

Personnel Committee

April 15, 2015 6:00 PM – 8:35 PM

Present: Mark Bolander, Rosetta York, Doug Long EMA, Frank Heiligenstein, Holly (driver for Frank), Ken Albrecht, Paul Conlin, Larry Dorn, Scott Bloomberg, Larry Brooks, Robert Reisner, Carl Baker, Raymond Reynolds, Melissa Brooks, David Brown, Ray Watkins, Rick Lindemann, Brad Benefiel, Mike Swick, Max Tedford, Alice Addis

Mayor Bolander called the meeting to order.

Mr. Heiligenstein recommended reviewing the code book every five to ten years to include any new state statutes and mandates. The City's complete code book hasn't been updated since 1996. Updates discussed at this meeting will incorporate the new terminology and statutory mandates to bring the codes up-to-date.

The pagination will be changed to allow for unlimited number of pages per chapter.

Administration:

The first pages of the Administration Code will remain the same, up to 1-1-20.

Change general penalty to \$100 minimum. When comparing the proposed changes, Max prefers to keep what we currently have, in 1-1-20 except change the minimum to \$100. Delete 1-1-21 as proposed. Add 1-1-22 (proposed) Service by Certified Mail.

Article II: 1.2.1 Keep the original.

1.2.2 Keep the original. The proposed has the incorrect days and times.

1.2.4 moved to a later division.

Discussed 1.2.7 in proposed Compelling Attendance but do not want it.

1-2-11 Add to present ord. "Visitors and Public Comments". See (D) of proposed. Add 1.2.13 Address by Non-Members. The public should be able to speak if they come to the meeting, even if they didn't register with the Clerk prior to the meeting. (see 1.2.11 (EE)) Add 1.2.13 (3). The agenda for the council meeting must be comprehensive so the public knows enough to make comments.

Discussed 1.2.13 (B) from proposed Auxiliary Aid or Service as required. No decision was made for including or excluding.

Add "Conservators of Peace" from proposed 1.2.22 (H). Today's training is 14 weeks full-time or approximately 10 months part-time.

1.2.24 change to proposed (B) through (D) concerning the qualifications; elective office. In the future a convicted felon may be able to serve.

1.2.25 Bonds of City Officers. City Treasurer Brooks is investigating. Currently the bonds are \$50,000 for the Mayor, Clerk, Treasurer and Collector...this doesn't match the current ordinance.

1.2.28 (B) in current ord. book, change bidding to \$20,000. (1.2.17 (B) in proposed). Also change 1.2.28 (J) to \$20,000 for Open Market Procedure as required by the state. It may need to go to \$30,000, Frank will advise.

Delete 1.2.29 Pecuniary Interest in Contracts---Prohibition from current ord. per Frank?

Keep 1.2.37 and 1.2.38 in current ord.

Add from proposed ord. 1.2.37 Division V – Vacancies through 1.2.43. New law as of four years ago.

Delete 1.2.42 in Division V-Mayor, Vacancy, it was covered elsewhere.

The tax levy does not have to be published.

Need to update list of banks 1.2.85 (F). The Peoples State Bank of Newton, Newton, IL; First National Bank of Dieterich, Newton Branch, Newton, Illinois; First Financial Bank of North America, Newton, Illinois. Frank suggested Treasurer Brooks and the City Council should consider the **Illinois State Treasurers' Investment Corp.** (?)

Add Article V – Meeting Procedures. See 1.5.1 proposed – 1.5.14 including Addendum “A” and Addendum “B”

Note: Workman’s Comp issues are to be discussed in open session when a decision or agreement has been reached, it must be published or acknowledged.

Ethics is a mandated policy and is in Chapter 22.

**Tape recorder was turned off.**

Animal control – Rex Watkins will review. Incorporate the Illinois Animal Control Act, including its definitions.

Chapter 6 Building codes. Newton will keep the 2003 International Building Code. A building Code of Appeals Committee is required, perhaps three members of the zoning committee? Review Rules and Procedures for the Building Code Board of Appeals, Article I – Article IV in Chapter 6 (in proposed code book).

Chapter 7 Business Code

Article IV – Coin Operated Machines (7-14 in proposed). Add 7.4.7 Gambling Regulations (A) through (D). Currently Newton doesn’t have a fee for machines but propose to charge \$10 per machine to coincide with the coin operated amusement device charges. (7-4-7 in proposed)

Add Article VII – Raffles and Poker Runs

Article VIII – Adult Use Licensing and Regulation. Adopt.

