

## Personnel Committee January 2, 2020

### Members Present

Chairman Lanzotti  
Alderman Megan Bryant  
Alderman Kathy Driskell  
Alderman Jim Olive  
HR Manager Andrea Conrath

### Also Present

Mayor Barry  
City Clerk Julie Lilly  
Alderman Larry Budd  
Fire Chief Adermann  
Treasurer Jacque Nation  
Matt Whalen (AFSCME)  
Firefighter Cody Rogers  
Police Chief Wheeler  
Deputy Police Chief Childers

Alderman Skultety  
Kellie Hamell  
Alderman Burtle  
Supt Mike Mann  
Bill Jones (AFSCME)  
Owen Laswell  
Firefighter Nick Zepin  
Shirley Sams

Chairman Lanzotti called the meeting to order at 6:00pm.

### Volunteer Firefighter Applications

Fire Chief Adermann presented one completed application without background completed. He stated that the background needs notarized & the applicant needs to complete a physical also. The Chief stated he has all other paperwork completed for this person besides the background & physical. Chief Adermann requested that when he gets this volunteer's background notarized that we can move forward with hiring him. Chairman Lanzotti asked the Chief to describe what all is entailed for a volunteer firefighter. The Chief explained that this individual would not fall into the apprentice portion. The Fire Dept currently has 8 total volunteer firefighters. Chief Adermann would like to add 5 volunteers within the next year. Alderman Driskell asked if we have enough turnout gear for the requested volunteers. It was mentioned that the volunteer firefighter is financially responsible for the required physical in the hiring process. The Chief mentioned that there was only one other individual who was interested, but has since rescinded his application due to the background process.

Motion by Alderman Bryant & seconded by Alderman Driskell to recommend to the City Council to approve the hire of one volunteer firefighter, pending completion of physical & background notarization. Motion carried 4-0.

### Bid and/or Advertise Deputy Clerk Position

City Clerk Julie Lilly presented to the Committee that by state law we have to have a Deputy Clerk position in the Clerk's office. She informed that Cindy Dey is retiring April 30<sup>th</sup>, 2019. The Clerk would like to fill this position soon so that she has ample time to train the individual prior to Cindy's retirement in April. Mayor suggested that the City is looking to remove the Deputy Clerk position from the Union through the Labor Relations Board. The City Labor Attorney, Corey Franklin, is requesting to remove the position through the Labor Relations Board. The Mayor said he spoke with Bill Jones (AFSCME) about us pursuing the removal of this position from the AFSCME Union. The Clerk asked if we need to hold off on bidding/advertising this opening. Alderman Larry Budd requested that we hold off until the February meeting. The Clerk suggested that if the person from her office is offered the Deputy Clerk position, her position will sit vacant for 30 days.

The Mayor also explained that the Deputy Clerk position should be a non-Union position due to the confidentiality that is entailed with the job duties. Alderman Driskell asked what the bidding process involves for the Union. The Clerk explained this process to Alderman Driskell. The Treasurer stated that it was nice to have ample time to train when she was trained into the Deputy Treasurer's position years ago. Mayor stated that we can vote on this at the January 21<sup>st</sup> council meeting.

