

MINUTES OF THE ADMINISTRATIVE SERVICE BOARD  
CITY OF GENESEO, HENRY COUNTY, ILLINOIS  
May 24, 2010

ROLL CALL:

*The Mayor has appointed Keith Kennett as the Chairman and Bob Wachtel as the Vice-Chairman.*

The Administrative Service Board met Monday, May 24, 2010 at City Council Chambers, 115 South Oakwood Avenue. Chairman Keith Kennett called the meeting to order at 6:00 p.m. Answering roll call were Mayor Van Der Leest, Gary Joyner and Alderman Bob Wachtel. Also in attendance were Jeff Clementz, Ron Stage, Economic Development Director Heather Roberts, Chamber of Commerce Director Rhonda Ludwig, Aldermen Lowell Ewert and Ed Deener, as well as numerous citizen members. Alderman Schmid and CDC President John DuBois arrived later in the meeting.

AUDIENCE REQUESTS

There were none.

MINUTES

Motion by Van Der Leest, second by Wachtel to approve the minutes of the April 26, 2010 with amendment to reflect consideration by Electric Department to install a timer as opposed to a meter.

VOICE VOTE: ALL AYES, MOTION CARRIED.

BUDGET/BILLS/TREASURER'S REPORT

Mayor Van Der Leest reviewed the report in detail and found no discrepancies.

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

VOICE VOTE: ALL AYES, MOTION CARRIED.

CEMETERY TRUST FUNDS

Mayor Van Der Leest acknowledged the computer generated report and the validity behind having the report generated as opposed to manual computations and entries.

Motion by Wachtel, second by Van Der Leest to accept the Cemetery Trust Fund reports.

VOICE VOTE: ALL AYES, MOTION CARRIED.

GENERAL FUND AND TREASURER'S REPORT

Rice is reviewing the perpetual care agreement and account to potentially assist him with some cemetery tasks.

Motion by Van Der Leest, second by Wachtel to accept the General Fund Treasurer's Report.

VOICE VOTE: ALL AYES, MOTION CARRIED.

CHAMBER OF COMMERCE CONTRIBUTION

*(moved to the top of the Agenda)*

The progression of the contribution and the amendments over the years to contribute to the Chamber of Commerce were reviewed from memory. Members of the Administrative Service Board requested a voting membership be attached to the contribution. The City of Geneseo

donates a large amount to the Chamber of Commerce with no attachments currently. While the funding for this contribution is covered through the General Fund by the Hotel/Motel Tax collections, the Board feels there needs to be some guidelines on the expenditure of these funds and elected to have a voting member on the board to monitor such activities.

Motion by Van Der Leest, second by Joyner to approve  $\frac{3}{4}$  of 1% of sales tax revenues collected with no cap contributed to the Chamber of Commerce.

Discussion was returned to the floor to research the City records for written validation on the amount and/or cap if such cap existed. Van Der Leest discussed amending her motion to include approval for Chamber of Commerce Director Rhonda Ludwig to review the City files to research such data. Follow-up discussion returned to approve a voting membership be attributed to the contribution.

Motion by Joyner, second by Van Der Leest to approve contribution of  $\frac{3}{4}$  of 1% of sales tax revenues with no cap to the Chamber of Commerce contingent upon the approval to have a voting member appointed by the Mayor on the Chamber of Commerce Board.

VOICE VOTE: ALL AYES, MOTION CARRIED.

#### PREVAILING RATE OF WAGE ORDINANCE

This was an annual action for state statute.

Motion by Wachtel, second by Joyner to approve an ORDINANCE REGULATING WAGES OF LABORERS, MECHANICS, AND OTHER WORKERS EMPLOYED BY THE CITY.

VOICE VOTE: ALL AYES, MOTION CARRIED.

#### FY 2010/2011 BUDGET

Mayor Van Der Leest stated revenue conditions for the proposed budget remain to loom. Alderman Schmid from the audience briefed the members on information he has researched on the payments from the State of Illinois. The Mayor exercised caution on spending and the scrutiny of such or the cuts are going to be even deeper than anticipated. Kennett stressed that the figures proposed in the budget are not "real" numbers as we have no control over a majority of the anticipated revenues. Discussion was conducted on the potential of raising some of the annual fees collected by the City so that the burden, if necessary, would not fall directly on each taxpayer.

Motion by Van Der Leest, second by Wachtel to approve the proposed FY 2010/2011 Budget.

VOICE VOTE: ALL AYES, MOTION CARRIED.

Mayor Van Der Leest announced that the current situation with the funding of the Economic Development Director is being revisited with the Community Development Corporation. The budgeted amount for this position will need to be adjusted in the budget presented.

#### BUDGET ORDINANCE

No vote taken. Discussed only.

#### PERSONNEL ORDINANCE

Discussion was conducted on the tuition reimbursement and the threshold for repayment being one year. It was decided to agree on a sliding scale of repayment over the course of four years:

if you resign after one year of completion of the tuition reimbursement, the City will require 100% reimbursement, two years would be 75% reimbursement, three years 50% reimbursement and four years 25% reimbursement.

Lengthy discussion was conducted on the Health Insurance benefits for retirees. It was agreed the Retiree Health Insurance Benefit would no longer be paid by the City of Geneseo. Current retirees will be grandfathered in to be covered as outlined previously but new retirees could be entitled to elect to have coverage on the City Policy at their own expense, 100%. The City will honor the payment of retirees' health coverage as outlined in the Ordinance for those who provide written intent to retire by October 1, 2010 and retire before March 1, 2011.

Mayor Van Der Leest requested clarification on a basis amount for safety glasses. The understanding of plain and basic are perception. The Mayor is going to contact a local optometrist to get a standard price for such frame to be used as the basis.

Motion by Joyner, second by Wachtel to approve, with amendments, an Ordinance amending the City of Geneseo's Employment and Policies, Ordinance No. 1805 known as the Personnel Ordinance.

VOICE VOTE: ALL AYES, MOTION CARRIED.

#### DOWNTOWN BUSINESS INCENTIVE APPLICATION

The Board discussed the requests of the applicants for the proposed business to be located at 111 East First Street, operating as Radio Shack and the anticipated revenues, along with the expense relevant to the City's spending.

Motion by Van Der Leest, second by Joyner to approve one year of the portion of the business's sales tax from the date such taxes become payable, Incentive B (that portion of any sales taxes payable to the City for construction materials used to improve an existing structure for new retail business up to six (6) months after such business is established) and Incentive C ( rebate equal to twenty percent (20%) of the utility charges of such business, payable quarterly, for two (2) years from the date such charges first become payable).

VOICE VOTE: ALL AYES, MOTION CARRIED.

It was requested to have the discussion of the reading of meters be discussed at the Administrative Service Board in June as opposed to the Public Works Board. Chairman Ed Deener was present and confirmed that would be acceptable since it was not related to performance but rather financial consideration.

#### ADJOURNMENT:

Motion by Van Der Leest, second by Wachtel to adjourn the meeting at 8:15 p.m.

VOICE VOTE: ALL AYES, MOTION CARRIED.

Respectfully submitted,  
Tracy Kotecki  
Recording Secretary