

Personnel Committee  
September 6, 2012

Members Present

Chairman Heberling  
Alderman Burtle  
Alderman Koonce

Members Absent

Alderman Jones

Also Present

Mayor Brotherton  
Alderman Dorchinecz  
Alderman Lawrence  
Superintendent Dick Wiseman  
Police Chief Dave Herpstreith  
Laura Wolfe  
Cindy Brown

Chairman Heberling called the meeting to order at 6:23 p.m.

**Educational Reimbursement Approval**

An Educational Tuition receipt was presented to the Committee on behalf of Assistant Fire Chief Mike Crews by HR Cindy Brown. The Non-Bargaining Ordinance states subsequent to receiving approval from the Personnel Committee, educational class reimbursement shall be 100% of tuition provided the individual has successfully passed the course. Mike Crews completed a course in Business Management related to Emergency Services. The total expense of the tuition is \$268.50. Alderman Burtle suggested that we ask Mike Crews for a copy of his passing score.

Motion by Alderman Burtle and seconded by Alderman Koonce to recommend to the City Council that Mike Crews be reimbursed the Educational Tuition Expense in the amount of \$268.50. Motion carried 3-0.

**Safety Incentive Program**

Chairman Heberling presented a letter from Chairman of the Safety Committee, Superintendent Dave Speagle, about reinstating the Safety Incentive Program. In the past the City would spend approximately \$3,300.00 per year for small safety awards that were presented at the Annual Awards Dinner. Superintendent Speagle proposed that once a month all full time employees (except elected and supervisory) that do not have a lost time accident will have their name placed in a drawing where one name be chosen to receive a \$100.00 award. This will continue on a monthly basis to remind our employees to be safe. In addition, those employees who have not had a lost time accident will be placed in a drawing at the Dinner to have a chance at a series of drawings to include \$250.00, \$250.00, and \$500.00.

Motion by Alderman Koonce and seconded by Alderman Burtle to recommend to the City Council to reinstate the Safety Incentive Program as presented. Motion carried 3-0.

**Bid and/or Advertise Position for the Water Department- Heavy Equipment Operator**

Chairman Heberling presented a letter of request from Superintendent Dave Speagle to bid and/or advertise for the position of Heavy Equipment Operator for the Water Department. Those associated with applying for the position will have to pass a written and skills test.

Motion by Alderman Koonce and seconded by Alderman Burtle to recommend to the City Council to bid and/or advertise for the Heavy Equipment Operator position for the Water Department as presented. Motion carried 3-0.

**CLOSED SESSION**

Motion by Alderman Koonce and seconded by Alderman Burtle to go into closed session pursuant to 5 ILCS 120/2 (c)(1) to discuss personnel issues and to include during all or any part of such closed session Mayor Brotherton, All Aldermen who were present at the beginning of the meeting were in attendance, Superintendent Dick Wiseman, Police Chief Dave Herpstreith and Human Resource Manager Cindy Brown.

Roll call - Aldermen Burtle, Koonce and Heberling voting YEA. Chairman Heberling announced the motion carried.

The Personnel Committee went into closed session at 6:43 PM.

The Personnel Committee returned to open session at 8:10 PM. Roll call was taken with Aldermen Heberling, Koonce and Burtle present.

**RECYCLING ATTENDANT**

Motion by Alderman Burtle and seconded by Alderman Koonce to recommend to the City Council to give permission to Superintendent Dick Wiseman to advertise for the position of Recycling Attendant for the Street Department. Roll call - Alderman Heberling, Burtle and Koonce voting YEA. Chairman Heberling announced the motion carried.

**ANY OTHER MATTERS**

A consensus was made concerning the option to utilize Attorney Michael Lowenbaum for future Police Negotiations regarding Labor Legal Issues.

Motion by Alderman Burtle and seconded by Alderman Koonce to adjourn. Motion carried 3-0.

Meeting adjourned at 8:17 PM.

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Rob Heberling  
Personnel Committee Chairman