

MINUTES
VILLAGE OF ELBURN COMMITTEE OF THE WHOLE (COW)
MARCH 5, 2018

Board Members Present: President Jeff Walter, Trustees: Ken Anderson, Sue Filek, Bill Grabarek, Dave Gualdoni, Patricia Schuberg, Matt Wilson

Board Members Absent:

Staff Members Present: Village Administrator John Nevenhoven; Finance Director Doug Elder, Village Attorneys Britz & Bill Thomas, Police Chief Nick Sikora; Building Commissioner Tom Brennan; Public Works Supt Phil VanBogaert

Others Present: Resident LeRoy Herra, Elburn Herald Reporter Susan O'Neill

1. Call to Order – Mayor Walter called the meeting to order at 7:38 PM.
2. Roll Call – A roll call vote ensued.
3. Public Comment – None
4. Discuss the 2018 Strategic Plan and Action Plan – Village Admin Nevenhoven stated the strategic planning process with Northern Illinois University (NIU) went extremely well. The Short-Term Routine (0-3 years), Short-Term Complex (0-3 years), Long-Term Routine (3-7 years) and Long-Term Complex (3-7 years) were reviewed. It will involve a lot of work and is a fairly aggressive plan. Nevenhoven thanked the department heads and staff for their input and the Village Board for giving staff the guideline to move forward. NIU suggests annual maintenance on the action plan which can be done internally or with NIU's help—each December is the suggested timeline. Department head goals and evaluations will be written using this document and the Continuous Improvement Program (CIP). The plan is flexible and most likely priorities will change as action plans progress. As part of the process, it was stated a realistic replacement plan of capital items is needed and should be determined if something is really a need.
5. Discuss Website Vendors – Nevenhoven stated it has been six years since a major refresh of the website. Three vendors were considered and staff recommends contracting with Nicole Fleshman Web Design to redesign and host. Fleshman was the lowest bidder (at \$3200 with \$100/year estimated hosting cost) and is a local resident. She has worked with local entities (Elburn Chamber, Elburn Fire, Kaneville Fire, etc.) and is highly recommended. She will help keep the site up to date and estimates two hours/month at \$40/hour. It was requested to make the website mobile friendly and perhaps develop an Elburn app. There was consensus from the Board to begin a contract with Fleshman. She will be invited to the next Board meeting. Board members should email questions or suggestions to Nevenhoven by the end of the week so Fleshman can be prepared. Nevenhoven will notify Civic Plus we are terminating as their contract will auto-renew if not cancelled at least 60 days prior to July 1.
6. Discuss Police Department Budget – Finance Director Elder said the budget process has been a very collaborative process and a great amount of participation, time and thought was invested by the department heads. The budget public hearing will be held at the first Board meeting in April. It is anticipated the budget for the new fiscal year which begins May 1, 2018 will be approved at the same meeting.

The 2018/2019 police department budget was reviewed. Chief Sikora outlined a new staffing plan including a new Deputy Chief position and adding one additional full time officer. The current staffing model is no longer sustainable and burnout of current officers is rising due to a lack of part-time

officers to fill shifts. Sikora and the Village Police Commission will be establishing a new eligibility list starting next month as the current list expires in May. There was consensus from the Board to approve Staffing Plan D. After six months, the Board would like a report on how the deputy chief and additional full time staff is affecting the department (overtime, etc.). The deputy chief and staffing will be reviewed annually to see how it is working and if any changes need to be made. It was suggested to try and purchase a cheaper used vehicle for the deputy chief. Sikora also discussed increasing hours for the part-time police records clerk. The additional hours will allow more focus on the juvenile expungement requirement and the ongoing responsibility. There was consensus from the Board to approve the additional hours for the part time police records clerk.

7. Discuss Public Works Budget – Elder and Public Works Supt VanBogaert presented the proposed Public Works budget for 2018/2019. For the Anderson Road mowing RFP, it was asked that the steep slopes be addressed either by hand or by chemical. VanBogaert said this would have to be addressed separately from the RFP. For the heated asphalt buggy, it was suggested the Village partner with Blackberry Township to co-own and share expense. In addition to a big mini purchase, a quote to purchase the backhoe currently being leased will be obtained. The Rec Fund is almost depleted but revenue from video gaming is earmarked for this fund. Board members were instructed to send feedback regarding the Rec Fund to Elder this week. It was noted parks is ranked lower on the priority level in the strategic plan results.
8. Other Business – None
9. Adjourn – Trustee Gualdoni moved to adjourn the meeting at 10:30 p.m. The motion was seconded by Trustee Filek and passed by a unanimous voice vote.

Respectfully Submitted,


Diane McQuilkin
Village Clerk