

Green Lake Township Special Meeting January 24, 2018

CALLED TO ORDER: Called to order at 4:00 p.m. by Supervisor Radtke.

ROLL CALL: Bieganowski, West, Schroeter, McDonald, Kramer and Radtke present.
Biondo excused.

PLEDGE OF ALLEGIANCE: Was recited.

APPROVAL OF AGENDA: Moved Bieganowski, Second McDonald to approve the agenda as presented. Carried.

NEW BUSINESS:

Employee Handbook review:

The board reviewed the following areas of the employee handbook:

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| Page 8 | 4.1--Timekeeping: Change Friday morning Thursday morning. |
| Page 9 | 4.2-- Pay periods: Change every other Friday to every Thursday. |
| Page 10 | 5.1-- Paid Time Off: Add full time in front of each paragraph that starts with employees. Under fourth (4) paragraph remove or more and add to ten (10). At the end of that paragraph add Full time employees who have completed ten (10) or more years of continuous service with the Township by the end of the fiscal year shall receive twenty one (21) PTO days. |
| Page 11 | 5.2-- Holidays: At the end of the first sentence add after holiday, if it is a scheduled work day. |
| Page 12 | 5.8-- Tuition Reimbursement Plan: In the second paragraph remove both full-times. At the end of the second paragraph after program, add related to qualified positions at Green Lake Township. |
| Page 13 | 5.82—Reimbursement amount: Under paragraph four (4) remove full-time. |
| Page 19 | Section 7 – Mediation Dispute Resolution Policy: At the end of the first Paragraph remove “an impartial mediator. The mediator will conduct a mediation conference following the Mediation Rules of the American Arbitration Association. See www.adr.org ” and add after to, Conflict Resolution Service or other local mediation services if Conflict of Resolution Service is not available. Change all corresponding employee forms too. |

NEW BUSINESS CONTINUED:

Employee Handbook review continued:

- Page 11 5.2—Holidays: At the end of paragraph two add, ~~accept~~ except for Emergency Services employees who will receive time and a half holiday pay for hours worked.
- Page 6 2.5—Ethical Standards and Good Conduct. Add Social Media Policy as written in the policy modifications and additions print out (See Exhibit A).
- Page 7 2.6—Conflicts of Interest. Add #4 Personal Relationships Policy and Guidelines as written in the policy modifications and additions print out (See Exhibit A) at the end of Workers' Compensation Insurance last Paragraph. (Just before Section 4: Compensation)
- Page 7 2.6—Conflict of Interest. Add #5 Nepotism Policy as presented. (See Exhibit B).

Moved McDonald, Second Schroeter to send the Employee Handbook changes agreed upon to the Township Board for approval at the February 12, 2018 Regular Board Meeting. Carried 6-0. When updating the Employee Handbook add the date it was adopted (November 14, 2016) and add the first revision date of February 12, 2018.

Mediation:

Moved Bieganowski, Second Kramer to go into closed session at 4:46 p.m. ratifying the settlement agreement for mediation. Roll call: McDonald – Yes, Bieganowski – Yes, West – Yes, Schroeter – Yes, Kramer – Yes, Radtke – Yes. Carried 6-0.

Moved Bieganowski, Second Radtke to exit closed session at 4:48 p.m. and return to open meeting. Carried 6-0.

Moved Bieganowski, Second Kramer to ratify the confidential separation agreement as presented. Roll call vote: Kramer – Yes, Schroeter – Yes, West – Yes, McDonald – Yes, Bieganowski – Yes, Radtke – Yes. Carried 6-0.

Moved McDonald, Second Bieganowski to rescind the termination letter dated August 22, 2017. Carried 6-0.

Moved McDonald, Second Bieganowski to accept resignation of employee effective August 22, 2017. Carried 6-0.

NEW BUSINESS CONTINUED:

Employee Issue:

Moved Schroeter, Second McDonald to go into closed session to discuss false allegations being made by another board member at 4:55 p.m. Roll call: Schroeter – Yes, West – Yes Bieganowski – Yes, McDonald – Yes, Kramer – Yes, Radtke – Yes. Carried 6-0.

Moved Bieganowski, Second McDonald to exit closed session at 5:50 p.m. and return to open meeting. Carried 6-0.

PUBLIC COMMENT:

Trustee West asked if a final revision for the Emergency Services manual could be prepared and handed out to the board.

ADJOURNMENT: Moved Bieganowski, Second McDonald to adjourn at 6:00 p.m. Carried 6-0.

Respectfully submitted,

Judith L. Kramer
Green Lake Township Clerk