

Nuisance Hearing 11/30/15

Time 7:00pm

Mr Ball of 205 N Fourth was in attendance. After discussion the council determined to extend the deadline until June 1, 2016

Special Council Meeting 11/30/15

Minutes taken by Paula Tryon, City Clerk

Meeting: Time: 7:15 pm Presiding officer: Mayor Fulton

Council present: Ryan, Hinck, Curtis, Sitz, & Atty Sue DeVoe.

Employees: Amanda Williams, Kevin Richardson, Kim Reynolds & Paula Tryon

Visitors: Susie Whalen for Os Co Herald-Chronicle.

Agenda for Special meeting:

- Review of Personnel Policies including Police Dept
- Develop a Social Media Policy
- Discuss the use of Reserve officers
- Discuss possible updates to the City Employment Application
- Review applications for the Police Chief position.
- Lend/Lease Weapons

Meeting called to order by Mayor Fulton at 7:15pm.

Mayor Fulton noted that there were only two applications for the Chief of Police position- one withdrew and one was not What the City needed at this time.

Atty DeVoe spoke concerning the need for a locksmith to come down to the Police Dept building to work on the gun safe and get a new combination and new keys to the safes with copies of each given to the Office at City Hall. The Carbondale Police Dept has been suspended from the State Surplus Program due to infractions of rules. Upon inspection the Police Department was missing some weapons, they have since been recovered. The City needs to get a new Chief as one requirement to get back on the State Surplus Program for weapons.

DeVoe stated that the City Council should speak with Sheriff Dunn regarding the situation here for law enforcement.

∞ Motion by Hinck, 2nd by Curtis to schedule a meeting with Sheriff Dunn at her convenience. Motion carried. Mayor Fulton requested a two week waiting period so he could attend the meeting.

A Copy of all agreements with Police employees should be given to the City Hall office.

A Copy of all personnel files should be given to the City Hall office.

The City treasurer or Clerk should go with one of the officers to collect all personnel files at the police building.

City Council needs a list of all reserve officers.

City Council will approve all ride-alongs – reserves or council members only- a waiver needs signed each time.

Police Department holiday pay and comp time were discussed. This will be revisited at a later date.

Discussion turned to the Employee handbook.

Council members were given a copy of the handbook with questions and notes.

Council will require a leave slip for all time off, a change from previous months.

∞ Motion by Hinck, 2nd by Sitz to approve the purchase of safety boots, up to \$150.00, for the part time maintenance man. Motion carried.

Council requested that Atty DeVoe check on policy for weapons carried by employees in a City Vehicle.

Sargent of Police and Corporal of Police positions should be removed from the handbook.

Maintenance Supervisor and Maintenance Position 2 should both state that they need to maintain Certification in Water and Wastewater treatment plants.

All passwords are to be given to the City Hall office in a sealed envelope. All departments.

Council moved on to Social Media Policy.

State Social Media Policy was given to the Council as a good example for the City of Carbondale to use by Atty DeVoe. Should work this up for the City of Carbondale and include the Library and Rec Commission. Clerk Tryon would be the contact and administrator for all Social Media if a policy is adopted.

Council man Ryan suggested that an Open Door Policy be adopted by the City for all employees. The Chain of Command is to be followed but all employees should feel comfortable speaking to the council about concerns that they have.

The personnel handbook will be updated for the council to review at the council meeting on 12/7/15.

Adjournment

∞ Motion by Hinck, 2nd by Sitz to adjourn @ 9:23 pm. Motion carried.