

CITY OF ELGIN
WORK SESSION MINUTES FOR JANUARY 21, 2014

COUNCILORS PRESENT -

Name:	Present:	Name:	Present:
Mayor Brent Linville	Yes	Councilor Michelle Miles	Yes
Councilor James Brainerd	No	Councilor Dick Miller	Yes
Councilor Chris Boylen	Yes	Councilor Alan Duffy	Yes
Councilor Kathy Warren	Yes	Student Councilor Janel Chandler	No

Call to Order

Meeting convened at the end of the Special Session.

Snow Removal List – Administrative Policy

The Snow Removal List has become a liability to the City. Councilor Duffy spoke with the City attorney and other city managers and came to the conclusion the City needs to drop the snow removal program. On the list are elderly citizens which can be deemed discrimination. There are those with medical reasons, and since the City can't ask about medical issues, essentially this opens it up to potentially all residents. Even though the policy states "as time is available", this does not release the City of liability as it is an implied contract. Even the local Firemen said not to do it. If emergency personnel are not able to respond to a call because the City crew gets behind it opens the City up to possible litigation. Councilor Duffy further proposed to do main thoroughfares and then side streets as time allows.

Richard Mackie asked what is the liability of the City when they plow streets. Is the City responsible to remove snow from easements? Councilor Boylen responded saying there used to be places around the City set aside to move snow to. Mayor Linville added they do some snow moving, but not all of it. It was stated that according to City Ordinance, snow removal on sidewalks is the responsibility of property owners. Councilor Duffy recommends to dump the program, and to review Public Works policy regarding snow removal. Consensus of the Council is to no longer have a snow removal list.

City Ordinances

The cost to purchase a City Ordinance book is \$226. The City Ordinances on the City website are outdated since 2007. Municode has an online program where local ordinances can be uploaded and are searchable and can be updated. The cost for this service is \$240 per year. This will allow access to the public of the City Ordinances on the City website.

Councilor Miller asked if there would no longer be a printed copy. All Ordinances could be printed as needed by anyone. An additional feature of the service would provide cross checking of the Ordinances to search for discrepancies. Any discrepancies found would need to be addressed by the Council. Council Consensus was to have a contract proposal drafted for review by Council.

Council Policies: Mission, Vision and Council Ethics

Administrator Allen put this together for consideration by the Council. Councilor Duffy stated he had no problem with these, but has issues when addressing the code of ethics. All Councilors have to fill out an ethics form when they take office. This draft document requires listing of real property with the City Clerk and does not agree with this. The financial penalty for ethics violations with a penalty of \$500 by city constitutes double jeopardy.

Councilor Duffy agrees with concept, but stated his issue regarding filing with city clerk. It was suggested to remove the monetary penalty. Wyatt stated there is no need to have City also penalize violators. Consensus was to change section 7 to state 'file with the State' not the City Clerk. Discussion will continue at next work session.

Councilor Duffy stated the City Attorney was no longer needed at this point in the meeting. The Attorney left.

Finance Policies: Forms and Policies

The Purchase Requisition would be the starting point in the purchase process. Consensus of Council is to implement the policy. The policy for financial transactions establishes a double check system. Councilor Miller asked about requiring two signatures on checks. According to Kathey Bonney from Community Bank all that would need to be done is add a second signature; there is no official process. The use of a second signature would be for internal controls only as the bank will not monitor if there are two signatures.

Councilor Duffy stated there is an issue with the Purchase Requisition form under the approval levels. Neither any Councilor nor the Mayor have the authority to approve expenses and should be changed to \$0. All expense approvals are required to be approved by the Council as a whole otherwise it would violate the charter

Credit Cards at City Hall

There have been numerous requests from citizens to be able to pay utility bills via credit card. Does the City want to pursue this option? Consensus of Council is to not offer this.

Personnel Policies: Forms, Policies and Job Descriptions

Criminal Background Checks Policy needs to be in place to protect the City. A less than exemplary report would not preclude employment.

Councilor Duffy asked if one is required of all elected officials. Consensus was no. The policy should make it clear which job positions will be required to have a check performed

The document will be condensed for further review at another meeting.

All policies should be reviewed at least every 3 years.

Job Description of City Administrator/Recorder

If the position becomes appointed, the job description will be necessary.

Councilor Miles stated if the position remains elected, the Council has no way to make the person accountable for anything in the job description. A brief discussion on what options are available to the Council if the job is not being performed satisfactorily

Councilor Miller noted the job description does not mention a background check.

Having the city Administrator bonded is covered in the Charter.

Both Councilor Duffy and Councilor Miller thought the job description was good.

New employee orientation

This form was presented for review. This form could be used with volunteers at the Library.

Councilor Boylen stated it looks good.

Pay Plan and Compensation

There are some changes made but benefits and holidays did not change

Vacation hour accrual did change by establishing a maximum accrual. It was recommended to change the introductory period from 1 year to 6 months.

Councilor Warren asked by employees who work 32 hours a week are getting 40 hours a week vacation – this needs to be changed. A discussion followed around vacation hours and full time work weeks and when City Hall staff went from a 40 hour week to a 32 hour week. Administrator Allen will come back with a corrected accrual table.

Personnel Action Form

This form can be used for job reference purposes. Most often potential employers asked if the employee did work for the City and if they are eligible for rehire. Consensus of the Council is there were no issues.

Employee Evaluations

There are two forms, one for management positions and one for all other employees. Councilor Boylen asked who performs the evaluation. Administrator Allen suggested the Subcommittees should evaluate Department Heads as he has not been with the City very long. Consensus of the Council is there were no issues.

Reduced Water Rates – Policy Draft

There were two additions to the list of those eligible for reduced rates. They are retired firemen or police and past council members with greater than 20 years of service to the City. Councilor Miller asked if there have been sewer reduced rates. Councilor Warren responded with Yes. Councilor Duffy raised the issue regarding the fire dept which is no longer a city department; they are their own district. When they created the Fire District, were there any stipulations they would get reduced rates? It was stated the City pays the Fire Dept to house the ambulance \$1800 a month and they are getting free water. Councilor Miles stated she has not seen a bill. Councilor Duffy stated no objection to providing a reduced rate to firemen. Consensus of the Council is there were no issues

Information Technology Plan

Administrator Allen brought this forward looking for input on establishing a system and a plan to achieve the goal. He has met with vendors to change the City website; set up server systems, and backup capabilities. This will require funds to support the plan. In order to set a budget, some preliminary work needs to be done. Options were discussed. It was agreed that selecting a vendor who can provide longevity is desired.

Richard Mackie questioned who is appointed to go to the Foreclosure auction as was voted on in the Special Session. Councilor Miles and Councilor Warren volunteered to represent the city. Consensus of the council is in agreement.

Meeting Adjourned by Consensus

Minutes respectfully submitted;

Lessa Adams, Clerk/Administrative Assistant