

MINUTES OF CITY COUNCIL MEETING: December 8, 2015

The West City Council had a called meeting on Tuesday, December 8, 2015, at 5:30 PM at the West Community Center located at 205 W. Tokio Rd.

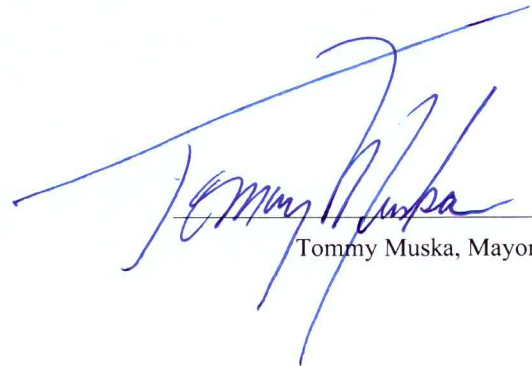
1. Meeting was called to order at 5:37 pm.
2. Roll Call – All members were present: Mayor Muska, Steve Vanek, Brian Muska, Cheryl Marak, David Pratka, and Karla Dulock.
3. The council did not go into executive session as planned on the agenda.
4. Discussion, consideration, action, if any, re: appoint chief of police. On a motion by Cheryl Marak, seconded by David Pratka to appoint Darryl Barton as chief of police. All in favor, motion carried.
5. Discussion, consideration, action, if any, re: request permission for property owners to pave/improve alley between South Harrison/Marable St. to be paid for 100% for property owners. Brian Muska said that this is the alley behind his house and that the homeowner's that share that alley would pay out of pocket; it would not be with city funds. C.J. has talked with the contractors and if this is approved they will pave/improve that alley to spec as the other alleys on the north end of town. On a motion by Steve Vanek, seconded by Karla Dulock to request permission for property owners to pave/improve alley between South Harrison/Marable St. to be paid for 100% by property owners, not city funds. Brian Muska abstained, all others in favor, motion carried.
6. On a motion by Cheryl Marak we adjourned at 5:42 PM.

A workshop of the West City Council immediately followed. C.J. Gillaspie opened the meeting talking about his procedures/process on keeping up with his employee's comp time, vacation, sick time, etc. His employees do not receive overtime, they get comp time and they cannot acquire more than 120 hours of comp time. His timesheets do not go to city hall; C.J. keeps them in his office. All of his employees have their own folder with their time sheets by pay period. C.J. also has a master spreadsheet with all employees vacation, sick, and comp time that he keeps on his computer. Shelly Nors explained how her office keeps up with their time. Since her office only has three full time employees and one part time employee she keeps their timesheets on the computer. Darryl Barton said that the police department uses the COPSync program which is installed on all of the laptops in the police cars and it keeps a log of when they sign in and sign out. Each officer also keeps up with their own timesheet by pay period, they sign it and then they turn it in to their supervisor. Those timesheets are then submitted to Shelly for payroll. The chief of police keeps track of his employee's vacation, sick, and personal time. Cheryl Marak attended a TML training and she said that we must have documentation for how many hours each employee works as well as when they clock in and out for lunch. She said TML stated that the maximum comp hours that an employee can carry is 240 hours, after that you must pay them time and a half for each hour over. C.J. Gillaspie said he believes that he has a few employees over the 240 hours and Cheryl Marak noted that according to FLSA rules we are not compliant. Cheryl also stated that if we have city employees on the volunteer fire department and there is a fire call, they must clock out when they leave for the call and clock back in when they return. Karla Dulock stated that the county requires a timesheet and that they must write down the number of hours they worked for the day. Mayor Muska said based on what Cheryl was saying, the best way to fix this problem would be to have the employee fill out a timesheet everyday with the time that they came to work and left (including lunch), and have the employee sign off on it. Cheryl agreed and said that TML stressed that documentation is important. Going forward each department will be responsible for their employee timesheets and making sure they are documented correctly. The next item to discuss; involved purchase order policies and procedures. Cheryl Marak wanted purchase orders on all purchases, in the end it was decided that any purchase that was \$1,500 or over must be communicated to Mayor and Shelly before purchase.

Workshop adjourned at 6:31 pm.



Shelly Nors, City Secretary



Tommy Muska, Mayor