

May 12, 2008

Minutes of the special meeting of the City Council of the City of Clinton, Illinois in session in the Council Chambers of City Hall, Monday, May 12, 2008 at 6:00 p.m. Mayor Ed Wollet, presiding. On roll call Commissioners Edmunds, Hickman, Wise and Milton were present.

Mayor Wollet opened the work session by reminding everyone of the purpose of the IMAP document is to assess and strengthen the governance and management practices to be competitive in economic development endeavors.

Mayor Wollet recommended that the Councilmen begin with the Organizational Chart. The Mission Statement from the past might need modified. Job descriptions would be the next task with now being the best time to do the addition of new job descriptions like building inspector, any changes in the format of the Fire Chief's position and errors or deletions in the Organizational Chart. Commissioner Hickman offered to obtain the software for doing a new chart and work on the salary ranges that also ties into this section of the IMAP document. Quotes from several firms that do this service can be obtained and brought back to the Council. Commissioner Hickman offered to oversee the job descriptions and salary ranges.

The Employee Personnel Manual draft prepared a few years ago will be a good start to an update and add additional language of legislative mandates. Commissioner Edmunds said he would work with this project.

Employee Pension Fund – Clinton is one of the few municipalities that do not participate in Illinois Municipal Retirement Fund (IMRF) – City Police Officers and Firemen do have public pension plans. For a number of years, ICMA 457 plan has been available for employees to contribute to and more recently the City did a matching 401 plan for the employees. Mayor Wollet said it could prove to be a problem in the future as aging employees retire and administrative replacements need to be hired. Commissioner Edmunds said he would take a look at IMRF and ICMA and maybe any other alternative plans.

Capital Improvements – comes high on the budgetary list however if a strategic plan and comprehensive plan is completed first, this determines what direction the City is going and what funds are available to finance the capital improvements. Included in these thoughts is a more intense plan to track costs of vehicles and equipment marking the timing of replacement before the vehicles increase maintenance costs. Replacement of the larger equipment like a ladder Fire Truck is tough to purchase without grants and other funding.

Operating Budget and the Annual Financial Report will be taken care of by Commissioner Edmunds working with the City Treasurer. Possibilities of putting the City Budget on the Website might be in the future. Changing over the accounting from modified cash to accrual basis will be a huge task.

Procurement – Software that ties into the financial package does give a certain amount of control. However it will make a substantial change in purchasing procedure. The IMAP document suggests a purchasing amount of \$10,000. Because of the financial nature, Commissioner Edmunds will be working on procurement also.

Last item for discussion, Mayor Wollet said that the unresolved issue of replacement of a Fire Chief after the death of Jeff Pearl is a priority. Are we looking at full time/part time/ staying as we are at the present? Some of stir created with the replacement of the Fire Chief is the fact that Commissioner Milton is closely related to both Assistant Chiefs. Getting an independent third party to do the interviews of interested parties might be an option. Commissioner Wise would like to look even further into taking the City Fire Dept. and maybe seeing if several emergency departments can be combined with a new Fire station for a savings of tax dollars. Fire calls vary between more in the County for a while and flips to be more in the City limits at times. Responsibility for the Exlon Power Plant 5 miles to the east is a large area to help protect.

Wrapping up the discussions for the evening, plans to hold the next session on June 9<sup>th</sup> at 6:00 p.m. in the Council Chambers.

Motion was made by Commissioner Edmunds and seconded by Commissioner Hickman to adjourn the meeting – motion was unanimous.

Respectfully Submitted,

Rozella D. Wickenhauser  
City Clerk