

Employee Concerns Minutes

January 5, 2017

The meeting was called to order on Thursday, January 5, 2017 at 5 p.m. at Carlyle City Hall. Committee members present included Judy Smith, Kent Newkirk, and Jeremy Weh. Others present included Larry Peppenhorst, Joe Behrmann, JoAnn Hollenkamp, Brenda Johnson, Jeff Taylor, and Martha Reinkensmeyer.

After reviewing the minutes from the November 28, 2016 meeting, Jeremy Weh made a motion to approve the minutes. Kent Newkirk seconded the motion. After a voice vote, all were found in favor.

There was no old business.

There was no new business.

There were no public comments.

There were no any other comments.

The fifth item on the agenda was executive session to discuss personnel. Judy Smith made a motion to enter executive session. Kent Newkirk seconded the motion. After a voice vote, all were found in favor.

The sixth item on the agenda was vote on executive session item(s). Judy Smith made a motion to recommend to Council to hire Chris Voss as the Street and Alley MWII. Jeremy Weh seconded the motion. After a voice vote, all were found in favor. Judy Smith made a motion to recommend to Council to hire Mike Meskil as the Water and Sewer MWII. Kent Newkirk seconded the motion. After a voice vote, all were found in favor. Judy Smith made a motion to increase the part-time police officer wages to \$20 per hour. Kent Newkirk seconded the motion. After a voice vote, all were found in favor. Judy Smith made a motion to increase Andy Brackett's salary by \$2,500. Jeremy Weh seconded the motion. After a voice vote, all were found in favor.

With no further business to discuss, Judy Smith made a motion to adjourn. Jeremy Weh seconded the motion. With all in favor, the meeting was adjourned at 8:12 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Police/Employee Concerns Minutes

January 12, 2017

The meeting was called to order by Police Chairman Jeremy Weh on Thursday, January 12, 2017 at 10 a.m. at Carlyle City Hall. Police Committee members present included Jeremy Weh, Scott Diekemper, and Don Perez. Employee Concerns Committee members present included Judy Smith, Kent Newkirk, and Jeremy Weh. Others present included Chief Mark Pingsterhaus, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the December 27, 2016 Police Committee meeting, Don Perez made a motion to approve the minutes. Scott Diekemper seconded the motion. After a voice vote, all were found in favor.

The first item on the agenda was sponsoring someone through part-time police academy. Chief stated that he has found a potential candidate to send to the part-time academy. His name is Alex Carson. Mike Lane suggested the candidate. Chief stated that the cost of the academy is \$1,900 and will be reimbursable by the State of Illinois. The academy lasts for nine months. The next class begins at the end of the month. Alex Carson can be added to the class list if Chief gets the paperwork submitted by end of business on January 13, 2017. This is the last class before September. The September class has several unknown factors due to new laws regarding law enforcement. Chief stated that the power test for the academy will be held on January 14, 2017. This test is for physical fitness and must be passed to be admitted into the academy. Discussion then turned to retention. Joe Heiligenstin will be contacted regarding this. Currently, there are seven part-time officer positions. One of these positions is vacant. Jeremy Weh made a motion to send Alex Carson to the part-time police academy. Judy Smith seconded the motion. After a voice vote, all were found in favor.

The second item on the agenda was the end of the year report. Chief gave the committee members copies of the report and reviewed the information with them. No motions were made.

There was no old business.

There was no new business.

There were no any other comments.

There were no public comments.

With no further business to discuss, Don Perez made a motion to adjourn. Scott Diekemper seconded the motion. After a voice vote, all were found in favor.

Respectfully submitted,
Martha Reinkensmeyer

Employee Concerns Meeting

February 27, 2017

The meeting was called to order by Chairman Judy Smith on Monday, February 27, 2017 at 4:30 p.m. Committee members present included Judy Smith, Kent Newkirk, and Jeremy Weh. Others present included Brenda Johnson, Keith Housewright, Andy Brackett, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the February 13, 2017 meeting, Jeremy Weh made a motion to approve the minutes. Kent Newkirk seconded the motion. After a voice vote, all were found in favor.

There was no old business.

There was no new business.

There were no public comments.

There were no any other comments.

The fifth item on the agenda was executive session to discuss personnel in regards to job descriptions for Library and Parks, Library raises, and approve executive session minutes. Judy Smith made a motion to enter executive session. Kent Newkirk seconded the motion. After a voice vote, all were found in favor.

