

Personnel Committee  
January 7, 2015

Members Present

Chairman Heberling  
Alderman Burtle  
Alderman Koonce  
Alderman Jones

Also Present

Mayor Brotherton  
Cindy Brown  
Superintendent Speagle  
Police Chief Herpstreith  
Alderman Budd  
Alderman Dorchinecz  
Alderman Vota  
Alderman Walters  
Rick Bryan  
Brian Thomas  
Kyle Mense  
Brandon Fox  
Aaron Reimann  
Chase Dickey  
Alan Mills

Chairman Heberling called the meeting to order at 7:20 p.m.

Any Other Matters

Investigator Rick Bryan presented a letter he sent to the Mayor and all Aldermen on behalf of the Policemen's Benevolent Labor Committee. The letter addresses the staffing concerns that the Union has in the Police Department. He discussed the need to increase the staff in order to have the coverage needed for each shift. He mentioned that the staffing is the lowest it has been in twenty (20) years. The department has had some turnover as well as some officers moving to other locations which have increased the concern at this time.

The Aldermen were in agreement to support increasing the staff when the budget allows. They would like to see the Police Department put in at least one (1) officer request in their budget for 2015.

The Board of Fire and Police Commissioners recently approved to hire two (2) police officers, one new and one replacement. The candidate started Police Academy on January 4, 2015. The next candidate should begin Police Academy in March of 2015.

Award Plant Operator Position Water Plant

Superintendent Speagle and HR Brown conducted interviews for the Third Shift Plant Operator Position to be filled due to an employee retiring. Superintendent Speagle informed the committee of the award.

Motion by Alderman Koonce and seconded by Alderman Burtle to move into Closed Session pursuant to 5 ILCS 120/2 (c) (1) to consider appointment, employment, and/or compensation of non-bargaining employees and to include during all or any part of such Closed Session Mayor Brotherton, all Aldermen in attendance and Human Resource Manager Cindy Brown.

Roll Call- Chairman Heberling, Alderman Burtle, Jones and Koonce voted YEA. Chairman Heberling announced the motion carried.

The Personnel Committee moved into Closed Session at 7:45 p.m.

Motion by Alderman Jones and seconded by Alderman Koonce to go out of Closed Session at 9:30 p.m.

Roll Call – Chairman Heberling, Alderman Jones, Burtle and Koonce voted YEA. Chairman Heberling announced the motion carried.

Motion by Alderman Koonce and seconded by Alderman Jones to accept the proposed non-bargaining salaries as written with a correction to remove the Police Lieutenant section.


Alderman Burtle is voting no due to two (2) positions he does not agree with; however, he agrees to the remainder of the other proposals as written.

Motion carried 3-1.

Chairman Heberling will attach the narrative and spreadsheet from the December 4, 2014 Personnel meeting for public record.

**Adjournment**

Motion by Alderman Burtle and seconded by Alderman Koonce to adjourn. Motion carried 4-0. The meeting adjourned at 9:33 p.m.

  
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Rob Heberling  
Personnel Committee Chairman

### **Narrative of Personnel Meeting 12-4-14.**

Chairman Heberling distributed salary information that he felt would be necessary to view in order to start discussions among the committee. Chairman Heberling believed along with the mayor that there needs to be some salary adjustments to a few positions which include but not limited to Street/Sewer, Water, and Human Resources. Chairman Heberling asked those Aldermen present if they would like to discuss any other positions.

Alderman Koonce would like to also discuss the HBO position.

Alderman Ernie Dorchinecz discussed his concern for the salary that Water Superintendent Dave Speagle is currently making. He discussed with the Aldermen present that Mr. Speagle has the knowledge and know-how that no other person has had and that the water is safer for the citizens of Taylorville due to Mr. Speagle's knowledge and expertise. Alderman Dorchinecz discussed his suggestions and would like to see an increase to Superintendent Speagle's salary by 10%. The Mayor and Chairman Heberling would like to suggest that we discuss a bump in Mr. Speagle's salary along with a percentage that all the non-bargaining employees would receive.

The mayor would like to suggest a range of \$2500 - \$3500 as a bump in salary to not just the water superintendent salary, but also the street superintendent and a couple of other positions in question.

Chairman Heberling suggested that the committee take a look at all those suggested areas starting with the Assistant Fire Chief/Deputy Police Chief positions, then the HBO position, then the Street and Sewer position, then Water, and then Mrs. Brown would be excused and the committee would discuss the Human Resources Position.

