

CALL TO ORDER

The special meeting of the Michiana Village Council was called to order at 1:10 pm EST by Village President Beverly Bruesch.

ROLL CALL

Council members Present: President Beverly Bruesch, President Pro-Tem Sheila Stein, and Council member George Hermelink.

Council members Absent: Council member Hillary Herbst and Council member Russ Ramage.

Others Present: State of Michigan Auditor Derek Hall, Chief of Police Lyn Papke, Public Works Superintendent Rick Reitz, Treasurer Amy Hemphill, Public Works employee Robert Anderson, **resident Carol Shepherd**, and Clerk Cathy Ganus.

Motion by Hermelink, second by Stein, to excuse Hillary Herbst from the meeting. Voice vote showed unanimous approval, motion carried (3-0).

Motion by Hermelink, second by Stein, to excuse Russ Ramage from the meeting. Voice vote showed unanimous approval, motion carried (3-0).

NEW BUSINESS

Presentation of audit report for FYE 06.30.2009

Auditor Derek Hall from the State of Michigan, Department of Treasury, Local Audit and Finance Division, Bureau of Local Government Services, presented the draft of the audit report for fiscal year ending June 30, 2009. He then explained the schedule of findings and responses for same. During Council discussion, it was noted that the schedule of findings and responses should be submitted to the Budget and Finance Committee as well as Council prior to submission to the auditor.

Standard Insurance – Accidental Death & Dismemberment Insurance

This item was placed on the table in order to gather additional information regarding health insurance.

OLD BUSINESS

RFP's for Health Insurance

Hemphill went through RFP's received for employee health insurance. She advised she received quotations from The Buursma Agency, Ibex Insurance, and Centennial Group and her recommendation for a Blues plan (Blue Cross Blue Shield) would be Blues option 4 and for Humana she would recommend Humana option 1. Blue Cross option 4 annual premium is \$73,692.20 and Humana option 1 is \$64,825.88. Bruesch advised that the Budget & Finance Committee suggests Humana option 1.

Motion by Hermelink, second by Stein, to accept the proposal submitted by The Buursma Agency regarding Humana option 1 including the Health Reimbursement Account (HRA) as presented. Roll call vote showed unanimous approval, motion carried (3-0).

OLD BUSINESS (continued)

Human Resource Manual Update

On October 15, 2009, Human Resource Chairman Kathleen Roberts met with employees to go over the new Human Resource Policy approved by the Council on October 12, 2009. During that meeting, several issues were brought up by the employees. A list of employee concerns was submitted to the Council for their review.

Following are the issues presented as well as Council amendments:

Page 6 **Building, Equipment, and Vehicle Security** – Log of keys issued should be maintained in the Clerk's office. Currently President Pro Tem Sheila Stein maintains this list.

Clerk to maintain a log of keys. The keys shall be stamped 'Do Not Duplicate'.

Page 7 **Telephone Use and Use of Communication Devices** – Employees expressed a need for the installation of two-way radio communication in Village vehicles. Also expressed a desire to have an AM/FM radio installed in Village dump truck and tractors.

Council feels there is no reason to install an AM/FM radio. Hermelink advised he has a personal walkie-talkie he is willing to donate to the Village.

Motion by Stein, second by Hermelink, to amend the Human Resources Policy in include one (1) 'Go' phone for the Public Works Department to be used in the Public Works vehicle. Voice vote showed unanimous approval, motion carried (3-0).

Page 7 **Use of Village of Michiana Equipment, Resources, and Workforce** – Would like the issue of personal tools having to be used for Village business as the Village does not have the proper tools to complete the job.

Budget and Finance suggests the Public Works Superintendent create a wish list of items. Ganus to contact Village insurer and inquire as to liability if Public Works employees bring their own tools.

Page 10 **Reasons for reprimand. Item 12. Distracting other employees.** What constitutes 'distracting'?

Council advised to rely on dictionary definition: "to stir up or confuse with conflicting emotions or motives"

Page 10 **Reasons for automatic write up. Item 5. Covering up or attempting to conceal defective work, removing or destroying the same without permission. ??**

Council advised to remove the words "without permission".

