

**MINUTES**  
**CITY OF DIAMOND BOARD OF ALDERMEN MEETING**  
**February 26, 2014 - 6:00 P.M.**

**MAYOR SHANE HUNTER CALLED THE MEETING TO ORDER AT 6:05 P.M.**

**OPENING PRAYER:** Brenda Schmitt

**PLEDGE OF ALLIEGANCE:** Mayor Hunter led the group in the pledge of allegiance.

**ROLL CALL:** City Clerk called roll. Mayor Shane Hunter, present. Aldermen present were Billie Jo Hardy, Lisa Mitchell and Brenda Schmitt.

Mayor Hunter addressed council for review of the Engineer Qualifications for the Lagoon Project. Council agreed on a 5 point scale, which would produce a possible high score of 30 points. TriState was chosen with a score of 30 points. Allgeier Maten & Associates was second with 26 points, and Schultz Surveying & Engineering was third with 21 points. JoAnn will notify TriState of council's decision.

Next council began a review of the City's employee policies. Topics discussed were over-time, disciplinary action, hiring practices, tardiness, and requests for time off. Council instructed JoAnn to make changes to the Employee Manual to reflect the following:

Employees work time will be recorded by a time clock. Employees will be paid for time worked utilizing a one hundredth scale.

All employees including the Police Chief, MUST notify the Mayor or in the case of police officers, who must contact the Police Chief, if they are unable to work a regularly scheduled shift. Failure to do so will result in progressive disciplinary action.

Any employee including the Police Chief, who is going to be late for their shift, MUST notify the Mayor or in the case of police officers, who must contact the Police Chief. Failure to do so will result in progressive disciplinary action.

Any employee that is late for their shift three or more times within a 60 day period will be subject to progressive disciplinary action.

Any employee how works more than 8 hours in one day MUST notify the Mayor or in the case of police officers, who must contact the Police Chief, to adjust the excess time from the next regularly scheduled work day.

All employees MUST have approval for any overtime from the Mayor or in the case of police officers, who must have approval from the Police Chief. Failure to do so will result in progressive disciplinary action.

Progressive Disciplinary Action will be as follows:

**First offense:** Verbal warning of offense and counseling from the Mayor and one Council person. If Council deems the offense as particularly egregious in nature the employee may be terminated, regardless of no prior offenses.

**Second offense:** Write up with one day unpaid suspension and counseling from the Mayor and one Council person. If Council deems the offense as particularly egregious in nature the employee may be terminated, regardless of no prior offenses.

**Third offense:** Hearing with Mayor and full Council which may result in termination. If Council deems the offense as particularly egregious in nature the employee may be terminated, regardless of no prior offenses.

**Council reserves the right to take any disciplinary action it deems necessary to protect the integrity of the City of Diamond.**

Billie Jo Hardy made a Motion that these changes become part of the permanent Employee Manual. Brenda Schmitt seconded the Motion. All in Favor, Brenda Schmitt yes, Lisa Mitchell yes, Billie Jo Hardy yes. All opposed, none.

Next Joann was instructed to create a Bill amending Chapter 130 Section 130.160 of the City Code to reflect that each department head will have authority to make essential purchases up to the amount of \$100.00 in any one month without the necessity of approval, if the item(s) is within the line item budget. Purchases up to two thousand dollars in any one month must be approved by the Mayor or City Clerk if the item(s) is within the line item budget. Purchases exceeding these amounts must be approved by the Board of Alderman.

**Adjourn:** All business having been presented and addressed, Billie Jo Hardy made a Motion to Adjourn. Lisa Mitchell seconded. All in favor, Brenda Schmitt yes, Lisa Mitchell yes, Billie Jo Hardy yes. All opposed, none.

Meeting adjourned at 8:10 p.m.

**Note:** *This document is a draft. It will not become an official record of proceedings until approved by the Board of Aldermen and signed by the Mayor and City Clerk.*

Minutes approved \_\_\_\_\_, 2014

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Shane Hunter, Mayor

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JoAnn Ohlhausen, City Clerk