

MINUTES
Personnel & Policies Committee
February 12, 2019

The meeting was called to order at 11:30 a.m. at the Village Administration building.

Roll call found the following Committee Members present: Chairman Todd Dammeyer, Kent Paulus, and Lance Steinbrunner. Also, present was Village Administrator Rodd Hale, and Utilities Superintendent, Kyle Francis.

A motion was made by Kent Paulus to approve the agenda, seconded by Lance Steinbrunner. Vote: all yeas.

The minutes from the December 11, 2018 meeting were presented. A motion was made by Kent Paulus to approve the minutes, seconded by Lance Steinbrunner. Vote: all yeas.

The committee held discussion regarding suggested changes to the Village Personnel & Policy Manual cell phone section. Administrator Hale provided recommended changes that update Section 7.06 TELEPHONE/FAXUSAGECELLULAR PHONES/COMPUTERS. The recommendation is for providing a reimbursement to employees for use of personal cellular phones as opposed to providing employees with a Village owned/issued cellular phone. The benefits of moving to a reimbursement policy are; employees only need to carry one cellular device; the Village will have reduced responsibility for purchasing and contracting for cellular phones for employee use and employees would be responsible to pay for any repair of their personally owned cellular device. Hale mentioned research was conducted and many other municipalities have already utilized the reimbursement plan as opposed to providing municipal owned cellular phones.

After review of the suggested changes it was determined the changes were acceptable and in the best interest of the Village to adopt. A motion to recommend the new policies be implemented and approved by the Village Council was made by Lance Steinbrunner, seconded by Kent Paulus. Vote: all yeas.

With no further business to conduct Lance Steinbrunner made a motion to adjourn the meeting, Kent Paulus seconded. Vote: all yeas.

Chairman

Rodd Hale, Village Administrator