

The meeting was called to order at 7:16 PM by Chair Kim Olson with the following roll call:

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Kim Olson	Chair	Present	
Joseph Riese	Aldersperson	Present	
Jack Abbott	Aldersperson	Present	

Also present were Aldersperson Bob Smith, Aldersperson Roger Smith, City Clerk, Sara Decker, and Comptroller, Tracy Nadolski.

**APPROVAL OF MINUTES**

**Approve the Minutes of the October 24, 2022 and November 14, 2022 Meetings**

All aforementioned minutes were approved.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Jack Abbott, Aldersperson
<b>SECONDER:</b>	Joseph Riese, Aldersperson
<b>AYES:</b>	Olson, Riese, Abbott

**CITIZEN COMMENTS**

None

**OTHER ITEMS OF DISCUSSION/POSSIBLE ACTION**

**Discuss with Possible Action Employee Handbook Section 4.3 Travel Policy-Meal Allowance**

City Clerk Sara Decker and Comptroller Tracy Nadolski propose change to the current policy for meal reimbursement, as it is confusing, looking to simplify to follow. Also looking to up the breakfast and lunch rates to be more on par with current costs. We would like itemized receipts, if possible.

Ms. Nadolski looked at various municipalities and their rates, it varies. What is being proposed is pretty even with the State for what they allow. Keep it at one amount, too time consuming.

Chief Toellner spoke he had a situation with employee needing reimbursement. Handbook currently states no alcohol or sales tax. He does not think it is reasonable to ask for an itemized receipt when not everywhere offers one. They should not need to get an itemized receipt just to get reimbursement. Aldersperson Roger Smith is in agreement with Chief Toellner, nobody is interested in seeing what they ate so long as they are in compliance with the handbook. Ms. Nadolski states it is not hard to get an itemized receipt, most places offer it. What is decided isn't of importance to her, just that the handbook is made more clear so she can ensure what she is processing is in compliance.

Aldersperson Joseph Riese proposed rewording it to say a receipt is required, no alcoholic beverages will be reimbursed at this time. That way, if an alcoholic beverage does show up on an itemized receipt, it simply is not reimbursed.

Aldersperson Bob Smith asked if you have to eat the meal of if it's more of a per diem. The times of travel is in the handbook and the meal reimbursement. If traveling and bring their own lunch, get the money.

Aldersperson Roger Smith states to keep it simple, if an employee is traveling for work, feed them.

Aldersperson Joseph Riese would like to see it simple, keep it per day, but not that they get money for a meal they didn't each, such as a per diem expense, as that is more of a private sector occurrence than a public sector. Ms. Decker brings up what happens if someone goes to a half day training instead of a whole day training.

Discussion comes to receipt attached, no alcohol, \$15, \$20, \$25, tip of 20% - no itemized receipt.

Motion made by Aldersperson Joseph Riese to Recommend to Council, removing the work "itemized". Second by Aldersperson Abbott. Unanimous, 3-0.

<b>RESULT:</b>	<b>RECOMMENDED TO COUNCIL [UNANIMOUS]</b>	<b>Next: 12/12/2022 7:00 PM</b>
<b>MOVER:</b>	Joseph Riese, Aldersperson	
<b>SECONDER:</b>	Jack Abbott, Aldersperson	
<b>AYES:</b>	Olson, Riese, Abbott	

## ADJOURNMENT

Motion

Adjourn at 7:32 PM

Mover: Joseph Riese, Aldersperson

Secunder: Jack Abbott, Aldersperson

Ayes: Riese, Abbott, Olson

Anastasia Gonstead, City Clerk