

MINUTES POLICIES & PROCEDURES BOARD

MAY 13, 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. Also present was Jennifer Welling Administrative Assistant/Zoning Administrator and Paul Wegner, Police Chief.

Motion was made by Gilmore to approve the minutes from the March 31, 2020 and April 8, 2020 Policies & Procedures Board Meetings. Seconded by Reinke and unanimously carried.

EMPLOYEE PERFORMANCE EVALUATIONS

Members reviewed the current form along with examples from the cities of Waite Park and Cold Spring. Members like the Waite Park format as it incorporates the job descriptions for the position into the form.

Motion was made by Reinke to revise the City's Performance Evaluation form to mimic that of Waite Park's format. Seconded by Gilmore and unanimously carried.

STAFFING

Members discussed the staffing in each department and how to bring the PTO hours down to the allowed 325 hours while still maintaining a professional level of public service. Also discussed was opening the front counter, i.e. DMV and maintaining the social distancing guidelines. It was suggested to install three working stations only, construct a privacy type box to identify the workstation. This will be brought back at the July meeting for an update on PTO hours.

TAKE HOME VEHICLE POLICY – POLICE DEPARTMENT

Members reviewed the draft policy and discussed the following items:

- Under the policy statement - take home vehicles are authorized by the City Council not by the Chief of Police. The Chief is to update the Council on whom is taking vehicles home on the monthly Police Department Report.
- Under the procedures Item D - add unless otherwise authorized.

Motion was made by Reinke to approve the Police Department Take Home Vehicle Policy with the noted changes. Seconded by Gilmore and unanimously carried.

POLICE DEPARTMENT POLICES

Members reviewed the polices noting the following:

- 200.01 H – an officer discovering a burglar needs to call for back up, Wegner noted it would be standard procedure to call back in any situation like this. – Delete

- 300.12 Referrals – No officer shall refer any citizen to the City Administrator, Mayor, Council members or Commissioners on police department matters if cannot be handled by the officer, it shall be referred up the chain of command.
- 300.22 – Contacting public officials – There was a lengthy discussion on this item with Wegner emphasizing the need to maintain a military style chain of command whereas officers need to bring police issues through the chief. Gilmore and Reinke felt an officer could come talk to a Council member at any time.

Motion was made by Reinke to delete 300.22. Seconded by Gilmore and unanimously carried.

It was noted Wegner would rewrite this policy and bring it back to the next meeting.

- 300.27 – discussed witness fees and court attendance in a civil case, Wegner noted this has never happened and likely never will.
- 300.29 Acceptance of fees - Wegner noted this would be handled though the City.
- 400.25 Personal Appearance - Item C Mustaches & Goatees – It was noted certain officers currently have facial hair in excess of the policy. Wegner noted he does make exceptions, as the officer in question is a part time officer. It was noted this might lead to the perception of favoritism.

There being no further business, the meeting was adjourned at 7:40 p.m.