

Finance and Personnel Committee Meeting Minutes
Tuesday, June 1, 2010

Present: Bill Eichelkraut, Roger Hillebrand, John Le Fay, April Little, and Bonnie Wilcox

Guest: Luke Hillebrand, police intern

1. Bonnie called the meeting to order at 5:33 pm.
2. The minutes were be accepted as presented.
3. Personnel/Policy Handbook Revisions
 1. The language of the policy handbook has been changed to reflect the change from 'for cause' to 'at will'.
 2. The sick leave policy was clarified that when an employee leaves village employment (retired or quit), all the sick leave that employee has banked will be used to pay for health insurance. This policy does not apply to employees who are discharged
 3. The policy about damage to village equipment was changed to make it clear that accidental damage is not the focus of this policy. This policy is for intentional damage to village equipment.
 4. April checked with our attorneys and the section covering the payment for food during a conference was acceptable as written.
 5. The policy section for electronic equipment needs to include changes of password on a regular basis. At this time there is only the note that employees cannot use unacceptable sites. These sites have not been listed.
4. Utility Bill Adjustment Policy
Persons wishing to protest their water and sewer utility bills will fill out a form and present it to the Village Hall within 30 days of the billing date. They must pay at least the average payment of their previous 12 months of usage. Public Works & Parks committee will review the request. They may ask for an inspection by utility personnel. The committee will respond to the request within 30 days. If the complainant does not agree, he or she can take the decision to the village board.
5. Next Meeting
The next board meeting will be June 28 at 5:30. We will discuss vacancy policy, surplus and obsolete policy, and the ADA policy if it is back from the ADA committee.
6. The meeting was adjourned at 6:10 pm

Respectfully submitted,
Bonnie Wilcox