motor vehicle. There were no changes to the job description. Members did mention that they want Leither to be more creative, get out, take, and post pictures, etc. The Board added under Training & Experience: must be able to obtain all necessary certifications to complete the above tasks.

Motion was made by Reinke to approve the Social Media Specialist Job Description and recommend such to the City Council. Seconded by Gilmore and unanimously carried.

Public Works Director/Airport Manager

Members reviewed this job description noting the following:

- Added in under the General Statement of Duties - Municipal Buildings
- Added a bullet point "utilize City staff as necessary for City functions
- Spell out Volatile Organic Compounds (VOC)
- Change Lake Henry to Joint Powers Agreements with other entities

The Board discussed exempt employee status for the three managers positions.

Motion was made by Gilmore to approve the three manager's job descriptions with the exception of exempt/nonexempt determination; as staff is still waiting on a determination on this and recommend such to the City Council. Seconded by Reinke and unanimously carried.

Part Time Maintenance Worker

It was noted this job description covers the part time seasonal and the part time 32 hr./week position. The following changes were made:

- Sands streets was removed, as this would require a class B driver's license and the part time employees are not working winter hours

Motion was made by Reinke to approve the Part Time Maintenance Worker Job Description with the noted changes and recommend such to the City Council. Seconded by Gilmore and unanimously carried.

Maintenance Worker I II and III

Members reviewed the descriptions. It was noted that all three positions are the same except the license and certificates the employee holds. The II is licensed as a "D" operator and the III is licensed as a "C" operator. The titles are also changed to Public Works Water/Wastewater Operator I, II and III. The following changes were made:

- Remove under supervision exercised - supervision of seasonal employees
- Under water operation duties - added may perform duties of the Public Works Director in his absence
- Under airport operations - it was questioned what electrical work is performed; added as permitted by State Code and OSHA regulations
- It was noted to identify any other area where the electrical verbiage is noted, as we do not want to state a duty that staff legally cannot do.

- Under licenses and certificates – added “may” to possession of Tree Inspector and Pesticide Applicator Licenses

These three job descriptions will be brought back to the next meeting for further review.

There being no further business, the meeting was adjourned at 7:30 p.m.