

FINANCE COMMITTEE MEETING -JANUARY 21, 2020 – 2:00PM

PRESENT: Meeting called to order at the Auditorium by Chair, Darrell Kyle at 2:0pm. The following answered the roll call: President Darrell Kyle and Trustee Jim Jonasen. Also present: Village Clerk Daisha Nolan and Village Administrator Amy K. Huber were present. Trustee Jeff Buhr was absent.

REVIEW OF AGENDA: No changes.

Public Input: An email from Charrise Schaller was reviewed.

APPROVAL OF MINUTES: A motion was made by Jonasen to approve the open session minutes, as presented, from the December 17, 2019 meeting, seconded by Kyle. MCU A motion was made by Jonasen to approve the closed session minutes from the December 17, 2019 meeting, as amended, seconded by Kyle. MCU

Office Hours: Office availability and current hours were discussed. A change will be made to current office hours on Tuesdays from 8:30-3:00pm to 8:30-5:00pm. There has also been a change in the website layout to accommodate posting special office hours when they arise.

A motion was made by Jonasen to recommend to the Village Board to purchase and install a lockbox, for business outside of office hours, at the Auditorium, seconded by Kyle. MCU

Employee Handbook: A motion was made by Jonasen to recommend to the Village Board to adjust vacation scheduling to allow a payout of up to 3 days at year end, in addition to the 5 days carried over, seconded by Kyle. MCU

A motion was made by Jonasen to recommend to the Village Board that section 6.01 of the Employee Handbook have a provision added for prorated hours for positions that are less than 40 hours and are eligible for vacation, seconded by Kyle. MCU

A motion was made by Jonasen to recommend to the Village Board that section 4.01 of the Employee Handbook have a provision added to accredit employees who work less than 40 hours a week prorated for sick time.

A motion was made by Jonasen to recommend to the Village Board that section 6.01 of the Employee Handbook allow for vacation time to be awarded in hour increments, seconded by Kyle. MCU

ATTO Timecard Sheets: The trial run performed with ATTO time keeping application was reviewed. A motion was made by Jonasen to recommend to the Village Board that the ATTO Application be purchased to assist with accurate time keeping, seconded by Kyle. MCU

Business Account - Cemetery: Fees associated with the Business Now Checking Account were discussed. A motion was made by Jonasen to recommend to the Village Board that the cemetery checking account not get moved to a Business Now Account, seconded by Kyle. MCU

INFORMATION FROM THE CHAIR: The next meeting will be held on February 20, 2020 at 2:00pm.

A motion was made by Jonasen to go into closed session under section 19.85(1)(b) regarding investigation of employee interactions and (c) regarding employee evaluation data, seconded by Kyle. MCU 2:44pm

The committee adjourned from closed session.

Respectfully submitted,

Daisha Nolan

Daisha Nolan, Clerk

Village of Lake Nebagamon