

The Council-Elect of the City of Mattoon held an orientation in the City Hall Council Chambers at 9:01 a.m. on April 19, 2013. A public notice was published on April 16, 2013 in the Mattoon Journal Gazette.

Mayor-Elect Tim Gover presided.

Introductions were made of the Council-Elect who were physically present as follows: J. Preston Owen, Commissioner-Elect; Rick Hall, Commissioner-Elect; Dave Cox, Commissioner-Elect; and Sandra Graven, Commissioner-Elect.

Also physically present were City personnel: Interim City Administrator Kyle Gill, Finance Director/Treasurer Beth Wright, Public Works Director Dean Barber, Fire Chief Tony Nichols, Assistant Fire Chief Sean Junge, Police Chief Jeff Branson, IT Director Brian Johanpeter, Director of Arts & Tourism Angelia Burgett, and City Clerk Susan O'Brien.

Mayor-Elect Gover opened discussion on the Departmental Overview. The following Department Heads presented an overview of their departments: City Administrator, City Attorney, City Clerk, Finance Director & Treasurer, Fire Chief, IT Director, Police Chief, Public Works Director, Director of Arts & Tourism, and Community Development Coordinator (Kyle Gill). Mayor-Elect Gover mentioned economic development as a constant activity and requested anyone interested in tours of departments to contact Administrator Gill to coordinate.

Council-Elect discussed Departmental assignments. Consensus concluded with Mayor-Elect serving as Commissioner over the Department of Public Affairs; Commissioner-Elect Owen serving over the Department of Accounts & Finances; Commissioner-Elect Hall serving over the Department of Public Health & Safety; Commissioner-Elect Cox serving over the Department of Public Property; and Commissioner-Elect Graven serving over the Department of Streets & Public Improvement.

[The session recessed at 10:13 a.m. and reconvened at 10:24 a.m.]

Director & Treasurer Wright presented a budget review for FY14 including comments from Director Barber, Administrator Gill, Mayor-Elect Gover, and Chief Branson. Mayor-Elect Gover opened the floor for questions of the attendees with no further comments.

Mayor-Elect Gover discussed ID badges, business cards, and channeling departmental directions through the city administrator.

Mayor-Elect Gover reviewed conduct at council meetings including time and place; special council meetings; closed session; OMA; appointments to committees; and upcoming contract negotiations. Mayor-Elect Gover opened the floor for questions or comments. Attendees discussed transmittals, OMA, chain-of-command, public announcements, and staff.

The orientation session closed at 11:14 a.m.

/s/ Susan J. O'Brien
City Clerk