

Village of Sugar Grove - Special Board Meeting

March 14, 2006

6:00 P.M.

President Michels opened the meeting at 6:00 p.m. and asked that Trustee Geary lead the Pledge. President Michels then asked that the roll be called

Present: President Michels, Trustee Wolf, Trustee Geary, Trustee Johnson, Trustee Bohler, and Trustee Renk

Absent: Trustee Heineman

Quorum Established

Also Present:

Village Administrator Brent Eichelberger, Clerk Cynthia Welsch, Chief Brad Sauer, Finance Director Justin VanVooren, Community Development Director Scott Buening, Public Works Director Tony Speciale, and Streets & Properties Supervisor Geoff Payton.

Resolution Supporting the Sugar Grove Library Referendum

Trustee Johnson **moved to approve Resolution 20060314A, A Resolution Supporting the Sugar Grove Library Referendum.** Trustee Geary seconded the motion. The Board wished the library well and congratulated them for their efforts to move forward in spite of some negative support from some area publications and the loss of a potential sight. Hearing no further discussion President Michels then called for a roll call vote.

AYE:	Geary	NAY:	None	ABSENT:	Heineman
	Wolf				
	Bohler				
	Johnson				
	Renk				

Motion Carried.

Resolution Authorizing an Agreement with Waubensee Community College

Trustee Geary **moved to approve Resolution No. 20060307B, A Resolution Authorizing an Agreement with Waubensee Community College.** Trustee Johnson seconded the motion. The Board thanked staff for working diligently to achieve a mutual agreement with WCC. Hearing no discussion, President Michels then called for a roll call vote.

AYE:	Geary	NAY:	None	ABSENT:	Johnson
	Wolf				
	Bohler				
	Heineman				
	Renk				

Motion Carried.

Discussion 6th Annual Village Wide Open House

The Board reviewed the information presented by Clerk Welsch and asked that in addition to those items that are already planned that the following be added.

Comprehensive Plan for Facilities

Water Works Plan

2006 Zoning Map – new developments and proposed school sights should be highlighted

2006 MFT program map

CAFR Award

Budget

Annual Financial Report

Pie Charts with expenses and tax dollar allocations

Water Taste Test?

Open Space Committee Recommendations

The Board also asked that in addition to the governing bodies already invited that County and State representatives are informed, including paratransit (KDOT) and the Forest Preserve. Invitation cards should be made for the Board members to hand out and press releases, notice on the web page, water bills, entrance sign and water bills should be done as soon as possible.

Discussion: FY 06-07 Budget

The Board continued their discussion of the 06-07 Draft budget which began at the February 28, 2006 Budget Workshop.

Administration (50)

The Board asked for justification of the need for an Assistant to the Administrator and for an explanation of job duties. Administrator Eichelberger explained that this position would hold an MPA and assist with projects such as personnel issues, public relations, safety committee chair, grant writing and would be able to work on projects with little or no assistance and guidance.

Police (51)

The Board questioned the need for 2 additional supervisors and why there is so much overtime and part-time hours in the current budget and in the proposed 06-07 budget. The Board asked why the overtime/part-time hours were so high when staff for the police department was increased last year it was with the assumption that overtime would be reduced.

Chief Sauer explained that overtime has increased as it is getting much more difficult to get part-timers to work hours when someone calls in sick. There is a need to have 2 officers on a shift so that necessitates overtime. The hiring of 2 additional officers and 2 additional sergeants will help alleviate this as there will 3 officers and a supervisor on each shift. Chief Sauer stated the increase in part-time hours is due to more investigations being done, which are at this time done mainly by a part-timer.

The request for 2 additional sergeants is to have a supervisor or a responsible person on each shift. Chief Sauer presented information on scheduling and the increase in police calls to the Board.

The Board indicated that they would like all departments to be more cognizant of their budget and to live within it and would not tolerate a budget that is not given careful consideration. The Board did agree with the addition of the personnel as requested, including the part-time data entry clerk.

Streets and Properties (53)

The Board discussed the patch trailer request and felt that it was appropriate and that it would directly benefit the citizens. They then discussed the request for a mechanic and asked what the justification was. Streets and Properties Supervisor Geoff Payton stated that currently almost 1,000 hours a year are spent on vehicle maintenance and that much more could be done in house with a mechanic on staff. The mechanic would start with the maintenance of the Public Works fleet and the Community Development and a small portion, most likely only oil changes and emergency work for the Police Department. The Village would need to purchase diagnostic equipment but a mechanic would supply his or her own tools. The Board could see the need for a mechanic but at this time will reserve judgment on additional personnel until after they have reviewed the capital improvement budget.

The Board discussed the tree replacement program and asked that it be increased to \$20,000. The Board approved of the seal coating and the replacement of the skylight at Village Hall. The carpet replacement will be limited to the Police Department, Conference Room and the Board Room.

Community Development (55)

The Board reviewed the request for increases in line items and for the increase in staff. The Board can see the need for increase in staffing and approved of the additions as presented, however, again, will reserve judgment on all personnel additions.

The Board did ask for clarification of the engineer duties and the engineer tech duties. It was explained that the engineer would report to the Public Works director and the main duty would be that of a project manager. The tech would report to the Community Development Director and assist with building permit reviews.

Finance (56)

The Board reviewed the requests for increases in line item for the addition of an accountant. The Board asked for explanation of what an accountant would do and asked if a bookkeeper would not be a better selection. Finance Director VanVooren stated that the accountant would do items such as bank reconciliation's and help streamline and improve other financial duties such as payable and utility billing while freeing up time so that he could address things such as investments and debt management. Again, the Board could see need for additional staff but would like to wait until they see the rest of the budget.

Additional Discussion regarding personnel

Administrator Eichelberger asked the Board to consider job functions and not titles and cited examples from other municipalities where titles varied but the pay was the same. The important item is that the job function and the job description fit what the Village needs. As the Village continues to grow, additional staff will be needed, some of that staff will be staff that doesn't seem to have any direct contact with residents, but they will, as they will support needed functions of the village.

Trustee Johnson stated that she agreed with this statement as was in support of positions requested. Trustee Wolf agreed. Trustee Bohler stated that if time were freed up he would expect the goals of each department to be met; the Village should be putting money back into the community not into more personnel. Trustee Geary stated that he too would expect goals met and that the residents should see some benefit from new hires. President Michels also agreed that goals should be met, residents needed to see some benefits and that he was concerned with the amount of department heads and upper level staff to be hired.

ADJOURNMENT

Trustee Renk moved to adjourn the regular meeting at 9:32 p.m. Trustee Geary seconded the motion. All members in attendance voted AYE.

Respectfully submitted, Cynthia L. Welsch, Village Clerk