

**City of Taylorville  
Personnel Committee Meeting  
January 7, 2021**

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	Officer Alan Mills
Lake Supt Geoffrey Ortman	Officer Christian Nelson
Deputy Chief Vincent Childers	Owen Laswell
Water Supt Dave Speagle	Doug Brown
Street/Sewer Supt Mike Mann	Steve Dorchinez
Police Chief Dwayne Wheeler	
Treasurer Jacque Nation	

Chairman Lanzotti called the meeting to order at 7:06 pm.

Bid and/or Advertise One(1) Laborer Position in the Lake Department

Lake Superintendent Geoffrey Ortman explained that due to his recent promotion to Superintendent that there is an open Laborer position within the Lake Department. He requested that this position be filled due to all of the upcoming projects.

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

Bid and/or Advertise One(1) Office Level 1 Position in the Water Collection Office in the Water Department

Water Superintendent Dave Speagle requested to fill the position in the Water Collection Office due to Kirsten Nelson recently accepting a bid for a different position internally. Water Collection Office Manager Kellie Hamell explained that the office has recently went from having three technicians to now having two, which will in turn require more help from her department.

Motion by Alderman Olive and seconded by Alderman Driskell to recommend to the City Council to bid and/or advertise one (1) Office Level 1 position for the Water Collection Office in the Water Department. Motion carried 4-0.

Promotion of Lucia Fox from Office Level II to Office Level III in the Water Collection Office in the Water Department

Water Superintendent Dave Speagle spoke of the extra job duties that Lucia has taken on since losing an employee within the department. Water Collection Office Manager Kellie Hamell spoke of how well Lucia has done within the department and that she has helped train fellow employees as well.

Motion by Alderman Driskell and seconded by Alderman Olive to recommend to the City Council to promote Lucia Fox to an Office Level III in the Water Collection Office of the Water Department. Motion carried 4-0.

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

Motion by Alderman Lanzotti and seconded by Alderman Driskell to go out of closed session at 7:48pm.

Motion by Alderman Driskell and seconded by Alderman Bryant to go into open session at 7:49pm.

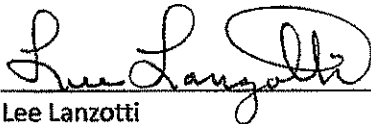
Motion by Alderman Driskell and seconded by Alderman Bryant to recommend to the City Council to pay Officer Greg Just, Officer Rachel Priddy, and Officer Jody Grove holiday pay owed for Veteran's Day (November 11, 2020), Thanksgiving Day (November 26, 2020), day after Thanksgiving (November 27, 2020), Christmas Eve (December 24, 2020) and Christmas Day (December 25, 2020) as well as continuing all holiday pay for these three police officers moving forward. Motion carried 4-0.

Any Other Matters

N/A

Adjournment

Motion by Alderman Driskell and seconded by Alderman Bryant to adjourn. Motion carried 4-0. The meeting adjourned at 7:57pm.

A handwritten signature in black ink, appearing to read "Lee Lanzotti", written over a horizontal line.

Lee Lanzotti

Personnel Committee Chairman

**City of Taylorville  
Personnel Committee Meeting  
February 4, 2021**

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	Officer Alan Mills
Lake Supt Geoffrey Ortman	Steve Dorchinez
Deputy Chief Vincent Childers	William Newberry
Treasurer Jacque Nation	Valerie Miles
Street/Sewer Supt Mike Mann	Jim McCoy
Police Chief Dwayne Wheeler	Officer Bryan Thomas
Cemetery Supt Mike Tennant	Nichole Brown
Scott Alberssen	Paycor – Jeff West
Paycor – Craig Welde	

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

Paycor Payroll/Timekeeping System

Chairman Lanzotti opened up the floor for Paycor to present their Payroll system to the Committee. Jeff West from Paycor did a short presentation via Zoom of the capabilities of the system as well as answered several questions. He quoted that the first year pricing is \$19,197.50 with the second and third years guaranteed at \$22,690.00 per year. He explained that if the City were to decide to move forward with Paycor that they have until July 1<sup>st</sup>, 2021 to set up the system. This system is an 8-10 week implementation process that will be guided by an implementation team from Paycor.

