

**City of Geneseo, Henry County, Illinois**  
**Committee of the Whole Meeting**  
**December 22, 2015**

**Pledge of Allegiance**

**Roll Call**

The City Council of the City of Geneseo met Tuesday December 22, 2015 at the Council Chambers, 115 South Oakwood Avenue. Mayor Nadine Palmgren called the meeting to order at 6:00 pm. Alderman Martin Rothschild, Bob Wachtel, Jason Robinson, Keith Kennett, Kathy Carroll-Duda and Michael Smith answered roll call James Roodhouse and Paula Simosky were absent. Others in attendance included City Administrator Lisa Kotter, City Attorney Dan Alcorn, City Clerk Loree K Phlypo, Chief Piotrowski, Director Opsal, Director VanDeWoestyne, Inspector Mills, City Accountant Kara Wiesemeyer the press and various audience members.  
A Quorum was present.

Alderman Paula Simosky arrived at 6:01PM.

**Public Comment**

Mayor Palmgren Congratulated City Clerk Loree K. Phlypo for receiving the title of Certified Municipal Clerk. She also announced that the City of Geneseo received the 2016 Radish Award for Commitment to Green Energy.

Mayor Palmgren swore in new Police Officer Chris Lefriniere. Officer Lefriniere was joined by multiple family members. Chief Piotrowski presented Officer Lefriniere with his Commission Card and his Department Badge.

**Consideration of 2015 Audit**

Representatives from Carpentier, Mitchell and Goddard and Company, Jim Taylor and Dave Gussey presented an overview of the City of Geneseo 2015 Audit. The Board Letter is a required communication and the Management Letter outlines recommendations for improvement. The increase in the City's credit rating is due to the Certificate of Achievement for Excellence in Financial Reporting received in 2014. The lateness of the Audit is due to the length of time it takes to fold numbers together from the Police Pension Actuary. THE process starts out with the Police Pension Auditors then a draft is given to the City Auditors it is then submitted to the Police Pension Actuary, which usually takes 3 weeks to process. Once the Actuary is finished then the numbers have to be folded into the City's Audit. There are a lot of time constraints.

**Motion by Carroll-Duda, second by Wachtel to recommend to Council adoption of the independent audit for the fiscal year 2014-2015.**

**Voice Vote. 7 Ayes. 1 Absent.**

**Motion Carried**

**Consideration of Resolution R-15-142 A Resolution Adopting an Accounting Procedural Manual.**

Discussion was held on the Accounting handbook that was put in place in 2013. The document needs to be accurate and realistic to the day to day processes taking place and still adhere to the practices that should be in place for fiscal day to day responsibilities keeping checks and balances in place. City Administrator Kotter recommends that the City Council adopts the resolution in the packet allowing the City Administrator and appropriate department heads are tasked with creating and following this policy. The current document and proposed changes are in the packet for review. If it is preferred to allow only the Council to make these changes the approval of the Policy as presented would be needed. Administrator Kotter stated that there is a second Resolution in the event that Council wants to retain the ability to make the changes. Attorney Alcorn stated that this would be the standard course of action to allow the Administrator and appropriate staff to make the changes but substantive changes or internal control changes brought to City Council.

**Motion by Smith, second by Robinson to recommend to Council the adoption of Resolution R-15-142 which establishes approval of changes to the City's Accounting Handbook to be approved by the City Administrator with substantive changes or internal control changes brought back to City Council.**

**Voice Vote. 7 Ayes. 1 Absent.**

**Motion Carried.**

**Alderman James Roodhouse arrived at 6:52PM.**

**Consideration of Resolution R-15-143 A Resolution allowing employees to receive a 2016 advance from the City to Cover HSA deductible costs**

In the past the City authorized through the adoption of O-14-128 to have the City advance employees \$2,500 to go into their HSA bank account to help for any bills that would go toward the \$2,600 single or \$5,200 family deductible. The advance was then repaid by the employee over the course of the year through payroll. Administrator Kotter proposed that in order to assist employees with deductible costs that we offer employees the opportunity to take an advancement from the City in 2016 to fund up to \$2,600 for a single plan and \$5,200 for a family, single plus one, or single plus children plan, with a requirement to have it paid back by the last payroll of the year. If someone were to leave employment with the City the remaining balance of the advance must be paid. There would be an upfront \$10 administrative fee for the advance to cover the very small amount of lost interest earned by the City. This offer would only be for the 2016 year with any similar funding in future years to be decided each year with no precedential impact. Employees continue to have the option to cash in a limited amount of vacation and sick days to help fund their HSA. This was recommended also by the Health Committee.

