

Special Council Meeting Minutes

May 31st, 2012

(amended)

Call to Order- 7:00 P.M.

Roll Call- Ben Prescott, Bill Zoller, Giles Seith, Linda Schilling, Paul Janson, Marty Hura.

Pledge of Allegiance

Others: Mayor Linda Clark, Clerk-Treasurer Jenny August, Village Solicitor Michele Stuck, Chief of Police Harry Buchert, Village Administrator Anthony Fiorilli.

Citizens: none.

Legislation:

2012-32 A RESOLUTION AUTHORIZING THE CLERK TREASURER TO ADVANCE FUNDS FROM THE GENERAL FUND TO THE CEMETERY FUND AND ALSO TO ESTABLISH A REPAYMENT SCHEDULE AND DECLARING AN EMERGENCY .

Jenny said we increased the appropriations last month, but the fund status is very low. In fact, after payroll hit today, the fund balance is about \$74.00. Michele asked if we will be able to pay back a schedule of \$500 per month. Jenny said no. We only get money into the cemetery if we have a burial or sell a grave, or pour foundations. Linda asked how much we billed the trust. Jenny said she did not have a total yet.

Linda asked if we can submit labor going as far back as March since they started cleaning up the Cemetery in March. Jenny asked Anthony if we can expect any more foundation money. Anthony said not until Fall. Michele said she would change the payment plan to begin in August at \$100 per month. That would give us several months to get the trust money in. Once the trust money comes in, we can repay in full.

Motion to amend to be \$100 per month beginning in August by Linda Schilling, seconded by Ben. All ayes on vote.

Motion to suspend the rules by Linda Schilling , seconded by Bill. All ayes on vote.

Motion to approve as amended by Linda Schilling, seconded Ben Prescott. All ayes on vote.

Discussion:

Fire Hydrant Grants-

Anthony checked and inventoried all hydrants Tuesday. We have mostly Mueller and American Darlings. About 29 each with a few others. He would like them all to be American Darling and Mueller, one on each side of town, so we can get parts easier and it will help the Fire Dept as well. There are some that do not have a watch valve, which means they can't be shut off. There is a Kennedy and an Iowa out of service.

Anthony said if we can get the grant for new hydrants and repair kits, the Service Department will do the work as the matching portion of the grant. Paul asked if we can look on line for some of the parts that Anthony can't order. Anthony said he will check into it. Linda said there are 7 that must be replaced at about \$3,000 each, and there are about 12 that can be rebuilt at \$600 each, totaling a grant request from OPWC in the amount of \$29,000 plus our matching money totaling about \$50,000.

Motion to have CT apply for the grant by Ben Prescott and seconded by Linda. All ayes on vote.

Employee Positions-

Mayor Clark said Donna Maynard is retiring effective July 5th. Anthony has interviewed and selected a candidate to fill this position. We currently have a full time position of Administrative Assistant. She has concerns that some of Council thinks this should be a part time position and she doesn't want to hire someone and then have Council change it to part time. Mayor Clark feels this person would be very good for this position and will be a hands on, take charge person to run things so Anthony can be out on the street helping the guys. Ben said he believes it is a full time position. Linda Schilling agreed. Marty also agreed.

Bill Zoller said on the condition of our financial status, it could be a part time position that would better serve the community's needs. Mayor Clark said the person will start out several dollars lower than Donna makes and also we would not be paying longevity. Linda Schilling said she would like to see us go to monthly billing and that would require even more hours spent on billing. Bill Zoller said until we go to monthly billing, we don't need a full time person there. It is a crutch, and we need that money to better spend it. We have a woman downstairs who had her hours cut and previous Council members told her she would be put back to full time when a position becomes available. Mayor Clark said it was not in any minutes anywhere. Bill said it doesn't change his decision. Giles said Sue is pretty well trained already. We have been trying to save money for several years. Many times we have discussed making it a part time position. We now have the opportunity to do that. We may need another position for taxes soon, and then we will have two positions. Marty said taxes will not be a full time position. Anthony said with a new person coming in, we will save \$8,000 per year alone.

Bill asked why we have to have someone down there. We could have that person up here in this building. We have phones. Bill said we need to look at the money savings. Linda said if Donna were staying, she would push to make it part time, but with a new person coming in that is qualified, it would be full time. Bill said why not hire as part time and change it to full time later once they prove they are needed full time. Harry said there is a six month probationary period for new hires.