Motion by Alderman Driskell and seconded by Alderman Bryant to recommend to the City Council to implement the Paycor timekeeping/payroll system with the cost of \$19,197.50 for year one and \$22,690.00 for years two and three. Motion carried 4-0.

Hiring of Police Officers

Police Chief Wheeler discussed that the Department has potential to lose a few officers due to upcoming possible retirements later this year. Police Chief Wheeler also reported that the Department is in the process of hiring a new officer laterally to replace an officer that recently resigned.

Summer/Seasonal Help

Chairman Lanzotti requested the numbers of seasonal help from each Superintendent. Human Resource Manager Conrath stated that all of the Superintendents had submitted their requests to her for the number of seasonal/summer employees. She stated that the Health & Building Officer requested one (1), the Lake Department requested two (2) or three (3), the Water Department requested three (3), Cemetery Department requested seven (7), and the Street/Sewer Department requested six (6).

Motion by Alderman Bryant and seconded by Alderman Olive to recommend to the City Council to hire twenty (20) summer/seasonal help for the 2021 season. Motion carried 4-0.

Motion by Alderman Driskell and seconded by Alderman Bryant to go into closed session at 7:19pm.

Motion by Alderman Lanzotti and seconded by Alderman Driskell to go out of closed session at 7:55pm.

Motion by Alderman Driskell and seconded by Alderman Bryant to go into open session at 7:57pm.

Any Other Matters

Treasurer Nation mentioned that the costs associated with the current service Tyler Technologies provides to the City are annual maintenance fees.

Adjournment

Motion by Alderman Olive and seconded by Alderman Driskell to adjourn. Motion carried 4-0. The meeting adjourned at 7:57pm.

  
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Lee Lanzotti  
Personnel Committee Chairman

**City of Taylorville  
Personnel Committee Meeting  
March 4, 2021**

Members Present

Chairman Lee Lanzotti  
Alderman Megan Bryant  
Alderman Jim Olive

Members Absent

Alderman Kathy Driskell

Also Present

Mayor Bruce Barry  
HR Andrea Conrath  
Fire Chief Matt Adermann  
Treasurer Jacque Nation  
Street/Sewer Supt Mike Mann

William Newberry  
Police Chief Wheeler  
Deputy Chief Childers

Chairman Lanzotti called the meeting to order at 7:11 pm.

Bid and/or Advertise Office Level I in Water Billing Office

Human Resource Manager Andrea Conrath explained to the Committee that two (2) Office Level I positions have become open due to employees bidding out of this office. This Department is requesting to bid and/or advertise the second vacancy in their office.

Motion by Alderman Bryant and seconded by Alderman Olive to bid and/or advertise one (1) Office Level I position in the Water Billing Office. Motion carried 3-0.

Hiring a new Police Officer

Police Chief Wheeler spoke about the budget and stated that since moving to twelve (12) hour shifts the Department has saved over \$42,000 in overtime. Deputy Police Chief Vince Childers explained that if an officer takes a personal day, there have been situations this has caused mandatory overtime. The Police Administration is asking for an additional officer to prevent the mandatory overtime from happening regularly.

Motion by Alderman Bryant and seconded by Alderman Olive to hire one (1) lateral Police Officer. Motion carried 3-0.

Bid and/or Advertise Sewer Department Employee

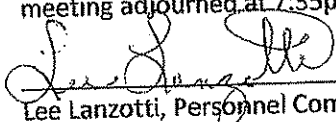
Street/Sewer Superintendent Mike Mann requested an additional Sewer employee. Street/Sewer Superintendent Mann stated that he has a Street employee interested in moving to the Sewer Department. Street/Sewer Superintendent Mann stated that due to this Street employee wanting to move to the Sewer Department that he will need to fill a vacancy in the Street Department, not the Sewer Department.

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 7:35pm.

  
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Lee Lanzotti, Personnel Committee Chairman

**City of Taylorville  
Personnel Committee Meeting  
April 1, 2021**

Members Present

Chairman Lee Lanzotti  
Alderman Kathy Driskell  
Alderman Jim Olive

Members Absent

Alderman Megan Bryant

Also Present

Mayor Bruce Barry  
HR Andrea Conrath  
Fire Chief Matt Adermann  
Treasurer Jacque Nation  
Police Sergeant Christian Nelson

Crystal Nichols  
Steve Dorchinez  
Melissa Klemm Jerome

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

Additional Insurance Coverage Information

Melissa Klemm Jerome from the Ware Group presented the possibility of City provided voluntary insurance benefits to help offset an employee's out-of-pocket expenses.

