

VILLAGE OF HARRISON

BOARD MEETING MINUTES

07/22/2020

A meeting of the Village of Harrison Board was called to order at 9:00am in the Harrison Municipal Building, W5298 State Road 114 on July 22, 2020. After the Pledge of Allegiance was recited, roll call was taken.

Board Present: President Kevin Hietpas, Trustees Lou Miller, Mark Van Hefty, Darlene Bartlein, Scott Handschke, Pete Stier
Board Excused: Trustee Tyler Moore
Staff Present: Village Manager Travis Parish, Clerk-Treasurer Jennifer Weyenberg, Planner Mark Mommaerts, Director of Public Works Laura Jungwirth, Operations Manager Jeff Funk

Discuss Golden Way Ditching Project

Public Works asked for clarification on the direction of this project. After previous meetings, they understood that anything above the flow line was up to the discretion of the Operations Manager to remove, and anything below grade could stay. But as the crews were working in ditches, homeowners were coming outside and saying they were told something different from board members. Bottom line is that anything impeding flow needs to be removed. Direction was given to staff to complete the project as they see fit.

Discuss Roles and Authority of Governing Body Members

Village Manager T. Parish shared "Roles and Authority of Governing Body Members" from the June 2019 edition of The Municipality. The publication defines the roles of Village Presidents, roles of Trustees, and their legislative, executive, and administrative powers. T. Parish reminded the board that if they have any questions they are free to reach out to him.

Discuss/Review Employee Handbook

Village Manager T. Parish shared the current Personnel Manual and noted that there are many things missing- some things that have always been done but aren't written into formal policy. President Hietpas reminded the board that Harrison Utilities does not have a personnel manual and one of the reasons we are reviewing the Manual is to include the Utilities employees. Evaluations- A standard evaluation form should be used for employee review, and it was suggested to conduct 6-month reviews. Trustee Handschke asked that personal goals and business goals be included.

Overtime- The village currently allows PTO to be counted towards "hours worked". From our attorney's standpoint, we are not allowed to do this. From a federal level, this is not how it should be handled. The board will need to decide how to handle this.

Cell Phone Policy- Department heads (Village Manager, Clerk-Treasurer, Planner, Director of Public Works, Fire Chief) currently have their own personal phones and are reimbursed a monthly stipend, as do the Engineering Tech, Operations Manager, and Lead Foreman. At Harrison Utilities, the utility buys their phones and are paid for carrying the phone. The manual will sync the two offices and include the two water operators at Harrison Utilities. The board will need to determine who will get \$30/mo vs. \$40/mo. Trustee Stier requested that the cell phone policy be looked at more in-depth. Trustee Bartlein asked why the Clerk-Treasurer and Lead

Foreman have phones. Trustee Stier will check with Calumet County and ask how they handle on-call situations.

With many sections left to review, the board asked for additional time to take the handbook home to review and address the remaining items at a future meeting.

Adjourn

There being no other business, motion was made by Trustee Bartlein with second by Trustee Miller to adjourn. Motion carried.

Jennifer Weyenberg, Village Clerk-Treasurer

Dated: July 22, 2020

Approved: August 25, 2020