

**Minutes**  
**Rules Committee**  
**June 13, 2022**  
**6:45 p.m. or immediately following Finance**

Chairperson Darla Reedy called the meeting to order at 6:28 p.m.

**Roll Call:** Committee members present were Darla Reedy, Rick Foreman, and Debbie Schaffner.

**Also in Attendance:** VA Teri Wise, Fiscal Officer Brian Bibler, Police Chief Mike Tussey, and Council members Waid Cosgray, Brandy McCreery, and Chuck Keller. Mayor Brad Nicodemus was excused.

**Approval of Minutes:**

Schaffner made a motion to approve the minutes of the May 9, 2022 meeting as written. Foreman seconded the motion. Reedy noted that under 2022 Goals, Employee Evaluation Form, fourth bullet point has Reed instead of Reedy; on page two, second bullet point, it was Schaffner not Reedy. Those items will be corrected. The motion was amended to approve the minutes as corrected. There was no further discussion. The motion was approved by a 3-0 vote.

**Visitors**

- None

**2022 Goals**

1. Employee Evaluation Form

- The VA said that as discussed at the last meeting, she has provided the job descriptions for the Committee to look at to make sure they are in line with the evaluation form. She will provide the job descriptions for Tim and his staff soon.
- She provided details of changes to the various job descriptions.
  - Administrative Asst. and Clerk of Courts
  - Fiscal Officer – There was discussion about bonding. It was the consensus to add the requirement that the person must be able to be bonded to the job description.
  - Land and Buildings
  - Service Field Technician
  - Wastewater Operator of Record / Operations Manager– Changes were made to be in line with EPA requirements.
  - Wastewater Service Worker / Operator in Training
  - Water Operator of Record / Water Department Manager – The VA noted that duties regarding the pool need to be included in this job description. She will update it.
  - Water Service Worker / Operator in Training
- The VA will have the rest of her job descriptions at the next meeting. She will get with the Police Chief to get his departments job descriptions.

## 2. Cemetery Project

- The VA said that the inventory of Basil Memorial has been completed. The summer intern has been working quickly. There are very few issues that need to be looked at from the entire cemetery.
- This week the intern will be doing some zoning and will then work on Section B of Maple Grove.

## Old Business

### 1. Electronic timecards

- The VA has been looking at electronic online time tracking. She has found that it is expensive. The available software packages run anywhere from \$900 to \$2,000, however they are not compatible with the UAN software the Fiscal Officer uses. The input cannot be uploaded into UAN, it will require manual entry. The VA would like more time to work on this with the FO.
- The FO said that currently he enters the timesheet data manually. He feels time clocks are archaic and unnecessary.
- There was discussion about how time is kept currently.
- The VA said that there is only one working time clock, which is where this discussion started. Currently employees fill out or punch a time card and then enter that data into an Excel spreadsheet. The VA/Police Chief approve the Excel spreadsheets and the FO enters the data from the approved spreadsheets into UAN. The Street Department has the only functioning time clock.
- The FO noted there were no time clocks at his former employer. That included both salary and hourly employees. Village employees must fill out a request for leave form for any time they are not at work.
- The VA said there would be peer pressure if someone is not at work on time or leaving early. This can be kept on the agenda.

Cosgray suggested using email for time keeping since it would be time stamped.

- The VA said they do something similar to that for purchase orders. She is good with that, but we still need the spreadsheet in order to know where to charge the hours.
- The VA said that she would run a trial with employees that don't have a time clock.

## New Business

- None

## Next Meeting

The next regularly scheduled meeting will be held the 2<sup>nd</sup> Monday in July; July 11<sup>th</sup> at 6:45 p.m. or immediately following the Finance Committee meeting.

## Adjournment

With no additional business to be discussed, Foreman made a motion to adjourn. Schaffner seconded the motion. The meeting was adjourned by unanimous voice vote at 6:51 p.m.

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Darla Reedy, Chair