

MINUTES OF THE WORKSHOP
OF THE PRESIDENT AND BOARD OF TRUSTEES
HELD ON THURSDAY, AUGUST 29, 2013

GOALS AND OBJECTIVES

CALL TO ORDER

President Roth called the workshop to order at 7:02 p.m.

ROLL CALL

Trustee William Harper	Present	Trustee Mary Thon	Present
Trustee Guy Patterson	Present	Trustee William Carlson	Present
Trustee Michael Baumer	Present	Trustee James Cecille	Absent
President Billie D. Roth	Present		

All those answering “present” were physically present at the meeting.

Also present was Village Manager Gary O’Rourke; Village Clerk Kittie Kopitke; Village Attorney Tom Bastian; Community Development Director John Peterson; Finance Director Mary Johnson, Senior Accountant Josh Peacock and IT Coordinator Victor Ambroziak; Fire Chief Chris Clark and Assistant Fire Chief Mike Baker; Planning/Human Resources Director Sharon Caddigan; Police Chief Jim Keegan and Deputy Police Chief Jim Gremo; Public Works Director Matt Mann. Facilitators from Executive Service Corps – Jim Young, John Mayer, Tom Reed and Don Schwartz.

PLEDGE OF ALLEGIANCE

The Village Board is meeting for a Workshop with staff to plan for the 2014 Goals and Objectives.

Jim Young, ESC, provided a brief overview of discussion from last week. He also shared general observations by the ESC consultants regarding the Village’s operations, some areas they view as “stressed” and needing to construct a long-term plan for the future.

IT Coordinator Victor Ambroziak reviewed information regarding the core network structure and systems and connectivity between systems and physical buildings. He reviewed the existing hardware and software and also addressed specific departmental software needs and issues. He stated that as each department has some very specific needs, the implementation of document imaging for preservation and retrieval, and indexing of the records, is becoming a very important requirement.

The Board and staff took a short break from 8:25 p.m. to 8:47 p.m.

Mr. Young provided a brief summary of the technology discussion stating the Village shows a need to increase the network capacity, implement document imaging, update switches, continue to update hardware (computers, servers, etc.) and applications, plan for replacement of the financial software system, and review staffing needs for IT.

HR Director Sharon Caddigan provided a staffing overview citing that at its peak in 2005-2006, the Village had 200 full time employees. Over the past seven years, through attrition, voluntary reduction in force incentives, etc., the Village has 175 full time employees and is still able to provide all of the

essential services. Three firefighters were recently hired (SAFR Grant) and future projections would be to have 185 full time employees to maintain the level of services currently provided.

Police Chief Keegan noted that the department has experienced a high number of injuries this year, causing substantial need for overtime use. He noted he would like to return to an authorized force of 59 officers (currently at 56).

Fire Chief Clark noted the recent hiring of three firefighters as a result of the SAFR Grant which provides funding for two years. He noted the need to support these positions by 2015 to maintain this strength. Chief Clark also cited use of off-duty personnel working through the 7G program performing inspections and other extracurricular activities and that the program has been very effective and well received.

Public Works Director Mann Mann noted a decrease in full time personnel from 45 in 2006 to a current 40 in 2013. He stated that with the recent restructuring within PW, there have been a few crew management issues as the lead foreman is also an active crew member. He cited the need for an additional foreman to allow the lead foreman more time to oversee and manage, rather than be on a working crew. He also stated that while certain projects have been contracted to outside vendors, the projects still require oversight by a Village employee with sufficient knowledge. Mr. Mann also noted that the Village is bidding out snow removal in two specific subdivisions, and that certain areas with homeowner associations and current plowing contracts are reimbursed for the contractor to also plow the streets.

Community Development Director John Peterson stated the increase in rental properties (1,800+) and the need for inspections has been challenging and he is currently down an inspector. He stated he will be seeking at least one additional part time code enforcement officer along with a full time administrative assistant for the department.

Finance Director Mary Johnson stated that the two part time clerks have worked out well, but there are still gaps that are difficult to cover within the department. She will be seeking at least one additional part time person for the department. Ms. Johnson also expressed concern with additional hours for part time personnel due to Affordable Care Act concerns. She did note the successful use of summer interns for specific projects, especially an overall audit of the food/beverage tax accounts.

The Board generally discussed the need for clerical staffing in the Village President/Board office as residents frequently stop in at Village Hall and there is no one staffing that office.

The Village board adjourned the Workshop at 9:46 p.m.

Billie D. Roth
Village President

Kittie L. Kopitke
Village Clerk

Approved this 19th day of September 2013.