

**TOWN COUNCIL OF LEO-CEDARVILLE
MEETING MINUTES
OCTOBER 21, 2008**

ATTENDANCE:

John Clendenen – Council President
Paul Steffens – Council Vice-President
Mike Young
Gordon Liechty, Jr.
John Eastes
Pamela Spannuth – Clerk-Treasurer, Peggy Garton – Town Administrator

7:00 P.M. – Council President Clendenen opened the meeting with the Pledge of Allegiance.

OCTOBER 21 AGENDA – Mr. Eastes moved to accept the agenda with flexibility; motion passed with a majority vote of the council.

ANNUAL TOWN BROCHURE – Ms. Garton spoke to the council about the annual town flyer stating that several updates need to be made. Also mentioned was that the Leo-Cedarville Chamber of Commerce is interested in providing information to be included in the flyer.

SNOWPLOW PROCEDURES – Ms. Garton discussed the need to establish the annual protocol to be used during snow events. She also discussed the need to appoint a councilman as the snowplow point person to aid in monitoring deteriorating winter conditions. Mr. Liechty agreed to be this person; all councilmen unanimously supported the appointment. Mr. Garton further stated that Mr. Clendenen, as council president, should have the authority to call for ‘town snow emergencies’; no objections were heard.

PLAN COMMISSION EXECUTIVE DIRECTOR – Mr. Bob Beerbower was present to report the topics discussed and findings of the October 20, 2008 special meeting of the Leo-Cedarville Planning Commission. Mr. Beerbower called this special meeting due to concern that the position of Zoning Administrator and Secretary to the Planning Commission has been blended with the current position of Town Administrator. He stated that he was under the assumption that the Town Administrator position was a full time position allowing dedicated time to the original duties of the zoning administrator position. The Planning Commission agreed to establish the position of Executive Director of the Department of Planning and Zoning setting fifteen hours per week for an annual salary of \$19,500.00 per year. The creation of the formal position would ensure that the person is dedicated to the duties of the planning and zoning commission aside from general town duties. Mr. Beerbower sought approval from the town council to establish a separate line item within the town’s general fund reflecting the salary that was set for this position.

Mr. Eastes expressed concern about the timing of the decision to establish a generous salary for this position during a weak economy. He further opened discussion pertaining to the requirement of proper training and education necessary to fill the Executive Director of Planning and Zoning position as it's defined in Indiana Code. Mr. Eastes questioned what specific educational training qualifies Ms. Garton to fulfill the duties of this position. Mr. Beerbower further expressed that Ms. Garton's excellent performance and 10 years of on the job experience more than qualifies her for this position.

Mr. Young requested supporting documentation on the average number of hours required by this position. The suggestion was made to wait for six months to a year to see what the economic conditions are prior establishing a higher salary.

Mr. Liechty questioned the purpose of the three out of fifteen hours for 'out of the office time allowance'. Discussion ensued regarding on-site inspections.

Mr. Clendenen called to end any personal line of questioning. Mr. Eastes moved to appeal the chair's decision, Mr. Young seconded; motion approved by a majority. Mr. Eastes further questioned Mr. Beerbower as to what has been the specific historical training requirement to date beyond on-the-job experience. Ms. Garton offered to provide documentation such as total credit hours supporting her attendance at continuing educational opportunities.

Mr. Beerbower further stated that the planning commission is currently working on a job description following the definition within Indiana code.

Mr. Liechty, Jr. moved to table a decision on the Planning Commission's request for a stated salary in the town's general fund until the November 4 meeting. Mr. Young seconded. Mr. Liechty expressed that he would like to compare the existing position to the new proposed position. Motion passed unanimously.

2009 BUDGET DISCUSSION – Ms. Spannuth briefly reviewed the budget prepared for the town's CEDIT (community economic development) fund. She stated that the budget figure is a function of the town's annual income into the fund as well as the fund's unused cash balance. Brief discussion ensued about the proposed updated CEDIT plan. Mr. Eastes expressed he would like more discussion prior to adopting the updated plan and asked for this to be revisited during the next council meeting. There were no objections.

