

Minutes of the Round Lake Board Special Session Meetings Tuesday August 22, 2018.

Present: Chairman Rolfe Hanson, Supervisors: Kay Wilson, Sandra Schara, and Sharon Haak.
Also Present: Clerk Kathy McCoy.

Absent: Supervisor Marilyn Karns

1.) Chairman Hanson called the meeting to order at 5:34 p.m.

A.) Clerk McCoy certified that meeting had been posted as required on August 18, 2018.

B.) Review of Employee Handbook.

Motion by Schara to move this item (B) to follow item (F): Second by Wilson. Motion carried.

C.) Approval of Notice to enter into contract: Garage Insulation.

Motion by Hanson to notice intent to enter into contract – garage insulation – KV Tech.: Second by Schara. Motion carried.

D.) Convene into closed session as per section 19.85 (1) (c) Employment and compensation/ review highway crew applications.

Motion by Wilson to go into closed session pursuant to section 19.85 (1) (c) Employment and compensation/ review highway crew applications: Second by Schara. Motion carried with all board members voting in favor.

E.) Reconvene into open session.

Motion by Haak to reconvene into open session: Second by Schara. Motion carried.

F.) New Hire Process/ timeline/ dates.

The board determined to interview 2 candidates for the road crew position at a special meeting to be held on August 28, 2018 @ 6:30 p.m. In addition position will continue to be advertised for 2 more weeks with change (hourly rate \$20.00 - \$24, 00 depending on experience).

B.) Review of Employee Handbook.

Motion by Wilson to change the following as related to handbook and new hire benefit information sheet:

- Change probation period from 6 months to 90 days.
- Change residency requirement from one year of hire date to 90 days.
- Change eligibility of benefits (page10) from 6 months to 90 days, and become eligible for all paid benefits after 90 days including vacation.
- Part Time Drivers (page 12) if they hold CDL License town will pay cost of license.
- Medical & Retirement Benefits (Page 30) establish a QSEHRA for full time employees and fund \$5000.00 to account per year. Employee eligible following 90 day probation period.
- Incorporate language as to no texting and driving (page 33).

Second by Haak. Motion carried.

Additional revisions will be looked at prior to re-print of handbook at September 13, 2018 board meeting (personal use of town computers/ internet).

Meeting adjourned at 7:11 p.m.

Respectfully submitted,
Kathy McCoy, Clerk