### **Assistant Fire Chief/Deputy Police Chief**

After viewing a salary history spreadsheet for the Police Chief, Deputy Police Chief, Fire Chief and Assistant Fire Chief, the chairman pointed out to those present that the salary history shows that there was a much larger differential (typically over \$3000 and in the case of Fire over \$5000 for several years) in the salaries of the Assistant Fire Chief/Deputy Police Chief positions compared to the Chief's salaries. Mayor Brotherton offered some observations and reasons (see handouts) as to why these differentials had diminished over the years. Chairman Heberling would like to obtain a salary percentage separation from the Police Chief to the Deputy Police Chief and by doing so would like to suggest a 2% increase to the Police Chief salary and a 1% increase to the Deputy Police Chief salary. Chairman Heberling discussed the Assistant Fire Chief position and would like to also increase that position by the same 1% as the Deputy Police Chief through 2017. (The 2% suggestion was only a place to start the conversation, but whatever the across the board increase is, the chairman would recommend that the positions of Assistant Fire Chief and Deputy Police Chief be increased at the rate of 50% of the overall across the board increase given to the other members of the non bargaining group until at least 2017). The committee talked in length regarding the salary chart provided from past salaries.

### **HBO**

Alderman Koonce (and Alderman Budd in a prior meeting) had requested that we review the salary of the HBO position. After remarks by the committee, the mayor and the aldermen in attendance it was decided that because of the responsibilities of the position and as an overall effort to make the salary scale of the non bargaining group reflect the expectation of the position it was decided to "bump" the HBO position by 1% and then extend the same across the board increase that would be given to other

non-bargaining group members. (Going forward any discussion of a “bump” would imply that the “bump” would be added to the salary before an across the board increase was used to calculate a new salary.)

### Street and Sewer

Chairman Heberling directed the attention of the aldermen to handout #3. He and the mayor were recommending a range of increases from \$2,500.00 to \$3,500.00. After discussion it was agreed that it was time to increase the salary level of the Street and Sewer Superintendent position. The salary history shows that the salary of that position was reduced significantly in 2009. The salary was reduced at the time that the current Superintendents assumed that position. The number of employees supervised and the responsibilities of the position would indicate that an increase was in order. The range that was presented earlier was reviewed and the increase that was suggested was a \$2500.00 “bump” plus an additional across the board increase. Alderman Dorchinecz thought that the committee was trying to take the emphasis off his recommendation for the Water Superintendent’s salary. Chairman Heberling pointed out that even with the proposed increase to the salary of the Street and Sewer Superintendent’s position it would still be less than it was in 2007. Alderman Dorchinecz took issue with the statement and thought it was an attempt to request more of an increase, and he stated that “when a person comes into a position they can’t expect to receive what the other guy was being paid. You have to earn it yourself”. He gave an example of when he started at Franklin Life. Chairman Heberling attempted several times to say it was only an observation not an attempt to increase the suggested “bump” any additional amount. After several attempts of explanation, Chairman Heberling told Alderman Dorchinecz he wasn’t going to argue semantics with him. Alderman Jones then explained to Alderman Dorchinecz that all the other aldermen understood what Alderman Heberling was saying and then explained it to him again. The committee will recommend for consideration a \$2500.00 “bump” to the Street and Sewer Superintendent’s salary plus an across the board increase equal to the others in the non-bargaining group.

### Water

Alderman Ernie Dorchinecz reiterated his reasons for requesting an increase in salary for the Water Superintendent. He felt that due to Mr. Speagle’s experience, the certificates and the operating license that he holds as well as his current involvement in the planning and his future efforts on the new Water Treatment Plant justifies his request. The Aldermen feel that Mr. Speagle definitely does an outstanding job however; they do not feel a 10% increase would be appropriate. Chairman Heberling pointed out that in comparison to some communities with much larger EVA’s than Taylorville’s, the Water Superintendent’s current salary wasn’t too much lower than his counterparts in those larger communities. Alderman Dorchinecz feels the type of work Mr. Speagle does calls for a substantial increase. Mayor Brotherton also pointed out that in most communities the Police Chief and/or the Fire Chief are the top paid members of the non-bargaining group. After a long discussion around the table, the Aldermen agreed that Mr. Speagle deserves an increase; however they could not substantiate a 10%.

Aldermen Koonce suggested a \$3500 bump plus a 2% increase for Mr. Speagle and Chairman Heberling asked all Aldermen present if they were ok with this suggestion. Alderman Jones suggested a “2 and 2” “bump”. Those present were ok with this suggestion. Chairman Heberling asked Alderman Jones to explain his suggestion. Alderman Jones said that in essence the Water Superintendent position would receive a “2 and 2” or 4% “bump” and also a 2% across the board increase. Chairman Heberling said he

thought it was a 2% "bump" and a 2% across the board increase but if it was the way Alderman Jones presented it, he couldn't support such a large increase, and he reminded everyone that there was only a 2% (roughly \$12000) to work with and to talk about distributing to those other positions in question as well. Alderman Walters raised a suggestion of an incentive for Mr. Speagle. Alderman Jones calculated figures and suggested a "bump" in the salary by 2%, give a 2% across the board increase (or whatever is eventually recommended), and a \$750 incentive for Mr. Speagle for the duration of building the new Water Plant. Chairman Heberling asked each Alderman present if they were ok with this idea and all agreed. Alderman Dorchinecz wanted to know what the effect would be on the water Superintendent's salary. He was told that the Water Superintendent's salary would be the highest, and that it would be over \$63,000, and approaching \$64,000.