Upcoming Police Department Retirements

Police Sergeant Christian Nelson explained that the Police Department is one officer shy of being at full staff per the Police Union Contract. He listed five officers (Childers, Herpstreith, Nation, Toberman, and Wells) who are at the years of service minimum to retire. There is potential for the possibility of seven retirements in the next year. Treasurer Jacque Nation asked Police Sergeant Nelson how many potential retirees are there in the next budget year. Police Sergeant Nelson answered there is a possibility of five total.

Bid and/or Advertise one (1) Equipment Operator I in Street Department

Human Resource Manager Andrea Conrath explained that this is brought back to the Committee this month due to the wording being off in last month's Committee Meeting agenda that did not allow the hiring of a Street Department employee.

Motion by Alderman Kathy Driskell and seconded by Alderman Jim Olive to bid and/or advertise one (1) Equipment Operator I in the Street Department. Motion carried 3-0.

Any Other Matters

N/A

Adjournment

Motion by Alderman Olive and seconded by Alderman Driskell to adjourn. Motion carried 3-0. The meeting adjourned at 6:53pm.

  
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Lee Lanzotti, Personnel Committee Chairman

**City of Taylorville  
Personnel Committee Meeting  
May 6, 2021**

Members Present

Chairman Kathy Driskell  
Alderman Doug Brown  
Alderman Jim Olive  
Alderman Chris Skultety

Also Present

Mayor Bruce Barry  
Alderman Steve Dorchinecz  
Fire Chief Matt Adermann  
Police Chief Dwayne Wheeler  
Assistant Chief Vince Childers

HR Andrea Conrath  
Alderman Larry Budd  
Alderman Jeremy Wilson  
Alden Brown

Chairman Driskell called the meeting to order at 7:08 pm.

Hire (1) Police Officer

Police Chief Wheeler discussed the new reform bill that has been passed and he mentioned that a few officers are interested in leaving due to the new reform bill. Officer Darrick Wells currently oversees the evidence room and intends on retiring in or around January 2021. Officer Jody Grove will take over this task once Officer Wells retires. Deputy Chief Childers mentioned that Peoria lost twelve officers in one day due to the reform bill. Mayor Barry asked which hiring list this Police Officer would come from. Police Chief Wheeler stated that if approved, this new hire would come from the Lateral Hiring List. Deputy Chief Childers mentioned that a new hire takes approximately 9 months to train as where a Lateral officer would not take as long to train due to their previous experience. Police Academy costs around \$6,000 along with the salary of the officer while the officer is away. Deputy Chief Childers mentioned that it would save the City money & training time to hire a lateral officer at this time.

Motion by Alderman Jim Olive and seconded by Alderman Chris Skultety to hire one (1) Police Officer through the lateral hiring list in the Police Department. Motion carried 4-0.

Review Employee Handbook Updates

Chairman Driskell discussed that she had reviewed the red-lined copy of the revisions to the City's Employee Handbook. Human Resource Manager Conrath mentioned that the Employee Handbook had not been updated since December 2004. The previous Human Resource Manager began some of the updates in 2018 but it had not been completed. Chairman Driskell mentioned that this handbook could be reviewed each time the union contracts expire, which the current union contracts expire in 2023. It was decided that all the Alderman review the revisions to the Employee Handbook & it move onto Council next.

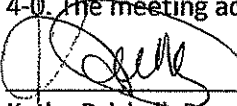
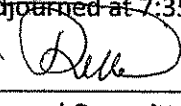
Any Other Matters

Human Resource Manager mentioned that she had been asked if the Deputy Treasurer position will be filled. Chairman Driskell does not feel that it is necessary to fill this position and that we just need a back-up in place for payroll purposes. Chairman Skultety stated that he was in favor of filling the Deputy Treasurer position to ensure a back-up person to the Treasurer in case there were to be unforeseen circumstances with the Treasurer. Mayor Barry mentioned that the Fourth of July parade will be held on July 3rd due to the fourth being on a Sunday. Alderman Budd mentioned that he was asked if the Treasurer position could be changed to an appointed position rather than elected. Alderman Budd suggested asking the City Attorney for guidance on an answer about this topic. Alderman Dorchinecz

stated that this was done in Raymond, Illinois changing the Treasurer position from elected to appointed.

