

Minutes from Administrative Process Committee Meeting June 2, 2016

The meeting opened at 7PM with attendees: Chair D. Ray, Mike Henwood and Administrator J. White. Troy Tripp is traveling with work and Mayor Moyer is on duty.

White: There was discussion concerning citizens putting out trash several days before pickup time. It was recommended that a letter be drafted to warn abusers that there is legislation and penalties involved. Notice will (has) appeared in the village newsletter.

Tim Voit will be hired as our new Street Department employee at \$13.00 per hour.

There was discussion about the possibility of hiring a spot labor person for the summer time to help with the street projects of relaying bricks. Since there is a precedence it was recommended that we do so again if the finances will allow.

Henwood: Out Street Department supervisor was written up for missing work without prior notification. There was discussion about what steps to take forward if this continues to occur as it has in the past.

Mike questioned about how many hours Jennifer is working during her instructional period. (It was noted to be about 20 hours per week.) He then asked why she was given a salary of \$13.00 per hour when (Crystal) our utilities clerk is making less. It was noted that she has prior experience and that she had been putting in volunteer work for some time. It was recommended that Crystal's work to date should be evaluated by the Administrator and if found satisfactory, he should recommend at the next scheduled council meeting that she be raised to \$13.00 per hour as well.

Mike has made arrangements with Mike Carder, President of GGC Engineering, to take steps to recover (possibly) fees from the state for utilities right of ways and maintenance on our state route through town.

Ray: Discussion was held on any possible amendments to SECTION 15 of the employees handbook.

SECTIONS 16, 17 and 18 will be conducted at the next meeting in August and that will conclude the revisions.

At that time Jeff will have a meeting with all village employees regarding any changes that are being recommended to council and they will have opportunity to comment at that time. Then the completed document will be presented to Council for final adoption into law, at which time copies will be made and distributed to all employees and councilpersons in the segmented notebooks already supplied.

Respectfully submitted
Dave Ray, Chairperson