#### Payroll/Timeclock System

The Mayor read an email from the Treasurer dated Friday, December 27<sup>th</sup>, 2019 regarding the issue of it being a short/holiday week & the possibility of not being able to get the timesheets in to make direct deposit in time for the payroll date. He suggested that there has to be an easier way to get the timesheets to the Treasurer, especially during the Holidays. He suggested that this may eliminate some discrepancies for individuals who may not report to work in a timely manner. He would like to bring to the table the pros and cons of timeclock systems. Alderman Driskell asked what we currently utilize for timesheets. The Treasurer stated that we currently use paper timesheets but that two departments are currently using time clocks. Those two departments are Street/Sewer & Water. The Treasurer stated there are two systems available (Time Entry & Incode has ExecuTime). Execu has start-up costs of \$18,000 & a yearly maintenance fee of \$1865. Timeclocks could cost anywhere from \$1,000-3,000 each. Aldermen Olive, Skultety & Bryant explained to the Committee the timekeeping systems that were or currently are being utilized at each of their employers. They each explained how user-friendly the systems are. Treasurer asked how overtime would work with all the different departments & is concerned on how that will work. Alderman Olive suggested that there is a way for all departments to be on the same page. Alderman Bryant stated that her employer utilizes a system called T-sheets. She said they do offer an 8-minute window for clocking in/out. She said the system will set up pay differentials or time accruals. She said she runs a report at the end of the month that was a one-time custom build. It is at the employees' discretion if they forgot to clock in or mark their time correctly. Cost is \$100/month for 32 employees at her employer. She said she can get a price quote from T-sheets for 150 employees to get to the City. Treasurer explained more about the ExecuTime system as far as functions Employee Time Keeping, Time Off Approval, Scheduling, Advanced Scheduling for Police/Fire, etc. Alderman Bryant suggested that we need to do more investigating on what options the City has for time-keeping systems. They suggested that we do more research into the cost & what systems are available.

#### Any Other Matters

Chairman Lanzotti asked if there are any other matters to be brought up. No one had anything else to discuss.

#### Adjournment

Motion by Chairman Lanzotti & seconded by Alderman Olive to adjourn. Motion carried 4-0. The meeting adjourned at 6:43pm.



Lee Lanzotti

Personnel Committee Chairman

**Personnel Committee  
February 6<sup>th</sup>, 2020**

Members Present

Chairman Lanzotti  
Alderman Driskell  
Alderman Olive

Also Present

Mayor Barry  
HR Conrath  
Fire Chief Adermann  
Supt Bialas  
Treasurer Nation  
Police Chief Wheeler  
Geoffrey Ortman

Alderman Budd  
Shirley Sams  
Supt Mann  
Bill Jones (AFSCME)  
Owen Lasswell  
Deputy Chief Childers

Members Absent

Alderman Bryant

Chairman Lanzotti called the meeting to order at 6:40pm.

Bid and/or Advertise Laborer and Marina Clerk Positions at the Lake Department

Chairman Lanzotti requested Superintendent Bialas speak about the open positions at the Lake Department. Superintendent Bialas mentioned the Laborer position has been open for about a year. He felt at the time that he could get by without the Laborer's position being filled in May 2019. He is now requesting that the Laborer's position be put up for bid. Alderman Driskell asked how many current Full-Time employees the Lake has. Superintendent Bialas replied that there are two current Full-Time employees. Superintendent Bialas stated that Rose Blackburn, who was in the Marina Clerk position, left July 2019 to take a Laborer's position and it has been vacant since that time. Superintendent Bialas requested that the Marina Clerk position be opened up for bid.

Motion by Alderman Driskell and seconded by Alderman Olive to recommend to the City Council to bid/and or advertise the Laborer position at the Lake Department. Motion carried 3-0.

Motion by Alderman Driskell and seconded by Alderman Olive to recommend to the City Council to bid/and or advertise the Marina Clerk position at the Lake Department. Motion carried 3-0.

Summer/Seasonal Help

Chairman Lanzotti asked Superintendent Bialas how many summer/seasonal help he would like. Superintendent Bialas replied that he would like to request two for the Lake Department and both people from last summer would like to return. Superintendent Bialas has spoken with both students to confirm that they would like to return. The Mayor requested that we use summer help for the office as well. Superintendent Bialas stated that there are always two people in the Marina office. Superintendent Bialas requested that Human Resources Manager Conrath contact StaffQuick about another person for the Marina Clerk. Treasurer Nation stated that she knew there was a summer helper at the Marina Lake office in years prior. The Mayor suggested getting a student for the second person in the Marina office to help save the City costs. Human Resources Manager Conrath stated that she received requests for Summer/Seasonal help from all Departments.