Page 10 **Reasons for automatic write up. Item 9. Disrespectful conduct; use of insulting, abusive, threatening, or obscene language toward subordinate, fellow employees, or supervisor.** What is the definition of 'disrespectful conduct'?

Council advised to remain the same – no change in verbiage.

Page 10 **Reasons for suspension or dismissal. Item 4. Reporting for duty or being on duty under the influence of intoxicants or attempting to bring intoxicants into the Village of Michiana.** Is under the influence defined as having the smell of alcohol on or about the employee's person and/or breath? Who is authorized to make this determination?

OLD BUSINESS (continued)

Human Resource Manual Update (continued)

Council advised to amend item 4 as follows: Reporting for duty or being on duty under the influence of intoxicants.

Page 11 **Reasons for suspension or dismissal. Item 7. Possession of firearms, explosives, or other weapons on Village property.** This should be amended to reflect that it is ok for certified police officers to possess their weapons on Village property.

Council advised to amend item 7 as follows: "Possession of firearms, explosives, or other weapons on Village property with the exception of law enforcement personnel."

Page 13 **Employee Discipline Report.** This should be amended to include the President of the Village Council's signature as well as the requirement that the Village President must submit the report to the Village Council.

Council advised to amend the employee discipline report to include the Council President (or designee) signature and date.

Page 16 **Appearance and Dress.** Employees feel that the Village should provide them with clothing that reflects that they are Village employees.

Budget and Finance Committee recommends creating visible ID badges the employees can use to identify themselves as Village employees. Hermelink to create employee identifications.

Page 22 **Public Works Department.** Employees feel that there should not be a cap in wages as one employee has neared the maximum pay scale and there is no incentive to remain an employee of the Village once the maximum pay has been achieved. **AMENDED PER TIM CASSELMAN, he feels that he should be receiving more money per hour than Ken Books as he (Tim) is a 30-year employee and Books is only a 20-year employee.**

Council advised that the two positions are not comparable and the policy stands.

Page 24 **Paid Leave Time.** Employees feel that this is discrimination as there are several long-time employees who are earning four (4) weeks of vacation time at this point and they will be scaled back to three (3) weeks' vacation time according to the new policy. Again there is no incentive to remain an employee of the Village once a certain level of seniority has been achieved.

Council amended as follows: 2 to 9 years – the equivalent of two (2) work weeks, 10 to 19 years – the equivalent of three (3) work weeks, and added an additional tier of 20 years and over – the equivalent of four (4) work weeks.

Page 26 **Sick Days.** Employees feel that six (6) six days per year is not appropriate. They request that the policy regarding sick days (12 per year) be retained.

Budget and Finance Committee suggests ten (10) sick days. Council amended to ten (10) days and included the following: for new employees, sick time will be prorated at the rate of one (1) day for every five (5) work weeks until the beginning of the next fiscal year – not to exceed ten (10) days.

OLD BUSINESS (continued)

Human Resource Manual Update (continued)

Page 28 **Workers' Compensation.** Creation of a Michiana Village Accident Form (Workers' Compensation Report) – Accident Fund (workers' compensation carrier) provides forms for use; however, it was felt that an official village form was needed.

Council feels there is no need for additional paperwork.

Page 30 **Holidays.** Employees feel that they should receive Veteran's Day as well as ½ day for December 31 (New Year's Eve). Employees also feel that if a holiday falls on a Saturday or Sunday, they should be able to take Friday or Monday as their holiday.

Council amended to re-instate Veteran's Day and added one half (1/2) day off for New Year's Eve if the holiday falls Tuesday through Saturday.

Council also addressed the health insurance opt-out incentive. Information regarding the health insurance opt-out is available in the Clerk's office.

Motion by Stein, second by Hermelink, to amend the Human Resources Policy as amended above. Voice vote showed unanimous approval, motion carried (3-0).

ANNOUNCEMENTS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

There being no further business before the Council, the meeting was adjourned at 5:20 pm EST.

Cathy A. Ganus
Michiana Village Clerk