

Administrative-Personnel Committee Meeting

Monday, May 3, 2021

5:25 p.m.

Member Present: Tom Davies, Orv Damrau, Adam Raabe, Ross Ballard

Others Present: Dan Mahoney, Julia Mann, Karen Swanson, Steve Kunst, Steve Fritz, Gary Wolf, Al Tessmann

1. Mr. Davies called the meeting to order at 5:25 p.m.
2. MINUTES
  - ✓ **Mr. Ballard moved to approve the minutes of the meeting of February 1, 2021 as printed. Mr. Raabe seconded and the motion carried.**
3. PERSONS WISHING TO ADDRESS THE COMMITTEE

None.
4. VOUCHERS
  - ✓ **Mr. Damrau moved to approve the vouchers as listed. Mr. Raabe seconded and the motion carried.**
5. HUMAN RESOURCES POLICY AMENDMENT TO CHAPTER 9.17 C (1) REIMBURSEMENT FOR JOB RELATED EXPENSES – MEALS

Ms. Mann referred to her memo recommending an increase to the meal allowance for employee job related travel, copy attached. She stated that the proposed breakfast reimbursement would increase by \$4, lunch by \$2, and dinner by \$5 for a potential total of \$11 per day.

Mr. Ballard recommended, based on his travel experience, that the rates be increased to \$10, \$15, and \$25 respectively.

Mr. Raabe questioned the comparisons and Ms. Mann discussed her comparisons with the standard rates for Wisconsin, which looks at average costs for different areas of the state.

  - ✓ **RECOMMENDATION TO VILLAGE BOARD: Mr. Damrau moved to approve the Human Resources Policy Amendment to Chapter 9.17 C (1), Reimbursements for Job Related Expenses, and increase the meal allowance as recommended by staff, i.e. breakfast to \$13, lunch to \$14, and dinner to \$23. Mr. Raabe seconded and the motion carried.**
6. AMENDMENT TO CHAPTER 212, BUILDING CONSTRUCTION, OF THE VILLAGE OF PLOVER MUNICIPAL CODE OF ORDINANCES – CONSTRUCTION STANDARDS – UPDATE STATE CODE REFERENCES

Mr. Kunst referred to his memo explaining the amendment to Chapter 212, Building Construction, of the Village of Plover Municipal Code of Ordinances, copy attached.

  - ✓ **RECOMMENDATION TO VILLAGE BOARD: Mr. Raabe moved to approve the Amendment to Chapter 212, Building Construction, of the Village of Plover Municipal Code of Ordinances updating State Code References for Construction Standards. Mr. Damrau seconded and the motion carried.**
7. Mr. Damrau moved to adjourn at 5:32 p.m. Mr. Raabe seconded and the motion carried.

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Karen Swanson, Village Clerk