### Payroll/Timeclock System

Treasurer Nation presented ExecuTime from our Incode Payroll System to the Committee for the TimeClock system. She stated that it is more than likely the only version that will work for our departmental needs. She explained the system might take 6-9 months to set up due to integration.

She explained the process for clocking in and out as well as the different options to do this: cell phone, time clocks, via computer, etc. Alderman Olive was concerned with time clocks on computers not being a good idea for all Departments across the City. He believes that in some areas they will need to have other time clock options. Alderman Olive asked how overtime would work on the timeclock system. Treasurer Nation explained how ExecuTime explained the process with how to differentiate overtime. Chairman Lanzotti stated his concern for the possibility of employees using someone else's code to clock in. Cost is a one-time fee of \$17,690.00 plus an annual maintenance fee of \$1865.00. Treasurer Nation explained that someone will be assisting her to set this up and that most of the set-up will be over the phone. Alderman Olive stated that he prefers someone from Tyler Technologies come to the City to help with the initial set-up to avoid it dragging out over time. Treasurer Nation stated that the annual maintenance fees do go up yearly. Alderman Driskell stated that she feels timeclocks are needed. Superintendent Mann stated that the Street/Sewer Department has timeclocks now that are currently being utilized. Fire Chief Adermann stated that they do not clock in. Deputy Chief Childers stated that the Police Dept goes on air to have it recorded. Alderman Olive asked if the ExecuTime is tied into the current payroll system and asked if Tyler Technologies has capabilities to add on other things like a swipe card system in the future. The Mayor suggested that someone from Tyler Technologies come to the City to present the system to explain more about it. Alderman Driskell stated that she agrees Tyler Technologies should come to present and that Police/Fire will do their own option due to Departmental needs. Chairman Lanzotti stated that this should be tabled until someone comes to speak.

Motion by Alderman Olive and seconded by Alderman Driskell to recommend to the City Council to table the timeclock system. Motion carried 3-0.

### Any Other Matters

Chairman Lanzotti asked if there are any other matters to be brought up. No one had anything else to discuss.

### Adjournment

Motion by Alderman Olive and seconded by Alderman Driskell to adjourn. Motion carried 3-0. The meeting adjourned at 7:22pm.



Lee Lanzotti  
Personnel Committee Chairman

**Personnel Committee  
March 5, 2020**

Members Present

Chairman Lee Lanzotti  
Alderman Kathy Driskell  
Alderman Jim Olive  
Alderman Megan Bryant

Also Present

Mayor Bruce Barry	Alderman Larry Budd
HR Andrea Conrath	Shirley Sams
Fire Chief Matt Adermann	Supt Mike Mann
Police Chief Dwayne Wheeler	Owen Lasswell
Deputy Chief Vincent Childers	

Chairman Lanzotti called the meeting to order at 6:01pm.

Bid and/or Advertise the Office Level I at the City Clerk's Office

Chairman Lanzotti asked why this position was being filled. Human Resource Manager Andrea Conrath stated that the Office Level I position is being filled to replace Traci Bentley as she has been awarded the Deputy Clerk position in the City Clerk's Office.

Motion by Alderman Bryant and seconded by Alderman Olive to recommend to the City Council to bid/and or advertise an Office Level I position in the City Clerk's Office to be filled pending successful completion of a 30-day probationary period for Deputy Clerk. Motion carried 4-0.

Summer/Seasonal Help

Human Resource Manager Andrea Conrath presented the requested numbers from the Superintendents in each Department. Human Resource Manager Andrea Conrath also read the approved numbers for summer/seasonal help for 2019 from the Personnel Committee Meeting held in March 2019. She also brought up the fact that the hourly minimum wage will go up on July 1, 2020 to \$10/hr. It was agreed upon by the Committee that this is mandated that the current hourly wage is \$9.25/hr & will go up to \$10/hr on July 1, 2020.