The sixth item on the agenda was vote on executive session item(s). Judy Smith made a motion to approve the Library's job description for a youth services assistant. Jeremy Weh seconded the motion. After a voice vote, all were found in favor. Judy Smith made a motion to approve the Park's job descriptions for camp coordinators, recreation attendants, and umpires/referees. Kent Newkirk seconded the motion. After a voice vote, all were found in favor. No motions were made in regards to Library raises, as it was not necessary for Employee Concerns to vote on this item.

With no further business to discuss, Judy Smith made a motion to adjourn. Jeremy Weh seconded the motion. With all in favor, the meeting was adjourned at 5:11 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Employee Concerns Minutes

March 27, 2017

The meeting was called to order by Chairman Judy Smith on Monday, March 27, 2017 at 4:15 p.m. at Carlyle City Hall. Committee members present included Judy Smith, Kent Newkirk, and Jeremy Weh. Others present included Doris Elling, Andy Brackett, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from February 27, 2017 meeting, Kent Newkirk made a motion to approve the minutes. Jeremy Weh seconded the motion. After a voice vote, all were found in favor.

There was no old business.

There was no new business.

There were no public comments.

There were no any other comments.

The fifth item on the agenda was executive session to discuss personnel regarding park hires. Judy Smith made a motion to enter executive session. Kent Newkirk seconded the motion. After a voice vote, all were found in favor.

The sixth item on the agenda was vote on executive session item(s). Judy Smith made a motion to approve the list of park hires presented by Andy Brackett at the rate of pay listed. Jeremy Weh seconded the motion. After a voice vote, all were found in favor. See the attached table.

With no further business to discuss, Judy Smith made a motion to adjourn. Kent Newkirk seconded the motion. With all in favor, the meeting was adjourned at 4:33 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Employee	Position	Wage
Jeana Brandmeyer	Camp Coordinator	\$9.00/hour
Hayley Palmer	Camp Coordinator	\$9.00/hour
Tyler Brown	Maintenance	\$8.50/hour
Eli Cox	Maintenance	\$9.00/hour
Lane Heinzmann	Maintenance/Ref & Ump	\$8.75/hour
Ricky Huge	Maintenance/Ref & Ump	\$9.00/hour
Connor Humes	Maintenance/Ref & Ump	\$8.50/hour
Justin Kern	Maintenance	\$9.00/hour
Colby Lowe	Maintenance/Ref & Ump	\$8.75/hour
Zane Reckling	Maintenance/Ref & Ump	\$10.00/hour
Luke Boatright	Lifeguard	\$9.00/hour
Ashton Brandt	Lifeguard	\$9.25/hour
Alyssa Deiters	Lifeguard	\$9.25/hour
Collin Holthaus	Lifeguard/Ref & Ump	\$9.25/hour
Nathanael Husmann	Lifeguard	\$9.00/hour
Malina Isaak	Lifeguard/Ref	\$8.75/hour
Brendan Kuhl	Lifeguard	\$8.75/hour
Jacob Muench	Lifeguard	\$8.75/hour
Jacob Toennies	Lifeguard	\$8.75/hour
Autumn Walker	Lifeguard	\$9.00/hour
Nicholas Becker	Recreation Attendant/Ref & Ump	\$8.25/hour
Halle Beckmann	Recreation Attendant/Ref & Ump	\$8.25/hour
Taylor Foster	Recreation Attendant	\$8.50/hour
Kayla Guetersloh	Recreation Attendant	\$8.25/hour
Josh Guthrie	Recreation Attendant/Ref & Ump	\$8.25/hour
Tyler Guthrie	Recreation Attendant/Ref & Ump	\$8.25/hour
Briana Hamilton	Recreation Attendant	\$8.50/hour
Alicia Knox	Recreation Attendant	\$8.25/hour
Christina Mioux	Recreation Attendant	\$8.75/hour
Kaylee Perez	Recreation Attendant	\$8.25/hour
Arionna Perkins	Recreation Attendant	\$8.50/hour
Ben Schatz	Recreation Attendant/Ref & Ump	\$8.25/hour
Kaylee Schrand	Recreation Attendant/Ref & Ump	\$8.25/hour
Chase Taylor	Recreation Attendant/Ref & Ump	\$8.50/hour

Employee Concerns Minutes

May 22, 2017

The meeting was called to order by Chairman Jeremy Weh on Monday, May 22, 2017 at 5:15 p.m. at Carlyle City Hall. Committee members present included Jeremy Weh, Jason Edwards, and Kent Newkirk. Others present included Brenda Johnson, Jeff Taylor, John Hodapp, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the March 27, 2017, Kent Newkirk made a motion to approve the minutes. Jeremy Weh seconded the motion. After a voice vote, all were found in favor.

