



MIKE BICKLEY
Councilmember

PATTY DELAND
Councilmember

TIM MCILRATH
Councilmember

PAM CROSBY
Mayor

CARLA ROSPERT
Councilpresident

NATE SHAFER
Councilmember

STEFAN TAYLOR
Councilmember

VILLAGE COUNCIL – COUNCIL WORK SESSION

Thursday, February 11, 2021 @ 6:00 P.M.

Village Council Chambers

11 S. Main Street

Milan, Ohio 44846

Livestream information In light of the current situation with the Covid-19 virus until further notice, the Village feels that it is in the best interest and safety of the residents that the meeting will be open to the public via live-streaming on the Village of Milan Facebook page.

The public is free to access, observe and hear the discussions and deliberations of all members of the Village of Milan Council via the following link: [Facebook.com/milanoio](https://www.facebook.com/milanoio)

- I. Call to Order
- II. Roll Call
- III. Unfinished Business
Chapter 3 - Continued review and discussion of proposed Employee Personnel Policies
- IV. Questions for Next Meeting
- V. Adjournment



**Village of Milan
Council Work Session Meeting
February 11, 2021**

A work session for the Village of Milan Council was called to order by Mayor Pam Crosby on Thursday, February 11, 2021 at 6:00 p.m. in the Council room at 11 S. Main Street, Milan, Ohio.

Mayor Crosby noted that it was Thomas Edison's 174th birthday.

Roll call: McIlrath - yes, Bickley - yes, Rospert - yes, Taylor - yes, Shafer - yes, Deland - yes.

Also, present: Mayor Pam Crosby, Fiscal Officer Cathy Ramey, Administrator Brian Rospert, and Attorney Jim Barney.

Agenda

Continued review and discussion of Personnel Policies.

Chapter 3 – Section 3.6 Hours of Work - (noted from Administrator to Council, to keep in mind that the Village is trying to duplicate the policies from Monroeville and Oak Harbor to fit Milan.)

Village does not have flex time but does have comp time policy. Mayor Crosby noted that the previous mayor sent a letter to all employees to stop all overtime during the Covid-19 pandemic temporarily. The employee that had weekend chores for that week were asked to take off a day prior to the weekend before, to compensate for the hours worked during that weekend chores. Mayor Crosby also stated that she had a meeting with the employees and noted that the employees working chores are unhappy and would like to see it return to the way it was in the past. During this discussion on overtime and weekend chores, Rospert stated that weekend chores should not be at call out pay but instead hours worked. Brian Rospert mentioned that the employee working the weekend chores could possibly be compensated for carrying the phone for that weekend.

A decision to begin the week of March 1, 2021 to pay for weekend chores as hours worked and each employee that is on call that weekend will be compensated a flat rate of fifty dollars (\$50.00) for carrying the phone.

Waste Water will be an addition to the verbiage; Street, Electric, Water and **Waste Water** Divisions participate in the On-Call Program.

On-Call participate schedule will follow the Village's work week. Beginning 3:00 PM Friday and ending at 7:00 AM on Monday and Holidays as scheduled.

Chapter 4 – Section 4.1 - A. Time Sheets – will be filled out by the excel spreadsheet provided by the Village and will be submitted to the Administrative Offices by Monday at 9:00 AM on the first workday of each following pay period.

D. Pay Day to be changed to Pay Period.

C. Income Taxes will now read an employee must complete **appropriate tax forms** the time of initial employment and keep the Fiscal Officer's Office informed of any changes in dependents.

Section 4.3 – 8. The Village **Administration or designee** reserves the right to release an employee prior to the conclusion of their normal scheduled work day if an employee's service is no longer needed on that particular day. Vacation, Comp Time, Flex Time and Holidays are considered hours worked. Sick Leave is not considered hours worked.

Section 4.4 – All requests for attending any overnight activities shall have prior approval from the **Mayor and/or Administrator**.

A - 3. Any exceptions shall be approved by **Administrator or Mayor**.

6. Reimbursements for taxi fares, bridge, highway and tunnel tolls, parking and garage charges may be claimed upon presentation of receipts and **documentation** attached to the appropriate reimbursement request form.

8. Mileage reimbursements will be based on information obtained from **GPS Software** or other comparable program.

B. 1. Prior approval of **Administrator and Mayor** is required for reimbursement of lodging expenses.


Questions for Next Meeting

None

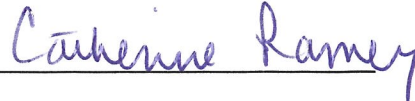
Adjournment

Motion by Deland, seconded by Shafer, to adjourn tonight's meeting.

Roll call: Bickley - yes, McIlrath - yes, Rospert – yes, Taylor – yes, Shafer - yes, DeLand – yes.



Carla Rospert, Council President



Catherine Ramey, Fiscal Officer