

City of Geneseo, Henry County, Illinois
New Elected Officials Orientation
April 19, 2016
5:15 PM

Pledge of Allegiance

Roll Call

The City Council Meeting of the City of Geneseo met Tuesday April 19, 2016 at the Council Chambers, 115 South Oakwood Avenue. Mayor Kathy Carroll-Duda called the meeting to order at 5:18 pm. Aldermen Bob Wachtel and James Roodhouse, Brenda Johnson, Jason Robinson and Kent Anderson answered roll call. Martin Rothschild and Sue Garlick were absent. Others in attendance included, Administrator Kotter, City Clerk Phlypo, Finance Director Wiesemeyer, Chief Piotrowski, Public Works Director VanDeWoestyne, Director of Electrical Operations Opsal, Inspector Mills and IT Director Griswold.

There was a quorum.
Sue Garlick arrived at 5:21 PM.

Public Comment

None

Review of Orientation Manual

Administrator Kotter stated that if any Council member would like their emails set up on their phone to see Garrett and he can set that up for you.

All elected officials have to take the online OMA training one time. Once you take it you need to turn your certificate into the City Clerk. Kent Anderson was the only one that needed to take it and he has 90 days after being sworn in to take it.

Mayor Carroll-Duda and City Administrator reviewed sections of the Orientation Manual including the following: Duties of an Elected Official and the difference between the Aldermen and the Mayor's responsibilities. The City Administrator is the liaison between the elected officials and the employees and is the main resource to the City Council. The main commission that would bring items for final approval to the City Council would be the Plan Commission.

The department heads introduced themselves to Council members. Any agenda items that the Aldermen would like to see on the agenda should be brought to the City Administrator and then she and the City Clerk will put the agenda together for approval by the Mayor. In the event the Mayor would not want something brought forward by an alderman on the agenda the Alderman can with the support of at least one other alderman put the item on the agenda without the Mayor's approval.

City Attorney Alcorn stated that the Council should become familiar with Article 2 of the City Charter to understand the roles of the City Council. It requires a referendum to amend the City Charter and only sections that the State Constitution allows changes to can be changed. Geneseo is an Alderman Strong form of Government and not a Mayor Strong form. Chapter 11 Title 1 is the Ethics section which everyone should read. The City Attorney felt that this group will be a good group to make progressive decisions for the City.

Administrator Kotter stated that they are a body of 8 and their power comes as a majority not individually. It is best to go through the Administrator to avoid overstepping your boundary as an Alderman. The Committee of the Whole meeting is a non-voting meeting but allows items to be moved to the City Council for final action. You can vote to pay bills at the Committee of the Whole. On the cover sheets within the packet for each item there will usually be a motion, this is a recommended motion and it can be changed in any way you want to change it. This practice came about because no one was making a clear motion and then it was up to the Clerk to interrupt what the motion was supposed to be and it was causing some adversity in interrupting what the person meant. Meeting packets will be sent electronically through WeTransfer and items can be added or removed from the agenda up until 6:00 PM on the Sunday before the meeting. Ordinances are sent to a codifier and are then included in the Code that is online. Resolutions are not codified. Executive Session meeting topics are confidential and the meeting minutes are reviewed for release twice a year.

Just a reminder that all email and text messages with City businesses included are FOIA able. In the event that you are in an email that includes all the Council members do not REPLY ALL, just reply to the sender. This keeps it from being an OMA violation.

The City started an email newsletter through Constant Contact and so far there are 125 residents signed up as well as the City has a Face Book page, Twitter page and Police Blotter. Please promote all of these informational sites as you can.

In the event that you will not be at a meeting please let one of us know. The Charter is set up that in the event that your attendance is required for some reason the other members can compel you to attend.

City Attorney Alcorn is first legal contact for the City. Attorney Alcorn stated that if he can't handle an issue he will then recommend an outside firm to handle the issue. Any City pending litigation will be handled by IMLRMA and the City, Mayor and City Council is covered by the City liability insurance as long as you are operating within the scope of your position.

Administrator Kotter stated that the City Fiscal year currently runs from July 1 to June 30. Compensation for Aldermen is \$1,800 a year and \$20 for each City Council Meeting that you attend. Compensation is quarterly. The Mayor is paid bi-monthly. The City Clerk turns in the attendance for the quarter.

Alderman Johnson asked if the utility tax money stays separate for sewer repairs. Administrator Kotter stated that money that comes in for water stays in water and money for sewer stays in sewer. The budget discussions will start and then there will be more in depth information with regards to revenue and what it is used for.

Council Seating

Administrator Kotter asked about Council seating and would anyone object to a change. All wanted to stay in the seats that they are in. She explained that the voting will be alternating so that there is a different person first all the time and it will carry over into the next meeting.

Employment Paperwork

City Clerk will give Alderman Anderson and Johnson paperwork to fill out for compensation.

Charter and Ordinance Book

The City's Code Book is best assessable online through the City website, if you chose a paper one then the Clerk will send out the updates and it's up to you to update your book. Alderman Anderson, Robinson and Roodhouse requested a paper copy.

Videotaping Meetings

The Aldermen were asked if anyone would be interested in videotaping the meetings. There was a little interest but in the end it was felt that at this time they didn't want to explore it.

City Hall and Police Department Tours

It was decided that the Aldermen that wanted to tour the facilities could come in two's and have a tour at their convenience.

Public Comment

None

Motion by Wachtel, second by Johnson to adjourn at 6:47pm.

Voice Vote.7 Ayes. 0 Nays. 1 Absent.

Motion Carried

Respectfully submitted,

Loree K Phlypo
City Clerk