

**MINUTES
POLICIES & PROCEDURES BOARD**

MARCH 11, 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. Brad Mehlhop was also present.

Motion was made by Reinke to approve the minutes from the February 25, 2020 Policies & Procedures Board meeting. Seconded by Gilmore and unanimously carried.

MEDIACOM CABLE FRANCHISE

The City has received the request for renewal of the Mediacom Cable Franchise Agreement. The agreement needs to be completed prior to December 8, 2022. Members briefly discussed this and suggested taking it to the next Council Working Session to have all the Council member's input on this. Reinke would like the agreement to state that Mediacom has to service the entire town.

SURPLUS PROPERTY ORDINANCE

Members reviewed the current ordinance, the LMC information on surplus property and Spooner's draft ordinance. It was suggested to include parts from LMC sample and change the receipts of sale to reflect the department in which the item originated from.

Motion was made by Gilmore to change the surplus property ordinance to reflect the LMC proposal and change the receipts of sale to reflect the Department in which the item originated from and recommend such to the City Council. Seconded by Gilmore and unanimously carried.

PERFORMANCE EVALUATIONS

Conducting performance evaluations on an annual basis was discussed. Members suggested starting these several months after the new administrator is on board (July/August 2020). Department Heads are to locate an evaluation form.

FIRE DEPARTMENT SECOND LIEUTENANT POSITION

The Fire Chief is requesting to add a Second Lieutenant Position. The annual salary would be an additional \$300.00. This position would give younger members a chance to lead and build a stronger core of leaders for the future.

Motion was made by Gilmore to add a Second Lieutenant position to the Fire Department and recommend such to the City Council. Seconded by Reinke and unanimously carried. Seconded by Reinke and unanimously carried.

FIRE DEPARTMENT AMENDED CONSTITUTION

Members reviewed the proposed constitution which was also reviewed at the previous meeting. There was discussion on how to fill a vacancy in an officer's elected position. Some

officers are elected, not appointed. Also discussed was the Second Lieutenants position having less than 10 years for experience to give a younger firefighter an opportunity to build their leadership skills.

Motion was made by Reinke to approve the Amended Constitution with the addition of article 5; in an office vacancy, a special election shall be held at the next regularly scheduled meeting to fill the position until the next regular election and the Second Lieutenant position shall be filled by a firefighter with 10 years or less experience. Seconded Gilmore and unanimously carried.

CITY COUNCIL AGENDA PROCEDURE ORDINANCE

The proposed ordinance was reviewed with discussion on how often the department heads should give their report. The Fire Chief, Police Chief, and Liquor Store Manager will give their department report every other month.

Motion was made by Gilmore to approve the proposed City Council Agenda Procedure Ordinance with the noted amendments and recommend such to the City Council. Seconded by Reinke and unanimously carried.

EXEMPT VERSUS NO EXEMPT EMPLOYEE DETERMINATION

Ludwig reviewed questionnaires from the Police Chief, Public Works Director and Liquor Store Manager. Members questioned the Police Chief's questionnaire. Members asked that the Chief of Police be at the next meeting to explain his answers. Regarding the Liquor Store Manager's questionnaire; it was stated to ask the manger if management should be a higher percentage 60:40 or 50:50. The Public Works Director questionnaire was accepted as presented.

JOB DESCRIPTIONS

Public Works Maintenance Workers

- The job title was changed to Public Works Technician/Water & Wastewater Operator
- Under supervision exercised - remove supervision of seasonal employees
- In the essential duties add - may preform electrical work as per electrical code and OSHA regulations only
- Under water operator's duties remove - under level 1, and perform the duties of the Public Works Direction in his/her absence
- In street operations - remove principal in the second sentence
- Add "may" under licenses and certificates for Tree Inspector and Commercial Pesticide Applicator

Members discussed the length of the job descriptions suggesting they be reduced in length and asked that they be brought back to a special meeting on March 31, 2020 at 5:30 p.m. to deal only with these three job descriptions.

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