



AGENDA
Village Board of Trustees
Regular Meeting

Monday, March 2, 2020 – 7:00 pm
Shiloh Municipal Building, 1 Park Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS \ ANNOUNCEMENTS

MINUTES – FEBRUARY 3, 2020 REGULAR MEETING

TREASURER'S REPORT – JANUARY 2020

MAYOR'S REPORT

COMMITTEE REPORTS:
ADMINISTRATION & PERSONNEL (WEILMUENSTER)

FINANCE & BUDGET (WRZEK)

PLANNING & DEVELOPMENT (BURRELSMAN)

1. PASS ORDINANCE 2020-03-02 A: AN ORDINANCE AMENDING THE DEVELOPMENT CODE – SECTIONS 151.272, 151.273, 151.298, 151.345, 151.347, 151.348, 151,351, 151.367, 151.368, 151.369, 151.382, 151.383, 151.455 (THESE AMENDMENTS INCLUDE AN ADMINISTRATIVE PROCESSES UPDATE, THE OPTION TO USE ASPHALT FOR STREETS IN DEVELOPMENTS, AND THE OPTION TO USE PLASTIC PIPE ON ROAD PROJECTS)
2. PASS ORDINANCE 2020-03-02 B: AN ORDINANCE AMENDING THE DEVELOPMENT CODE – SECTIONS 151.010, 151.046, 151.183 (AMENDMENTS INCLUDE ALLOWING CANNABIS RELATED BUSINESSES IN THE COMMERCIAL ZONING CLASSIFICATIONS UNDER SPECIAL USE, CANNABIS GROWING UNDER NON-URBAN)

PUBLIC PARKS & FACILITIES (WARCHOL)

PUBLIC SAFETY (O'NEIL)

1. AUTHORIZE A CHANGE TO THE PERSONNEL POLICY SICK LEAVE (ALLOW PARTIAL PAYMENT FOR SICK HOURS ACCRUED IN EXCESS OF 480 & TO ALLOW A CATASTROPHIC SICK LEAVE BANK)

STREETS & SANITARY SEWERS (HERRMANN)

1. PASS RESOLUTION 2020-03-02 A: RESOLUTION FOR MAINTENANCE UNDER THE ILLINOIS HIGHWAY CODE
2. AUTHORIZE AWARD OF THE MOWING CONTRACT TO THE LOW BIDDER FOR THE 2020 SEASON - RIGHT-OF-WAY MOWING TO HUSCHLE OUTDOORS

OTHER BUSINESS

1. EXECUTIVE (CLOSED) SESSION
(65 LCS – SECTION 2)
(MAY BE HELD TO DISCUSS PERSONNEL MATTERS (C) 1, COLLECTIVE BARGAINING (C) 2, PURCHASE OR LEASE OF REAL ESTATE (C) 5, SALE OR LEASE OF REAL ESTATE (C) 6, LITIGATION (C) 11, AND DISCUSSION OF CLOSED SESSION MINUTES (C) 21
2. ACTION TAKEN ON EXECUTIVE SESSION ITEMS (IF ANY)

BILLS– MARCH 2020

ADJOURNMENT

Citizens Addressing the Board:

Each person addressing the Board is asked to give his or her name and address in an audible voice for the record and will limit their remarks to five minutes. In order that all subjects may be heard, large groups wishing an audience on the same subject should select two spokespersons to convey their remarks.

All remarks will be addressed to the Members, as a body, and not to any specific member. Any person making personal, disrespectful or slanderous remarks while addressing the Board may be requested to leave the meeting immediately.

Interested parties may also address the Board in writing regarding any matter concerning the Village's business by addressing it to the Village Clerk (1 Park Drive, Shiloh, IL 62269 or e-mailing shiloh@shilohil.org.) Copies will be distributed to the Members.



Agenda Item: Personnel Policy Change – Sick Leave

Background Information:

At the February 24, 2020 Committee Meeting, the Mayor asked the Board to consider allowing the establishment of a sick-leave bank for employee catastrophic illnesses. He explained that he recently learned of them because of a friend's illness.

Angie Simmons, Editor of the O'Fallon Weekly, said she was able to use this type of benefit while working for the O'Fallon Library when her husband required major surgery which was extremely helpful.

With your permission this will be added to our Personnel Policy when we update the Sick Leave Section as forwarded from the Committee Meeting.

Thank you,

Brenda A. Kern

Brenda A. Kern, MMC
Administrator \ Village Clerk

Catastrophic Leave

The Village of Shiloh recognizes that employees or close family members may experience a life-threatening condition that causes a severe impact to them resulting in a need for additional time off in excess of their available sick or vacation time. To address this need, all eligible employees may be allowed to donate sick or vacation time from their unused balance to their co-workers in need in accordance with the policy. Participation is strictly voluntary.

Procedures

1. An employee or their supervisor/manager may request that a catastrophic leave bank be established to benefit the employee by submitting a written request to the Village. Permission from the employee and medical documentation will be required.
2. The Village supports the establishment of a catastrophic leave bank, on a case-by-case basis, when an employee or immediate family member (as defined in this Personnel Policy) suffers a catastrophic accident, defined illness or comparable life-threatening occurrence. The catastrophic occurrence shall be of such serious detriment that it prevents the employee from returning to work for an extended period of time due to his/her health condition or, in the case of an immediate family member, requires the employee's presence as a primary caregiver. The Village of Shiloh reserves the right to determine eligible status of the receiving employee.
3. Leave must be for a stated period of time and be reviewed periodically. Receiving employees may not receive more than twelve weeks of donated time in a 12-month period (rolling calendar). Usage of an additional 30 days of donated leave may be considered if a temporary disability program is not available to the employee (i.e. – IMRF).
4. Upon establishment of a catastrophic leave bank, the Village will send an e-mail to employees notifying them that a catastrophic leave bank has been established to benefit a co-worker. The e-mail will identify the recipient by name, as well as the recipient's job title and work location. The e-mail will not share any information concerning the recipient's medical condition.

Catastrophic Leave Donations

1. Eligible employees who are not probationary may donate SICK or VACATION hours to the catastrophic leave bank for a designated employee. Donations shall be made in one-hour increments. Maximum number of SICK hours that can be donated by one person is 40 (with a minimum of 300 remaining). Maximum number of VACATION hours that can be donated by one person is 12 (with a minimum of 80 remaining). Donated time will be utilized in the order by which it was donated (date).
2. An employee who is to be the recipient of time donated to a catastrophic leave bank must use all of his/her accrued leave prior to using any donated time.
3. Time contributed to the catastrophic leave bank shall be used and administered in accordance with the procedures governing sick leave use and shall not be available if the situation giving rise to the catastrophic leave bank no longer exists.
4. Any donated time remaining in a catastrophic leave bank when the bank is closed, will be returned to the contributing employees on a pro-rated basis. No time will be returned to employees whose accrued vacation is already at the maximum permitted by policy.
5. Catastrophic leave is done without precedent and is not a contractual benefit. The agreement will not be cited as precedent in similar or like situations by either party.