Chairman Heberling thought since all Aldermen were not present that it would be a good idea to allow them the courtesy to view the information discussed and talk further at the January Personnel meeting. All agreed, as the decision of the actual percentage increase had not been decided upon for the non-bargaining group.

Since Alderman Dorchinecz was getting ready to leave prior to the discussion on the Human Resources Manager's salary and because all the discussion on compensation might not be completed for the evening, Alderman Heberling reiterated the then current recommendation for the Water Superintendent's salary (2% "bump", 2% overall, and a \$750 yearly bonus) to Alderman Dorchinecz and reminded him that it might change because the decision on the amount of the overall increase had not yet been finalized. He said he understood. At that point the Human Resources Manager was excused.

#### **Human Resources**

The committee members next discussed the salary level of the Human Resources Manager. Mayor Brotherton stated that he believes that the Human Resource Manager position should have a salary adjustment. He pointed out that the requirements of that position continue to increase exponentially. Committee members asked if he had a recommended amount regarding a salary adjustment. The Mayor stated that he felt the position deserved a minimum increase of at least \$2,000 and that he would want any additional raise given to the non-bargaining employees as a whole to be added as well. He also stated that he believed that another salary adjustment to this position would probably be warranted in the near future as the employee continues to gain skills and experience. Following a brief discussion Alderman Jones suggested that committee members make a motion to increase the salary of the Human Resource Manager by \$2,000 (a bump) in addition to whatever percentage raise was approved for the whole non-bargaining group. Alderman Koonce agreed. Alderman Heberling stated that he was also in agreement but that he would like to have all the proposed motions regarding any wage increases for the non-bargaining personnel carried over to January's Personnel Committee meeting so that the aldermen not currently present would have an opportunity to have their input heard. The other committee members agreed.

#### **Overall Increase**

The committee members then discussed the amount of the raise to be given to all non-bargaining personnel. Mayor Brotherton stated that he felt it was important that the raise be comparable to what the union employees were given. Alderman Heberling stated that would be in the 1.7% range. Following some additional discussion Alderman Jones suggested increasing the salaries of all the non-

bargaining personnel by 1.75%. The other committee members agreed. This suggestion will also be discussed at the next meeting.

**Any other matters**

1) Under the “any other matters “ portion of the agenda Alderman Heberling advised committee members that he had received notification that two positions in the Street Department would need to be bid or advertised. Street Department employee Eric Adams has moved into the Working Foreman position and so his position of Heavy Equipment Operator needs to be bid and/or advertised.

Employee Kevin Krueger has bid on a Heavy Equipment Operator position at the Lake Department. His vacancy will now need to be bid and/or advertised. The vacant position is currently an Operator II but Superintendent Wiseman has requested that it be bid as a Heavy Equipment Operator. Alderman Heberling asked the Mayor if these items could be added to the next Regular City Council meeting. The Mayor stated that he will do that.

2) A brief discussion regarding employee staffing levels in the police department was held. Aldermen and the Mayor received a letter from a police union representative citing officers concerns regarding a perceived shortage of manpower in the department. Alderman Heberling pointed out that the City Council had recently approved the hiring of an additional officer in addition to providing the department with a good deal of new equipment. The committee members recognize the need monitor and address the staffing needs in the police department and will continue to address the matter as the City finances allow.

Alderman Koonce made a motion to adjourn the meeting. Motion was seconded by Alderman Jones. Motion passed 3-0 and the meeting adjourned at 8: 45 PM.

