

Village of Folsom
Mayor - Bettye M.

Boggs

Aldерwoman - Paulette Lee
- Municipal Clerk

Andree Co

Aldерwoman - Jill Mathies
"Beau" Killingsworth - Chief of Police
Alderman - Lance Willie
Delbert G. Talley - Village Attorney

Ronnie

A G E N D A

Village of Folsom
Special Meeting
1:00 p.m.
August 23, 2017

Meeting called to order
Establish quorum
Invocation and pledge

Special meeting was called to order by Mayor pro tem Lance Willie, on August 23rd 2017 at 1:00 p.m. The municipal clerk was asked to establish a quorum. Alderwoman Paulette Lee, present. Alderwoman Jill Mathies, present. Alderman Lance Willie, Mayor pro tem, present. Village Attorney Delbert Talley, present. Mayor Bettye Boggs, absent. Mayor pro tem Lance Willie led the invocation and the pledge.

Item 1 - Maintenance employees – personal cell phone usage. Mayor Pro Tem Willie announced the item. Alderwoman Mathies stated that previously the village had a phone plan that paid for all maintenance employees because of their daily work which involves constant communication with town hall and each other. She stated that it has been brought to the attention of the board that the only phone the village pays for in the maintenance department is the Maintenance Supervisor. Alderwoman Mathies stated she wanted to know how the board feels about giving the other maintenance employees an allowance on their personal cell phone usage instead of putting more phones on the village plan. She feels this could also decrease problems when employees leave taking numbers and phones with them.

Municipal Clerk Andree Core distributed a breakdown list of current payment information for the village departments and a list of paid employee cell phones and air cards. She confirmed the Folsom Police Department currently do not pay for any employees including the Police Chief to have a village phone.

And she agreed that an allowance would be more beneficial to the village since there has been problems paying for phones after employees have left on the village plan.

Alderwoman Lee asked Attorney Talley what is the difference between stiffing and an allowance. Attorney Talley stated an allowance you would be paying up to a certain amount and with stiffing you pay an amount whether it is used or not or how much is used. Mayor Pro Tem Willie mentioned that these employees have said that they wanted a village phone because of having to use their personal phones for pictures and text messages. Alderwoman Mathies asked why these employees have not been issued a phone if they have stated that they wanted phones, but yet we are going to open up a whole new policy for one police officer to get a phone. Alderwoman Mathies stated that before any contract is done for phones or whatever, it must come before the board for approval. Some further discussion followed concerning giving the employees a stiffen. Alderman Willie stated that he was very much in favor of radios for communication.

Item 2 - Ordinance changes for Municode. Mayor Pro Tem Willie announced the item. Alderwoman Mathies stated the majority of this will be on Chapter 6 and a couple of things to short term discuss. Alderwoman Mathies mentioned that section 1.7 for special meetings because of wording conflicting the pay for Aldermen for special meetings. Attorney Talley was asked to address this and he stated that there would not be any changes in that, but just clean the language up. Attorney Talley also said the Municode Representative wants us to have the Code of Ordinance and the Non-Permanent Code. Municipal Clerk Andree Core explained the rate of pay information for special meetings and what is not clear in it.

Alderwoman Mathies mentioned Section 6.2A that states “The Mayor will provide a job description”, and that needs to extend by saying “and a copy will be signed by the employee and placed in the personnel file.” Alderwoman Mathies continued with Section 6.2B a probationary period of employees and asked if the Board if they wanted this changed. A discussion occurred concerning when raises should be addressed to the Board.

A discussion was held regarding changing the probationary period from 6 months to 90 days. A discussion followed on job vacancies, employee diplomas/GED or certificates of training, and salaried employees.

In Section 6.3 there was discussion concerning positions and salaries and all agreed to remove “Final approval will be voted by the Board of Alderman.”

In Section 6.4A there was a discussion concerning the shift hours for the maintenance department.

In Section 6.5 there was a discussion regarding call back pay. The board indicated an employee must physically work 8 hours for that day in order to receive call back pay.

In Section 6.7 a discussion took place regarding the 15 holidays the office is closed. The board decided to leave them as is.

In Section 6.8 Alderwoman Mathies stated that this section was to review this since this was revised and is part of a separate addition to chapter 6. A discussion took place regarding full-time and part-time police officers working and not working on a holiday. Alderman Willie suggested that anyone who works on a holiday will be paid their 8 hours holiday pay, plus time and a half for however many hours they physically work that day. Alderwoman Mathies stated that we already have an ordinance on this. A discussion followed on this and how this needs to be addressed with the Police Chief since it is not being followed. Alderman Willie stated that he will get with Beau to see how he wants to handle this and will

let us know. The ordinance states that the police officers are to get paid whether they work or not and we need clarification on this information.

In Section 6.9 a discussion took place regarding the change of personal and sick days. Alderman Willie suggested changing accrued sick hours from 8 hours a month to 4 hours a month, and changing personal time off days from 3 days to 6 days per year. Alderwoman Lee suggested not changing the time. A discussion followed. Alderman Willie would like to require doctors excuses if an employee uses their sick time. Alderwoman Mathies stated they should put the change into consideration and they will vote on it at a later date. Municipal Clerk confirmed the information currently for personal time is per fiscal year and vacation is based on the anniversary date of an employee. A discussion followed. Alderwoman Mathies said the ordinance states about the abuse of our sick policy and how employees cannot abuse this when leaving employment. She also stated that as of now employees have 10 vacation days, 12 sick days, and 3 personal days per year. A discussion followed on how police officers are different and this will need to be discussed with the Police Chief. Alderwoman Mathies asked for us to put on this information in consideration and we will need an answer in a few months.

