

**MINUTES  
SPECIAL POLICIES & PROCEDURES BOARD**

**MARCH 31, 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 March 4 and March 11, 2020 Policies & Procedures Board meetings. Seconded by Gilmore and unanimously carried.**

**EXEMPT VERSUS NON-EXEMPT EMPLOYEE DETERMINATION**

It was reported that the City is waiting on the determination from the City's labor attorney and Baker Tilly.

**JOB DESCRIPTIONS**

**Public Works Positions**

- It was reported that the titles were change to Public Works Technician Water/Wastewater Operator I, II and III
- Approximately 2 ½ pages were deleted from the previous job description proposal
- A typo was noted on the second page
- CPR is a requirement.

**Motion was made by Reinke to approve the public works revised job descriptions and recommend such to the City Council. Seconded by Gilmore and unanimously carried.**

**PERSONNEL POLICY MANUAL**

There was some general discussion about the next meeting and the personnel policy manual and what needs to be accomplished; including the vehicle take home policy, which the Public Works Department is no longer interested in. The policy would still need to be drafted for the Police Department.

There being no further business, the meeting was adjourned at 6:10 p.m.