

SPECIAL MEETING – VILLAGE BOARD

July 23, 2018 – President Hackl called the Special Meeting of the Muscoda Village Board to order at 6:35pm in the Council Chambers of the Kratochwill Memorial Building. The following members were present: Anderson, Bartlett, Bindl, Blood (6:45) and Wiederholt. Also present: Johnson and most all full time employees.

PROOF OF PUBLICATION:

MOTION Anderson, second Bartlett to accept the Proof of Publication. **MOTION CARRIED.**

PLEDGE OF ALLEGIANCE.

WORK ON UPDATING EMPLOYEE MANUAL – action if necessary:

President Hackl announced that no decisions would be made at this meeting regarding the employee manual.

Main points discussed:

- Removal of Police Department Secretary hours in section 201.
- Comp time – how is it calculated, when do employees receive it, how is it used; Chief Schramm explained the Police schedule and how comp time is calculated for them.
- Drive time – is drive time to schooling/meetings considered hours of employment. Currently employees are not getting paid drive time as instructed by Trustee Bindl a few months ago. Question arose, is there a difference between employees and the Board members being paid drive time? Trustee Bindl will contact the League Attorney for their opinion.
- Trustee Bindl expressed that when he goes to a meeting held outside of the Village he receives \$25, no matter how long the meeting is or the location. Johnson stated this is not part of the Employee Manual, it is an ordinance and the Board can elect to change the amount and how it is calculated.
- Standby – an employee on standby; when does overtime start and how is it calculated.
- Trustee Bindl requested starting with the August Board meeting to receive a report on how much overtime and/or comp time was paid for the previous month per employee.
- Sick leave – currently employees can use it in ¼ hour (15 minutes) increments. Johnson explained that the 15 minutes is generally used when an employee has an appointment at the end of the day.
- Meal reimbursement – currently \$10 for breakfast; \$15 for lunch and \$25 for supper. Some expressed that this was too much. The idea of a per-diem was brought up – employee would receive a set dollar amount for the day. In the case where an employee is going for several days, when those funds are gone, they are gone.

ADJOURNMENT:

MOTION Bartlett, second Anderson to adjourn. **MOTION CARRIED.**

Cinda Johnson, Administrator Clerk-Treasurer