

MINUTES OF THE ADMINISTRATIVE SERVICE BOARD
CITY OF GENESEO, HENRY COUNTY, ILLINOIS
April 26, 2010

ROLL CALL:

The Administrative Service Board met Monday, April 26, 2010 at City Council Chambers, 115 South Oakwood Avenue. Chairman Bob Wachtel called the meeting to order at 6:00 p.m. Answering roll call were Mayor Van Der Leest, Gary Joyner and Keith Kennett. Also in attendance were Jeff Clementz, Economic Development Director Heather Roberts, City Accountant Linda Cothron and Glen Gustafson. Chief Piotrowski and Alderman Deener arrived later in the meeting.

AUDIENCE REQUESTS:

There were none.

MINUTES:

Motion by Van Der Leest, second by Joyner to approve the minutes of the March 22, 2010 with amendment to reflect Savage terminated her employment with the City of Geneseo.

VOICE VOTE: ALL AYES, MOTION CARRIED.

Motion by Van Der Leest, second by Joyner to approve the minutes of the working session from April 21, 2010.

VOICE VOTE: ALL AYES, MOTION CARRIED.

BUDGET/BILLS/TREASURER'S REPORT:

Mayor Van Der Leest explained that the approval of bills is just a procedure as the bills before the Board were already approved by City Council on April 13, 2010. Van Der Leest has been aware of this for a long period of time and requested the billing cycle change. The City is working on correcting this but it will take a few months to adjust.

Motion by Van Der Leest, second by Kennett to approve the paid bills, budget report and General Fund Treasurer's Report.

VOICE VOTE: ALL AYES, MOTION CARRIED.

CEMETERY TRUST FUNDS:

There were not cemetery trust fund reports included in the packet. No action taken.

Alderman Deener arrived at 6:18 PM, followed by Chief Piotrowski at 6:25 PM.

EMPLOYEE RECOGNITION STIPEND

The history of the employee recognition awards was discussed and the minutes from the meeting where this subject was originally *discussed* was provided. Consideration was entertained on the economic times the city is experiencing, the evolution of the awards and the expense incurred on this recognition.

Motion by Van Der Leest, second by Joyner to immediately dissolve the anniversary employee service awards.

VOICE VOTE: ALL AYES, MOTION CARRIED.

{This program was never approved by a board or City Council and therefore does not require the approval of City Council to eliminate the program.}

Mayor Van Der Leest requested the travel planning and expense procedures and guidelines be placed on the May agenda.

DEPUTY CLERK/BILLING CLERK

Joyner requested the description be cleaned up for grammatical and redundancy clarification.

Motion by Kennett, second by Van Der Leest to approve the Deputy Clerk/ Billing Clerk job description with amendment.

VOICE VOTE: ALL AYES, MOTION CARRIED.

FY 2010/2011 BUDGET

Various line items of the budget were discussed for consideration in providing for a balanced budget. Miscellaneous accounts are not acceptable in budget proposals and need to be removed. Quantity purchasing of clothing items was discussed in an attempt to trim the uniform allowance. The cell phone expense line is being reviewed. One potential reduction in expenses may be to read meters every other month as opposed to every month. The overall budget deficit was discussed and the potential of approving a balanced budget in FY 2010-2011. Healthcare benefits are a large expense and consideration was discussed on how to potentially save portions of this expense.

RETIREES GROUP HEALTH BENEFIT

ORDINANCE NO. 1959 – APPROVED DECEMBER, 2009

A letter was sent without authorization by a former city employee stating the 2009 benefits paid to retirees' health insurance would be honored even though the thresholds outline in Ordinance 1959 would be exceeded. A follow-up letter is requested to be sent to retirees stating no authorization was granted for the letter and it was sent in error.

Motion by Kennett, second by Van Der Leest to rescind previous letter written in error to retirees regarding Health Care Benefit reimbursement.

VOICE VOTE: ALL AYES, MOTION CARRIED.

Mr. Gustafson left the meeting at 8:30 PM.

457(B) NATIONWIDE PLAN

The Mayor would make a selection from employees at city Hall for representation on the 457 (b) Nationwide Plan.

Motion by Kennett, second by Van Der Leest to approve the Mayor to make the designation of an Authorized Agent for the 457(b) Nationwide Plan.

VOICE VOTE: ALL AYES, MOTION CARRIED.

NON-ESSENTIAL WITHHOLDING

Due to reduced staff at City Hall, all non-essential payroll withholdings will be eliminated.

Motion by Van Der Leest, second by Kennett to eliminate all non-essential payroll withholdings effective May 23.

VOICE VOTE: ALL AYES, MOTION CARRIED.

METERING OF PARK LIGHTING

Discussion was conducted regarding the usage of lights at the tennis courts and the lights being left on for extended periods of time. Nearby neighbors have reported the lights being on longer than the courts are to be open. Consideration was given to have a timer installed and potentially charging a fee for the use of the lights.

Motion by Kennett, second by Van Der Leest to recommend to the Electric Department to consider installation for a timer for the tennis court lights.

VOICE VOTE: ALL AYES, MOTION CARRIED.

Mayor Van Der Leest briefed the board on attempting to turn the approval system of bills to be more accurate. Previously, the bills which were approved had already been approved at the City Council meeting the two weeks prior to the Administrative Service Board. In reality, the Administrative Service Board was only going through protocol when the bills were actually already paid.

Alderman Deener requested the proposed budget sheets be researched as the Electric Department remained with a \$7000 sales promotion (advertising) in the proposed 2010/2011 FY budget. He understood this to have been eliminated previously.

ADJOURNMENT:

Motion by Kennett, second by Joyner to adjourn the meeting at 9:08 p.m.

VOICE VOTE: ALL AYES, MOTION CARRIED.

Respectfully submitted,
Tracy Kotecki
Recording Secretary