Motion by Alderman Olive and seconded by Alderman Driskell to recommend to the City Council to hire 18 summer/seasonal help for the 2020 season. HBO – (1) Street/Sewer – (7) Cemetery - (5) Water – (3) and Lake – (2) Motion carried 4-0.

Change Dispatch Position from Part-Time to Full-Time

Police Chief Wheeler and Deputy Chief Childers spoke about the need for a Full-Time dispatcher within the Department to bring the total number of dispatchers to 5. Deputy Chief Childers stated that there use to be 5 total dispatchers in previous years. Chief Wheeler stated that having the fifth dispatcher would benefit the Department in case of emergencies. The Part-Time Dispatcher is working at least 30 hours a week currently.

Motion by Alderman Bryant and seconded by Alderman Driskell to recommend to the City Council to bid/and or advertise a Full-Time Dispatcher position in the Police Department to bring the total number of Dispatchers to 5. Motion carried 4-0.

Any Other Matters

Chairman Lanzotti asked if there are any other matters to be brought up. No one had anything else to discuss.

Adjournment

Motion by Alderman Olive and seconded by Alderman Driskell to adjourn. Motion carried 4-0. The meeting adjourned at 6:19pm.

A handwritten signature in cursive script, appearing to read "Lee Lanzotti". The signature is written in black ink and is positioned above a horizontal line.

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Lee Lanzotti  
Personnel Committee Chairman

**City of Taylorville  
Personnel Committee Meeting  
June 8, 2020**

Members Present

Chairman Lee Lanzotti  
Alderman Kathy Driskell  
Alderman Jim Olive  
Alderman Megan Bryant

Also Present

Mayor Bruce Barry	Alderman Larry Budd
HR Andrea Conrath	Shirley Sams
Fire Chief Matt Adermann	Alderman Shawn Burtle
Police Chief Dwayne Wheeler	Supt Dave Speagle
Deputy Chief Vincent Childers	Kellie Hamell
Treasurer Jacque Nation	Tammy Rogers
Brad Morgason	Tim McArdle
Marlin Brune	Kirsten Nelson
Mick Rafferty	Mark Durham
Chris Rexroad	Lucia Snow
Christian Nelson	Will Moran
Derrick McConnell	

Chairman Lanzotti called the meeting to order at 6:00 pm.

Discussion of Police Chief and Deputy Chief Salaries

Mayor Barry discussed the salary increases for the Police Chief to 110%, which is \$67,099.63 and the Deputy Chief to 105%, which is \$70,294.22. Chairman Lanzotti stated that he spoke with both the Mayor as well as Alderman Larry Budd about these salary increases. Alderman Budd stated that the funds the City received for March 2020 were low and estimated that April's revenue will take up to a 25% hit. Alderman Olive complimented Police Chief Wheeler on how he has built a fine department.

Motion by Alderman Olive and seconded by Alderman Bryant to recommend to the City Council to increase the salaries of both the Police Chief to 110% at 2184 hours per year and the Deputy Chief to 105% at 2184 hours per year. Motion carried 4-0.

Discussion of Water Superintendent Salary Increase

Mayor Barry discussed Water Superintendent Speagle's current salary, which is \$64,474.28 at 133%. Mayor Barry mentioned what Water Superintendent Speagle's salary would potentially be at 150% as well as 160%. Alderman Shawn Burtle spoke about the possibility of Dave Speagle's retirement. Alderman Burtle requested increasing Water Superintendent Speagle's pay due to how much Speagle has saved the City in costs over his 36 years of employment. Alderman Burtle mentioned that Marlin Brune would be next in line to become the Water Superintendent. Alderman Burtle stated that Speagle requested \$15,000 per year over the next 2 years being \$30,000 in total. Alderman Burtle stated that the Water Superintendent's salary would not be raised after Speagle leaves but rather revert back to where it is currently upon Speagle's retirement. Alderman Bryant spoke about how Speagle's request would be a 22% increase. Superintendent Speagle responded that there were many years that the Superintendents went without any raise at all while the Union employees receive annual increases. Alderman Bryant mentioned taking Superintendent Speagle to his cap of 160%, which would be around a \$13,400 increase. Marlin Brune stood up and mentioned that Speagle took on the Water Billing Office without any pay increase while other City Superintendents have been given increases for extra job duties. Alderman Driskell complimented Speagle on his years of service with the City. Alderman Driskell