The second item on the agenda was department policies and procedures. JoAnn stated that she is going to have all supervisors update the policies and procedures for their departments. She would like to have something in place that explains the daily operations of each department. Each supervisor will be given 60 days to complete this. No motions were made.

There was no old business.

The fourth item on the agenda was new business. JoAnn stated that recently a speaker addressed employees on customer service. JoAnn stated that she is available to address the Council, as well.

There were no public comments.

There were no any other comments.

The seventh item on the agenda was executive session to discuss personnel in Street and Alley and the Water Departments. Jeremy Weh made a motion to enter executive session. Kent Newkirk seconded the motion. After a voice vote, all were found in favor.

The eighth item on the agenda was vote on executive session item(s). Jeremy Weh made a motion to recommend that the Street and Alley Department post for MW II. The Water Department would post and advertise for MW II. Jason Edwards seconded the motion. After a voice vote, all were found in favor.

With no further business to discuss, Jeremy Weh made a motion to adjourn. Kent Newkirk seconded the motion. With all in favor, the meeting was adjourned at 6:07 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Employee Concerns Minutes

June 1, 2017

The meeting was called to order by Chairman Jeremy Weh on Thursday, June 1, 2017 at 5:30 p.m. at Carlyle City Hall. Committee members present included Jeremy Weh, Jason Edwards, and Kent Newkirk. Others present included Jeff Taylor, Chief Mark Pingsterhaus, Mayor Judy Smith, and Martha Reinkensmeyer.

After reviewing the minutes from the May 22, 2017 meeting, Kent Newkirk made a motion to approve the minutes. Jason Edwards seconded the motion. After a voice vote, all were found in favor.

There was no old business.

There was no new business.

There were no public comments.

There were no any other comments.

The fifth item on the agenda was executive session to negotiate with the Chief of Police. Kent Newkirk made a motion to enter executive session. Jason Edwards seconded the motion. With all in favor, the Committee entered executive session.

The sixth item on the agenda was to vote on executive session item(s). Kent Newkirk made a motion to recommend to Council that Chief Mark Pingsterhaus be offered a four-year plan. The first and second years of the plan, Chief will receive an additional \$2,000 per year. The third and fourth years of the plan, Chief will receive an additional \$2,500 per year. This plan will be retroactive to February 1, 2017. Jason Edwards seconded the motion. After a voice vote, all were found in favor.

With no further business to discuss, Jeremy Weh made a motion to adjourn. Kent Newkirk seconded the motion. With all in favor, the meeting was adjourned at 5:48 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Employee Concerns Minutes

June 5, 2017

The meeting was called to order by Chairman Jeremy Weh on Monday, June 5, 2017 at 6:45 p.m. Committee members present included Jeremy Weh, Kent Newkirk, and Jason Edwards. Others present included JoAnn Hollenkamp and Mayor Judy Smith.

After reviewing the minutes from the June 1, 2017 meeting, Kent Newkirk made a motion to approve the minutes. Jason Edwards seconded the motion. After a voice vote, all were found in favor.

There was no old business.

There was no new business.

There were no public comments.

There were no any other comments.

The fifth item on the agenda was executive session to negotiate with the City Administrator. Kent Newkirk made a motion to enter executive session. Jason Edwards seconded the motion. With all in favor, the Committee entered executive session.

The sixth item on the agenda was vote on executive session item(s). Kent Newkirk made a motion to offer City Administrator JoAnn Hollenkamp a four-year plan with a \$4,000 raise each year of the plan. After four years, her salary would be \$85,100 per year. Jason Edwards seconded the motion. After a voice vote, all were found in favor.

With no further business to discuss, Kent Newkirk made a motion to adjourn. Jason Edwards seconded the motion. With all in favor, the meeting was adjourned at 7:15 p.m.

