

Be it Remembered that the Common Council of the City of Plymouth, Indiana, met in regular session on January 14, 2013. The meeting was held in the Council Chambers of the City Building, 124 N. Michigan Street, Plymouth, Indiana. The meeting was called to order at 6:30 p.m.

Mayor Senter led the Pledge of Allegiance and Councilman Delp offered prayer.

Senter presided for Council Members Delp, Culp, Ecker, Smith and Grobe. Clerk-Treasurer Hutchings, City Engineer Gaul and City Attorney Surrisi were also present.

Councilmen Delp and Culp moved and seconded to approve the minutes of the last regular meeting on December 26, 2012 and to dispense with reading them since they have been reviewed and found to be correct. The motion carried.

Mayor Senter welcomed Deb Read, a student of Leadership Marshall County to the meeting.

City Attorney Surrisi presented Ordinance No. 2012-2052, An Ordinance to Amend the Code of Ordinance of the City of Plymouth Concerning Adoption of Personnel Policy by Reference, on third reading.

Councilmen Delp and Grobe moved and seconded to pass Ordinance No. 2012-2052, An Ordinance to Amend the Code of Ordinance of the City of Plymouth Concerning Adoption of Personnel Policy by Reference, on third reading.

Surrisi reviewed the following memo:

MEMO

TO: Council, Mayor Senter, and Clerk-Treasurer Hutchings
FROM: Sean Surrisi
DATE: 1/9/13
RE: Revision To Employee Handbook – Personal Time

Under the current Employee Handbook all employees receive 2 personal days. For most City employees that is 16 hours of work time off. For firefighter's that is 48 hours of work time off. The present handbook language is as follows:

Current Language

All regular full-time employees shall be entitled to a maximum of two (2) personal days each calendar year. During the first calendar year of employment, and after completion of ninety (90) days of the introductory period, employees hired prior to June 1st are entitled to two (2) personal days and those hired June 1st or later, are entitled to one (1) personal day.

Such personal days are to be scheduled in advance and with the approval of the department head. Personal days may not be used as the last day(s) of employment and unused personal days will not be paid upon termination.

The language in the proposed draft handbook up for consideration is as follows:

Presently Proposed Language

All regular full-time employees receive 24 hours of personal time per calendar year. During the first calendar year of employment, and after completion of the 90-day introductory period, employees hired prior to June 1st receive 16 hours of personal time, and those hired June 1st or later, receive eight hours of personal time. These are days that employees may use to conduct personal business that may take them away from the course of the normal workweek. Unused personal days do not carry over from year to year and are not paid out upon termination of employment. Personal leave must be scheduled and pre-approved by your superintendent.

A result of the proposed conversion from 2 personal days to 24 hours of personal time would be an increase of one personal day for most employees and a decrease of one day for firefighters.

Below are a couple of other proposed language options that would work to increase regular employee personal time while maintaining firefighter personal time at existing levels:

Proposed Alternate Language 1

5.6 Personal Time (Except Firefighters)

All regular full-time employees receive 24 hours of personal time per calendar year. During the first calendar year of employment, and after completion of the 90-day introductory period, employees hired prior to June 1st receive 16 hours of personal time, and those hired June 1st or later, receive eight hours of personal time. These are days that employees may use to conduct personal business that may take them away from the course of the normal workweek. Unused personal days do not carry over from year to year and are not paid out upon termination of employment. Personal leave must be scheduled and pre-approved by your superintendent.

Personal Time – Firefighters

Employees of the Fire Department shall be entitled to a maximum of two (2) personal days each calendar year. During the first calendar year of employment, and after completion of ninety (90) days of the introductory period, employees hired prior to June 1st are entitled to two (2) personal days and those hired June 1st or later, are entitled to one (1) personal day.

Such personal days are to be scheduled in advance and with the approval of the department head. Personal days may not be used as the last day(s) of employment and unused personal days will not be paid upon termination.

Proposed Alternate Language 2

5.6 Personal Time

All regular full-time employees receive 24 hours or 2 work days of personal time per calendar year, whichever is greater. During the first calendar year of employment, and after completion of the 90-day introductory period, employees hired prior to June 1st receive 16 hours or 2 work days of personal time, whichever is greater, and those hired June 1st or later, receive eight hours or one work day of personal time, whichever is greater. These are days that employees may use to conduct personal business that may take them away from the course of the normal workweek. Unused personal days do not carry over from year to year and are not paid out upon termination of employment. Personal leave must be scheduled and pre-approved by your superintendent.

Councilmen Delp and Grobe withdrew their motion and second, respectively.

Councilmen Delp and Grobe moved and seconded to pass Ordinance No. 2012-2052, An Ordinance to Amend the Code of Ordinance of the City of Plymouth Concerning Adoption of Personnel Policy by Reference, with proposed alternate Language 2. It passed by roll call vote.

AYES:	Delp, Culp and Grobe
NAYS:	Smith
ABSTAIN:	Ecker

Councilmen Smith and Ecker moved and seconded to nominate Mike Delp as President Pro-Tempore for the year 2013.

There being no further nominations, Councilmen Ecker and Grobe moved and seconded to close nominations for President Pro-Tempore. The motion carried.

Councilmen Ecker and Grobe moved and seconded to approve Councilman Delp as President Pro-Tempore. The motion carried.

Councilman Grobe asked that the council be updated at the next meeting on the upcoming Stellar Community Grant submission.

Councilmen Smith and Grobe moved and seconded to set the regular meeting date and time for the Board of Public Works and Safety at 6:00 and for the Common Council at 6:30 or immediately following the Board of Public Works and Safety meeting on the second and fourth Mondays of each month with the exception of Memorial Day, which should be moved to Tuesday, May 28th, and December 23rd which should be moved to December 30th. The motion carried.

Mayor Senter announced that the Agreement for Transportation Services is not yet complete and would remain tabled at this time.

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Senter offered the privilege of the floor to members in the audience.

Wilson Gerrard thanked the city for their commitment to replace sidewalks. He said that there are several homeowners and businesses that do not clean snow and ice off of sidewalks.

Mayor Senter said that he would address the issue.

Councilmen Ecker and Delp moved and seconded to accept the following communications: minutes of the Board of Public Works and Safety meeting of December 26, 2012; minutes of the Board of Aviation Commissioners meeting of November 13, 2012; minutes of the Park and Recreation Board meeting of December 3, 2012; minutes of the Plan Commission meeting of December 4, 2012; minutes of the Board of Zoning Appeals meeting of December 4, 2012; minutes of the Downtown Revitalization Committee meeting of December 5, 2012; and financial reports from the clerk-treasurer for December 31, 2012. The motion carried.

There being no further business to discuss, Councilmen Ecker and Grobe moved and seconded to adjourn the meeting. The motion carried; the meeting was declared adjourned at 7:04 p.m.

S/Toni L. Hutchings, IAMC/CMC/CPFA
Clerk-Treasurer

APPROVED

S/Mark Senter, Mayor