

**MINUTES OF A WORKSHOP/SPECIAL MEETING OF THE ZION CITY COUNCIL
HELD ON WEDNESDAY, AUGUST 24, 2005, AT 4:10 P.M. IN THE CITY COUNCIL
CHAMBERS, CITY HALL, ZION, ILLINOIS**

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Mayor Harrison called the meeting to order.

On call of the roll the following answered present: Commissioners Flammini, DeTienne, Bennett, Taylor and Mayor Harrison.

REGIONAL TECHNICAL ASSISTANCE PROGRAM GRANT

A concept plan for an eastside development was presented. The RTA requires a formal plan prior to considering awarding a \$100,000 grant. The concept includes converting the former Lace Factory into condominiums.

Rick DeLisle stated the process includes:

1. Creating a vision and goal
2. Creating a team
3. Refining the vision
4. Creating a plan
5. Creating a budget and source of funding
6. Refining the plan to meet budget and funding
7. Implementing plan

Mr. DeLisle stated the development proposes a partnership between the City of Zion, Zion Park District, Commonwealth Edison, D & P Building Corp, Deborah Avenue Investors, Metra, Lakeshore Investors, and URS. The next step in the process would be to schedule workshops with a professional planner, so that a plan can be submitted to RTA. Mayor Harrison stated that Commonwealth Edison still owns and retains a license on a strip of property within this area, noting that Commonwealth Edison would have to reopen their license if they sold any of this property. Mayor Harrison emphasized that it is important that a development have no or little impact on the schools, noting projects dedicated to age 55 and over are needed. Commissioner Bennett noted concerns regarding the floodplain and landfill area. Mr. DeLisle stated a Phase 2 environmental study, completed on the former Lace Factory property, showed no environmental problems. Delaine Rogers stated a wetland delineation study has been completed, noting that the wetlands previously designated by the county have been found to be in error.

The Council agreed to move forward with the concept for the eastside development, also agreeing to convey all suggestions and recommendations to either Ms. Rogers or Mr. DeLisle.

PURCHASING POLICY

The Council noted concerns regarding the proposed amendments to the Purchasing Policy. Mayor Harrison stated he agreed the minimum amount for going to bid should be increased, but he did not want the requirement to be set unreasonably high. Commissioner DeTienne stated if a department head is absent, the department's designee should not be able to make purchases up to the \$10,000 bid amount. Mayor Harrison suggested, in case of emergency, purchases over \$500 and less than \$10,000 needed during a department head's absence would either have to be approved by the Commissioner or wait until the department head's return.

Commissioner Taylor stated that items approved during budget hearings currently do not need Council approval to advertise for bids, but need approval for purchase or contract. The Council agreed that only the purchases over the bid requirement and not approved in the budget would first need Council approval to begin the process. The Council also noted that certain categories do not require bidding per law.

The Council also noted concerns regarding the Director of Finance's authority for approving or denying purchase requisitions. The Council agreed that this authority would extend to non-emergency purchases only. It was also agreed that certain items should be categorically listed, such as furniture instead of listing chairs, desks, etc. The Council agreed that the only criteria which can be considered for approval or denial of a purchase requisition by the Finance Director would be 1) that it is included in the budget, 2) bids or quotes have been submitted, and 3) money is available in the cost center, not line item.

The Council agreed for Mr. Pannell to revise the proposed Purchasing Policy, with recommendations as noted, and to place this item on the next regular Council meeting. The Council also agreed that the proposed policy be presented to staff prior to the Council meeting.

AMENDING MUNICIPAL CODE/BID REQUIREMENTS

It was moved by Commissioner Taylor, seconded by Commissioner Bennett that an Ordinance (05-0-32) be passed amending the Municipal Code of the City of Zion, as amended, Section 2-5(a), regarding bid requirements. The vote on roll call was: Commissioners Flammini, aye; DeTienne, nay; Bennett, aye; Taylor, aye; and Mayor Harrison, aye. Motion carried. Ordinance passed.

PERSONNEL AUTHORIZATION/BUILDING DEPT.

This item was deleted.

ACCOUNTS & FINANCE

It was moved by Commissioner DeTienne, seconded by Commissioner Taylor to approve a salary for Larry Pannell, Director of Finance, at \$65,000 effective August 2, 2005. The vote on roll call was: Commissioners Flammini, aye; DeTienne, aye; Bennett, aye; Taylor, aye; and Mayor Harrison, aye. Motion carried.

It was moved by Commissioner Bennett, seconded by Commissioner Flammini to set the salary for the exempt position of Sr. Financial Assistant in the Accounts and Finance Department at \$51,480. The vote on roll call was: Commissioners Flammini, aye; DeTienne, aye; Bennett, aye; Taylor, aye; and Mayor Harrison, aye. Motion carried.

It was moved by Commissioner Bennett, seconded by Commissioner Taylor to 1) approve the promotion of Barbara Swopes to the position of Sr. Financial Assistant, and 2) approve the posting, and advertising if necessary, of the vacant position of Accounts Technologist. The vote on roll call was: Commissioners Flammini, aye; DeTienne, aye; Bennett, aye; Taylor, aye; and Mayor Harrison, aye. Motion carried.

BUDGET & APPROPRIATION

Commissioner Taylor stated a number of items approved during budget hearings were not included when the final budget was prepared. Commissioner Taylor noted an additional \$172,000 should have been included in Public Works' budget for road projects. Mayor Harrison stated \$75,000 should have been included for the Industrial Drive to Champart Street project.

The Council agreed for all departments to review their budgets, submitting any approved but deleted items to Accounts and Finance, and for Larry Pannell to present an amended budget to include the appropriate items.

CLOSED SESSION

It was moved by Commissioner DeTienne, seconded by Commissioner Flammini that the Council recess to Closed Session at 6:10 p.m. to discuss personnel and pending and probable litigation. The vote on roll call was: Commissioners Flammini, aye; DeTienne, aye; Bennett, aye; Taylor, aye; and Mayor Harrison, aye. Motion carried.

It was moved by Commissioner Taylor, seconded by Commissioner Flammini to reconvene the special Council meeting at 6:16 p.m. with all members present. The vote on roll call was: Commissioners Flammini, aye; DeTienne, aye; Bennett, aye; Taylor, aye; and Mayor Harrison, aye. Motion carried.

ADJOURN

There being no further business to come before the Council at this time, it was moved by Commissioner Flammini, seconded by Commissioner Bennett and unanimously approved the meeting be adjourned at 6:16 p.m. Motion carried.

City Clerk

Approved September 6, 2005