

**COMMITTEE OF THE WHOLE
MONDAY – APRIL 9, 2018
LIBRARY MEETING ROOM - 380 N. WILMOR ROAD
WASHINGTON, ILLINOIS**

Mayor Manier called the Committee of the Whole meeting of April 9, 2018 to order at 6:35 p.m. in the Library meeting room at Five Points Washington.

Present: Aldermen Adams, Brownfield, Brucks, Butler, Cobb, Dingledine, Gee, and Moss.

Absent: None.

Also present: City Administrator Culotta, Controller Baxter, Public Works Director Andrews, P & D Director Oliphant, Police Chief McCoy, Deputy Chief Stevens, City Treasurer Dingledine, and City Clerk Brown.

MINUTES

1. Aldermen wishing to be heard on non-agenda item – Alderman Adams acknowledged that he supported giving citizens a chance to express their voice on non-partisan elections and over 2,500 voted for future city elections to be non-partisan. He asked that perhaps sometime in May something be put on the agenda where we have discussed with our City Attorney on what we have to do as far as any changes we may need to make to move this forward from the City’s standpoint. Mayor Manier shared that there is a level of uncertainty on our part and we are waiting for answers from the Tazewell County election office on direction at this point.
2. Citizens wishing to be heard on a non-agenda item – April Crofts expressed her desire to see the City move the non-partisan election forward as its time to finish it up. Several concerns were brought forward from residents on Diebel Road in regards to recent stakes that have been placed on the property the City owns that is now for sale and what it’s potential use could be. P & D Director shared that the survey stakes are in place to separate out the cell tower tract from the remainder of the property and Mayor Manier shared that the property is currently zoned agricultural for farming and that other farmers will have interest in acquiring it.
3. Approval of Minutes: Alderman Dingledine moved and Alderman Brownfield seconded to approve the minutes of the March 12, 2018 regular Committee of the Whole meeting. Motion carried unanimously by voice vote.
4. **BUSINESS ITEMS**
 - A. Personnel Manual – City Administrator Culotta provided an overview of the revised Personnel Manual making note from the information provided of the more significant revisions by topic which included: 1) Physical Examinations & Workman’s Compensation; 2) Employment of Relatives; 3) Pregnancy and Your Rights in the Workplace & Nursing Mothers; 4) Illinois Victims’ Economic Security and Safety Act; 5) Family Medical Leave Act; 6) Discipline; 7) COBRA; 8) Violence in the Workplace; 9) Drug and Alcohol Use/Abuse; 10) Online Social Networking & Media Relations Policy; and 11) Sexual Harassment & Other Forms of Discrimination. He shared that this is a draft revision to bring our current manual up to date with current laws as well as adopting current policies that may have not been adopted previously along with best practices that have been recommended by our City Attorney. Alderman Butler asked when it was first published and if we currently have employees sign off when they receive it. City Administrator Culotta was unsure of the first publication date and Controller Baxter indicated that employees do sign off when they receive their copy of the manual. City Administrator Culotta noted that all three unions will receive a copy of the draft and will be allowed to make comments within a ten day period as requested by our City Attorney.

He shared that the revised manual would be adopted by ordinance and any changes either tonight or before the next meeting we could present it for first reading in May. Controller Baxter shared that her requested changes have already been incorporated into the draft as well. It was the consensus of the Committee to bring this forward to City Council for consideration in May.

5. Other Business – None.
6. Executive Session – for the setting of a price for sale or lease of property owned by the public body; and for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body per 5 ILCS 120/2(c)(6) & (1) of the Illinois Open Meetings Act. At 6:45 p.m. Alderman Gee moved and Alderman Cobb seconded to move into Executive Session. On roll call the vote was:
Ayes: 8: Adams, Brownfield, Brucks, Butler, Cobb, Dingledine, Gee, Moss
Nays: 0
Motion declared carried.
7. At 7:04 p.m. Committee reconvened in regular session and Alderman Moss moved and Alderman Adams seconded to adjourn. Motion carried unanimously by voice vote.



Patricia S. Brown, City Clerk