expressed concern that this would be setting precedence for future retirees wanting to request a certain dollar amount in able to be kept as a City employee. Alderman Olive stated that each Superintendent should be judged upon his or her own merit. Alderman Olive felt that Superintendent Speagle is being reasonable with his salary increase request. Treasurer Jacque Nation stated that the current Non-Bargaining Ordinance has a Director of Public Works (Street/Sewer/Lake) position that was created for a previous employee and suggested updating the Non-Bargaining Ordinance as well as job title to reflect the salary Superintendent Speagle is requesting. Alderman Burtle stated that this is not a contract; it is an ordinance and can be updated at any time. Alderman Driskell asked Superintendent Speagle if he is comfortable with taking his increase to the cap of 160% of his salary. Superintendent Speagle responded that he is unsure at this time. Speagle mentioned that prior to the coronavirus pandemic; Marlin Brune was set to take his A license test. The EPA shut down testing due to the pandemic. Alderman Budd complimented Superintendent Speagle on all of his accomplishments for the City over the last 36 years. He stated that Speagle knows the City of Taylorville very well.

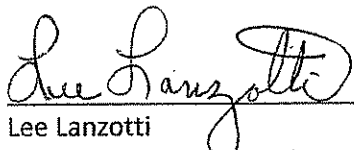
Motion by Alderman Olive and seconded by Alderman Bryant to recommend to the City Council to increase Superintendent Dave Speagle's salary \$15,000 per year over the next two years with a cap of \$30,000 and the Non-Bargaining Ordinance to be re-written to reflect this and upon Superintendent Speagle's departure that the Water Superintendent's salary revert back to the current salary. Motion carried 4-0.

#### Any Other Matters

Chairman Lanzotti asked if there are any other matters to be brought up. No one had anything else to discuss. Mayor Barry requested that next month's Personnel Committee Meeting be moved to Wednesday, July 1, 2020. Treasurer Jacque Nation spoke in regards to the Non-Bargaining Ordinance needing several updates. Mayor Barry stated that there needs to be updated in regards to the overtime clause in the Non-Bargaining Ordinance. Mayor Barry mentioned that the City spent \$16,000 last year in overtime of opening and closing the Cemetery gates. Mayor Barry stated that this will no longer take place and that updates will need made in the Ordinance. Alderman Bryant stated she would put that on the Ordinance agenda to get it updated.

#### Adjournment

Motion by Alderman Bryant and seconded by Alderman Olive to adjourn. Motion carried 4-0. The meeting adjourned at 6:44pm.



Lee Lanzotti  
Personnel Committee Chairman



**City of Taylorville  
Personnel Committee Meeting  
July 1, 2020**

Members Present

Chairman Lee Lanzotti  
Alderman Kathy Driskell  
Alderman Jim Olive  
Alderman Megan Bryant

Also Present

Mayor Bruce Barry	Alderman Larry Budd
HR Andrea Conrath	Shirley Sams
Fire Chief Matt Adermann	Supt Mike Mann
Police Chief Dwayne Wheeler	Supt Dave Speagle
Deputy Chief Vincent Childers	Kellie Hamell
Treasurer Jacque Nation	Lieut. Ben Toberman
Fire Chief Matt Adermann	Travis Ostermeier
Marlin Brune	Mindy Mills
AFSCME Rep Matt Whalen	Bill Jones

Chairman Lanzotti called the meeting to order at 6:26 pm.