Respectfully submitted,
Jeremy Weh

Edited by Martha Reinkensmeyer

Employee Concerns Minutes

July 24, 2017

The meeting was called to order by Chairman Jeremy Weh on Monday, July 24, 2017 at 5:15 p.m. at Carlyle City Hall. Committee members present included Jeremy Weh, Kent Newkirk, and Jason Edwards. Others present included Brenda Johnson, Jeff Taylor, Mayor Judy Smith, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the June 5, 2017 meeting, Kent Newkirk made a motion to approve the minutes. Jeremy Weh seconded the motion. After a voice vote, all were found in favor. Jason Edwards was absent for this vote.

The first item on the agenda was permission to advertise for soccer refs. JoAnn stated that Andy Brackett has no one to ref soccer and would like to advertise for refs. Kent Newkirk made a motion to allow Andy Brackett to advertise for soccer refs. Jason Edwards seconded the motion. After a voice vote, all were found in favor.

The second item on the agenda was drug testing for part-time employees. JoAnn stated that she would like to see the City drug test part-time employees that work year-round, along with camp counselors. After some discussion, Jeremy Weh made a motion to enter executive session. Kent Newkirk seconded the motion. After exiting executive session, the Committee agreed that part-time employees that work year-round and camp counselors should be drug tested. No further motions were made.

The third item on the agenda was old business. Mayor Smith stated that she would like to see Police contract negotiations start soon.

There was no new business.

There were no public comments.

There were no any other comments.

With no further business to discuss, Kent Newkirk made a motion to adjourn. Jason Edwards seconded the motion. With all in favor the meeting was adjourned at 5:36 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Electric/Employee Concerns Minutes

September 6, 2017

The meeting was called to order by Electric Chairman Scott Diekemper on Wednesday, September 6, 2017 at 5:30 p.m. at Carlyle City Hall. Employee Committee members present included Jeremy Weh and Jason Edwards. Electric Committee members present included Chairman Scott Diekemper, Jason Edwards, and Eric Nordike. Others present included Jeff Taylor, John Hodapp, Mayor Judy Smith, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the August 23, 2017 Electric Committee minutes, Scott Diekemper made a motion to approve the minutes. Jason Edwards seconded the motion. After a voice vote, all were found in favor.

After reviewing the July 24, 2017 Employee Concerns minutes, Jason Edwards made a motion to approve the minutes. Jeremy Weh seconded the motion. After a voice vote, all were found in favor.

The first item on the agenda was the generator. John stated that the insurance company will replace the generator. He stated that he would like to get the muffler on the Fairbanks up to NESHAP standards. He also believes that a new generator should be purchased. Jason Edwards made a motion to get the Fairbanks up to NESHAP standards and to replace its muffler. Scott Diekemper seconded the motion. After a voice vote, the Electric Committee was in favor of the motion.

There was no old business.

There was no new business.

There were no any other comments.

There were no public comments.

The sixth item on the agenda was executive session to discuss personnel. Jason Edwards made a motion to enter executive session. Scott Diekemper seconded the motion. After a voice vote, all were found in favor.

The seventh item on the agenda was vote on executive session items. Jason Edwards made a motion to recommend Jacob Speiser for hire as an apprentice lineman. He also made a motion to recommend that Council hire a second apprentice lineman and recommended Brandon Jansen for that position. Scott Diekemper seconded the motion. After a voice vote, both committees were in favor of the motion.

With no further business to discuss, Jason Edwards made a motion to adjourn. Scott Diekemper seconded the motion. With all in favor, the meeting was adjourned at 7:54 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Employee Concerns Meeting

September 18, 2017

The meeting was called to order by Chairman Jeremy Weh on Monday, September 18, 2017 at 5:30 p.m. at Carlyle City Hall. Committee members present included Jeremy Weh, Jason Edwards, and Kent Newkirk. Others present included Gene Van Dorn, Larry Peppenhorst, John Hodapp, Mayor Judy Smith, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the September 6, 2017 meeting, Jason Edwards made a motion to approve the minutes. Jeremy Weh seconded the motion. After a voice vote, all were found in favor.

The first item on the agenda was random drug testing. JoAnn stated that after speaking to another city, she has learned that the City should be randomly drug testing its employees who have a CDL. She has learned that several cities do this through Mid-West Truckers Association, Inc. The cost is \$69 per employee. The testing is done either monthly or quarterly. Employee names are placed into a national pool. JoAnn added that the union cannot contest this since it is mandated by IDOT. JoAnn asked the Committee if it would like to drug test only those employees who have CDLs or if it would like to drug test all those who drive City vehicles. After some discussion, Jason Edwards made a motion to randomly drug test those employees who hold CDLs, drive City vehicles, who are lifeguards, and who are maintenance workers for the Parks Department. Kent Newkirk seconded the motion. Kent Newkirk asked JoAnn to gather more information on drug testing juveniles.

