**Council Meeting** 11/25/2024

Minutes taken by Emily Bessette, City Clerk

**Meeting Time**: 6:00 PM

Presiding Officer: Mayor Anthony DaPrato

Council Present: Ronald Moeller, Chad Moore, Kevin Seals

Council Absent: Cheryl Lister, Kaitlyn Ball

Attorney Barnes: Present

Employees: Shannon Seals, Jonathan Clark, Dustin Bretsnyder, Ashley Madden

Visitors: Per Registry

**Call to Order**

The meeting was called to order at 6:00pm by Mayor DaPrato.

**Employee Handbook**

The council wanted handbooks they made notes in.

Discussion on dates on front page and how it can be tracked so that edits are not made without approval. Frontline is an option.

Section 1.4 no changes.

Section 1.5 change local government to city employees.

Section 1.7 Take out “parks and” add “Commission” to Recreation. Zoning and Planning should read Zoning Admin.

Section 2.2 Employees cannot request a copy of file. Should read “and are property of the City which shall only be delivered for inspection upon issuance of an order from a court of competent jurisdiction.

Section 2.3 Questions only. No changes.

2.4 Nepotism – Question on Chief of police, Council President and Court Clerk being family. No family member directly reports to another family member.

2.5 Council always has the right to wave. Change to 20 minutes from city limits.

3.3 Move 3.3 into 3.1. Pre-Employment drug screen required.

4.1 Replace salary with wages.

4.4 Discussion on staff turning in timesheets. All time sheets should be turned into supervisor and supervisor turns them into the office.

4.6 Discussion on overtime, comp and holiday pay. Different views on getting 2 hours minimum for unscheduled call back. Leave in handbook.

4.8 becomes 4.7

4.8 Change birthday to floating. Add one community service day. Staff must have proof of time served.

4.10 Leave as is.

4.12 Discussion on what this covers. An example given was grant events.

5.1 Should state as set forth herein.

6.5 Remove PTO and put old policy of sick/vacation back into place. Add a hardship bank. Jury duty or to testify as a witness will be paid for time at court.

7.4 Remove “City Clerk’s Office and”, and “The City Clerk”. Mayor will complete supervisors.

7.5 Change “durg” to “drug”. Discussion on searched. Searches do not have to be done by the police department but should involve the supervisor and mayor or supervisor and supervisor.

10.4 Marked by Chad. Chad reported his wife had marked it and could be skipped. No discussion.

10.8 Exit interviews should be completed by the department head or mayor. Discussion on if it should be done by council.

13.11 Discussion on taking photographs. K. Seals stated it was fine, no changes.

13.13 Dress Code- Maintenance will wear the City Logo on visible clothing. They are to wear Carbondale branded clothing or approved clothing by the council. Clothing can be listed in the job descriptions.

Job descriptions and pay should be a separate part of the handbook with a notation that job descriptions are available at City Hall.

Question on current comp time. The clerk is still receiving compensation time for council meetings. If possible, the clerk can comp time out same week.

**Motion to Adjourn**

Motion to adjourn at 8:54 by Moore, 2nd by Moeller, motion carried.