PROPOSED 12/4/14

Position Title	2014	Proposed "Bump" % or \$	Proposed "Bump"	Proposed Increase	of Increase Proposed Base Salary	Proposed * Bonus	Salary for 2015
Street/Sewer Superintendent	\$55,167.32	\$2,500.00	\$57,667.32	1.750%	\$58,676.50		\$58,676.50
Water Superintendent	\$60,785.10	2.00%	\$62,000.80	1.750%	\$63,085.82	\$750.00	\$63,835.82
Lake Superintendent	\$55,167.32		\$55,167.32	1.750%	\$56,132.75		\$56,132.75
Police Chief	\$61,348.04		\$61,348.04	1.750%	\$62,421.63		\$62,421.63
Fire Chief	\$61,348.04		\$61,348.04	1.750%	\$62,421.63		\$62,421.63
Asst. Fire Chief	\$58,845.02		\$58,845.02	0.875%	\$59,359.91		\$59,359.91
Cemetery Sexton	\$51,684.36		\$51,684.36	1.750%	\$52,588.84		\$52,588.84
HBO	\$45,686.16	1.00%	\$46,143.02	1.750%	\$46,950.52		\$46,950.52
Human Resources Manager	\$42,471.00		\$44,471.00	1.750%	\$45,249.24		\$45,249.24
Deputy Chief Police	\$58,845.02		\$58,845.02	0.875%	\$59,359.91		\$59,359.91
Superintendent of Public Works			\$0.00	1.750%	\$0.00		\$0.00
							\$566,996.75
							(\$4,622.43)

~ "Budgeted" amount for 2014-2015 \$551,347.38  
Amount over ~"budget" for 2014-2015 \$11,026.95

**Recommendations/Instructions for future salaries**

- 1) The bonus for the Water Superintendent is not cumulative but is to be in addition to the yearly salary for each year of construction of the new water treatment plant plus the 1st year of start up. The bonus should not be used in the calculation of any future salary increase but only added into the salary after the increase calculation for the next year is made. The increase calculation for the next year is made after the bonus given for the prior year is removed from the salary.
- 2) The Assistant Fire Chief/Deputy Police Chief positions should receive a salary increase at the rate of 1/2 the increase that the respective Chief receive in order to increase the differential between the Chiefs' salary and the salary of the Assistant/Deputy Chief until the differential is equal to \$4500 - \$5000.
- 3) The current Human Resources Manager will be reviewed in the near future to determine if an additional increase is warranted because of experience and the gaining of additional skills.

Personnel Committee  
February 5, 2015

Members Present

Chairman Heberling  
Alderman Burtle  
Alderman Koonce  
Alderman Jones

Also Present

Mayor Brotherton  
Cindy Brown  
Dave Herpstreith  
Alderman Budd  
Alderman Walters  
Alderman Dorchinecz  
Mike Crews  
Andy Goodall  
Mark Jacoby  
Shirley Sams  
Chris Gunn  
Paula Dunn

Chairman Heberling called the meeting to order at 6:00 p.m.

**Summer/Seasonal Request**

**Summer Help Requests**

The following is a list of requests from various departments for Summer/Seasonal employees for the 2015 summer season.

<b>HBO</b>	1 high school/college student
<b>Water</b>	3 high school/college with 1 additional help to file and prepare for water plant if needed
<b>Street/Sewer</b>	4 college students
<b>Cemetery</b>	5 total/Unique and/or college students
<b>Lake</b>	1 Lake Guard returning 1 Marina Clerk returning 2 high school/college students 2 Unique

Alderman Walters asked Human Resource Manager Cindy Brown what the wages will be for the new students and returning. Mrs. Brown informed the committee that the hourly wage for new students would be the minimum hourly rate for their age and fifty cents more for returning students.



Alderman Walters as well as other Aldermen asked about the ages and what those students at each age can actually do for the departments. Mrs. Brown informed the Committee that if a student is under the age of 17 they may not drive a motor vehicle on public roads as part of their job if that employment is subject to the FLSA laws, which we are. The younger students would benefit by helping those departments who need groundskeeping done such as mowing, painting, planting etc., while the older students would benefit from helping those departments who may need the driving skills.

Motion to by Alderman Koonce and seconded by Alderman Jones to recommend to the City Council the summer help requests as presented for each department and to advertise the positions. Motion carried 4-0.

#### **Additional Replacement Officer for Police Department**

Chief Herpstreith distributed a staffing outline to the Committee to explain the need for additional staffing for the Police Department. Officer Hennings will be retiring around May of 2015. Chief Herpstreith is requesting a replacement for this retirement. The Committee would like see an additional officer or two to be added to the budget as well.

Motion by Alderman Burtle and seconded by Alderman Koonce to recommend to the City Council to direct the Mayor to send a letter to the Board of Fire and Police Commissioners to hire a replacement officer as requested. Motion carried 4-0.

#### **Any Other Matters**

HR Brown briefly discussed a Sick leave donation policy that has been used in other municipalities and would like the Committee to review the distributed information to be ready to discuss at the next meeting in March.

Alderman Dorchinecz discussed an idea that he has had for years and would like to see it come to fruition. He sees a lot of employees out in the public realm and does not always know who they are. He would like the Committee to implement a picture board for each employee and the department they work for and display it at the City Hall. This would allow everyone to put a name with a face at the same time. Chairman Heberling would like to add this suggestion to the next agenda in March.