Hiring of Office Level I in Water Billing Office

Water Superintendent Dave Speagle spoke about Office Level I opening and asked that it be filled. Alderman Bryant asked if this position will be funded by the Water fund. Water Superintendent Speagle stated it will be funded by the Water Department.

Motion by Alderman Bryant and seconded by Alderman Driskell to recommend to the City Council to fill the Office Level I position in the Water Billing Office. Motion carried 4-0.

Hiring of (2) Replacement Police Officers and (2) Police Sergeants

Police Chief Wheeler spoke about filling the 2 Police Officer positions. Detective Thomason has given a verbal notice that he will be leaving soon. Police Officer Thompson left the Department last month to take a position in Washington, Illinois. Police Chief Wheeler spoke about entry level hires as well as hiring laterally. Police Chief Wheeler stated that lateral hires can be on the street six weeks after their hire date. Police Chief Wheeler stated he has received several resumes and applications for lateral hiring. Police Chief Wheeler stated that there are 6 very good candidates. Police Chief Wheeler stated there were 5 current Officers who tested for the Sergeant position. Police Chief Wheeler requested that the 2 vacant Police Officer positions be filled as well as 3 Sergeants for the Department.

Motion by Alderman Driskell and seconded by Alderman Bryant to recommend to the City Council to fill two Police Officer positions for the Police Department. Motion carried 4-0.

Motion by Alderman Bryant and seconded by Alderman Driskell to recommend to the City Council to hire two Police Officers laterally for Police Department. Motion carried 4-0.

Motion by Alderman Driskell and seconded by Alderman Bryant to recommend to the City Council to hire 3 Police Sergeants for the Police Department. Motion carried 4-0.

Hiring of (1) Heavy Equipment Operator B and (1) Laborer for the Street/Sewer Department

Street/Sewer Superintendent Mike Mann discussed that when he lost the Heavy Equipment Operator A due to the person taking another position in a different Department within the City. Street/Sewer Superintendent Mann requested that the Heavy Equipment Operator B position be filled. Street/Sewer Superintendent Mann also stated that Austin Kunz has been doing the work of a Heavy Equipment Operator B as a temporary assignment for the last several months. Street/Sewer Superintendent Mann requested that Austin Kunz be promoted to the Heavy Equipment Operator B permanently. Street/Sewer Superintendent Mann also stated that the Department has been hurting without the Equipment Operators and asked that a Laborer position be created to help even out the Department.

Motion by Alderman Driskell and seconded by Alderman Bryant to recommend to the City Council to fill the Heavy Equipment Operator B position in the Street Department. Motion carried 4-0.

Motion by Alderman Bryant and seconded by Alderman Driskell to recommend to the City Council to promote Austin Kunz to a Heavy Equipment Operator B position in the Sewer Department. Motion carried 4-0.

Motion by Alderman Olive and seconded by Alderman Driskell to recommend to the City Council to fill the Laborer position in the Street Department. Motion carried 4-0.

Motion by Alderman Bryant and seconded by Alderman Olive to go into closed session at 7:24pm.

Motion by Alderman Driskell and seconded by Alderman Olive to go out of closed session at 8:15pm.

Motion by Alderman Olive and seconded by Alderman Driskell to go into open session at 8:16pm.

Motion by Alderman Driskell and seconded by Alderman Bryant to recommend to the City Council to promote Travis Ostermeier to a Heavy Equipment Operator A in the Cemetery Department effective July 6, 2020. Motion carried 4-0.

Any Other Matters

N/A

Adjournment

Motion by Alderman Bryant and seconded by Alderman Olive to adjourn. Motion carried 4-0. The meeting adjourned at 8:25pm.



