



City of Butler, Indiana  
215 South Broadway  
Butler, IN 46721

Phone: 260-868-5200  
[www.butler.in.us](http://www.butler.in.us)

**COMMON COUNCIL AGENDA  
MEETING ON DECEMBER 4, 2023  
7:00 PM**

1. Pledge of Allegiance
2. Minutes of previous meeting – November 20<sup>th</sup>
3. Proposed Ordinances and Resolutions
  - a. Res. 23-650, Annual Banking
4. Department Reports
  - a. Fire
  - b. Planning
  - c. Police
  - d. Code Enforcement
  - e. Streets/Parks/Water
  - f. Wastewater
4. City Attorney
5. Clerk-Treasurer
  - a. Emerick Donation (10/17/2022)
  - b. Cemetery Plot Payment Plans (11/6/2023)
  - c. Revised Employee Handbook (11/6/2023)
  - d. Update Vacation Time Policy (12/4/2023)
  - e. Maternity/Paternity Leave Policy (12/4/2023)
  - f. Annual Anti-Nepotism Certifications
6. Council Members
  - a. School Tennis Courts into Pickleball Courts
7. Mayor
  - a. Commission and Committee Appointments for 2024
8. Audience and/or Public Comments
9. Adjourn





November 20, 2023  
Common Council

**Present:**

Mike Hartman, Mayor  
Tracey Hawkins, Council District 1  
Mark Cline, Council District 2  
Darren Alloway, Council District 3  
Eric Johnson, Council District 4  
Bill White, Council at Large  
Angela Eck, Clerk-Treasurer  
Jimmie Eck, Fire Chief  
Mark Heffelfinger, Police Chief  
Scott Lanning, Wastewater Superintendent  
Vivian Likes, City Planner  
Donald Stuckey, City Attorney  
Mike Fry, Code Enforcement

**Absent**

none

Mayor Hartman opened the regular session of the Common Council at 7 pm at 215 South Broadway.

**Pledge of Allegiance**

The minutes from the November 6<sup>th</sup> meeting were presented. Council Member White made a motion to approve the minutes and Council Member Alloway seconded the motion. The motion passed with all in favor.

Police Chief Mark Heffelfinger presented Curtis Holt with a Good Citizen's Award for assisting Officer Watts in an arrest on September 25<sup>th</sup>. The individual being arrested was not being affected by the taser and was physically fighting with Officer Watts.

**Ordinance 1783, An Ordinance Amending the Rules for the Eastside Little League Football Fund** was presented for its third reading by title. Council Member Johnson made a motion to approve Ordinance 1783 and Council Member Hawkins seconded the motion. The motion passed with all in favor.

Fire Chief Jimmie Eck reported that there was a house fire at 320 North Broadway last week. Departments from Edgerton, Auburn, Southeast and Hamilton were called for mutual aid. There was severe damage to the second floor and smoke and water damage on the ground floor. The insurance adjuster was there today to try to determine a cause. Chief Eck thanked Mayor Hartman and Superintendent Lanning for their assistance during the fire.





November 20, 2023  
Common Council

City Planner Vivian Likes presented the Economic Development Income Tax Capital Improvement Plan for 2024 and 2025. This is an income tax paid by every employee in the county that is collected by employers and then disbursed to municipalities. Mrs. Likes then went through each item on the plan and explained them. Council Member Hawkins made a motion to approve the plan for 2024 and 2025 and Council Member Johnson seconded the motion. The motion passed with all in favor.

Mrs. Likes reported that the Marshall Building will be receiving a Historical Marker. Mayor Hartman worked with John Bry to receive Historical Status for the building.

Clerk-Treasurer Angela Eck asked for comments or questions concerning the Emerick Donation and the letter from Sondra Phillips. See Attachment 1. Council Member Johnson stated that he likes all of her ideas and recommends passing the recommendations on to the Park Department as a good way to utilize Emerick Funds. He thinks is a good idea to move the pickleball courts and install a splash pad.

Council Member Hawkins stated that she would like to see an outdoor theater. Mrs. Teri Fritch replied that there is good spot behind the Napa store for one.