#### **Adjournment**

Motion by Alderman Jones and seconded by Alderman Burtle to adjourn. Motion carried 4-0. The meeting adjourned at 6:25 p.m.

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Rob Heberling  
Personnel Committee Chairman

Personnel Committee  
March 5, 2015

Members Present

Chairman Heberling  
Alderman Burtle  
Alderman Koonce  
Alderman Jones

Also Present

Mayor Brotherton  
Cindy Brown  
Andy Goodall  
Dave Herpstreith  
Alderman Budd  
Alderman Walters  
Rocky Moore  
Brian Hile  
Leah Avila  
Darla Hennings  
Shirley Sams  
Aaron Sutton

Chairman Heberling called the meeting to order at 7:30 p.m.

**Sick Donation Policy**

The Committee discussed a potential sick donation policy program which would be available to the City of Taylorville employees. Chairman Heberling suggested Mrs. Brown to research information and present a draft to be reviewed at the next meeting in April.

**Employee Pictures**

At the last meeting in February, Alderman Dorchinecz suggested displaying an employee picture board at City Hall. Chairman Heberling and the Committee agree to work on this project and have completed in the near future.

**Firefighter Replacement**

Assistant Fire Chief Goodall informed the Committee that one of the firefighter's will be leaving to accept a position in another location. He requests from the Committee to hire a replacement.

Motion by Alderman Burtle and seconded by Alderman Koonce to recommend to the City Council that the Mayor send a letter to the Board of Fire and Police Commissioners to hire a replacement from the firefighter eligibility list, pending a resignation letter.

Motion carried 4-0.

**Any Other Matters**

Chairman Heberling discussed with the Committee a concern of whether the City should allow a retiree to apply for a different position in the City once retired and collecting a pension. The Committee agreed that a policy should be developed to address this concern.

Chairman Heberling discussed with the Committee a retirement checklist policy which would be used for each employee who either retires or resigns from their position to complete before leaving. Chairman Heberling asked Mrs. Brown to work on a policy to discuss at the next meeting.

Chairman Heberling discussed with the Committee a potential retirement in the Street Department. Once a letter of retirement is received, the position could be bid and/or advertised. It was a consensus of the Committee to have this offered as a standalone motion on the upcoming City Council meeting.

**Adjournment**

Motion by Alderman Burtle and seconded by Alderman Jones to adjourn. Motion carried 4-0. The meeting adjourned at 9:14 p.m.

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Rob Heberling  
Personnel Committee Chairman

Personnel Committee  
April 2, 2015

Members Present

Chairman Heberling  
Alderman Burtle  
Alderman Koonce  
Alderman Jones

Also Present

Mayor Brotherton  
Alderman Budd  
Alderman Walters  
Dave Herpstreith  
Mike Crews  
Andy Goodall  
Dave Speagle  
Cindy Brown  
Marlin Brune  
Luke McLeod  
Jonathan Newlin  
Cindy Dey

Also Present

Bart Bialas  
Eric Adams  
Mark Borgic  
Gordon Gesell  
Kevin Krueger  
Tim Brown  
Traci Bentley  
Lisa Sassatelli  
Brad Morgason  
Frank Procheska  
Kirsten Charles  
Leah Avila  
Aaron Sutton

Chairman Heberling called the meeting to order at 6:00 p.m.

**Bid and/or Advertise Equipment Operator for Water Department**

Superintendent Speagle is requesting to Bid and/or Advertise an Equipment Operator position due to a recent internal bid award.

Motion by Alderman Koonce and seconded by Alderman Burtle to recommend to the City Council to allow Superintendent Speagle to Bid and/or Advertise an Equipment Operator for the Water Department. Motion carried 4-0.

**Bid and/or Advertise Heavy Equipment Operator for the Street Department**

Superintendent Wiseman is requesting to Bid and/or Advertise a Heavy Equipment Operator for the Street Department due to a recent resignation. Mrs. Brown presented the resignation letter to Chairman Heberling and the Committee.

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council to Bid and/or Advertise the Heavy Equipment Operator position in the Street Department. Motion carried 4-0.

**Retirement Checklist**

After much research, Mrs. Brown presented the Aldermen with a Retirement Checklist Draft which will allow smooth transition for the employee as well as the employer when leaving the City of Taylorville. Alderman Budd raised the question as to whether to allow an employee to rescind their decision once they have signed the paperwork. Alderman Walters did not want to

allow the employee to rescind. After much discussion, the Committee agreed that once the paper is signed and dated this will allow the City to move forward in filling the position and completing the necessary paperwork for a smooth transition.

Motion by Alderman Jones and seconded by Alderman Koonce to accept the Retirement Checklist as presented. Motion carried 4-0.

