



City of Collinsville

125 S. Center Street
Collinsville, IL 62234

Minutes - Draft

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

Monday, September 26, 2016

6:00 PM

City Hall Training Room

A. CALL MEETING TO ORDER

Mayor Miller called the meeting to order at 6:00 pm.

B. ROLL CALL

Also present: City Manager Mitch Bair, Human Resource Coordinator Stacey O'Brien, City Clerk Kim Wasser and Attorney Michael Lowenbaum of Lowenbaum Law Firm.

Present 5 - Councilman Cheryl Brombolich, Councilman Nancy Moss, Councilman Jeff Kypta, Councilman Jeff Stehman, and Mayor John Miller

Absent 0

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.

None.

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](#)

City Manager Bair spoke of the personnel manual update proposal and introduced Attorney Michael Lowenbaum of Lowenbaum Law Firm who will summarize the manual.

Attorney Lowenbaum indicated the current handbook is hard to manage with and restricts the employer. He indicated the contract provisions will be standardized and follow the personnel manual. He gave examples of issues associated with how holiday pay is implemented by different departments and drug testing procedures. He further explained that too much detail in a personnel manual may limit management. Council may make policies so that they don't change the basic terms of employment such as an internet use policy or social media policy and management will administer procedures. He indicated that some flexibility is necessary to achieve results but remain fair and consistent. He gave an example of the need for flexibility within the language with regards to residency requirements. A discussion was had regarding residency and negotiation options.

Councilman Brombolich inquired about temporary work in a hiring job classification. Attorney Lowenbaum clarified that this would be addressed in the procedures based on the length of time that person is working in that capacity. He further indicated that just because something is not spelled out in the manual doesn't mean the benefit or option goes away.

Councilman Moss indicated she likes the concept as it is based on human resource approach. Councilman Stehman indicated he too likes the concept but without see procedures along with policy is difficult to follow.

Attorney Lowenbaum asked Council to submit all issues, questions or opinions regarding the current draft. Once revisions are done, another draft will be sent to Council for review and discussion. He indicated common terms and conditions need to be addressed for all employees, City employees as well as union members.

Councilman Moss asked H.R. Coordinator O'Brien to draft up a procedure that coincides with a policy as an example for them to review.

Attorney Lowenbaum indicated a personnel manual is usually adopted as a policy and not an ordinance. Councilman Brombolich indicated it should be adopted by Resolution as a formal adoption.

City Manager Bair spoke of merit based pay with evaluations, job descriptions will be updated and a new salary study will be conducted. H.R. Coordinator O'Brien spoke of recruiting practices. A discussion was had regarding a salary study.

E. ADJOURNMENT

A motion was made by Councilman Moss, seconded by Councilman Brombolich to adjourn at 6:43 pm. The motion carried by the following vote:

Aye: 5 - Councilman Brombolich, Councilman Moss, Councilman Kypta,
Councilman Stehman, and Mayor Miller

Nay: 0

Absent: 0

Abstain: 0

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.