

Minutes and proceedings of the meeting of the Town Council of the Town of Hope, Indiana.

Be it remembered that the Town Council of the Town of Hope, Indiana held called meeting at the Hope Town Hall in said town at 6:37 p.m. on June 2, 2014.

A quorum was declared present based on the presence of the following council members: Paula Pollitt (President), Jonathan Titus (Vice-President), Tim Shoaf, Jerry Bragg and Greg Sims. Clerk Treasurer, Diane Burton was also present.

Purpose of meeting: Working Session

The meeting was called to order by Paula Pollitt.

CLAIM APPROVAL

Diane asked for approval on two claims. One is for a donation toward the graduation page in the Hope Star Journal in the amount of \$20.00. The second one is to release and record two weed liens. They were recorded, came through with the last set of claims, but there were errors on the parcel numbers. Diane stated I want to go ahead and get them corrected in case something happens with those properties to be sure they have a lien on them. It's \$24 to release and \$22 to record for a total of \$46.

Tim made a motion to approve those claims. Greg seconded. Motion carries 5/0.

WEBSITE

Diane stated I went to a Utility Training. That is where I got the information that I emailed to you guys. Our current website, although I think it's a great start, is not exactly where we want to be and is not user friendly for the other departments to add information for their sections. I think to go where we want to go, we want that type of (user friendly) website. Andrew Duffy from Visionaryweb did a presentation at the utility training that I went to. The presentation was actually to help cities and towns develop a website. He wasn't really selling his service. I really liked his presentation. You guys probably would have found it very helpful during the process. Even though the training I went to was geared toward utilities, Visionaryweb does do websites for cities and towns. The thing that really grabbed my attention that I really liked was the fact that it changed for the website versus pulling it up on a notebook and pulling it up on a phone. It wasn't just making it so small you can't read it. It adjusts for those different types of technology. Paula asked if he is willing to come and do a presentation. Jonathan stated he thinks it would be a good idea. Jonathan stated what you sent out to us like the second sheet you attached if we would have had that to start with, but you're trying to reinvent the wheel. I think it would be a case of saying here is what we got, make it better. Discussion. Tim stated it would be nice to get it more user friendly, up and working good and then start promoting it. The council approved Diane to schedule Visionaryweb to come to a Working Session to do a presentation. Diane stated along the same lines of a website. I guess you purchased in the past the domain for the townofhope.org also. That is up for renewal. I will send it through with the claims but wanted to run it by you. You purchased the domain so that someone else couldn't purchase it is the way it was explained to me by Nathan Wiley. I assume you would want to continue to do that even though we are a .com. The cost is \$17.99. Tim asked Larry Simpson didn't we purchase that from you. Larry confirmed. Larry stated we bought the .org and .com and whichever one we use, we were going to set the other one to automatically go to that.

PERSONNEL POLICY

Paula sent the council the original Personnel Policy to review. Paula stated what we've talked about was some of the things that we wanted to revise. We still have some things we need to talk about. The health care insurance provided to permanent full-time employees and their dependents needs to be changed to 90 days. The other change discussed was the vacation policy. The policy is not clear for part-time employees. It currently reads part-time employees shall be considered eligible for vacation pay proportionally to that employee's pay and hours

scheduled to work. Jonathan stated benefits are for full-time employees. Jerry, Tim and Greg agreed. Greg stated if Brenda (Tallent) has some earned, I don't think we can take that away from her. Dental and vision insurance for Brenda was also discussed. The council stated Brenda has to pay the full premium of the insurance since she is no longer full-time. Jerry asked about rolling over sick days. Diane answered three can be rolled over. Paula stated the definition of part-time is an employee who works an average of less than 40 hours a week. The council discussed hire date versus Jan 1st. Tim asked if the system can track adding time at the anniversary date. Diane answered it's not something the system will track. I would have to make a chart. The council decided they wanted all the days off to go by anniversary date. Paula clarified so it should read vacations shall be granted to full-time employees at the one year anniversary of employment. Council agreed. Paula asked anything that we change do we have to have an ordinance for that or for the whole policy. This will need to be discussed with Cindy. Jonathan looked back at the previous personnel policy update in July of 2006 and it was all updated under one ordinance number which was 2006-03 therefore it should be able to be updated under one ordinance number. Paula reviewed floating holidays for police. It was written in that a holiday cannot be taken before the actual date of the holiday and it should be taken within two pay periods following the holiday date. Paula clarified that it is if they worked it. Greg stated they have to work that day. Discussion. Tim disagreed and feels the Police Department should get floating holidays. He stated if they are scheduled to be off that day, they are going to be working more the rest of the week. It might be good to just schedule reserves on the holidays. Diane suggested getting Matt's input. Paula stated the paid legal holidays for utilities are the following: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, December 24th and Christmas Day. In the police portion, theirs are considered floating holidays. They get nine of them. The amendment is they take it on the actual date or if they work it, they can schedule it another day. The council decided it should say just holidays not floating holidays. The time period to reschedule holidays vary for vacation, employees scheduled to work on the holiday and employees scheduled to work around Thanksgiving and Christmas holidays. The council decided the time frame needs to be consistent and decided it should be taken within two pay periods. "Scheduled" will be taken out for utilities since they will not be scheduled to work on holidays. Discussion on if utilities should be paid for emergency work on the holidays or get a day off for it. Greg stated they should just get paid for time worked and holiday. Tim stated they are entitled to a day off and holiday pay. Jerry stated he could see both sides but I am leaning toward what Tim is saying. Jonathan agreed with Tim as well. Paula suggested the policy read: Hourly employees who work on a legal holiday shall be paid for the hours worked and scheduled a day off for the holiday. It must be scheduled within two pay periods with approval of their supervisor. Paula also suggested combining E and A so A will read as follows: Full-time employees after 90 days of employment shall be paid for and not required to work the following legal holidays. Paula is going to make all the changes already discussed and submit to council for final review at the next working session.

Jonathan confirmed that Paula is going to type up questions for interviews and send to the council to review. Paula agreed. Jonathan is going to rough draft a thank you for your interest but we decided to look a different direction letter and will send to the council. Jonathan also confirmed Paula will get with Diane and get Executive Sessions posted and hopefully schedule four interviews. Paula agreed.

Meeting adjourned at 7:59 p.m.

Attest