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Lee Lanzotti  
Personnel Committee Chairman

**City of Taylorville  
Personnel Committee Meeting  
August 6, 2020**

Members Present

Chairman Lee Lanzotti  
Alderman Kathy Driskell  
Alderman Jim Olive  
Alderman Megan Bryant

Also Present

Mayor Bruce Barry	Alderman Larry Budd
HR Andrea Conrath	Supt Mike Mann
Fire Chief Matt Adermann	Owen Lasswell
Police Chief Dwayne Wheeler	Treasurer Nation
Deputy Chief Vincent Childers	

Chairman Lanzotti called the meeting to order at 7:10 pm.

Hiring of Laterals and Police Sergeants in the Police Department

Police Chief Wheeler went over the final Sergeant Promotional List with the Committee that was selected by the Board of Fire and Police Commission. The list is as follows: 1) Mills 2) Withrow 3) Nelson 4) Alwerdt and 5) Dickey. Police Chief Wheeler also went over the Final Lateral Hiring List. This list is as follows: 1) Just 2) Grove 3) Priddy and 4) Mathon. Police Chief Wheeler stated that 2 Lateral hires and 3 Police Sergeants were approved by the Board of Fire and Police Commission. These positions are being filled due to Rob Thomason retiring, Officer Nate Thompson moving, and Officer Bolinger becoming the newest School Resource Officer. The Mayor asked what the staffing numbers will be. Police Chief Wheeler replied to him that there will be 21 on the Department.

Motion by Alderman Bryant and seconded by Alderman Driskell to recommend to the City Council to hire one additional Police Officer for the Police Department. Motion carried 4-0.

Hiring of (1) Full-Time Dispatcher in the Police Department

Deputy Chief Vince Childers explained current staffing of Dispatchers. There are currently 4 Full-Time and 1 Part-Time. This position needs to be filled due to one of the Full-Time Dispatchers being awarded a bid for the Water Billing Office.

Motion by Alderman Bryant and seconded by Alderman Driskell to recommend to the City Council to bid and/or advertise (1) Full-Time Dispatcher in the Police Department. Motion carried 4-0.

Establishing a CoVid-19 Policy for the City


Human Resource Manager Andrea Conrath passed out a draft copy of a CoVid-19 policy form to the Committee and all other Management attending the meeting. Human Resource Manager Conrath explained different scenarios that have taken place for the City with its employees since the CoVid-19 pandemic began. Human Resource Manager Conrath also mentioned an email that the City Attorney had sent out to all Alderman as well as other elected officials and management regarding current state law regarding the CoVid-19 pandemic and what rights the City has to put a policy in place. The Committee decided to table this topic until they can further research the current laws, etc.

Any Other Matters

N/A

Adjournment

Motion by Alderman Olive and seconded by Alderman Driskell to adjourn. Motion carried 4-0. The meeting adjourned at 7:58pm.



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Lee Lanzotti

Personnel Committee Chairman

**City of Taylorville  
Personnel Committee Meeting  
November 9, 2020**

Members Present

Chairman Lee Lanzotti  
Alderman Kathy Driskell  
Alderman Jim Olive  
Alderman Megan Bryant

Also Present

Mayor Bruce Barry	Alderman Larry Budd
HR Andrea Conrath	Kellie Hamell
Fire Chief Matt Adermann	Supt Mike Mann
City Clerk Julie Lilly	Lucia Fox
Deputy Chief Vincent Childers	Alderman Dorchinez

Chairman Lanzotti called the meeting to order at 5:59 pm.

