



TOWN COUNCIL MEETING WORKSHOP MINUTES

**TUESDAY, JANUARY 22 – 4:00 P.M.
PIERSON TOWN CENTER**

1 **1. Call meeting to order**

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3 Mayor Gray Leonhard called the meeting to order at 4:00 P.M. and asked Town Clerk Yvonne
4 Braddock to take the roll call.

5 **2. Roll call**

6 PRESENT:

7 Mayor Gray Leonhard
8 Vice Mayor Robert Greenlund
9 Councilmember Jimmy Anderson
10 Councilmember Linnie Richardson
11 Councilmember Brandy Peterson

12 Deputy Clerk Ryan Smith was also in attendance.

13 **3. Invocation and Pledge of Allegiance**

14 Councilmember Linnie Richardson gave the invocation, which was followed by the Pledge of
15 Allegiance.

16 **4. NEW BUSINESS**

17 a. Employee Handbook edits and Discussions

18 Mayor Gray Leonhard started off with we are here to update the handbook, council member Linnie
19 Richardson suggested we should take it page by page. Deputy Clerk Ryan Smith stated we should
20 add an introduction to the beginning of the handbook. They started with changing all statements
21 that state chairman should be changed to the council. The recruitment section on page 11 should
22 be moved to the front of the handbook. They agreed that sections 1 and 2 are okay and section 3
23 should stay as is. They agreed that handbook should also say something about being an equal
24 opportunity employer and American disabilities act. Section 7 we should ask Scott for guidance
25 because it should follow Florida law F.S. 110.1221. Page 5 section 4 remove 3rd paragraph. Section
26 9 should change to excessive or excessive social media affecting job duties and remove the first
27 paragraph Page 10 section 10,11,12 should be changed to the council and strike last sentence in
28 section 13. Section 1 recruitment page 11 should be moved to front of the handbook and section 3
29 on page 11. Delete section 5 on page 12. Page 14 section 1 hours should be changed to 40 hours
30 per week, and the clerk's office should provide yearly sick and vacations available. Vacation that
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40 is left over should be paid to employees so that January 1st it starts off new. We should also start
41 vacation for all employees on the first of the year instead of the hire date with the exception of
42 their first year working for the town. All council agreed. Section 5 stay and is required. Page 14
43 section 1 and page 16 section. Discussion ensued. Council member Brandy Peterson brought up
44 the holidays and how we don't follow all federal holidays. Discussion ensued and days were
45 discussed about different holidays we do observe. They discussed dress code and uniforms for
46 public works and office staff attire. Discussion about employee leave and vacation was discussed.
47 Section 7 (1) on page 16 needs to be discussed with town attorney. Section 7-page 16 (2) change
48 evaluation to annual. Page 17 section 3 Holidays observed discussion ensued and discussion should
49 stay as is for now. Page 18 section 4 strike sentence if any employee does not use vacation. Page
50 19 item c. 104 hours 2 hours per weekly pay period. Item d. change to council member. Section E.
51 item 1. Excess 3 days requires a doctor's note. Page 20 rewords section 7 section 8 remove. Section
52 9 change to Bereavement pay. Page 21 removes section 10. Page 25 remove section 4 and section
53 5; they are blank and have nothing. Discussion ensued.

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56 **Mayor Gray Leonhard asked audience and council if they had anything else and with**
57 **hearing no further business meeting adjourned at 6:30 P.M.**

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Minutes prepared by:

Yvonne Braddock, Town Clerk

Minutes approved by:

Gray Leonhard, Mayor