**Motion by Simosky, second by Rothschild to recommend to Council adoption of Resolution R-15-143 which allows employees an option to take a health insurance deductible advance up to \$2,600 for a single plan and \$5,200 for a family, single plus one, or single plus children plan with details outlines in the resolution.**

**Voice Vote. 8 Ayes. 0 Nays.**

**Motion Carried.**

**Consideration to Repeal Ordinance 1458 An Ordinance Creating the Office of Building Inspector, Appointment of, and assigning Duties and Responsibilities**

Administrator Kotter reported that through research by the City Clerk an old ordinance was found that is irrelevant to the current Full-Time Building Inspector position. The part-time position in the past was paid at a rate of \$250 a month which is very different from the full-time position and pay that is currently in place. If approved Attorney Alcorn can draft an ordinance for the January 12 agenda.

**Motion by Wachtel, Second by Carroll-Duda to recommend to Council adoption of an ordinance that would repeal Ordinance #1458 from 1990 which creates a part-time Building Inspector position at a salary of \$250 per month.**

**Voice Vote. 8 Ayes. 0 Nays.**

**Motion Carried.**

**Consideration of an ordinance regulating visibility into commercial properties under construction**

Administrator Kotter reported that in recent past we have had an occasion in which work is being done in a commercial building without a permit. After the City attempted to find out what type of work was being done and take action to correct the violation, the owner covered all the windows with paper so that no one can see into the building. We would like the Council to consider prohibiting window coverings on commercial buildings that are under construction. This would be similar to the ordinance we have that for safety we do not allow establishments with liquor licenses to cover their windows. This particular building was issued a stop work order due to no permit, in response to this the windows were covered and it appears that work is still being performed. Tools are being carried in and out of the building. This is a building that is flanked by buildings on both sides so it could be a potential safety issue not only to itself but to the adjacent buildings. Attorney Alcorn stated that the City could get a search warrant to inspect, but it is clumsy and time consuming. Creating an ordinance such as this would allow a little more teeth when dealing with situations like this. There is a pending hearing on this situation that will be heard in court in the next couple weeks.

**Motion by Kennett, second by Roodhouse to recommend to Council that Attorney Alcorn draft an ordinance regulating window coverings on commercial buildings that are under construction and present it to Council at the January 26 Committee of the Whole.**

**Voice Vote. 8 Ayes. 0 Nays.**

**Motion Carried.**

**Consideration to of Ordinance O-15-160 A Zoning Classification change from R-2 to B-4 for property located at Lot 4 Resub of Lots 1&2 Snyder Sub of Lot 11 & Part of Lot 7 Merriman's Sub SE Sec 17, T17N, R3E and Lands Incorp.**

Administrator Kotter reported that this property already went through the process of rezoning, but was not approved in the form of an Ordinance. The ordinance is to correct the error and reapprove the rezoning in the form of an ordinance.

**Motion by Simosky, second by Carroll-Duda to recommend to Council approval of Ordinance O-15-160 for a Zoning Classification change from R-2 to B-4 for property located at Lot 4 Resub of Lots 1&2 Snyder Sub of Lot 11 & Part of Lot 7 Merriman's Sub SE Sec 17, T17N, R3E and Lands Incorp. (Lipes Property)**

**Voice Vote. 8 Ayes. 0 Nays.**

**Motion Carried.**

**Consideration of a designated limit on cats and dogs in a residential family home**

Resident Julie Rubitsky contacted City Administrator Kotter and Alderman Kennett to discuss a proposed Ordinance on limiting the number of dogs and cats in a resident. This was put on the agenda for her to present her idea to Council. Some reasons to set a limit would be neighbors and animal welfare. There are communities that do have ordinances that limit the number of dogs and cats per resident. There would be a grandfathering in of residence who already would have over the limit but once an animal passed or is no longer in the household then they would have to adhere to the limitation set by ordinance. 3 cats and 3 dogs is a common limitation. Mrs. Rubitsky isn't present so this could be held over so that she can present her idea and move it to the January Committee of the Whole.

