

**MINUTES
SPECIAL COMMITTEE OF THE WHOLE MEETING
Monday, February 13, 2012**

Present:

Trustee Brandt	Trustee Feldman
Trustee Grujanac	Trustee McDonough
Trustee Saltiel	Trustee Servi
Mayor Blomberg	Village Clerk Mastandrea
Village Manager Irvin	Director of Community Development McNellis
Director of Financial Systems Roelker	Director of Public Works Hughes
Police Chief Kinsey	Village Attorney Simon
Village Treasurer Curtis	

Location: Village Hall, Community Room, One Olde Half Day Road, Lincolnshire, Illinois 60069

CALL TO ORDER

1.0 ROLL CALL

Mayor Blomberg called the meeting to order at 8:10 p.m. and Village Manager Irvin called the Roll.

2.0 ITEMS OF GENERAL BUSINESS

2.1 Public Works

2.11 Consideration and Discussion of the Environmental Services Division (Village of Lincolnshire)

Director of Public Works Hughes said she provided information in regards to the position and how it evolved over the last two years. A survey was sent out to municipalities in regards to how they handle similar duties, but not all the surveys have been returned. A short term Goal for Public Works Department Organization was also provided.

Director of Public Works Hughes said she was asked to look into a number of options which included hiring a Supervisor for the Environmental Division and if any of the duties could be outsourced if we eliminated the position. Director of Public Works Hughes pointed out that a lot of work in the Environmental Services Division is already contracted out.

Trustee Saltiel said the decision as to whether this position is needed or not should be left to the new Village Manager and would most likely require approximately six months to determine. Trustee Saltiel said the decision then is what to do during the interim. Village Manager Irvin said he thought it would more likely be a year before the new Village Manager would be able to determine if the position was needed. Village Manager Irvin said twelve positions were eliminated in the last three years and in most cases the load of work was not reduced but spread amongst the current employees. Putting the duties that Ms. Scott handled on the existing employees would be difficult. Director of Public Works Hughes and Village Manager Irvin thinks it makes sense to fill the position. Director of Public Works Hughes said Ms. Jane Joos has applied for the position, but she would want to look at all other candidates before making a decision. Director of Public Works Hughes said the concern in waiting to fill the position, are big projects coming up and one example of these is the Spring tree planting, which is a mass undertaking.

Trustee Brandt said her concern is whether or not the duties of the position are structured the correct way. Some of the duties were handled by Community Development in previous years. Director of Public Works Hughes said that the Forester position was under Community Development. Currently, Community Development processes the permits and could do some of the reviews for single family homes. Village Attorney Simon asked if other types of reviews could go to a third-party reviewer. Director of Public Works Hughes said this is an option but the process would take longer and the Village has a reputation of being responsive.

Trustee Saltiel asked what the key duties to the position would be. Village Manager Irvin said the position developed over time and a variety of activities went there, but the key duties currently would be forestry related and open space management. Village Manager Irvin said the Gardener and Interns could not complete the key duties. The cost for these part-time positions is approximately \$16,000 a year. Village Manager Irvin said there was discussion in regards to eliminating these part-time positions, but didn't think the amount of money spent each year was substantial. Trustee Brandt said she thought the Board was going the other way and would want to hire more part-time people so as not to consider pension and insurance. Village Manager Irvin said an alternative might be a part-time person doing the administrative portion of the duties and a permanent full-time person in the field.

Trustee Saltiel asked what the compensation level of the position is. Director of Public Works Hughes said the job was posted for a salary rate of \$58,000 - \$87,000. Trustee Saltiel said there are currently many good

people looking for jobs that could get paid a lot less and have a degree. Director of Public Works Hughes said two of the current applicants are recent graduate students that would fit the position.

Trustee McDonough said he thought the job duties should be gone over in detail, some could be transferred back to other departments that handled them in the past and then look at what duties remained. Once the remaining duties are determined, a new position could be created. Trustee Brandt agreed and thought once this was done, the salary range could be dropped. Trustee Saltiel also agreed and would like to get an appropriate position with an appropriate pay scale. Director of Public Works Hughes said all of the goals the position currently handles are listed on page two of the memo that was submitted. Director of Public Works Hughes said she needs more resources to complete these tasks and thinks the top priorities are the tree permits, invasive bugs, planting of tree, website updates and administrative duties. Trustee Feldman asked if there was any full time employee, currently working in the office, who could possibly take on this administrative role and then hire a part-time person to take on the lesser job responsibilities. Director of Public Works Hughes said there was no one currently working full-time that could take on the administrative responsibilities without losing other work. The Engineering Supervisor took on all the contracts for the buildings and the Streets & Park Superintendent is busy with building utility work.

Director of Public Works Hughes said her suggestion would be to create an Assistant to the Director of Public Works position. Moving the position to Assistant to the Director would solve salary rate issues and would then be required to do the administrative responsibilities associated with the duties in question. This would enable Ms. Joos to do more of the gardening and Mr. Fisher would still be focused on the field maintenance. Village Attorney Simon asked where this position would be in relation to the organization chart provided. Director of Public Works Hughes said she would have to look into this further. Village Manager Irvin said he would like to sit down with Director of Public Works Hughes and further address some of the issues from this meeting; maybe shift some responsibilities back to Community Development and come back with some ideas to restructure.

It was the consensus of the Board to have Staff discuss alternate options and bring this back to the Board for further discussion.

3.0 EXECUTIVE SESSION

Trustee Saltiel moved and Trustee McDonough seconded the motion to go into Executive Session for the purpose of discussing personnel issues. The roll call vote was as follows: AYES: Trustees Brandt, Feldman, Servi, McDonough, Saltiel and Grujanac. NAYS: None.

ABSENT: None. ABSTAIN: None. The Mayor declared the motion carried and the Board went into Executive Session at 9:10 p.m. and came out of Executive Session at 9:45 p.m.

4.0 **ADJOURNMENT**

Trustee McDonough moved and Trustee Grujanac seconded the motion to adjourn. The voice vote was unanimous and the Mayor declared the meeting adjourned at 9:46 p.m.

Respectfully submitted,

Barbara Mastandrea
Village Clerk