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**City of Mt. Vernon, Illinois
City Council Workshop Meeting
Tuesday, September 25, 2012
MINUTES**

The Mt. Vernon City Council held a City Council Workshop Meeting on Tuesday, September 25, 2012, at 3:00 p.m. at City Hall, 1100 Main Street, Mt. Vernon, IL.

Mayor Mary Jane Chesley called the meeting to order.

ROLL CALL

Roll call showed present: Council Members Ron Lash, Dennis McEnaney, David Wood and Mayor Mary Jane Chesley. Absent: Council Member Todd Piper. Also present was Executive Assistant to Mayor and City Manager Jane Tate, Capital Projects Manager Nathan McKenna and City Clerk's Secretary Lindsay Burris.

I PAD TRAINING

Mayor Chesley stated that the purpose of the workshop was to discuss I Pad training. The meeting included discussion of Good Reader and Dropbox applications.

Mayor Chesley asked the purpose of why Council received the I Pads. City Manager Neibert explained to save staff, time and money and be environmentally responsible. The I Pads allow the Council to have at their fingertips every piece of documentation as part of the deliberation process. Mayor Chesley elaborated that it gave Council the ability to communicate more effectively among themselves and the public. Neibert included that it saved time getting Council packets to them and freed up Police Officers from having to deliver packets. He added that Executive Assistant Jane Tate will be the Dropbox manager for the City.

Council Member Wood commented that it is much more convenient to answer questions now from the public who may come up to him. He can pull out his I Pad and show them a map for instance to answer their question. Because Council has access to Wi-Fi at City Hall and at Veterans Memorial Park, they can get an idea of where certain streets are and how they tie together when discussing sidewalk issues for example. Council types in the address into Google Maps or Bing Maps on their I Pad to look at a satellite view of those locations. The information is always with him and he is more prepared coming to the Council Meetings because he has had the opportunity to look over the materials more and make notes. He is very pleased with the decision to use the I Pads.

City Manager Neibert addressed the Communication Protocols, the policies on how to use the programs. He went through the City of Mt. Vernon Communication Protocol and Drop Box Structure handouts presented to Council. City Council Retreats would be added to the list of main folders on Drop Box. Neibert made the recommendation that Council would have Read and Copy Only capabilities on the four main folders.

Council Member McEnaney wanted to make sure the Accounts Payable sheet was always included in the Council packets and the total bills to be approved would be included on the same page as the Special Checks. Neibert stated he would let Merle know. McEnaney also noted he would like to have the maps sent electronically or a note stating they were in his mailbox in the City Clerk's office for pickup if they were too large. Neibert stated that any document he felt would be too large to place on Dropbox and adequately viewed, he would provide a hardcopy and notification would be sent on the Council agenda that it was available in Council's box. McEnaney asked how the Planning and Zoning information would be sent to Council. Neibert concluded via the correspondence box on the I Pads. Planning and Zoning hard copy packets will no longer be sent to the Mayor and Council. McEnaney wanted to ensure that Council always has a copy of the Planning and Zoning Meeting minutes.

Council Member Wood suggested that all the draft information pertaining to the Planning and Zoning Board meetings be placed in the Dropbox in a Zoning and Planning subfolder. Neibert concurred and the resolution and changes would be added for the Council packets before the council meeting. Neibert explained that as new applications are filed, they will be added to the subfolder and titled the date of the Zoning and Planning meeting. McEnaney also suggested Neibert put his synopsis for a particular item on the drafted agenda when it is sent to Council on Wednesday so they can see what's on the agenda, why it's on the agenda in order to give Council adequate time to ask questions. The final agenda would be sent to Council on Friday with any finalizations. Neibert noted that he would be changing the format of the synopsis. On Wednesday Council would receive a draft agenda with the synopsis content underneath the legislative content, so there would only be one document. Then on Friday Council would receive two agendas, one behind the other. One of the agendas without notes and the other with the synopsis included.

Council Member McEnaney would like to have notation when there is to be an executive session. Neibert confirmed he would put that on the synopsis portion of the agenda under executive session and the synopsis would be in red. He would also like to see which items Neibert feels should be First Reads Only or Suspension of the Rules. Neibert concurred. McEnaney asked about project updates on the I Pad. Neibert stated that updates would be given to Council every two weeks on Wednesdays as part of the Council packet.

Council discussed the Freedom of Information Act pertaining to the information sent via email and the Dropbox.

Mayor Chesley reminded Council to complete their OMA/FOIA Training if they had not already done so and turn their Certificate into the City Clerk's Office. The City Clerk's Secretary would be sending Second Notices to those who have not turned in certificates.

McEnaney expressed his concern about the organization of files on Dropbox. Neibert explained Council would be given a week to take out the files they want and organize them before Executive Assistant Tate deleted the old format on Dropbox.

Council Member Wood and the other Council Members discussed Good Reader.

MAYOR

No comments from the Mayor.

CITY COUNCIL

No comments from City Council.

VISITORS/CITIZENS REQUESTS/ADDRESSES FROM THE AUDIENCE

No public comments.

EXECUTIVE SESSION

Council Member Wood made a motion to go into Executive Session to discuss Personnel. Seconded by Council Member McEnaney. Yeas: Lash, McEnaney, Wood and Chesley. Absent: Piper

ADJOURNMENT

Motion by Council Member Wood to adjourn. Seconded by Council Member McEnaney. Yeas: McEnaney, Wood and Chesley. Absent: Lash and Piper.

The meeting was adjourned at 4:40 p.m.

Respectfully submitted,

Jerilee Hopkins
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