**Motion by Kennett, second by Smith to move this item to the January Committee of the Whole on January 26<sup>th</sup> so that Mrs. Rubitsky can present her idea.**

**Voice Vote. 8 Ayes. 0 Nays.**

**Motion Carried.**

**Consideration of reinstatement of Advisory Boards and Appointment of two Aldermen per board**

Discussion was held on reinstating the advisory boards. The proposal would include keeping the Committee of the Whole meeting. Alderman Kennett cited some of the reasons for the removal of the boards being that it streamlined the meeting process for the elected officials as well as administrative staff, the advisory boards decided what went to City Council so the Council didn't always have the opportunity to act on items, Staff would have to make their presentations more than one time and without boards the department information is unfiltered and appointed board members aren't held accountable. Past Administrative Board Member Gary Joyner felt that the City doesn't need another layer of bureaucracy, more expense with a greater burden on the administrative staff for meeting packet and minutes. Ann Hutchinson retired from the Electric Department felt that the boards were beneficial for a department resource. Chief Piotrowski felt that citizen input is good. City Attorney Alcorn suggested that the City could form Adhoc committees when needed for special projects. Alderman Kennett felt that with an election coming up and possibly 5 new elected officials that this major change should wait until the election is over.

**Motion by Rothschild, no second was made. Item was dead for lack of second.**

**Discussion on funding for Phase I of Sewer/Infrastructure done by Missman, Inc. and on Bi-State recommendations and Survey Progress**

Administrator Kotter reported that it is our intent to send out a survey to the two top priority area neighborhoods which earlier this year were designated Priority 1 and 3. The survey will be mailed out January 4 with a return requested within 10 days. If they aren't returned in 10 days then a reminder postcard will be sent out followed with someone from the City going door to door to ask for a response. As an overall City we don't qualify due to having to have 51% minimum of low to moderate income households. We are going to try to qualify certain geographic areas. If we are eligible than we would go ahead and apply for grant funding and at that point the

engineering would need to be completed, so Greg Ryckaert would be working on the engineering of Priority 1 area. If we are unable to apply for grant funding then we will ask the Council to consider other funding sources for Priority 1 project in the upcoming year. The City and Bi-State would tabulate the survey information.

**No Action Required**

**Payment of City and Utility Bills**

**Motion by Wachtel, second by Smith to approve City and Utility bills as presented.**

**ROLL CALL**

**Ayes 8 Wachtel,Roodhouse,Rothschild,Carroll-Duda,Smith,Simosky,Kennett,Robinson**

**Nays**

**Absent**

**Motion Carried**

**Public Comment**

Resident Kathy Allen and Gary Joyner wished all a Merry Christmas.

**Executive Session**

**RE: Residency Requirement**

**RE: Non-Union Vacation**

Pursuant to personnel matter pursuant to: **5ILCS 120/2(c)(1)** The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

**Motion by Roodhouse, second by Wachtel to enter into executive session at 8:18 pm.**

**ROLL CALL**

**Ayes 8 Wachtel,Roodhouse,Rothschild,Carroll-Duda,Simosky,Smith,Robinson,Kennett**

**Nays**

**Absent**

**Motion Carried**

**Motion by Rothschild, second by Roodhouse to return to open meeting at 7:57 pm.**

**Voice Vote. 8 Ayes. 0 Nays.**

**Motion Carried**

**Motion by Smith, second by Kennett to adjourn the meeting at 8:19 pm.**

**Voice Vote. 8 Ayes. 0 Nays.**

Respectfully submitted,

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Loree K. Phlypo  
City Clerk