Bid and/or Advertise One(1) Heavy Equipment Operator Position, One(1) Equipment Operator Position, and One(1) Laborer Position in the Sewer Department

Chairman Lanzotti explained that the Street/Sewer Department is short on employees. Street/Sewer Superintendent Mike Mann told the Chairman that he has ran into a shortage of employees for different work projects. Mayor Barry stated that there have only been two employees in the Sewer Department since he has been in office the last three and half years. Mayor Barry stated that he didn't believe the City can fulfill three Sewer Department employees, but is possibly open to adding two additional employees to the Street Department. Alderman Driskell asked if additional employees were added to the Street/Sewer Department that it could be possibly budgeted for the May 2021 Budget. Alderman Driskell said if that is possible, she would be okay with filling one to two positions in the Street/Sewer Department to fill the vacancies. Alderman Ernie Dorchinez suggested working with the current staff we have for the time-being. Alderman Dorchinez asked how many sewers were dug up per year. Street/Sewer Superintendent Mike Mann answered that they have dug up five sewers this year. Street/Sewer Superintendent mentioned that if the new ordinance passes then the Department will be digging up more sewers than they have been. Alderman Dorchinez then asked how many sewer taps were dug up per year. Street/Sewer Superintendent Mann answered that they have dug up two so far this year. Street/Sewer Superintendent Mann stated that the Department lost one employee, Travis Ostermeier, due to the employee bidding out of the Department so it should be in the budget to fill that vacancy. It was decided unanimously amongst the Committee to table these positions until the Pre-Budget meeting for next year's budget.

Bid and/or Advertise One(1) Plant Operator 1 Position in the Water Department

Water Billing Office Manager Kellie Hamell explained that they have an employee, Mark Durham, in the Department that is set to retire towards the end of this year or early next year. Kellie Hamell explained the need in the Water Department is to transition Durham's position into a Plant Operator 1 at the Water Plant instead of a position in the Water Billing Office.

Motion by Alderman Bryant and seconded by Alderman Driskell to recommend to the City Council to bid and/or advertise one (1) Plant Operator 1 position for the Water Department. Motion carried 4-0.

Heavy Equipment Operator Promotion in the Water Department

Mayor Barry stated that the Water Superintendent would like to promote a deserving employee to a Heavy Equipment Operator.

Motion by Alderman Bryant and seconded by Alderman Driskell to recommend to the City Council to promote Derek McConnell to a Heavy Equipment Operator in the Water Department. Motion carried 4-0.

Office Level III Promotion in the Water Collection Office

Water Billing Office Manager Kellie Hamell recommended Lucia Fox to do payroll to help assist the Treasurer. Kellie Hamell requested to promote Lucia Fox to Office Level III with this extra job duty added. Kellie Hamell stated that Lucia is an excellent employee who has at least ten years experience doing payroll. Kellie Hamell stated that Lucia would be the back-up for the Treasurer and expects it would take her three to four payroll cycles to train. City Clerk Julie Lilly mentioned that there are several trained and qualified employees in City Hall currently. Lucia Fox stated that she feels she would be a great back-up to the Treasurer for Payroll. Alderman Larry Budd suggested asking the City's Labor Attorney about a Memorandum of Understanding to see what legally can be done to fill this need within the City.

Office Level II Promotion in the City Clerk's Office

City Clerk Julie Lilly stated that Tammy Rogers is a great employee who started as a Dispatcher and later took a position in the Water Billing Office, which was a cut in pay for her. The City Clerk stated that Tammy is very deserving of this promotion and she would like to see her move to an Office Level II.

Motion by Alderman Driskell and seconded by Alderman Bryant to recommend to the City Council to promote Tammy Rogers to an Office Level II in the City Clerk's Office. Motion carried 4-0.

Any Other Matters

Mayor Barry mentioned that the Heavy Equipment Operator B position in the Cemetery Department will be added to the next Council Meeting Agenda. The Cemetery had an employee apply for a promotion and that will leave one position vacant. The Cemetery needs at least two employees to operate and there was not time to get this position added to this Personnel Committee Meeting Agenda.

Adjournment

Motion by Alderman Olive and seconded by Alderman Driskell to adjourn. Motion carried 4-0. The meeting adjourned at 6:50pm.



Lee Lanzotti

Personnel Committee Chairman