Mayor Hartman stated that he already has a plan for the Butler Company site that includes a splash pad and pavilions. He has been working with Ambassador Enterprises on the plan.

Clerk-Treasurer Eck asked if the Council was ready to discuss the Revised Employee Handbook. Mayor Hartman stated that he wants City Attorney Stuckey to look the handbook over first. Mayor Hartman is confused with the definitions of a full-time employee and a part-time employee. Clerk-Treasurer Eck replied that those changes were made so that they match federal definitions of a full-time employee, which defines when health insurance benefits need to be offered. The federal government considers anyone working 30 or more hours per week to be full-time and requires health insurance benefits be offered to them.

Mayor Hartman then asked Clerk-Treasurer Eck if this change means that her Assistant Clerk would now receive full-time benefits. Clerk-Treasurer Eck replied no, there would be no changes to that position because it is still a part-time position. That position only works 26 hours per week.

Council Member Alloway made a motion to table the Revised Employee Handbook and Council Member White seconded the motion.

Clerk-Treasurer Eck asked Council if she should invite Attorney Shane Mulholland should attend the next meeting so that he can answer questions about the revisions to the handbook. City Attorney Stuckey replied that he would call Mr. Mulholland if he has any questions and there was no need for him to be present at this time.



November 20, 2023  
Common Council

Clerk-Treasurer Eck stated that she has been asked to propose changes to Vacation Time and implement a Maternity/Paternity Leave. An employee is expecting a child in February. She will provide information on possible Maternity/Paternity Leave at the next meeting.

A discussion on changing Vacation/Personal/Sick Time into the general category of Paid Time Off (PTO) then ensued. It will be discussed more at the next meeting.

Council Member Mark Cline stated that he will be resigning his Council position on December 31<sup>st</sup> and will then become the new Street Superintendent.

Mayor Hartman stated that he has spoken with Republican Chairman Rick Ring about the councilman replacement process. Anyone that is interested in being on the council and resides in that district needs to contact Rick Ring or a Precinct Committeeman.

There was then discussion on who the Precinct Committeemen are. Mr. Kent Likes stated that the Mayor's wife is one of them. Mayor Hartman replied that he is pretty sure she isn't. There was more discussion.

Mrs. Teri Fritch asked for a status update on the former Engineered Materials building. Mayor Hartman stated that he and several others met with SES Environmental several weeks ago at the site. SES is handling the project. He does know that there is some asbestos and that the EPA is involved in the process.

Mrs. Fritch stated that she has asked the school about potentially changing the unused tennis courts into pickleball courts. The school was very receptive to the idea and would need to work out some type of agreement with the City if the idea moves forward. The Council was in agreement that they liked that idea also.

There was discussion on replacing trees on North Broadway since all of them were removed for the project. The Fritch's stated that an arborist needs to be involved so that non-invasive trees are selected.

Council Member Hawkins made a motion to adjourn at 7:36 pm and Council Member Johnson seconded the motion. The motion passed with all in favor.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Common Council

*Angela M. Eck*

\_\_\_\_\_  
Clerk-Treasurer





October 26, 2023

Butler City Council  
Butler City Hall  
215 S. Broadway Street  
Butler, Indiana 46721

Dear Council Members:

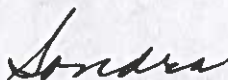
I would like to submit the following list as suggestions for the use of the gift to the City of Butler by the Emerick's.

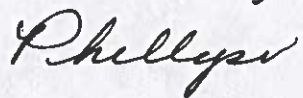
1. Put 5 – 10 % of the money in a fund for maintenance of the murals, if you don't have to spend it all.
2. Move the Basketball court and Pickleball court across the street to the former Butler Company property so, they have adequate space to play and park.
3. Start a water/splash park for children.
4. Renovate the Gazebo corner to incorporate the vacant lots and if possible build a new gathering area.
5. Benches at the cemetery are okay but where will you put them and how many complaints will you get because there isn't one near gravesites.

These are just a few possibilities for the use of the funds.

Thank you for your consideration.