Adjournment

Motion by Alderman Chris Skultety and seconded by Alderman Doug Brown to adjourn. Motion carried 4-0. The meeting adjourned at 7:35pm.

  
  
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Kathy Driskell, Personnel Committee Chairman



**City of Taylorville  
Personnel Committee Meeting  
July 1, 2021**

Members Present

Chairman Kathy Driskell  
Alderman Doug Brown  
Alderman Jim Olive  
Alderman Chris Skultety

Also Present

Mayor Bruce Barry	Alderman Larry Budd
HR Andrea Conrath	Crystal Nichols
Fire Chief Matt Adermann	Supt Mike Mann
Police Chief Dwayne Wheeler	Supt Mike Tennant
Deputy Chief Vincent Childers	Supt Geoffrey Ortman
Fire Capt. Cody Rogers	Firefighter Nick Zepin
Alderman Megan Bryant	HBO Andy Goodall
Alderman Jeremy Wilson	Valerie Miles
Alderman Steve Dorchinecz	
Police Lieut. Ben Toberman	

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

Resignation of Assistant Fire Chief

Fire Chief Matt Adermann explained that Cody Rogers recently resigned as Assistant Fire Chief to move back down to Fire Captain. He stated that Cody Rogers had submitted a resignation letter to the Mayor as well as the Human Resource manager listing his reasons for making this move. Cody Rogers explained his reasons for moving to Captain to the Personnel Committee.

Motion by Alderman Olive and seconded by Alderman Brown to recommend to the City Council to accept the resignation of Assistant Fire Chief Cody Rogers. Motion carried 4-0.

Residency Requirements for Non-Bargaining Personnel

Chairman Driskell mentioned that this topic was brought to the table due to the vacant Assistant Fire Chief position and the qualified candidate not living within City limits. Chairman Driskell asked if the residency requirements for Non-Bargaining Personnel can be changed just for this specific candidate who is the only qualified person up for the Assistant Fire Chief's vacant position at this time. Fire Chief Adermann explained that this candidate lives approximately .25 miles from the City limits. Fire Chief Adermann told the Personnel Committee that the Assistant Fire Chief testing is scheduled for August 14<sup>th</sup>, 2021. Chairman Driskell asked if this can be determined on a case by case basis for these types of scenarios as they come up. Alderman Skultety stated that employees currently have more freedoms in where they live than their Superintendents and even have the ability to make more money than their superiors. Alderman Skultety mentioned that we may have a similar scenario come up in the Water Department when Superintendent Speagle retires as the person who would be up for the promotion does not live in City limits, which would create the Committee to have to revisit this same situation again. Alderman Skultety stated he would be in favor of allowing a 6.5 mile radius from the courthouse for all Non-Bargaining personnel. Mayor Barry suggested doing this on an individual basis depending on the situation; that there is no sense in reinventing the wheel. Alderman Bryant spoke that this is more of a respect thing towards our current Superintendents in allowing them the freedoms that their employees currently have.

Motion by Alderman Skultety and seconded by Alderman Driskell to recommend to the City Council to amend City Code to allow Non-Bargaining Employees to live within 6.5 mile radius of the Courthouse. Motion carried 4-0.

#### Hiring of (1) Full-Time Police Dispatcher

Deputy Chief Childers mentioned the need for a fifth full-time dispatcher in the Department due to overtime that has been taking place due to the shortage. Lieutenant Ben Toberman mentioned that the county has been recruiting dispatchers recently and the county pays \$4 more per hour. Alderman Steve Dorchinecz suggested establishing a headcount for each Department so that we can fill jobs as they become vacant.

Motion by Alderman Olive and seconded by Alderman Skultety to recommend to the City Council to bid and/or advertise a Full-time Dispatcher in the Police Department. Motion carried 4-0.

