

**SWEETSER TOWN COUNCIL**

**Meeting Minutes**

**April 10, 2014**

**I. Call to Order**

The regular meeting of the Sweetser Town Council was called to order at 7:00 p.m. on April 10, 2014, at the Sweetser Town Hall by Council President, Travis LeMaster.

**II. Roll Call of Board Members Present:**

Rich Gamble, Chuck Draine, Chuck Briede, Travis LeMaster, Steve Kelley

The Pledge of Allegiance was led by Travis LeMaster. Prayer was given by Rich Gamble.

**III. Review and Approval of Minutes**

Steve Kelley made a motion to approve the minutes from both the March 27, 2014, regular meeting and the April 5, 2014, Special Meeting. Chuck Briede seconded the motion.

Roll call:

Rich Gamble – Aye

Chuck Draine - Aye

Chuck Briede – Aye

Travis LeMaster – Aye

Steve Kelley – Aye

**IV. Review and Approval of Bills**

Rich Gamble made a motion to approve the bills as submitted. Chuck Briede seconded the motion.

Roll call:

Rich Gamble – Aye

Chuck Draine - Aye

Chuck Briede – Aye

Travis LeMaster – Aye

Steve Kelley – Aye

**V. Department/Committee Reports**

Town Maintenance – Town Maintenance Manager Devin Cole was attending the Converse Town Council meeting to observe the opening of the bids for the sale of Converse's vac truck.

Police Department – Marshal Bill Freet reported that he took the Charger in for service and to rotate the tires. Bill asked the Board if the animal control ordinance could be published in the newspaper to remind people that they must have their dogs on a leash when walking them on the trail. Bill reported that there have been several reports of animals loose in town and on the trail since the weather has been warmer. Travis LeMaster advised Bill that the ordinance is on the town's website.

Bill also requested that the golf cart ordinance advertised so that town residents know they must obtain a golf cart permit and have their cart inspected. Bill stated that he is continuing to seek a vendor who can print new golf cart inspection stickers. The Board recommended that Bill purchase a dozen stickers as there are only two or three people in town who obtain golf cart permits.

Bill also informed the Board that the new decals were put on the Tahoe by Thompson's.

Chuck Draine asked if the ordinances that Bill wants published can be posted at the businesses in town. Bill offered to contact the radio station to see if they will do a public service announcement.

Travis LeMaster stated that the gate leading to the trail between 500 and 600 needs to be kept padlocked to prevent automobiles on the trail.

Standing Committees – The budget committee consisting of Chuck Briede, Steve Kelley and Travis LeMaster will meet April 15, 2014, at 7:00pm at town hall.

Ad-hoc Committees –

Employee Handbook revision – Rich Gamble provided the Board with copies of proposed changes to the handbook. Rich discussed the proposed changes that he wishes the Board to review which included rewording the discipline section to make it more flexible. Additional changes include the travel compensation wording to the current IRS rate from a specific dollar amount. Rich also stated that additional changes were made regarding turning in expenses. Chuck Draine stated that he recommends changes regarding training and computers, specifically that training records should be kept with the employee's personnel file. Regarding computers Chuck recommends the wording state that prior to running any updates the employee should check with the Clerk to make sure the new version is compatible with other software. Chuck stated that he thinks the handbook should have a list of required training. Discussion was held regarding Bliss McKnight offering training and that training is available through IACT and LTAP. Chuck Draine also pointed out that Devin Cole has had extensive training through the fire department and that training should be added to his personnel file. Chuck Draine also stated that volunteers should be trained on any equipment that they use and should not be using equipment if they lack training. The training of volunteers should be documented. Chuck Draine also stated that volunteers should be checking out any town equipment that they are using. Chuck addressed using the lock out/tag out procedure. Travis LeMaster asked Chuck Draine to write job descriptions, SOP's and training manuals.

Police SOP Revision – Chuck Briede and Steve Kelley discussed working on revising the current police department SOP. Discussion was held regarding locating an electronic copy that can be revised on the computer. Bill Freet offered to locate an electronic copy of the SOP used by the Grant County Sheriff's Department to aid in the revisions. The Board will review the recommended changes and discuss at the next meeting.

