

Minutes from Administrative Process Committee Meeting April 7, 2016

1. Kelly received a note from Chance, our new water department employee requesting special permission to be able to exceed the limited 24 hours of accumulated comp. time hours because of anticipated requirements he foresees to be able to return to Wisconsin to tie up loose ends with property sales, etc. It was the consensus of the committee to allow this as a one time special allowance due to his special circumstances and that they must be expended in the calendar year of 2016.
2. The assistant position for the Clerk/Treasurer was discussed. The ad deadline was today at 2PM, with two applications received. An interview committee was established consisting of Jeff, Kelly and Dave Ray. Due to the close proximity to our next Council session, a recommendation will not be able to be made at that meeting. Interviews will be set up ASAP and recommendations made via this medium. At this point, Kelly Tripp was excused from attendance.
3. Our street department employee Ed Rudat has resigned due to being unable to make ends meet at his current salary.
4. SECTION 14 of the Employee Handbook was reviewed with recommended revisions as attached.
5. Jeff White reported the following:
 - * A month long advertising for the lifeguard position(s) deadlines 4/18. to date there were 3 applications for about 10 spots.
 - * Ads for the new street department replacement have been placed in the Lancaster Gazette, Logan Daily, Perry County Tribune, Towne Crier, Municipal League website, and Jobs and Family site with an April 15th deadline. Many applications have been received.
6. Salary level for the Clerk's Assistant were discussed. It was decided to keep the 7.85 to 15.00 range.

Meeting adjourned at 8:33

Dave Ray - Committee Chair