#### Hiring of (2) Police Officers for Academy

Police Chief Dwayne Wheeler mentioned that the Police Department recently hired one new officer latterly to replace an officer that recently left the Department. Police Chief Wheeler mentioned that he has been given notice of at least one officer that is definitely retiring in January 2021 along with the possibility of 1-2 more retirements. Wheeler stated that it takes nine months to train a new officer and that he would like to be ahead of the retirements to avoid a burnout culture as well as the possibility of mandatory overtime. Wheeler mentioned that the current hiring list is becoming exhausted due to other local Police Departments hiring. Police Lieutenant Ben Toberman mentioned that the Academy is full for a year and a half but that he was able to reserve two spots for our Police Department. Toberman mentioned that the spots are reserved for September 12, 2021 with a graduation date of December 16<sup>th</sup>, 2021. Mayor Barry stated that we need to get the new officers hired quickly. Alderman Skultety asked how many officers we currently have in the Department and Deputy Chief Childers stated we have 22. Deputy Chief Childers mentioned that they would like to get minimum staffing of 25. The Department currently has four officers on each platoon.

Motion by Alderman Skultety and seconded by Alderman Brown to recommend to the City Council to hire two (2) Police Officers for Academy. Motion carried 4-0.

#### Non-Bargaining Staff Evaluations/Job Descriptions

Chairman Driskell mentioned needing to get back to doing annual evaluations for the Non-Bargaining employees and that she is for salary increases ranging from 1-3% depending on the evaluations. Human Resource Manager Andrea Conrath suggested making January 1<sup>st</sup> the effective date for the annual increases so that they are aligned with all other annual salary increases. Alderman Olive stated he reviewed the sample evaluation form that was given out by Chairman Driskell and that he feels it needs updated due to it being from 2007. Chairman Driskell asked for suggestions on the forms and how to complete evaluations. Chairman Driskell stated that she would like to see the Mayor, Personnel Committee Chairman and the Human Resource Manager be the individuals who are completing the annual evaluations. Chairman Driskell also stated that she would like each Superintendent complete written job descriptions for themselves. Alderman Doug Brown stated that he had recently viewed job descriptions for the Non-Bargaining personnel in the City Code. Alderman Skultety recommended mid-year and annual reviews that included a person completing a self-review as well as their annual evaluation at the same time. Alderman Skultety mentioned that these reviews would include setting goals, extra training and self-growth for an example. Chairman Driskell recommended that Alderman Skultety be in charge of creating a new evaluation form for the Non-Bargaining personnel. The

Committee unanimously agreed to do annual increases. Alderman Skultety mentioned that all of the City's Non-Bargaining personnel are vastly on the lower end of the spectrum for salary. Alderman Skultety suggested that evaluations be completed by the November of each year to have the information done in time for the increases to be entered on January 1<sup>st</sup> of each year. Alderman Skultety mentioned holding off discussion of increases until the evaluation forms get established and at that time the discussion of increases can be revisited. Alderman Steve Dorchinecz stated that the job descriptions need refined and that the input of all of the Superintendents should be considered.

#### Salary Increase/Job Duties of Airport Manager

Chairman Driskell stated that Mike Tennant took over the Cemetery Sexton position after the position became available and that Tennant did not want the Airport Manager role. Therefore, Health and Building Officer Goodall took over the Airport Manager duties last July and has been completing them during this time frame with no compensation. Chairman Driskell stated she was for getting rid of the job title Health and Building Officer to create a new job title that combines the Airport Manager and Health and Building Officer's job duties with a new job description. Alderman Bryant asked if this would be changed if/when the current management leaves. Chairman Driskell stated that no one is currently assigned to the Airport Manager. Alderman Skultety stated that he was originally agreeable to combining the two job titles but after realizing that the City had to pay the City Attorney to separate the Airport Manager job duties from the Cemetery Sexton role earlier last year that he no longer agrees with that. Alderman Skultety suggested that the Airport Manager have its own salary for whichever person takes over this role. Alderman Brown stated that the monetary compensation for the Airport Manager role will depend upon how many hours it takes to do this job. Alderman Olive spoke up that he is unsure of how many extra hours Goodall has been spending completing the Airport Manager duties over the last year. Valerie Miles mentioned that Goodall has not been trained due to no one knowing what the Airport Manager is supposed to be doing. It was asked if Bill Newberry was training when he was in the role and there was no known answer about that. Valerie Miles suggested contacting Bill Newberry to train the Airport Manager how to complete the tasks in this role. Alderman Skultety agreed with the lack of training in this role and suggested contacting Bill Newberry to see if he is willing to train the Airport Manager. Alderman Olive asked what state and federal mandates have to be met for this Airport Manager role. Alderman Steve Dorchinecz asked how many additional hours are being spent to complete the Airport Manager duties. Mayor Barry stated that he is unsure if this is a 40 hour a week position. Alderman Bryant stated that she feels Goodall neglects his duties as the Health and Building Officer due to completing the Airport Manager role. HBO Goodall stated that he works 7am to 4pm each day and that he goes to the Airport after he gets off at 4pm to handle Airport duties. Chairman Driskell mentioned going back to combining the Airport Manager and Health and Building Officer duties as one. Alderman Doug Brown asked if there is a task list for the Airport Manager and how it is difficult to complete tasks due to the uncertainty of what needs to be done. It was mentioned that some of the Airport Manager's salary comes from the Cemetery fund in the budget and the other portion of the salary comes from the Airport. Alderman Budd stated he has the numbers from the budget. Alderman Skultety stated he thinks the Airport Manager position should be a stand-alone position. Mayor Barry suggested \$5,000 per year for the Airport Manager role. Alderman Skultety recommended giving Goodall a 2% increase now and then once they evaluate the Airport Manager role, an increase can be given then to make up the difference. Mayor Barry recommended Goodall's salary being increased from 105% to 110% of a working foreman, which equals to a 5% increase. Chairman Driskell suggested a 2% increase to the Health and Building Officer's salary for the compensation of the Airport Manager duties. Chairman Driskell stated she is going to contact Bill Newberry for a list of job duties for the Airport Manager role. HBO Goodall suggested holding off on the increase until the evaluation of the Airport

