

**MINUTES OF A WORK SESSION OF  
THE CLARKSVILLE TOWN COUNCIL  
HELD ON DECEMBER 1, 2008**

A work session of the Clarksville Town Council was called to order on December 1, 2008, at 7:21 P.M. in the work session conference of the Clarksville Municipal Center Administration Building by Council President Paul Kraft, who chaired the meeting.

Council members present: Paul Kraft, Vicki Appleby, Greg Isgrigg, Donald Tetley, Bob Popp, Raymond Richert and David Fisher. Council members absent: None. Also present at the meeting: Town Attorney Chris Sturgeon, Administrative Assistant Trish Fraser, Police Chief Dwight Ingle, Fire Chief Robert Hansford, Street Commissioner Donald Hansford, Foreman Mike Huff, Parks Superintendent Brian Kalunzy, Clerk-Treasurer Gary Hall and Natalie McLochlin.

**ADP Leave Time Tracking**... Jeff Schaftlein district manager with ADP approached the Council to talk about leave-time tracking. He explained the program *EzLaborManager* is a web-based labor-management system that monitors labor expenses for hourly and salaried employees. Jeff also explained the different ways of being able to track the employees through personal-computer-entry time clocks, regular time clocks, and mobile-device time clocks. The program would also be able to automatically track sick days and vacation days. Mr. Kraft stated that the council would take this program proposal under advisement.

**Review of Proposed Handbook**... Amy Letke of Integrity HR, Inc. and Human Resources Director Trish Fraser presented those present with copies of the proposed Town employee handbook. Fire Chief Robert Hansford, Street Commissioner Donald Hansford and Street Department Foreman Mike Huff discussed some of the issues that they were not in favor of and would like to see changed. Town Attorney Chris Sturgeon then went back over everything they had mentioned with the Council to make decisions on whether they would be changed or not. Mr. Sturgeon suggested the he, along with the HR Director and HR Consultant, have a meeting to determine where some changes could be made to the handbook.

**Comments regarding the 2009 budget**... Mr. Tom DeArk wanted to express his concerns that the Town's budget for 2009 was a twenty percent increase and that revenues could fall short this year. The major concerns he brought to the council was first that the purchase of the backhoe this year was not done according to state statute, and second that the contracted mowing addresses had not been turned for reimbursement.

The council discussed the need to hold a work session regarding the salary ordinance for 2009.

**Adjournment**... There being no further business to come before the Council at this time, the December 1, 2008 work session of the Clarksville Town Council was duly adjourned at 9:17 P.M.

Minutes prepared by the Clerk-Treasurer of the  
Town of Clarksville, Indiana

Minutes approved by the Clarksville Town Council  
on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Gary P. Hall, Clerk-Treasurer  
of the Town of Clarksville, IN

\_\_\_\_\_  
Paul Kraft, President,  
Clarksville Town Council