## **VI. Other Business**

### **a. Continuing Business**

Sweetser Waste Water Treatment Project Report –

A few pieces of equipment have been brought to the construction site. Duane Anderson from Triad will provide the Board with a progress report each week. Steve Kelley stated that he called Doug at Zachrich Construction who stated that he was just given the plans by Triad to revise their bid. Doug informed Steve that this will delay their start by two or three weeks. Travis LeMaster asked that all future contact with Zachrich Construction should be done through Duane Anderson at Triad. Travis stated that the power company will have power to the site within 4-6 weeks.

Police Department Staffing – Applications are being accepted through next week to fill the position of Deputy Marshal. Bill Freet stated that four new applications have been turned in this week.

Town Hall roof repairs – Chuck Briede stated that the roof repairs will begin in a few weeks.

### **b. New Business**

Community Work Day – Wednesday, June 4, 2014, is the Community Work Day for Oak Hill High School students. Steve Kelley has contacted Danielle Hewitt regarding areas where the students may work. Steve stated that he can provide them with 26 hours of work. Steve needs individuals to help supervise

the work of the students. They will be working from 8:30 am to 2:30 pm. The Parks Department will provide the needed supplies. Chuck Draine stated that Sweetser Wesleyan Church has volunteered to feed the students and is taking donations for food.

Chuck Briede stated that Devin Cole provided him with a copy of a quote for snow emergency signs. Fifty signs and fifty poles will cost \$1,448.50. The wording on the sign was discussed. Other signs that might be needed, including the peddler ordinance, were discussed. The matter is tabled until the next meeting to make sure that all the needed signs are ordered at the time the order is placed.

Steve Kelley reported to the Board that there are two types of attachments needed to use with the post driver. There is one type for T posts which the parks department needs and Devin requires a different type of attachment. The costs are \$215.00 and \$235.00 with \$15.00 shipping cost for each. Steve Kelley makes a motion that the Street Department purchase a U post attachment and that the Parks Department purchase a T post insert for the post driver from Rhino Company in Illinois in an amount not to exceed \$250.00 each. Chuck Briede seconded the motion.

Roll call:

Rich Gamble – Aye

Chuck Draine - Aye

Chuck Briede – Aye

Travis LeMaster – Aye

Steve Kelley – Aye

Chuck Draine confirmed that the post driver was not damaged by using it without the proper attachments. Steve Kelley stated it has not been damaged. Chuck Briede questioned whether or not the grant for the new section of the trail could reimburse the Parks Department for the purchase of the attachment.

Chuck Briede reported that the Lions Club purchased new flags for the town. He also stated that the pancake breakfast is May 3, 2014, and will benefit the Pleasant Township Volunteer Fire Department.

Eileen LeMaster spoke regarding her upcoming meeting with a representative from paygov.us. Eileen explained that this company accepts electronic payments on behalf of the town for a nominal fee which is paid by the individuals using the service. The company would allow town residents to pay their waste water bill online or by credit/debit card in the Clerk's office. There is no fee to the town for this service. Eileen stated that she has a tentative goal of having this service available to utility customers by June 1, 2014.

## **VII. Open Public Forum**

Steve Curless spoke and expressed concern about the harsh winter damaging the red bud trees that were planted on Main Street. Steve also expressed that he would be unwilling to make his utility bill payment electronically as he would not want to pay the fee associated with the convenience. The Board discussed the fee.

Brett Dicks spoke and stated that he has had experience writing policy/procedure manuals for police departments. He offered his help if it is needed on the police SOP revisions.

Chuck Briede made a motion to adjourn the meeting. Rich Gamble seconded the motion.

Meeting adjourned by unanimous consent at 7:54 pm.

Minutes submitted by: Eileen D. LeMaster, Clerk/Treasurer

Thomas J. LeMaster

Charles J. Burt

Steve Kelley

Charles F. Davis

Richard P. Smith