Manager duties is completed. Alderman Bryant asked if retro pay is possible and Alderman Budd stated that it is not in the budget.

#### Salary Increase for Street and Sewer Superintendent

Chairman Driskell asked Street/Sewer Superintendent Mann to speak on his reasons for his request. Street/Sewer Superintendent Mann stated that all Non-Bargaining personnel need and deserve raises. Mann mentioned all of the hours he works outside of his normal scheduled work day and requested a raise. Chairman Driskell asked if Mann would be willing to wait until November 2021 for a raise and Mann said no. Human Resource Manager Conrath suggested completing evaluations and increases for all Non-Bargaining personnel now and to set precedence that moving forward all evaluations will be done in November with a January 1<sup>st</sup> effective date for increases. Chairman Driskell stated she would like all Non-Bargaining Personnel to hand in job descriptions.

Motion by Alderman Skultety and seconded by Alderman Olive to recommend to the City Council to raise the salary of the Street and Sewer Superintendent by 5%. Motion carried 4-0.

#### Hiring of (3) Personnel for Street Department

Street/Sewer Superintendent Mann stated that minimum staffing is 12 and the Department currently has four street employees and three sewer employees. Street/Sewer Superintendent Mann is requesting for 3 additional employees due to the possibility of two or three employees leaving within the next year.

Motion by Alderman Skultety and seconded by Alderman Olive to recommend to the City Council to bid and/or advertise three (3) Laborers in the Street Department. Motion carried 4-0.

#### Process of Employee Return of City Property

Chairman Driskell explained that the HR Manager had expressed some issues with the return of City property from a previous employee. Alderman Bryant suggested that all City property be returned to the HR Manager on the employee's last day of unemployment or the person's last pay check will be withheld until the property is returned. HR Manager Conrath asked if this policy would include Elected Officials and Chairman Driskell stated that it would include them.

Motion by Alderman Olive and seconded by Alderman Skultety to recommend to the City Council to amend the Employee Handbook Policy for Return of all City Property upon severance within set guidelines. Motion carried 4-0.

#### Any Other Matters

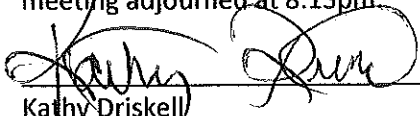
HR Manager Conrath explained that due to an employee bidding out the Cemetery that there is a Working Foreman position vacant and that the position would be going to the next council meeting agenda. Alderman Bryant addressed the Mayor regarding his request for the Alderman to pay for the parade candy themselves and that she took issue with the Mayor for his unilateral decision to alter a budgeted item.

#### Adjournment

Motion by Alderman Olive and seconded by Alderman Skultety to adjourn. Motion carried 4-0. The meeting adjourned at 8:13pm.