The second item on the agenda was hiring procedures. JoAnn stated that currently, she posts the job opening with a deadline. After the deadline, she gives the applications to the department supervisor to review and the supervisor then selects candidates to interview. After some discussion, it was decided to post job openings with a deadline, have the Employee Concerns Committee meet with the committee for the department that is hiring to choose applicants to interview, and then hold another meeting with the two committees to hold interviews. No motions were made.

There was no old business.

There was no new business.

There were no public comments.

There were no any other comments.

The seventh item on the agenda was executive session to discuss Cody Smith's permanent employment. Kent Newkirk made a motion to enter executive session. Jason Edwards seconded the motion. With all in favor, the Committee entered executive session.

The eighth item on the agenda was vote on executive session item(s). Kent Newkirk made a motion to recommend to Council the permanent hire of Cody Smith. Jason Edwards seconded the motion. After a voice vote, all were found in favor.

With no further business to discuss, Kent Newkirk made a motion to adjourn. Jeremy Weh seconded the motion. With all in favor, the meeting was adjourned at 6:06 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Employee Concerns/Police Committee Minutes

October 11, 2017

The meeting was called to order by Employee Concerns Chairman Jeremy Weh on Wednesday, October 11, 2017 at 5:30 p.m. at Carlyle City Hall. Employee Concerns Committee members present included Jeremy Weh and Jason Edwards. Police Committee members present included Don Perez, Jeff Taylor, and Eric Nordike. Others present included Mayor Judy Smith, Chief Mark Pingsterhaus, Mike Lane, Mark Taylor, Ryan Olier, and JoAnn Hollenkamp.

After reviewing the minutes from the September 18, 2017 Employee Concerns meeting, Jeremy Weh made a motion to approve the minutes. Jason Edwards seconded the motion. After a voice vote, all were found in favor.

After reviewing the minutes from the September 6, 2017 Police Committee meeting, Eric Nordike made a motion to approve the minutes. Jeff Taylor seconded the motion. After a voice vote, all were found in favor.

The first item on the agenda was random drug testing. After some discussion, it was determined that both Committees were in favor of trying to get all City employees signed up for drug testing, except for umpires and scorekeepers.

There was no old business.

There was no new business.

There were no public comments.

There were no any other comments.

The sixth item on the agenda was executive session for police contract negotiations. Don Perez made a motion to enter executive session. Jeff Taylor seconded the motion. With all in favor, the Committees entered executive session.

The seventh item on the agenda was vote on executive session item(s). Don Perez made a motion to recommend to Council the Police contract with the proposed changes listed below. Jason Edwards seconded the motion. After a voice vote, all were found in favor.

Proposed Police Contract

- Article 22 - Vacation buy back language similar to other Departments employed by the City of Carlyle
- Article 19 – 2.5 percent added to base rate of pay for each year of the four-year contract
- Article 18 Section 2 – Condense language – The parties agree to abide by State and Federal Law as it relates to Military Leave and Benefits.

- Article 26 – Propose language in reference to drug and alcohol testing, including random testing, regarding new law enacted by the Illinois legislature as pertains to in-the-line-of-duty Officer-involved shootings. (50 ILCS 727/1-25) This would impact full-time officers only.
- Article 27 – Change Sections 1 and 2 from current language to:
 - Section 1 – This Agreement shall be effective November 1, 2017 to October 31, 2021. It shall continue in effect from year-to-year thereafter unless notice of termination is given in writing by certified mail by either party at least sixty (60) days prior to expiration date of this agreement. The notices referred to shall be considered to have been given as of the date shown on the postmark. Written notice may be tendered in person, in which case the date of notice shall be in the written date of receipt.
 - Section 2 – Notwithstanding the foregoing, this Agreement shall remain in full force and effect after any expiration date while negotiations are continuing for a new contract between the parties. All provisions of this contract shall continue to remain in full force and effect during said period.

With no further business, Don Perez made a motion to adjourn. Jason Edwards seconded the motion. With all in favor, the meeting adjourned at 7:30 p.m.

Respectfully submitted,
Martha Reinkensmeyer