In Section 6.12 there was a discussion regarding social security and following the laws on this information. Attorney Talley stated we filed with the state department of treasury and exempted our self with the state with the police officers but we are still in social security with everyone else. He stated that we adopted an Ordinance in 1989 so we are ok. He stated that it is a permanent ordinance and it should be included.

Alderwoman Mathies asked if the municipality contributes to employees pensions and a discussion followed. Municipal Clerk Andree Core stated that the village as the employer pays and the employees pay into a retirement plan which is MERS and MPERS. She informed that this information was recently emailed to them with the new rate changes that were effective as of July 1st. The new rate change went up for employers for MERS from 9.5 % to 13.25%. Alderman Willie asked for clarification regarding the budget and the clerk will provide this information after contacted our CPA. A discussion followed.

Alderwoman Mathies addressed the current plan on Employee Standards of Conduct in Section 6.14 and a discussion followed. Alderwoman Mathies stated her suggested is when it comes to drugs and alcohol it needs state immediate terms for termination when either are involved. A discussion followed.

Inventory. Alderwoman Mathies suggested that the inventory list should be updated every January and kept in village records.

Purchasing. Alderwoman Mathies stated that we have a purchase order policy and she doesn't know if we can say refer to purchase order policy. Attorney Talley stated that you will have a problem with that because the Attorney General has said that is absolutely at the mayor's discretion. Alderwoman Mathies stated that she disagrees with this information and we can tighten guidelines especially when it comes to funds. Attorney Talley stated that the AG stated it was illegal to require the mayor to have to require board approval for a purchase order over one hundred dollars. Alderman Willie asked is this correct when Im the one who signs purchase orders. He said that it is a must in his opinion and we have a policy. Attorney Talley stated that we are talking about budgeted items. He stated that all purchases the mayor must sign and she can allow someone else to sign it. A discussion followed. Alderman Willie stated that he has signed many po's for purchases for many amounts that are not budgeted for and this needs to stay in place for proper checks and balances. Alderman Mathies and Lee agreed that we have a policy on this and it needs to be followed until it is changed. Alderwoman Mathies stated that are auditors have informed us that we do not do away with this policy. A discussion followed.

Discipline. A step by step level of consequences suggested by Alderwoman Mathies. A discussion followed.

Grievance. Alderwoman Mathies stated that we need to discuss a grievance board. Alderwoman Lee stated that she has reviewed information and would like to set up a volunteer board. The board would consist of two outside non affiliates of the village employees especially if there is a grievance on the mayor. Attorney Talley stated that is an absolute violation of the Lawarson Act. A discussion took place between the board and the village attorney about how a grievance should be handled. Alderman Willie asked if a grievance is filed by an employee it must go to the mayor, and if it is against the mayor, what is the employee to do if the mayor does not acknowledge it. Attorney Talley stated the employee needs to file a lawsuit or an EEOC claim. He stated all personnel decisions are under the mayor's control but that is why you have the court system. The board agreed to discuss this further regarding our employees and how this will be handled.

Village Vehicles. Alderman Willie suggested putting GPS on village vehicles. Alderman Willie asked about the village car and if anyone uses it. Alderwoman Mathies stated that it was donated to the police department. Alderman Willie asked if village employees could use this vehicle. Mr. Talley stated that this vehicle has special lighting and things that would need to be removed before. A discussion was on what village vehicles can be used for and how there is an ordinance on this information. Alderwoman Lee asked on the pricing of a GPS system and she would like to discuss this at the next meeting. Alderman Willie suggested putting GPS on village vehicles. He requested that this be added to the agenda for the next general meeting.

Uniforms. Alderwoman Mathies stated that she feels anything with the village name on it we must obtain paperwork and a signature that all is returned on termination. Alderman Willie stated that Scott keeps track of all this as the supervisor of the department. A discussion took place about adding a uniform policy. The board all agree that all employees should be dressed professionally while working and a policy is a must for uniforms. A discussion was held on the safety of the maintenance employees being in official uniform at all time in the community. Alderwoman Mathies stated that this will need to be agreed to and added before Municode.

Chain of Command. Alderwoman Mathies suggested adding a structured chain of command list to the policy. A discussion followed.

New Hires. A discussion took place about starting salary for new hires. All board members agreed there should be a starting rate of pay for all new hires for the village. Alderman Willie stated that employees should not be starting at the same or higher rate of pay to employees that have been working for the village. Attorney Talley stated that as long as the mayor has discretion it shouldn't be a problem. Attorney Talley stated he suggested that this should be easy they can set an ordinance that sets a maximum pay for the job, including a specific max amount. A discussion followed.

Mr. Talley stated that we have a zoning ordinance problem and we need to get this information corrected immediately. He said the mayor is having the zoning clerk Diane collect this information from the minutes so we do not have to pay extra. A discussion followed regarding the zoning ordinance that was supposed to be amended, but was not done properly. Attorney Talley stated that this is critical to the village records and it is extremely important.

Adjournment: There was a motion to by Alderwoman Mathies to adjourn the meeting, seconded by Alderwoman Lee and the motion carried. (*3 yeas; 0 nays*) The meeting was adjourned at 4:06 pm.

*Respectfully submitted,
Lance Willie, Mayor Pro tem /s/*

I attest that the above is a true and correct copy of the minutes taken at the Special Meeting held at Town Hall on August 23, 2017.

Attest:

Andree Core, Municipal Clerk