

APPROVED 5/9/12

**MINUTES
METRO PEORIA AD-HOC COMMITTEE
April 4, 2012
2:30 P.M.**

MEMBERS PRESENT:	Mary Ardapple; Michael Phelan; Andrew Rand, Timothy Riggerbach; Ryan Spain
MEMBERS ABSENT:	William Spears
OTHERS PRESENT:	Lori Curtis Luther - County Administrator; Scott Sorrel, Kate Van Beek - Asst. County Administrators; Carol Trumpe - County Board Member; Patrick Urich - Peoria City Manager; Amy Benecke McLaren - County Highway; Chris Kaergard - PJS

The meeting was called to order by Committee Member Phelan at 2:35 p.m.

Approval of Minutes

A motion to approve the minutes of December 14, 2011 and January 19, 2012 was made by Mr. Spain and seconded by Mr. Riggerbach. The motion carried.

Discussion

- Review Standardized Reporting Tool

Ms. Curtis Luther advised that County and City staff worked collectively on the report presented to Committee for consideration. She stated that the intent is to demonstrate previous accomplishments, accomplishments since the last scheduled meeting, accomplishments anticipated for the next scheduled meeting, and work slated for the future. She advised that the matrix assists staff in staying on task as well as clarifying accomplishments.

Ms. Ardapple expressed concern that the report does not engage the public. She suggested sharing progress with constituents via a website, or utilizing City and County communications tools. Mr. Urich advised that marketing and branding of the initiative is an ongoing topic. He stated that Semantel, a firm the City has worked with previously, has submitted a no-obligation draft proposal; however, the proposal has not yet been reviewed. A more detailed report on marketing will be forthcoming at the next meeting.

Ms. Curtis Luther advised that the full matrix is in the process of being updated.

- Review Staff Progress in Implementation of Cooperative Efforts

Mr. Urich summarized several items that City and County staff are currently working on that are not currently a part of the matrix, but will be coming forward to Committee in the future. He stated that discussions have been held with the Board of Health and the Health Department regarding a unified restaurant license within the City of Peoria. He advised that the Workforce Development will be reviewing their current organizational structure, and staff may be coming to Committee in the future with recommendations. Ms. Curtis Luther added both the City and County are participating in the Regional Economic Development Plan, and looking for opportunities for partnering and how services are provided will continue to be an essential dialogue.

Committee Action

- **Intergovernmental Agreement for Bridge Inspections**

A motion to approve was made by Ms. Ardapple and seconded by Mr. Riggerbach. The motion carried.

- **Committee Chairmanship**

Mr. Phelan advised that, according to the committee charter, a chairperson and vice-chairperson shall be elected to serve one-year terms, and the chairperson and vice-chairperson shall not be from the same unit of government.

Mr. Phelan opened the floor for nominations for Committee Chairperson. Mr. Rand nominated Ms. Ardapple to serve as chairperson. There were no further nominations. Mr. Rand motioned to elect Ms. Ardapple as Chairperson of the Metro Peoria Ad-Hoc Committee and was seconded by Mr. Riggerbach. The motion carried unanimously.

Ms. Ardapple opened the floor for nominations for Committee Vice-Chairperson. Mr. Spain nominated Mr. Riggerbach to serve as vice-chairperson. There were no further nominations. Mr. Spain motioned to elect Mr. Riggerbach as Vice-Chairperson of the Metro Peoria Ad-Hoc Committee and was seconded by Mr. Rand. The motion carried unanimously.

Miscellaneous

Mr. Rand noted the ongoing issue of branding and marketing the mission of the committee to the public. Mr. Urich stated that the topic of how to develop a committee branding and marketing strategy was a discussion point with Semantel, as it is a communication strategy to the public regarding the work of both governmental entities. Further recommendations from City and County staff will be brought forward at the next Committee meeting. Mr. Spain recommended further discussion on marketing options, such as a full brand development, strategy and launch vs. utilizing in-house resources.

Mr. Rand asked if there is any validity to pursuing a chief superintendent of Public Works; an executive for both organizations with the added benefit of general coordination. Mr. Urich advised that the City Public Works Director has functional responsibility for a much broader perspective than the same position at the County. Ms. Curtis Luther advised that, at the current time, maximum efficiencies can be achieved between the City and County through the coordination of departments as opposed to joint hires.

Mr. Riggerbach stressed the importance of culture changes within the governmental units that are tangible to the public. Ms. Ardapple agreed, and noted that the culture change begin with the City Manager and the County Administrator.

The next meeting was scheduled for May 9, 2012 at 2:30 p.m.

The meeting was adjourned at 3:45 p.m.

Recording Secretary: Jan Kleffman