



Minutes - Final

City Council Special Meeting/Strategic Session

*Councilman Nancy Moss*

*Councilman Jeff Kypta*

*Councilman Jeff Stehman*

*Councilman Cheryl Brombolich*

*Mayor John Miller*

*City Manager Mitch Bair*

*Corporate Counsel Steve Giacoletto*

*City Clerk Kim Wasser*

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Monday, September 26, 2016

6:00 PM

City Hall Training Room

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- A. CALL MEETING TO ORDER
- B. ROLL CALL
- C. SPEAKERS FROM THE FLOOR

Speakers may address the Council under the terms of Ordinance No. 4765. Time is limited to 4 minutes per speaker. Please refer to the last page of the agenda for specific rules governing input.

D. CITY COUNCIL

- 1. Personnel Manual Update

**Attachments:** [Personnel Manual Changes Summary](#)  
[Handbook Draft Council Review with Mark Up](#)  
[Handbook Draft Council Review without Mark Up](#)

Mitch Bair announced tonight's presentation will consist of the personnel manual update proposal. Attorney Michael Lowenbaum of Lowenbaum Law Firm will summarize the manual.

currently have a document that is hard to manage with. Many contract provisions will be standardized and follow the personnel manual. He gave examples of issues such as holidays, how many holidays Council wants to give employees and how holiday pay is implemented. Too much details in a personnel manual may limit management. Council wants to be the policy makers. Example - internet policy, how it can be used. Some flexibility is necessary to achieve results but fair and consistent.

CB - if we remove temporary work in a hire classification rate of pay  
ML - flexibility to address this issue  
Just bc something is not in the manual doesn't mean the benefit/opinion goes away.

NM - likes the concept as it is a HR approach.

JS - likes concept but without see procedures along with policy is difficult

Another draft will be sent to Council for review and discussion.

Common terms and conditions need to be addressed for all employees (City employees as well as union members).

ML - please submit all issues, questions or opinions regarding the current draft.

NM asked SO to draft up a procedure that coincides with a policy as an example for them to review.

Ordinance/Code - specifies holidays, etc from 1978 - Kim look up

ML - Personnel Manual is usually adopted as a policy and not an ordinance.

CB - should be adopted by Resolution as a formal adoption.

MB - spoke of merit based pay with evaluations, new job descriptions will be updated and a new salary study will be conducted

SO - depends on what position you are recruiting for depends on the salary study - see video

## **E. ADJOURNMENT**

M/B 6:43pm

## **ADDRESSING THE COUNCIL DURING SPEAKERS FROM THE FLOOR**

Below are the rules for input during City Council meetings as set out in Ordinance No. 4765 entitled “Ordinance Governing Speakers From the Floor During Meetings of the City Council and the Commission, Boards, and Sub-Bodies of Collinsville, Illinois”. Speakers may address the Council during the time designated as Speakers From the Floor on the agenda.

RULE 1: Speakers shall be allowed only during “Speakers from the Floor,” or at any other time if requested by a member of the City Council.

RULE 2: Input must relate to a matter under the authority of the City of Collinsville.

RULE 3: Upon request by the meeting Chairman for speakers from the floor, a prospective speaker shall express the desire to speak, be recognized by the meeting Chairman, approach the designated podium, and state their name and general subject matter to which they will address the City Council.

RULE 4: After establishing their identity, prospective speakers shall immediately address only the City Council.

RULE 5: Each speaker is limited to four (4) minutes to address the City Council. No extensions will be granted and no time shall be compensated to the speaker resulting from interruptions by or discussion with the City Council, City Manager, or any other City officer or employee.

RULE 6: Speakers shall address only the City Council collectively or its members individually. Speakers shall speak to issues and shall refrain from personal attacks on City appointed officials and employees. Speakers may not address issues related to pending litigation in which the City or its subsidiary bodies, officers, agents, employees, boards or commissions is a party.

RULE 7: Speakers shall not be permitted to advertise, solicit, request, urge, summon, or cajole the City Council or the general public, except as otherwise provided for herein, with regard to any products, goods, services, information, gains, losses, advantages, consequences, or any other similar matter, notwithstanding that there may or may not be any pecuniary, monetary, financial or property gain, loss, or benefit to the speaker or any other person or entity.

RULE 8: Speakers shall act and speak with decorum and conform to conventional social manners in speech, writing, dress, and behavior. The audience shall refrain from conduct that disrupts the meeting in any way such as clapping, booing, loud talking or outbursts. A speaker may be immediately terminated at the meeting Chairman’s discretion.

RULE 9: Determination of breaches of this Ordinance shall be made by the meeting Chairman. The meeting Chairman customarily will warn the speaker or members of the audience of inappropriate behavior through one warning use of the gavel. Subsequent inappropriate behavior shall result in the immediate removal of the responsible parties at the discretion of the meeting Chairman.