



City of Freeport

Managerial Form of Government Transition Committee

City Council Chambers ♦ 524 West Stephenson Street ♦ Freeport, IL 61032

MINUTES SPECIAL MEETING NOVEMBER 28, 2016

CALL TO ORDER

The special meeting of the City of Freeport Managerial Form of Government Transition Committee was called to order by Mayor Gitz with a quorum being present at 5:30 pm on November 28, 2016 in Council Chambers at the conference table.

ROLL CALL

Present on roll call by the City Clerk were committee members Mayor Gitz, Alderperson Tom Klemm, Peter McClanathan, Jodi Miller, Patrick Busker, Sally Brashaw, Mike Koester, and Andrew Chesney. Alderperson Art Ross was absent.

INTRODUCTION OF MEMBERS

Council members acknowledged they knew each other.

SELECTION OF CHAIRPERSON AND VICE CHAIR OF THE COMMITTEE

Brashaw moved for approval of Andrew Chesney as chairperson, seconded by Miller.

Mayor Gitz asked if there were any nominations from the floor. McClanathan moved to close nominations, seconded by Busker.

The motion to elect Andrew Chesney as chairperson prevailed by a roll call vote of:

Yeas: Gitz, Klemm, McClanathan, Miller, Busker, Brashaw, Koester, and Chesney

Nays: None

McClanathan moved for approval of Sally Brashaw as vice-chair, seconded by Miller.

Mayor Gitz asked if there were any nominations from the floor. Busker moved to close nominations, seconded by McClanathan.

Motion to elect Sally Brashaw as vice chair prevailed by a roll call vote of:

Yeas: Gitz, Klemm, McClanathan, Miller, Busker, Brashaw, Koester, Chesney

Nays: None

ADOPTION OF PUBLIC COMMENT RULES

**Managerial Form Of Government Transition Committee
Special Meeting Minutes
November 28, 2016**

Chesney provided copies of sample public comment rules. Upon review of the sample, it was suggested to amend the draft with the following:

- Change commission to committee and commissioners to committee.
- When referring to the Managerial Form of Government Transition Committee, it could be abbreviated to “Transition Committee”.
- Have two public comment periods – one toward the beginning of the meeting and one towards the end of the meeting. Both public comment periods would be on agenda or non-agenda items with sign in required for the period at the beginning of the meeting.
- Limitation of public comments to three minutes.

Consensus was to re-work the public comment rules by the chairperson and submit to the committee for approval at the next meeting.

City Clerk Zuravel noted the Open Meetings Act requires that discussion must be limited to agenda items only so public comments on non-agenda items could not be discussed.

McClanathan moved to accept public comments on agenda or non-agenda items at this meeting and limit them to three minutes each, seconded Miller. Motion prevailed by voice vote without dissent.

PUBLIC COMMENTS —AGENDA OR NON-AGENDA ITEMS (LIMITED TO 3 MINUTES PER PERSON)

There were no public comments at this time.

DISCUSSION AND POSSIBLE RECOMMENDATION FOR CITY COUNCIL TO HIRE OUTSIDE LEGAL COUNSEL

It was suggested to have law firm representatives who assisted the “Committee for the Referendum to Change the Rorm of City Government” to present at the next meeting. Chesney will discuss with the committee and contact the representatives. Chesney also suggested members could review the RFP for legal firms provided to them last month. It was noted the goal would be to have legal counsel hired by the beginning of January.

Chesney noted Brashaw volunteered to assume the role of preparing minutes.

DISCUSSION OF THE SELECTION PROCESS OF PUBLIC MEMBERS (TO BE SELECTED AT NEXT MEETING)

It was discussed to have nominations of public members at the next meeting and these will be chosen first from the “Committee for the Referendum to Change the Form of City Government” and if there is a public member who has experience in Human Resources and interviewing that would be preferable. Chesney stated he will discuss this with the Committee to Change City Government and prepare the agenda accordingly.

Discussion was held on the possibility of hiring a search firm and to discuss further at the next meeting.

**Managerial Form Of Government Transition Committee
Special Meeting Minutes
November 28, 2016**

Mayor Gitz stated one of the first items the committee should work on is developing qualities, attributes, and objectives of a City Manager. He also noted it is important to have public involvement.

DETERMINATION OF DATE AND TIME FOR NEXT MEETING

The date of December 5, 2016 at 5:00 pm in council chambers, conference room area was chosen for the next meeting. It was discussed that meetings outside the normal council schedule requires a door monitor at the 524 building.

PUBLIC COMMENTS

Bernie Mrugala, spoke about this being a big endeavor and the need to listen to Mayor Gitz to form objectives and define functionality. It would also be helpful to design an organizational chart.

Jon Staben, spoke about his support of working together. He recommended finding a search firm to deal with questions and communicate through them the objectives you have for a City Manager.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 6:51 p.m.

s/ Meg Zuravel

Meg Zuravel, City Clerk