**Sick Leave Donation**

Chairman Heberling asked the Committee to continue to review the Sick Leave Donation Draft that was presented and have suggestions and ideas ready to discuss at the next meeting. Several Aldermen believe this is a good idea however continued research will take place to create a policy that will be effective.

**Retired City Employment Policy**

Chairman Heberling would like to table this and discuss at the next meeting.

**Any Other Matters**

Marlin Brune personally wants to thank the Committee in their efforts to present a Sick Leave Program Policy to help those employees in need.

**Adjournment**

Motion by Alderman Jones and seconded by Alderman Burtle to adjourn. Motion carried 4-0. The meeting adjourned at 6:40 p.m.

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Rob Heberling  
Personnel Committee Chairman

Personnel Committee  
May 7, 2015

Members Present

Chairman Heberling  
Alderman Burtle  
Alderman Moore  
Alderman Jones

Also Present

Mayor Brotherton  
Alderman Budd  
Alderman Walters  
Mindy Durbin  
Traci Bentley  
Cindy Brown

Chairman Heberling called the meeting to order at 6:48 p.m.

**Bid and/or Advertise Full Time Dispatcher for Police Department**

Motion by Alderman Burtle and seconded by Alderman Moore to recommend to the City Council to Bid and/or Advertise a Full Time Dispatcher for the Police Department.

Motion carried 4-0.

**Social Media Policy**

Human Resource Manager Brown presented and distributed information about the need for a social media policy. She explained that our way of using technology in the workplace is essentially the “New Water Cooler Hangout”. Alderman Burtle agreed that social media today such as facebook is a gossip fest and he too, believes it is a good idea to work on a policy. Chairman Heberling asked the Committee to review the information distributed and be ready to discuss at next month’s meeting.

**Incentive Program**

Human Resource Manager Brown presented an incentive idea called “Quality Quarters” for developing additional morale for the employees of the City. The idea would create an atmosphere to better develop each employee’s attentiveness to their fellow team members on a daily basis and recognize those employees who are doing a great job. After the presentation those on the Committee liked the idea and suggested the City move forward with this program.

**Sick Leave Donation**

Chairman Heberling distributed to those Aldermen present, a Sick Leave Donation Draft which allowed for an in depth discussion. Several Aldermen believe this is a good idea; however, continued discussions will take place and the Committee hopes to have this policy completed within 90 days. They wish to have a policy which will be helpful and effective for the employees of the City of Taylorville.

**Adjournment**

Motion by Alderman Burtle and seconded by Alderman Jones to adjourn.

Motion carried 4-0. The meeting adjourned at 7:51 p.m.

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Rob Heberling, Personnel Committee Chairman

Personnel Committee  
June 4, 2015

Members Present

Chairman Heberling  
Alderman Burtle  
Alderman Moore  
Alderman Jones

Also Present

Mayor Brotherton  
Alderman Budd  
Alderman Walters  
Alderman Vota  
Chief Herpstreith  
Fire Chief Crews  
Aaron Sutton  
Cindy Dey  
Shirley Sams  
Cindy Brown

Chairman Heberling called the meeting to order at 6:00 p.m.

**Social Media Policy**

At the last meeting a sample policy was distributed to the Committee and Chairman Heberling asked the Committee to review and be ready to discuss. Chairman Heberling asked the Committee if they would be interested in developing a social media policy. After reviewing the information provided, the Committee agreed that they need to seriously take a look at developing a policy and will be gathering more information and discussing how to implement this at future meetings.

**Quality Quarter Program**

Human Resource Manager Brown suggested a start date to begin this incentive program to be July 1, 2015. She will send a memo to the employees explaining the program.

**Sick Leave Donation**

Chairman Heberling distributed to those Aldermen present an updated Sick Leave Donation Draft. Human Resource Manager Brown distributed a draft of the application in which the employee who is requesting donated time will have to complete. A physician's signature will also be required on the application. The Committee agreed to start this program July 1, 2015. This policy may be reviewed, revised, and/or rescinded at any time and/or as needed.

Motion by Alderman Burtle and seconded by Alderman Jones to recommend to the City Council to accept the Volunteer Sick Leave Donation Policy as written with the application to begin July 1, 2015. Motion carried 4-0.

### **Health Insurance Issues**

After discussing the benefits of AFLAC versus Assurent, the Aldermen agreed that it would be in the best interest of the employees to keep AFLAC. It is noted that the City may need to have an outlay of \$3500.00 to pay for ACA (Affordable Care Act) reporting mandate. The City is researching payroll software updates/additions that can be made to make this reporting more efficient.

Motion by Alderman Moore and seconded by Alderman Burtle to recommend to the City Council to rescind and/or reconsider and/or amend Assurent to AFLAC.

Motion carried 4-0.