Paul asked what we are doing about the program. Are we changing the billing program? Where is it going to be located? Linda Schilling said the billing program should be replaced and it needs to be down in Anthony's office. Mayor Clark feels the new person seems to be knowledgeable enough to look at the programs with Anthony and make the decision. Mayor Clark explained to her that she would have to come up to Jenny's office and copy the checks for the deposit, and possibly she could take over the Park Lodge book. Linda Schilling said it is to free Anthony up from writing letters.

Harry said it is good to have someone accessible during the day so when they have an issue, Donna has been able to get the guys routed to the situation. Bill said Anthony would be the contact person and he has a cell phone. Paul said he understands both aspects, but he feels it is a full time position. If this person can take charge, and do the job, and take on other things, it can remain full time.

Jenny said with a new computer program, it won't take nearly as long as Donna is spending on those index cards she uses. Jenny said that when Sue was put to part time, it saved the Village \$25,000 per year. Bill said we could pave a road every year with that. Jenny asked about streamlining the two Clerk positions. Part of the day up here, part of the day down there, but available to Anthony anytime. Most of his letters are form letters, or should be. Honestly, how much is there? Linda Schilling asked if this person could do both, would we get rid of Sue?

Anthony said it was advertised full time with benefits. Mayor Clark said he followed the handbook. Bill said he spoke with Anthony about this position before, and he should have brought it up to Council before putting it in the paper. Linda Schilling said it is in the handbook and he was within his rights. Anthony said he is saving money to put towards upgrading the building and phones and computers. Bill said he could have saved a lot more. Ben said it has to remain full time. Giles said this is an old discussion that should have been worked out a long time ago before tonight. Anthony said next years budget was approved including a full time position.

Mayor Clark said she is going to allow Anthony to hire this young lady at this time. Anthony asked if her pay rate is up to him and the Mayor. Linda Schilling said he can start her wherever he wants. Mayor Clark said she asked Anthony to start her at \$10 per hour, and after her probation she can be raised to \$11.00. Harry said it is a Council action to decide whether or not to keep her. Michele said her appointment is up to the Mayor and Anthony, but hiring her permanently will be a Council action in 6 months.

Creating a New Position in the Police Department-

Harry has asked the Safety Committee for permission to create a Lieutenant position in the Police Department. Safety Committee approved. He and Michele will have an ordinance together for the June Council meeting. Once approved, he will allow his Auxiliary Officers to apply. He and the Mayor will interview and select a candidate. A final recommendation will be brought to Council. This will be an "At Will" employee, held by an Auxiliary, but could become a full time position. The purpose of doing this is to get someone trained to run the department upon his exiting.

Crestwood Sewer Project-

Mayor Clark and Ben met with the School Board. Michele has drafted an agreement for Crestwood to give us ownership of the lift station and who is responsible for what relating to the grant. They have asked us to add a clause stating that they will have the final say on costs. The School Board has reviewed everything and wants us to move forward. She will have CT Consultants proceed with the pre-application.

Neighborhood Development / Orchard Street Project-

Mayor Clark said we have discussed this project but have not decided what we are going to commit. There is a difference between the cost of \$166,000 of the project, and the \$134,000 that the grant is giving us. Michele said possible the business owners will contribute. Mayor Clark said Ellie from Stamm Construction indicated that she might be able to donate \$1,000 in cash, and also a large amount of ground recycled concrete that could be used for the base. Anthony is also going to meet with Ronyak and see if we can reduce any costs without compromising the integrity of the road. Ben wants to join that meeting. Mayor Clark said she needs to can get back with Lisa Reeves from ~~NDS~~ ^{PLRPL} about where we will come up with the \$32,000 difference.

Anthony asked if we can use the grant money first. Michele said the only legal requirements are the bidding process and prevailing wage. There are no requirements for Engineering or other specifications to the road. Anthony said we could split the bid so it is separate from the East half and the West half, divided by the batch plant. Ben said we could use the revolving loan fund and get it done. Paul agreed that we should do as much as we can with the grant. He asked if we are still planning to do the other streets that we had initially planned. If so, we may get a better deal. Michele said the once the bid is awarded, we can ask for an additional bid for the other streets, but it must be separate from the grant. They can do an informal additional bid if it is under \$25,000.

Adjourned at 8:03 P.M. by Linda Schilling, seconded by Ben Prescott. All ayes on vote.

Linda Clark, Mayor

Jenny August, Clerk-Treasurer