Mr. Clendenen discussed the general function of the office of the Town Administrator and recommended that the town increase this position to a full time position.

Barb Smith, from the Leo-Cedarville Chamber of Commerce, expressed her disbelief that the town doesn't have a full time person in charge of the town business. Mr. Vergil Reinig also encouraged the council to increase the town administrator's hours to full time to better serve the community. Mr. Young again expressed he would like a six month history of hours worked. Ms. Garton offered to provide previous hourly history. Mr.

Clendenen stressed that the town currently does not have the staff to follow through on many of the projects that the council is currently interested in pursuing such as sidewalk planning, annexation and downtown planning. Mr. Liechty asked for clarification regarding the total hours required for a full time town administrator since the planning and zoning commission is requesting a 15-hour workweek for their employee. Mr. Clendenen clarified that the whole position including the town administrator and zoning administrator would be a 40 hour position and the duties would co-mingle. Mr. Steffens supported the idea of having someone available for 40 hours a week to better service the community. Mr. Baker pointed out the fact that this position has the characteristics of a management position vs. an hourly position. Discussion ensued about the difficulty of defining 'in office' and 'out of office' work when a person works in the public service field.

Mr. Eastes further stated that the council needs to focus on the town's employment needs and further stated that the council needs to determine and set the office hours. He referenced the town's capital improvement plan and the need to focus on the town's future. He further expressed his concern about raising the budget figure to support a salary increase. He doesn't feel that the town has the need to significantly increase salaries at this time and feels that the council should place, at a minimum, a freeze on overall spending. He feels there is already manpower available in the office to cover the office hours that the council wishes to set. He recommends that councilmen take no salary increase for next year.

Mr. Steffens moved to make the position of the Executive Director of Planning/Town Administrator a full time position. Mr. Clendenen seconded the motion; the motion failed due to a majority vote. Mr. Liechty, Mr. Eastes and Mr. Young voted against the full time proposal.

ATTORNEY RETAINER PROPOSAL – Mr. Eastes moved to table the proposed attorney retainer agreement until the November 4, 2008 meeting.

2009 FIRE/EMS CONTRACT – Mr. Eastes moved to adopt the 2009 Fire & EMS annual contract with Northeast Fire & EMS for \$30,629.59. Second by Liechty; motion passed unanimously.

UTILITY BILLS FOR TORNADO SIREN – The office of the Allen County Homeland Security has inquired whether the town would be willing and able to begin funding the estimated \$625.00 per year in electrical costs incurred by the three existing tornado sirens within the town. Due to budget cuts within the Homeland Security Office as well as the direct benefit to town residents, Mr. Steffens expressed support for the request. Mr. Steffens moved that the Town accept responsibility for the electrical utility costs incurred by the three existing town tornado sirens as well as the fourth that is to be installed. Mr. Eastes seconded; the motion passed unanimously.

UTILITY EQUIPMENT – Mr. Liechty presented to the council the availability of a 1993 Kawasaki Mule for \$3,500.00. The various uses for such a vehicle were discussed.

Mr. Clendenen recommended that the various departments that would use this equipment such as the parks and maintenance departments have a chance to provide input on the purchase. Ms. Spannuth further suggested an inspection of the vehicle. Mr. Liechty expressed his concern that the window of opportunity to purchase the Mule does not allow for further deliberation. Mr. Liechty moved to purchase the Kawasaki Mule; Mr. Young seconded. Discussion ensued about inspecting the vehicle. Motion to purchase the mule passed with a majority vote; Mr. Clendenen voted against. The purchase will be funded through the town's rainy day fund.

VOUCHERS – The two October 21, 2008 line item voucher forms were approved. The line item voucher reflecting the September payroll was also approved.

TABLE AGENDA – Mr. Clendenen moved to table the remaining items on the agenda. Council unanimously agreed.

APPROVED:

ATTEST:

John Clendenen
Council President

Pamela Spannuth
Clerk-Treasurer