

**Finance and Personnel Committee Meeting Minutes**  
**Tuesday, June 29, 2010**

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

Absent: Jim Schmitz

1. Bonnie called the meeting to order at 5:45 pm.

2. The minutes were accepted as presented.

3. Personnel/Policy Handbook Revisions

Sick Leave Policy

- The group sick bank and the employee exchange of sick leave are obsolete. The hours in the group sick bank will be returned to the current employees who have placed them there. Employees who have left employment for whatever reason will not receive these hours.
- Employees will have all their unused sick leave moved to their own sick leave bank when the year is over. Once an employee retires, the hours will be multiplied by the wage and that money will be placed in the employee's sick bank and used for medical expenses only.
- We discussed a possible plan for those employees who do not use any sick leave during the year or use only one day of sick leave. The plan allows that the employee who does not use any sick leave would earn 2 personal days or an employee who used only 1 sick day would earn 1 personal day for the coming year. The days would not be carried over; paid out, or have any other type of recompense if they are not used. They may be used at any time. This suggestion will be presented to the board.

Policy Drafts

- Disposal of Lost, Abandoned and Surplus Property. As there is already a policy in place, we question why there is a need for an ordinance also. We feel that the policy is all that is needed.

4. Ordinances

Title 3 Chapter 1 Finance

- Changes were made in section 3-1-10 regarding receipts for money paid into the village. A record will be kept, but receipts may not be given unless they are requested.
- There is some confusion over how unpaid accounts may be added to the tax roll. April will seek a legal review

Title 3 Chapter 2 Special Assessments

- There were not changes to this section.

Title 3 Chapter 3 Record Disposition

- The State Historical Society maintains records for the entire state. Certain items may be disposed of and certain other ones are stored with them.

Title 3 Chapter 4 Disposal of Lost, Abandoned and Surplus Property

- As we have a policy, we have no need of an ordinance

5. Certificate of Deposit Renewals/Account Balances

The first CD was redeemed 1 month early and there was no penalty assessed.

6. Next Meeting

The next committee meeting will be Tuesday July 27 at 5:30.

7. The meeting was adjourned at 7:30 pm

Respectfully submitted,

Bonnie Wilcox