

**MINUTES  
POLICIES & PROCEDURES BOARD**

**MARCH 25, 2019**

The meeting was called to order by Shawn Reinke at 5:25 p.m. Members present were Renee Eckerly, City Administrator; and Len Gilmore. Also present was Paul Wegner, Chief of Police.

**Motion was made by Reinke to approve the minutes from the February 25, 2019 and March 11, 2019 Policies & Procedures Board meetings. Seconded by Gilmore and unanimously carried.**

**FULL-TIME CUSTOMER SERVICE SPECIALIST – JOB DESCRIPTION**

**Motion was made by Eckerly to approve changing the Customer Service Job Description from a part-time to a full-time position, and recommend such to the City Council. Seconded by Reinke and unanimously carried.**

**SCHOOL RESOURCE OFFICER (SRO) JOB DESCRIPTION & MOU**

**Motion was made by Eckerly to approve the School Resource Officer Job Description with changes and recommend such to the City Council. Seconded by Gilmore and unanimously carried.**

The Board discussed if a known person in the school is the best candidate or if it should be a new person. The cost to get an officer ready for the position is \$1,000.00. The Agreement would be on-going. It was questioned if the Agreement should be with the Police Department or the City of Paynesville; this will be confirmed with Bill Spooner, City Attorney. The school will approve the MOU at the end of April. The City Council will take action at the first meeting in April. It was further discussed whether to post the position or give it to an experienced SRO. All documents will come to the next Council meeting including hiring, job description, and MOU.

**Motion was made by Reinke to approve the MOU pending defining legal entities by Attorney Spooner and recommend such to the City Council. Seconded by Gilmore and unanimously carried.**

There being no further business, the meeting was adjourned at 5:55 p.m.