

LEESBURG VILLAGE COUNCIL
“SPECIAL MEETING”
August 2, 2018
Mayor Freddie Snyder, Presiding

Mayor Freddie Snyder called the **special** session of the Leesburg Village Council to order on Thursday, August 2, 2018 at 7:00 P.M. in the Leesburg Municipal Building. No invocation was given and Pledge of Allegiance was recited.

ROLL CALL:

Present: Council Members Mr. John Michael, Ms. Shawn C. Priest, Mr. Chris Runyon, Mr. Morgan Sheppard, and Mr. Scott Willey. Mr. Richard Tolle was absent
Also present: Fiscal Officer Tracy Evans and Police Chief Mr. Shane Nolley.
Village Solicitor Fred Beery was absent.

Also attending: Administrator Jason Campbell and Teresa Smith.

PURPOSE OF THE MEETING: Personnel

Councilman Chris Runyon opened by stating he was the one that asked for the meeting because he feels like our last meeting was rushed by other members who wanted to adjourn and get home. Councilman Runyon stated he wanted to know what everyone's job description was because the public frequently asked him what the village employees do. Fiscal Officer Evans stated she gave a copy of the detailed job descriptions for all employees to each council member at the beginning of the year, and a copy of her job description and Chief Nolley's job description as outlined in the ORC. Councilman Runyon said he did not remember getting the job descriptions and other council members stated they did remember receiving them. Mr. Runyon said he was using Tracy as an example, and wanted to know what she did on a daily basis, and if council could make their own job description for her or if they had to go by the ORC. Tracy told Councilman Runyon he would have to check with Solicitor Beery for that question. Fiscal Officer Evans stated she did accounts payable, payroll, all receipts for every village department, audits the utility and tax departments every month, monthly reports, quarterly reports and appropriations. Fiscal Officer Tracy Evans stated she would bring a detailed list to the next meeting for all of Council to review. Mrs. Evans stated to council her last three audits (over a six-year span) have been excellent with each council member receiving a personal letter from the Auditor's office confirming her performance. In addition, council reports have always been on time and correct so why did council have such a problem with her performance? There was no response. In addition, Fiscal Officer Evans said she has heard that council wants to implement time clocks because of her hours. Councilman Morgan Sheppard stated the time clocks were on him more than anything because he is a policy and procedure person and he is going to continually push for the time clocks and employee evaluations.

Mr. Runyon stated he wanted better communication between council and the employees and all of council agreed.

Chris Runyon moved and Scott Willey seconded to adjourn. Roll call vote 4-0 (Morgan Sheppard left before adjournment). Meeting adjourned at 8:15 PM.