Add Article IX – Fireworks Code

Chapter 8 – Cable Television

Chapter 9 add disinternment ordinance.

Chapter 12 – Employee Code

Add Exhibit “A” and Article XVI – Anti-bullying Policy and Article XVII – Domestic and Sexual Violence Policy.

21.2.9 Dramshop Insurance, code from the state.

Use of social security numbers mandated policy, add Article II – Use of Social Security Numbers

Freedom of Information Policy revised, add Article III of proposed. (22.3.1 – 22.3.10)

Fair Housing Code, use current code.

Article V – Investment Policy is required. 22.5.1 – 22.5.16 in proposed.

Article VI – Ethics code

Article II of current code to be renumbered to Article VII. Current Equal Employment Policy is acceptable as it is.

Chapter 23 Manufactured Housing Code. It is easier to amend this chapter than zoning on many issues. This Chapter must reflect the zoning code. Numerous changes are needed to comply with state and health codes.

**Tape recorder was turned on.**

Article V – Equipment of Vehicles. Add 24.5.3 and 24.5.4 concerning noise and 24.6.3 Private Property. 24.6.5 (D) and (E) to be revised.

Article VII – Abandoned, Lost, Stolen or Unclaimed Vehicles – update to newest law. Update 24.7.8 Disposal of Unclaimed Vehicle. Chief Swick reported the Jasper County States Attorney will file a motion in court to have a vehicle awarded to the Police Department so it can then be sold.

Nuisances Article I – Generally. Code Official Chief Swick will compare to existing chapter. Proposed has more information than current. Add 25.2 proposed because it is more inclusive.

Chief Swick should be on the form instead of City Clerk.

Add Article III – Garbage and Debris, 25.3.1, Jasper County Health Department.

Add Article V – Dangerous and Unsafe Properties due to revisions in legislature and Article VI – Penalties and Special Assessment.

Add 27.2.29 - 27.2.33 (proposed) Depositing of Snow and Ice Restricted to Use of Upholstered Furniture in Outdoor Locations Prohibited.

County regulates? Article XI – Adult Uses Regulated, 27.11.1

Article XV Regulation of Residences of Registered Sex Offenders. Do not add, the County take care of this.

Add Article XVI – Drug paraphernalia – any use for this policy? (not in notes)

Chapter 30 Public Safety in Newton's code - Article III – Emergency Management Agency (EMA) in proposed. State statutes need corrected. Mayor wants to be able to declare an emergency. Delete implementation of 911 board. Delete 30.4.8 testing of warning device. Doug Long, EMA: the County is in charge. The County must make the emergency declaration to get emergency disaster funds.

Chapter 31 Recreation and Parks is ok.

Add Chapter 33 Street Regulations. Add 33.2.19 Grass mowing between the sidewalk and street.

New Article IV construction of Utility Facilities in the Rights-of-Way.

Article V (C) Street Improvements. City does the labor, homeowner pays for materials. This article encourages improvements.

Article VI Culverts. Delete 33.6.7 Backfill Cost and 33.6.8 Replacement Cost. City pays for 20 feet of culvert, anything longer the homeowners pays.

Add Article VII Driveways

Add Article VIII Snow Removal from proposed.

Add Article IX Moving Buildings.

Schedule L, add Stop signs instead of Yield signs for West End Ave. between Washington and W. Jourdan  
Schedule D Yield sign changes. Several yield signs have been changed to stop signs.

Add minimal subdivision code, Chapter 34.

TIF is ok.

Needs an ordinance: Chapter 36 Taxation. Simplified telecommunication taxation. Population x \$33 per year is the maximum charge, one to five percent can be taxed. Everyone with a phone will pay it, including cell phone users. City will adopt it but at what percentage?

Needs an ordinance: New ordinance for Article IV Gas Tax, 36.4.1

A utility tax on electric is a possibility.

**Tape recorder stopped.**

Article II, Chapter 38 Utility Regulations. Must include hearing process information on disconnect notices.

Article III Water system. Proposed is the current model from Illinois EPA. Adopt definitions for water grants.

38.4.54 Interceptors provided should replace 38.5.54. There are new guidelines. Appendix A ?

38.4.55 of proposed, not necessary, 38.5.55 is ok.

Zoning – outdoor furnaces are being outlawed.

Meeting adjourned at 8:35 PM.

Alice Addis reported for Harold Bolander, Chairman