

**MINUTES
SPECIAL CITY COUNCIL
ST. CHARLES CITY COUNCIL MEETING
LORA VITEK, MAYOR
MONDAY, AUGUST 2, 2021 – 6:00 P.M.
CITY COUNCIL CHAMBERS
2 E. MAIN STREET**

1. **Call to Order.**

The meeting was called to order by Mayor Vitek at 6:01 pm.

2. **Roll Call.**

Present: Ald. Silkaitis, Ald. Payleitner, Ald. Bancroft,
Ald. Lencioni, Ald. Pietryla, Ald. Wirball, Ald. Bessner, Ald. Weber

Absent: Ald. Bongard

3. **Special city Council Workshop Discussion; City Administrator Transition**

City Administrator Heather McGuire opened the workshop. She explained that the purpose of this workshop is to get to know her and have the opportunity to ask questions. Ms. McGuire discussed the following:

Last week, her goal was to meet with departments to get to know each department. She also met with some of the Alderman and is looking forward to meeting with the others.

Ms. McGuire would like an open dialog with council to identify open items and issues. Four areas that Heather presented information on include:

1. Staffing. There are two key positions opening up that need to be filled, the community development director and the finance directory. Presentations on candidates will be forthcoming. An interim proposal for both positions will be presented in a few weeks.
2. Retreat. Heather know that walkability/bike ability is important. If there are other topics to discuss, please let Heather know. Heather is starting the retreat planning process.
3. How Council works. Heather explained that the Council is at the 50,000 foot level and staff is at the ground level. Her job is to be the connector to both groups.
4. Communication. Ms. McGuire asked that action items be funneled through her so that she can track, plan, and prioritize strategically. Ms. McGuire does not intend to stop communication with staff. Her involvement is to help make everyone's jobs easier. Ms. McGuire will be able to follow up when needed, is she is made aware of issues, projects, etc.

Mayor Vitek emphasized the intent of working together as a team.

Aldermen asked questions related to processes and communication

4. **No Executive Session**
5. **No additional items**
6. **Adjournment**

Motion by Ald. Bancroft, second by Lencioni to adjourn the meeting at 6:30 pm.

Roll Call Vote: Ayes: Ald. Silkaitis, Ald. Payleitner, Ald. Bancroft, Ald. Lencioni, Ald. Pietryla, Ald. Wirball, Ald. Bessner, Ald. Weber; Nays: None.

Motion Carried

Nancy Garrison, City Clerk

CERTIFIED TO BE A TRUE COPY OF ORIGINAL

Nancy Garrison, City Clerk

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