

Date: May 18, 2011

**TO: WJBD Radio
Salem Times Commoner
Centralia Sentinel
Marion County Observer
US Sonet**

**Cc: Mayor and City Council
City Manager
Department Directors**

**NOTICE OF WORK SESSION MEETING
OF SALEM CITY COUNCIL**

PURSUANT TO THE OPEN MEETINGS ACT, notice is hereby given that the Salem City Council will meet from 5:00 p.m. – 6:00 p.m., Friday, May 20, 2011 in the Council Chambers of Salem City Hall, 101 South Broadway Salem, Illinois, for the following purpose:

Work Session to review Job Expectations of Key City Officials

CITY OF SALEM, ILLINOIS

Jane Marshall
City Clerk

Dated this 18th day of May, 2011

**MINUTES
CITY OF SALEM, ILLINOIS
WORK SESSION MEETING
MAY 20, 2011**

The Salem City Council met in Work Session Meeting in the Council Chambers of Salem City Hall, 101 S. Broadway, Salem, IL, at 5:00 p.m. on Friday, May 20, 2011 for the purpose to review job expectations of key city officials. The meeting was called to order by Mayor Raymer.

COUNCIL MEMBERS PRESENT:

Councilman Royce Bringwald	Councilman Kip Meador
Councilman Steve Huddlestun	Councilman David Black
Mayor John Raymer	

OTHERS PRESENT:

City Manager Thomas F. Christie	Assistant to the City Manager Bev West
City Clerk Jane Marshall	Public Works Director John Pruden
Chief of Police Ron Campo	Economic Development Director Tracey McDaneld
Finance Director Jane Brown	Recreation Director Sherry Daniels

Also, Members of the Media: WJBD Radio – Salem Times Commoner

The Meeting was called to order by Mayor Raymer who explained that the purpose of the meeting was to review job descriptions for the City Manager, Assistant to the City Manager, Public Works Director, City Clerk, Chief of Police, Economic Development Director, Recreation Director, and the Finance Director. He noted that the Library Director works under the direction of the Library Board and that the Emergency Management Director works under the guidelines of the Illinois Emergency Management Association.

Copies of the job descriptions were distributed, along with a copy of the Annual Employee Performance Evaluation Form currently used for employee evaluations, copy of Chapter 2 of the City Code regarding Departments, and a form provided by the Mayor for notes regarding review of Department Level Staff Evaluations – May 2011.

Five minutes were allotted for each job description to be read by the respective director and for a brief discussion.

City Manager Christie read the Job Description for the City Manager and commented the City Manager's job is to implement whatever policy Council has determined by the Code of Ordinances, and is also required to follow all state regulations and rules as well. The City Council is the policy making, legislative body that determines the rules of the city.

Mayor Raymer commented as he reads the City Code, if we change what we are going to do with our animal control and decide to participate with Marion County, we will have to change our ordinance.

Following the reading of the job descriptions by each Director, he asked for comments and summarized his notes:

- City Manager – suggested addition to City Manager's job description of proper procedures for policy changes.
- Assistant to the City Manager – Zoning Board of Appeals go through Assistant to the City Manager
- Public Works Director – Pros and cons regarding building inspector – Code Enforcement should go to the Police Department.
- City Clerk – noted bid proposals and public notices are handled by the Clerk
- Chief of Police – Code Enforcement is under the Police Department
- Economic Development Director – business retention plan
- Recreation Director – suggested that City sponsored sports activities should be added to description of duties
- Finance Director – suggested having financial reports more accessible to the public – reports showing collections and expenditures of public funds put on city website

The meeting was adjourned at 6:02 p.m.

Jane Marshall, CMC
City Clerk

Minutes Approved as written by City Council on June 6, 2011.