Vision Insurance was discussed and the Aldermen were informed that the “Big Box” insurance is actually NVA (National Vision Administrators, L.L.C.) and not Eye Med. With that said, the Aldermen agree that it would benefit the employees to move from VSP to NVA as they are similar in coverage.

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council to rescind and/or reconsider and/or amend Eye Med to NVA.

Motion carried 4-0.

### **Any Other Matters**

Chairman Heberling announced some items to be discussed at the next Committee meeting:

1. Retired City Employee policy
2. Employee Picture board.
3. Discuss A and B CDL license regarding available position in the Street Department.

Alderman Moore would like to discuss a need for a City Mechanic.

Alderman Jones informed the Committee that he was aware that the Full Time Police Dispatcher position had been bid and is now filled. He discussed the need to fill the Deputy Treasurer position and Chairman Heberling informed the Committee that he does not believe that we need to fill the position right away and that due to problems in the area he would like to see the office smooth out and if that means the employees have to work a little harder until the position is filled, so be it.

### **Adjournment**

Motion by Alderman Burtle and seconded by Alderman Moore to adjourn.

Motion carried 4-0. The meeting adjourned at 7:27 p.m.

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Rob Heberling, Personnel Committee Chairman



Personnel Committee  
August 6, 2015

Members Present

Chairman Heberling  
Alderman Burtle  
Alderman Jones

Also Present

Mayor Brotherton  
Alderman Budd  
Alderman Walters  
Jacque Nation

Brad Morgason  
Eric Adams  
Frank Prochaska  
Pam Peabody

Members Absent

Alderman Moore

Chairman Heberling called the meeting to order at 6:40 p.m.

IMRF AUTHORIZED AGENT

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council to appoint Human Resources Manager Cindy Brown to be the City's Authorized Agent for IMRF. Motion carried 3-0.

NATIONWIDE PEHP PLAN ADMINISTRATOR

Motion by Alderman Burtle and seconded by Alderman Jones to recommend to the City Council to appoint Human Resources Manager Cindy Brown to be the City's Plan Administrator for the Nationwide PEHP Plan. Motion carried 3-0.

STREET DEPARTMENT HEAVY EQUIPMENT OPERATOR POSITION

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council to bid and/or advertise a Heavy Equipment Operator in lieu of an Equipment Operator at the Street Department. Motion carried 3-0.

DEPUTY TREASURER POSITION

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council to bid and/or advertise the Deputy Treasurer Position. Motion carried 3-0.

AFSCME STEP 3 GRIEVANCE

Chairman Heberling informed the Committee that on April 23, 2015 there was an incident involving Water Department Employee Brad Morgason and he was given a one day suspension by Water Superintendent Dave Speagle. According to the interview between the Superintendent and Mr. Morgason, he hit his thumb with a three pound hammer three times. After the third time, he got angry and threw the hammer breaking the glass in a mini excavator owned by the City. Supt. Speagle received a grievance on May 20<sup>th</sup> and denied it; Mayor Brotherton denied the grievance at Step 2 of the grievance procedure.

Frank Prochaska, AFSCME representative, and Brad Morgason addressed the Committee. Mr. Prochaska, "characterized the story in a different way" (his words) – accidental property damage and he does not feel it warrants suspension. They are not denying that some counseling is necessary. Mr. Morgason stated he was a 13 year employee, thanked the City for his job which he loves, has had two other incidents that he did not grieve, but feels this one was an accident as he flinched when he hit his thumb the third time. He was upset with himself, there was no anger involved. The employees with him did not see it happen; they heard it hit the excavator.

Mr. Prochaska stated that this incident went from Step 1 to Step 3, there was no Step 2. The Mayor showed him his response (Step 2) that was written on May 27, 2015, and provided him with a copy.

The Union had also requested from the City information from personnel files, disciplinary action taken, incident reports etc. and feels the City partially complied with their request. The Mayor responded that the information that the City had provided (or was going to be provided) to AFSCME was done so at the instruction of the City of Taylorville's Labor Attorney.

#### CLOSED SESSION

Motion by Alderman Burtle and seconded by Alderman Jones to go into Closed Session pursuant to 5 ILCS 120/2(c) 2 to discuss Step 3 of AFSCME Union #33349 Grievance No. PO52015 from Brad Morgason and to include any and all Aldermen in attendance, Mayor Brotherton, and City Clerk Peabody. Roll Call – Aldermen Heberling, Burtle, and Jones voted YEA.

The Personnel Committee went into Closed Session at 7:27 P.M.

The Personnel Committee returned to open session at 7:55 P.M.

Roll Call – Aldermen Heberling, Burtle, and Jones were present.

Motion by Alderman Burtle and seconded by Alderman Heberling to deny the Step 3 Grievance No. PO52015. Motion carried 3-0.

