

Vermontville Village
Special Council Meeting Minutes
Village Office, July 15, 2014

- I. Call to Order - 7:00 p.m.
- II. Roll Call – Present: Councilwoman Sandy Hosey; Councilmen Mark Jorgensen, Garry Patrick, Charles Viele; Councilwoman Sue Villanueva; President Ruth Wineman. Absent: Councilman Jason Sheridan. Also present: Chris Rumsey, Treasurer Kathy Joppie, and Clerk Marisa Derusha.
- III. Pledge of Allegiance
- IV. Public Comment
- V. Recommendations for personnel issues
 - A. Council discussed the final version of the employee handbook and how it will be identified as final once approved. President Wineman stated that our attorney will date the handbook and send us the approved final copy. Councilman Viele made a motion to accept the employee handbook as presented. Councilwoman Hosey seconded. Councilman Jorgensen made a motion to amend the 1st motion by Councilman Viele to change wording to “Village Council approves the 5th draft of the employee handbook.” Councilman Patrick seconded. Vote on amendment. Roll call vote.
 - Aye: Hosey, Jorgensen, Patrick, Viele, Villanueva, Wineman
 - No:
 - Absent: SheridanRead 1st motion. Roll call vote for original motion.
 - Aye: Hosey, Jorgensen, Patrick, Viele, Villanueva, Wineman
 - No:
 - Absent: SheridanMotion carried.
 - B. Councilman Jorgensen made a motion to approve the Personnel Committee’s recommendation for benefit descriptions for full-time employees of the Village. Councilwoman Villanueva seconded. Roll call vote.
 - Aye: Hosey, Jorgensen, Patrick, Viele, Villanueva, Wineman
 - No:
 - Absent: SheridanMotion carried.
 - C. Councilman Jorgensen made a motion that the Village hire, as recommended by the Personnel Committee, Chris Rumsey, to fill the open DPW Supervisor position for the Village. Councilman Viele seconded. Roll call vote.
 - Aye: Hosey, Jorgensen, Patrick, Viele, Villanueva, Wineman
 - No:
 - Absent: SheridanMotion carried.

Vermontville Village
Special Council Meeting Minutes
Village Office, July 15, 2014

- D. Councilman Jorgensen made a motion to present the letter of offer to Chris Rumsey to fulfil the Village of Vermontville DPW Supervisor position with correction to first paragraph "this letter of offer is to confirm" and under the heading Overtime, second paragraph, "Double time is to be paid at twice the hourly rate for all hours worked on Sundays and holidays with a minimum of two hours pay," and third paragraph "Call in pay shall be paid at the same rate as overtime with a minimum of two hours pay." Roll call vote.

Aye: Hosey, Jorgensen, Patrick, Viele, Villanueva, Wineman

No:

Absent: Sheridan

Motion carried.

- E. Discussed giving a pay increase to DPW Employee Terry Samann for training the new DPW Supervisor. Councilman Jorgensen made a motion to present the letter of offer to Terry Samann as presented with correction to first paragraph "this letter of offer is to confirm" and under the heading Overtime, second paragraph, "Double time is to be paid at twice the hourly rate for all hours worked on Sundays and holidays with a minimum of two hours pay," and third paragraph "Call in pay shall be paid at the same rate as overtime with a minimum of two hours pay." Councilwoman Hosey seconded. Roll call vote.

Aye: Hosey, Jorgensen, Patrick, Viele, Villanueva, Wineman

No:

Absent: Sheridan

Motion carried.

- F. Councilman Jorgensen made a motion to accept the recommendation by the Personnel Committee for seasonal/temporary work status, job expectations, village needs, and pay to be determined by the DPW Supervisor for minimum wage up to \$10/hr. Councilman Patrick seconded. Roll call vote.

Aye: Hosey, Jorgensen, Patrick, Viele, Villanueva, Wineman

No:

Absent: Sheridan

Motion carried.

- G. Discussed changing the Deputy Clerk/Water Sewer Clerk's job description to include Deputy Treasurer so that she may issue receipts for tax payments when the Treasurer is not in the office. The council would like to see a draft job description. Councilman Jorgensen made a motion to purchase a bond for Judy Mohler for a cost of up to \$400. Councilwoman Villanueva seconded. Roll call vote.

Aye: Hosey, Jorgensen, Patrick, Viele, Villanueva, Wineman

No:

Absent: Sheridan

Motion carried.

- H. In-house changes for vacation request forms and time sheets

VI. Public Comment

Vermontville Village
Special Council Meeting Minutes
Village Office, July 15, 2014

VII. Adjournment – Councilman Viele made a motion to adjourn. Councilman Jorgensen seconded.
Vote taken. All ayes.

Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Marisa Derusha
Village Clerk