Adjournment

Motion by Alderman Olive and seconded by Alderman Skultety to adjourn. Motion carried 4-0. The meeting adjourned at 8:13pm

  
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Kathy Driskell  
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.

A handwritten signature in cursive script, appearing to read "Lee Lanzotti", written over a horizontal line.

Lee Lanzotti

Personnel Committee Chairman

**City of Taylorville  
Personnel Committee Meeting  
November 4<sup>th</sup>, 2021**

**Members Present**

Chairman Kathy Driskell  
Alderman Doug Brown  
Alderman Jim Olive  
Alderman Chris Skultety

**Also Present**

Mayor Bruce Barry	Alderman Larry Budd
HR Andrea Conrath	Supt Dave Speagle
Fire Chief Matt Adermann	Treasurer Kellie Hamell
Police Chief Dwayne Wheeler	Marlin Brune
Alderman Jeremy Wilson	Tim Brown
Alderman Megan Bryant	Derek McConnell
Jaclyn McConnell	Jenni Mayer
City Clerk Julie Lilly	Deputy Chief Childers

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

**Discuss Nepotism Policy**

Chairman Driskell stated that this policy was brought to her attention and asked to be discussed at Personnel Committee this month. The Committee discussed the nepotism policy and reviewed it to decide if any changes needed to be made. The Committee decided that the nepotism policy that is in place is sufficient and that it will be left as well as followed as it is currently stated.

**Hire Replacement Firefighter – Ron Smith Retirement**

Fire Chief Matthew Adermann stated that Fire Captain Ron Smith has handed in his letter for retirement in January 2022 and would like to request a replacement fireman for the Department.


Motion by Alderman Olive and seconded by Alderman Brown to recommend to the Board of Fire and Police Commission to hire (1) one firefighter for the Fire Department. Motion carried 4-0.

**Any Other Matters**

N/A

**Adjournment**

Motion by Alderman Brown and seconded by Alderman Skultety to adjourn. Motion carried 4-0. The meeting adjourned at 6:29pm.

  
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Kathy Driskell, Personnel Committee Chairman



PERSONNEL COMMITTEE

December 2, 2021

MEMBERS PRESENT

Chairman Driskell  
Alderman Olive  
Alderman Brown

ALSO PRESENT

Mayor Barry  
Chief Wheeler  
Chief Adermann  
Deputy Chief Childers  
Superintendent Mann

Alderman Wilson  
Alderman Dorchinecz  
Alderman Bryant  
Treasurer Hamell  
Crystal Nichols

MEMBERS ABSENT

Alderman Skultety

Chairman Driskell called the meeting to order at 6:44 P.M.

NON-BARGAINING PERSONNEL EVALUATIONS

Chairman Driskell advised she has spoken with Treasurer Hamell regarding funds to cover the five month gap between January 01, 2022 and April 30, 2022 as it relates to raises for Non-Bargaining Personnel. Treasurer Hamell has located funds within the budget to compensate the raises.

Superintendent Mann stated he has not received a copy of his evaluation. He explained Human Resource Manager Conrath advised during his evaluation that he will receive a copy and have the opportunity to accept/dispute the outcome prior City Council making the decision on raises. Alderman Driskell said she was under the impression that HR Conrath had already given out results to all personnel. Mayor Barry stated the Aldermen did receive an email with the recommended raises. At this time, it was discovered that Alderman Wilson was not copied on this email and therefore did not have the information. There was further discussion as to the importance of all personnel receiving, reviewing, and signing off on their evaluations prior to the City Council meeting on Monday, December 6, 2021. Alderman Brown stated according to guidelines the employees should receive and sign off on the evaluations prior to Council's vote.


Alderman Bryant asked who will be responsible for contacting HR Conrath as she was not in attendance at the meeting and is scheduled to be off the following day. Mayor Barry advised he will personally contact HR Conrath and ensure all evaluations are given to out prior to the City Council meeting.

Motion by Alderman Brown and seconded by Alderman Driskell to recommend to the City Council to approve the results of the Non-Bargaining Personnel Evaluations and approve recommended salary increases. Motion carried 3-0.

ANY OTHER MATTERS

Motion by Alderman Driskell and seconded by Alderman Olive to adjourn. Motion carried 3-0.

Meeting adjourned at 6:59 P.M.

  
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Kathy Driskell, Chairman  
Personnel Committee