Sincerely,

  
Sondra Phillips









City of Butler, Indiana  
215 South Broadway  
Butler, IN 46721

Phone: 260-868-5200  
[www.butler.in.us](http://www.butler.in.us)

**COMMON COUNCIL AGENDA  
MEETING ON NOVEMBER 20, 2023  
7:00 PM**

1. Pledge of Allegiance
2. Minutes of previous meeting – November 6<sup>th</sup>
3. Award to Curtis Holt
4. Proposed Ordinances and Resolutions
  - a. Ord. 1783, Amending Rules for the Eastside Little League Football – 3<sup>rd</sup> Reading
5. Department Reports
  - a. Fire
  - b. Planning
    - i. CEDIT Plan for 2024 thru 2025
  - c. Police
  - d. Code Enforcement
  - e. Streets
  - f. Parks
  - g. Water
  - h. Wastewater
6. City Attorney
7. Clerk-Treasurer
  - a. Emerick Donation – Sondra Phillips letter to Council
  - b. Revised Employee Handbook
  - c. Maternity/Paternity Leave
  - d. Vacation Time Changes
  - e. Excise Tax Distribution Error
  - f. Fire Territory Board Meeting – November 29<sup>th</sup> at 6:30 pm
8. Council Members
9. Mayor
  - a.
10. Audience and/or Public Comments
11. Adjourn



# RESOLUTION 23-650

## ANNUAL BANKING RESOLUTION

WHEREAS, the City of Butler, Indiana, and its various departments from time to time have funds on deposit in open checking accounts at Farmers and Merchants State Bank, Community State Bank, Beacon Credit Union, and TrustINDiana that are not needed for the immediate expenses required for the operation of the City and its various departments; therefore, be it resolved that:

SECTION 1: The Clerk-Treasurer is hereby authorized to invest and reinvest funds that are not required for the immediate operating expenses of the City of Butler and its various departments in certificates of deposit, passbook savings accounts, or United States Government Bonds at the financial institution offering the best rate of interest which is to the best advantage of the City.

SECTION 2: Funds that are determined to not be required for a period of ninety days or more are to be considered as not required for immediate operating needs and are to be invested. The interest earned on the investments is to be credited to the fund from which the investment is purchased as specified by the State Board of Accounts, except those not specified on total monies which may be credited to the General Fund.

SECTION 3: This resolution shall be in effect for the calendar year of 2024.

This Resolution passed and adopted by the Common Council of the City of Butler, DeKalb County, Indiana, at a regular session held on the \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Mike Hartman, Mayor

Yes Votes: \_\_\_\_\_ No Votes: \_\_\_\_\_

Attest: \_\_\_\_\_  
Angela M. Eck, Clerk-Treasurer





# Frequently Asked Questions

Search FAQs

Search

FAQ Home

Ask A Question

Featured Questions



IN.GOV • TAXES & FINANCE • INSURANCE DEPARTMENT OF

Follow

## WHAT DEFINES A FULL TIME EMPLOYEE?

9 months ago  
Updated

An employee who regularly works 30 hours or more per week is defined as full time. The ACA also states that a combination of full and part time employees can result in 50 full time equivalent employees for purposes of meeting the requirement to provide health insurance.







Proposals for Amendments to the Employee Handbook  
Submitted by Scott C. Lanning

Spring  
2023

## Vacation

### **Current**

- 1 Week at 6 months
- 2 Weeks for 2-9 years
- 3 weeks for 10-19 years
- 4 weeks for 20-29 years
- 5 weeks for 30 years and up

### **Proposed**

- 2 Weeks at hire
- 3 Weeks at 5 years
- 4 weeks at 10 years
- 5 weeks at 20 years and up

Plus – the option for an employee to “buy” 1 extra week in years 2-9. This is a simple withholding of a week’s pay divided by 26 pay periods each year. This allows for an employee to increase quality time away at minimal cost to the city. (This has been a successful, easy to implement corporate program perk for years).

As we seek to hire and retain quality employees, focus on a work/life balance is an essential perk and tool at our disposal. Our current vacation policy is not conducive to promoting this balance. What I have proposed has been fairly standard outside of our municipality for years.

## Paid Holidays

### **Proposal**

Add Veterans Day

## Sick Leave

### **Current**

Must present a Physician’s note after 3 consecutive sick days.

### **Proposed**

Must present a Physician’s note after 5 consecutive sick days.