#### ANY OTHER MATTERS

Alderman Budd informed those present that in reviewing the bills for each Council Meeting he recently saw where the Lake Department had to purchase two new weed eaters as an employee put regular gas in them instead of a mixture of gas and oil and ruined them. He feels that something should have happened to that employee. Mayor Brotherton presented a paper on "Willful and Wanton Conduct". Alderman Jones suggested that the Water Department change their procedure for removing old copper water lines or installing new copper water lines. He suggested rather than driving a nail through the copper line, that a cordless drill and drill bit should be used to make a hole in the line and then connect to the line in this manner. By connecting to the copper line in this way, it will alleviate the injury sustained by employees driving a nail in the copper line with a hammer in a confined space, such as a ditch. All of these items will be discussed at future Personnel Committee Meetings to reach a decision on what to do when an employee damages City property; they need to take responsibility for their actions.

#### ADJOURNMENT

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

The meeting adjourned at 8:38 p.m.

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Rob Heberling, Personnel Committee Chairman

Personnel Committee  
September 3, 2015

Members Present

Chairman Heberling  
Alderman Burtle  
Alderman Jones

Also Present

Alderman Budd  
Alderman Walters  
Cindy Brown  
Jacque Nation  
Shirley Sams

Absent

Mayor Brotherton  
Alderman Moore

Chairman Heberling called the meeting to order at 6:00 p.m.

**Recommendation to Retain Lowenbaum & Associates For Arbitration**

Motion by Alderman Burtle and seconded by Alderman Jones to recommend to the City Council to retain Lowenbaum & Associates for an upcoming Arbitration with AFSCME Union Local 31. Motion carried 3-0.

**Any Other Matters**

Treasurer Nation is requesting to Bid and/or Advertise an Office Level II position in the Treasurer's Office as a recent bid award for Deputy Treasurer has been assigned. This will be placed on the City Council Agenda on September 9, 2015.

Alderman Jones requested the status of the written list of parameters for the procedures of management in the Treasurer's Office as it relates to the Deputy Treasurer's position.

Alderman Walters raised a question as to whether we found someone to fill the temporary position in the Treasurer Office, as the front desk employee will be moved temporarily to the Street/Sewer Department for 30-90 days. There will a temporary replacement beginning Tuesday, September 8, 2015.

**Adjournment**

Motion by Alderman Burtle and seconded by Alderman Jones to adjourn. Motion carried 3-0. The meeting adjourned at 6:16 p.m.

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Rob Heberling, Personnel Committee Chairman

Personnel Committee  
October 1, 2015

Members Present

Chairman Heberling  
Alderman Burtle  
Alderman Jones  
Alderman Moore

Also Present

Alderman Budd  
Alderman Walters  
Chief Crews  
Assistant Chief Goodall  
Robert Steiner  
Jim Hahn  
Ron Nicol  
Alan Jackson  
Matthew Adermann  
Robert Dunn  
Matthew Peters  
Matthew Phillips  
Joshua Reid  
Cody Rogers  
Cindy Brown

Chairman Heberling called the meeting to order at 7:20 p.m.

**Hire Replacement Firefighter**

Chief Mike Crews is requesting to replace a firefighter who is resigning. Due to the firefighter eligibility list being exhausted, Chief Crews would like to start the process of testing and moving forward to hire a replacement firefighter for his department.

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council that the mayor send a letter to the BFPC Commissioners to begin the process of hiring a replacement firefighter for the Fire Department.

Motion carried 4-0.

**Bid an/or Advertise Working Foreman Lake**

Superintendent Jackson is requesting to Bid and/or Advertise the Working Foreman position at the Lake Department, pending a possible retirement or resignation. Before moving forward, Superintendent Jackson informed the Committee that he will not post the position unless he has a written letter from the employee.

Motion by Alderman Jones and seconded by Alderman Moore to recommend to the City Council to Bid and/or Advertise the Working Foreman position, pending the receipt of a written retirement or resignation notice from the employee.

Motion carried 4-0.

**Any Other Matters**

Chairman Heberling followed up with the Committee that the employee who had been placed temporarily in the Street Department from the Treasurer's Department, is doing a good job, per

Superintendent Wiseman and would like to see this employee placed in a 90 day trial period in the Sewer Department. It was the consensus of the Committee to suggest the mayor to allow a 90 day appointment classified as a Laborer, to the Sewer Department.

Per a recent request from Alderman Jones, the Treasurer Management Outline was discussed with the Committee. Aldermen who are interested in reviewing the outline, may stop by the Human Resource Department.

**Adjournment**

Motion by Alderman Burtle and seconded by Alderman Jones to adjourn.

Motion carried 4-0. The meeting adjourned at 8:30 p.m.

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Rob Heberling, Personnel Committee Chairman