



City of Freeport

Managerial Form of Government Transition Committee

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

MINUTES SPECIAL MEETING DECEMBER 5, 2016

CALL TO ORDER

The special meeting of the City of Freeport Managerial Form of Government Transition Committee was called to order by Chairman Chesney with a quorum being present at 5:00 pm on December 5, 2016 in Council Chambers at the conference table.

ROLL CALL

Present on roll call by Vice Chairman Brashaw 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.

APPROVAL OF MINUTES

Alderperson Miller moved for approval of minutes. McClanathan seconded the motion. Motion prevailed by voice vote without dissent.

ADOPTION OF PUBLIC COMMENT RULES

Chairman Chesney commented that since we did not have copies available at this time, that he would like to move this item to the next meeting. McClanathan motioned for today's meeting that we should limit public comments to three minutes, seconded by Miller. Motion prevailed by voice vote without dissent.

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

Mr Todd Weegens spoke of the nomination of public members. Self described as principle and owner at Fehr Graham; he said he was excited about being chosen and for the opportunity to change city government. He said he was contacted by 4 alderpersons regarding being on the Transition Committee. He said his company has engaged with 70 plus units of government. Many clients are City Administer and City Manager/Mayoral types of Government. He further noted that he was honored to be nominated and looks forward to serving in an open and engaging manner. He supports effort for change in City Government. He asked the Committee if they had any questions. They did not.

NOMINATION OF PUBLIC MEMBERS

Nominated to be public members of the Managerial form of Government Transition Committee (also

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known as Transition Committee) are Todd Weegens, Chris Schneiderman and Gary Quinn.

Aldersperson Miller motioned for approval of all three, seconded by McClanathan.

Chairman Chesney asked for Roll call separately for each nominee.

The motion to elect Mr Weegens as a public member to the Transition Committee prevailed by roll call vote of:

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

Nays: None

The motion to elect Mr Schneiderman as a public member to the Transition Committee prevailed by roll call vote of:

Yeas: Gitz, Klemm, McClanathan, Miller, Busker, Brashaw, Koester, Chesney Nays: None

The motion to elect Mr Quinn as a public member to the Transition Committee prevailed by roll call vote of:

Yeas: Gitz, Klemm, McClanathan, Miller, Busker, Brashaw, Koester, Chesney Nays: None

At this time, Mr Weegens took his seat at the table with the rest of the Transition Committee. Mr Schneiderman and Mr Quinn were absent due to prior commitments.

PRESENTATION FROM BARRICK, SWITZER, LONG, BALSLEY & VAN EVERA LLP

Roxanne Sosnowski and Aaron Szeto from Barrick Switzer, Long, Balsley & Van Evera LLP, introduced themselves to the Transition Committee. They highlighted their firm as one having worked with other municipalities and transitioning them to City Manager and Administrative types of government. They said that they have already done work necessary for Freeport to change over. They are ready for the next steps.

Chairman Chesney mentioned that if they were hired, we could possibly eliminate redundancies.

Aldersperson Koester asked a general question (to council?) "If we were interested in more than one bid... are we looking for another bid"?

Chairman Chesney said that the work that has been done by this firm might not have to be replicated by another (firm). Committee to Change City Government has used this firm and had a lot of the groundwork done. This firm has expressed interest in continuing its work with the new Transition Committee. The only other local firm that expressed interest was Steve Cox.

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Chairman Chesney expressed that if he had known that there was an interest to expand the reach, we would have taken the necessary steps to do so.

Aldersperson McClanathan said something (to Koester) about why the search process was being questioned...

Chairman Chesney noted the timeline for going out for an additional RFP and then addressed Ms Sosnowski asking about the expected time lines.

Ms Sosnowski said it depended on when the council wants the timeline to occur, how transition committees look at ordinances and what needs to happen with expected change. She said she can see why the alderpersons are trying to be transparent. She explained a little about the legal fees, their law firm, and said they have the general framework and timeline. They can further advise on all the issues.

Aldersperson McClanathan asked about their work with past municipalities.

Klemm asked if they could help with the search for a City Manager.

Ms Sosnowski said they have worked with many municipalities with timelines. Referring to Ald Klemm's question, she suggested advertising.

Ald McClanathan asked if the firm would stay with the same rates they previously charged.

Ms Sosnowski said they would.

Ald Klemm asked if groups such as NIU students could help with the search.

Chairman Chesney commented that we have community members who have offered to help. He also talked again about setting up a timeline.

Mayor Gitz stated that this doesn't mean that a law firm has to do all the leg work. He said we need legal council to make an itemized list and that they can do other items that can run parallel with candidate search. In five months we can have someone hired. He said we have plenty of time if people are on the ball and can move the ball forward.

At this time, Mayor Gita passed out a paper copy from IML "A Guide to Better Recruiting".

Chairman Chesney stated that we need representation for the following reasons: We could have legal complications. Contracts need to be gone over: RFP questions. We should move forward on selecting a law firm to represent us.

Chairman Chesney added that Roxanne Sosnowski said that their law firm could assist us with this work.

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Ald Busker asked Ms Sosnowski if the law firm had worked with other cities in changing this type of government.

Ms Sosnowski answered to the affirmative and then went on to explain that the Committee to Change City Government has given them permission to share all our information with you, so you are not having to pay another law firm to start going through all of this.

Ald Klemm stated that he wants to make sure that one group hasn't paid a bunch of money to one specific firm that has to do what has been planned by them.

Chairman Chesney explained that there is no hidden agenda.

Ms Sosnowski stated that she would recommend caution with a committee the size before her. She explained that it is always best with a large committee to have one point or perhaps two points of contact.

Mayor Gitz said he had no problem in seeking additional proposals but with this firm, if the committee is comfortable, he has no objections in hiring this firm. He went on to add that if we have points of contact, he believes that the mayor should be one of them. He also stated that "The idea of getting this moving and picking up where they left off would be beneficial".

Ald Koester stated that maybe we should try to look at other legal services.

Chairman Chesney stated that we should look at the task at hand and the services we need for what has to be done here considering the scope of the work.

Ald McClanathan stated that we should be comfortable by next week if we have scope. He suggested a motion for a proposal to get out by Friday. That motion was clarified by Vice Chair Brashaw to "Hire a law firm".

Motion made by Klemm, seconded by Busker to put forward an Engagement Contract by Barrick, Switzer, Long, Balsley & Van Evera LLP.

Chairman Chesney asked if there was any discussion. McClanathan asked for a definition or allocation of funds.

Mayor Gitz stated that it can be worked out. He also said that the (new, part-time) Mayor's roll still needs to be defined.

An amendment was offered by Alderperson Busker, seconded by McClanathan regarding having the Chairman and the Vice Chairman and possibly the Mayor as points of contact. This amendment was to be part of the Engagement Contract by Barrick, Switzer, Long, Balsley & Van Evera LLP.

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The motion with amendment prevailed by roll call vote of:

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

Nays: None

DETERMINATION OF DATE AND TIME FOR NEXT MEETING

The date of December 12, 2016 at 5:45 would be a Special Meeting re: Engagement Letter

The date of December 19, 2016 at 5:00 pm in council chambers, conference room area was chosen for the next regular meeting of the Transition Committee.

PUBLIC COMMENTS

Jon Staben, spoke about his understanding of the need for updating the ordinances, change and for selection of the City Manager.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 5:55 p.m.

s/ Sally Brashaw

Sally Brashaw, Alderperson and Vice Chairman