

**Special Called Village of Volente Council Meeting,
Friday, January 21, 2011, 9:00 A.M.
At VVFD and Community Center, 15406 FM 2769, Volente, Texas.**

MINUTES

A. ITEMS OPENING MEETING

1. Call to order.

Mayor Justine Blackmore-Hlista called the meeting to order at 9:02 P.M.

2. Roll Call

Present were Mayor Blackmore-Hlista, Council member Mark Scott, Council member Matthew Hammond, Council member Chris Wilder, Council member Judy Graci and Council member Fred Graber. Village attorney Tom Buckle was also present.

3. Discussion and possible action to adopt a personnel policy manual and begin hiring process.

Mayor Blackmore-Hlista presented Council with a personnel policy manual stating that she and Council member Mark Scott have worked for four months collecting information from several sources. Council reviewed the manual and made changes to the paid time off table. Council member Wilder stated that the Village should have a separate IT policy. Attorney Buckle will check to verify the compensatory time verbiage.

Job descriptions for the position of City Secretary/Assistant to City Administrator and Part Time Code Enforcement Official and Part time Code Enforcement official for Special Project were reviewed.

Councilmember Wilder felt that the Part Time Code Enforcement Official for special projects could be a contract labor employee.

Council member Scott made a motion to adopt the personnel policy manual subject to changes and ratification at the next meeting and authorized the Mayor to begin the hiring process for the City Secretary/Assistant to City Administrator and Part Time Code Enforcement Official. Council member Wilder seconded. The motion was approved unanimously.

F. Adjourn.

Council member Wilder made a motion to adjourn with Council member Graci seconding. Motion to adjourn approved unanimously. Meeting adjourned at 10:30 AM.

PASSED AND APPROVED THIS 15th DAY OF FEBRUARY, 2011

Justine Blackmore-Hlista

Justine Blackmore-Hlista, Mayor

ATTEST:

Jennifer Zufelt

Jennifer Zufelt, City Secretary