

City of Dixon
Governmental Task Force
Meeting Minutes 05/15/2013

Task Force Members

Kelly Allen – Not Present
Marilyn Coffey – Present
Pastor Michael Cole – Present
Jim Marshall – Present
Jack Schrauth – Present
Tom Shaw – Present
Bill Wadsworth – Present

Also Present

Special Assistant to the Council – Danny Langloss
Taking Minutes – Amanda Bradshaw

Marilyn opened meeting by presenting the previous meeting minutes to the GTF. Tom Shaw moved to accept the minutes prepared by Danny Langloss. Pastor Michael Cole seconded the motion. The GTF vote was unanimous to approve the minutes.

Danny Langloss welcomed GTF and visitors to the meeting then introduced John Phillips from the Illinois City Management Association

Presentation:

John Phillips gave presentation using PowerPoint.

Q&A regarding presentation:

Q: What are the greatest pitfalls of having a City Manager?

A: Not hiring the right person for the position.

Q: What does the ICMA provide?

A: The ICMA will:

- Review a job ad for administrator
- Give direction on where to advertise
- Reach out to contacts that are qualified and interested in the position

Q: What is the difference between a City Manager and City Administrator?

A: A Manager's duties are more consistent as law designates them. The Manager has the authority to execute and operate programs.

The Administrator relies on the council to give clarity to which duties they are to perform. Expectations for the Administrator should be clearly defined by council. Authority originates from the council not the law.

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Q: If an Administrator is hired in conjunction with the Commission form of government, do Commissioners still have authority over departments?

A: The Commissioners can choose to delegate responsibility to the Administrator. However, Commissioners still have executive authority. In this case, it is important to have defined outline of duties and expectations for the Administrator.

Q: What are your (J. Phillips) suggestions for the GTF moving forward?

A: Seek Information and study the options. Any form of government can be successful, however some forms of government are more likely to be successful.

Q: Is there a particular form of government that is better? (Opinion of J. Phillips)

A: Superior Form: Council-Manager
Second Form: Mayor-Council

Q: Is there a parallel Code of Ethics for mayors and other elected officials?

A: No. The recommendation is for a community to have a Comprehensive Code of Ethics. City personnel (elected and nonelected) would have training.

Q: Looking at local boards (school board and KSB board), we see clear business models where the CEO is handling day to day business, the board provides policy direction, oversight and gives performance reviews of CEO.

What type of local government would most represent the models of the school and hospital boards?

A: The Council-Manager most represents this scenario. If the Manager does not perform, the council can terminate.

Q: How important is an HR Director?

A: Someone should be functioning in an HR capacity. Professional HR guidance can help navigate through laws regarding employee rights. If the city chooses to not compile, the city can be subject to litigation and fines.

Q: Home Rule Referendum: Further Explanation?

A: Has to be done by referendum because of population size. Offers more flexibility in the area of tax levies. The community would not be subject to taking limits.

*J. Phillips thinks that this topic (at this time) would cloud the issue of studying form of government.

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Public Comment:

*Jill Polifca:

Q: What gives us the most checks and balances for the citizens?

- Hiring a professional manager/administrator
- Having a competent Finance Director, CPA
- Department Heads that have technical skills, are knowledgeable, and are passionate about their roles in local government

*Larry Reed:

Discussed the pros and cons of long-term vs. short-term personnel and the effects that turnover has on business relationships and daily business within the city.

J. Phillips commented that it is easier to recruit top-notch professionals under a form of government where the mayor or commissioners do not appoint department heads. Continuity of professionals is very important.

*Jordan Bowman:

Q: What is your (J. Phillips) advice to Dixon to ensure that city funds are not misused again?

- Create a Comprehensive Ethics Policy
- Regular Training
- Segregation of Duties
- Work on the Value/Culture of the Organization
- Protect the Resources of the Community
- Rebuild Trust

5 minute break

Setting Parameters for Public Comment:

Basic consensus was reached to make public comment first. Marilyn has been given the authority to choose time limit for visitor comment.

The visitors wishing to speak are requested to sign-in.

No vote needed to proceed.

Chief Langloss passed out hand-outs from Rob Lesage.

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How do we proceed?

Option 1 – Throw out personal ideas about preferred form of government and let the task force discuss pro's and con's.

Option 2 – Contact other municipalities with both the same and different forms of government and ask a series of questions to discover how the municipality functions.

Option 3 – Create questionnaire for leaders from different forms of government to complete and send back.

Option 4 – Bring in speakers that have functioned in different forms of government to discuss the pro's and con's of their form of government.

Plans for next meeting:

Determine questions to ask City Managers/City Administrators/Elected Officials of other cities and determine how to approach the questions.

**Each member is to email Amanda Bradshaw questions they want to include in the inquiry. This is to happen before the next meeting.

Jim Marshall motioned to adjourn. Tom Shaw seconded the motion. Unanimous vote to adjourn.