

DRAFT

Minutes for Johnson Village Board of Trustees

Johnson Municipal Building

Wednesday, October 28, 2015

Present:

Trustees: Gordon Smith, Walter Pomroy, David Goddette, Bob Sweetser

Staff: Rosemary Audibert (Clerk/Treasurer), Tom Elwood (Chief Operator), Troy Dolan (Public Works Foreman), Sandy Miller (Interim Village Manager)

Call to Order: The meeting was called to order by Gordon Smith at 12:12 p.m.

Changes, Additions to Proposed Agenda:

Sandy Miller asked to add the following:

#2 – Resolution needed for Electric Vehicle Charging Station.

#3 – Add discussion of how to sell Honda Civic given that there are multiple parties interested.

David Goddette asked to add the following:

4 – School St. Update

The Trustees agreed to add all items as requested.

Village Manager Position Discussion:

- A discussion ensued about the Village Manager position and whether or not it should be a full- or part-time position. Sandy indicated his recommendation to the Board was that the position is more appropriately a 24 to 30 hour position and that he also recommended the Board meet with key staff to obtain their input, which led to this meeting.
- Sandy indicated the staff present were asked to attend to give their opinions and also were asked to solicit opinions from their departments. He also reported Lea could not attend but had provided feedback, to the effect that the answer is dependent in large part on what the Trustees expect from the Village Manager. Sandy also said other staff had given him feedback to the effect that they thought the position should be part-time and not full-time.
- Troy indicated the current situation with a part-time interim village manager was working well and communications are good.
- Tom indicated he was satisfied with the current situation and one of the things to be considered is the qualifications of the permanent manager.

- Rosemary indicated she was comfortable with the situation at present and that Susan had expressed concern about how urgent matters would be handled with a part-time manager and, to date, Rosemary noted this was not a result of any situation that had actually arisen but a legitimate item to worry about.
- Gordy indicated that Sandy is available via email, text or phone even when he is not in the office. Rosemary, Tom and Troy agreed the situation at present was working fine and communications are good.
- Walter indicated all options should be on the table and wanted to discuss whether we could do without a manager.
- Rosemary distributed a duties chart for the former Superintendent's position, which was reviewed briefly and Troy indicated he was already doing that duties and also that he didn't think he could assume the type of management duties necessary if there were no village manager.
- Tom indicated he was taking management classes and could do a little more but not all of the functions that a village manager should fulfill.
- Rosemary agreed.
- Bob indicated he thought we needed a village manager to see the big picture.
- Gordy agree.
- David agreed, indicating we needed a point person someone at the top.
- Walter wondered if we could have one manager for general operations and another for electric.

Executive Session: At 12:35 David Goddette motioned to go into executive session to discuss specific individuals' and their capabilities. Bob Sweetser seconded the motion. The motion carried unanimously.

At 1:11 David Goddette moved to exit executive session and Walter Pomroy seconded the motion, which carried unanimously.

The discussion continued around the points previously discussed.

Walter Pomroy moved to re-advertise the Village Manager position as a 24 to 30 hour position on a wage based on the previously advertised a \$70-90k per year full-time position with prior applicants to be contacted so that they are informed and to inquire if they are interested in the position on the basis of the part-time position. David Goddette seconded the motion, which carried 4-0.

Item 1. Draft Job Description: The Trustees reviewed the draft job description for the General Laborer/Assistant to the Water/Sewer Operators. Sandy indicated the job description had been put together with assistance and input from Troy, Tom and Rosemary. David asked Troy and Tom if they were satisfied with it as presented and both indicated they are. It was also discussed the Mr. Parsons would be on-call immediately for items he is qualified for and can learn. Tom indicated it would take some time to train Mr. Parsons to work under his and Steve's licenses but that training would begin asap.

Walter Pomroy moved to approve the job description as presented. David Goddette seconded the motion, which carried 4-0.

Item 2. Electric Vehicle Charging Station Grant Application and Resolution: Sandy indicated we had not been aware that a specific resolution was needed for this grant until after the October 12 meeting. He read the resolution and noted that David Butler, Planning Commission chair had signed it indicated Planning Commission approval. Sandy also discussed the fact that we would submit the budget based on Voltrek providing a “turnkey” operation and did not have time to get specific quotes on excavation (estimated by Voltrek at \$4,600) and electrical work (estimated at \$2,500), though he thought our staff could either obtain better pricing or do some of the work ourselves. The cost estimate is slightly over \$16,000 with the local share at \$4,000 based on the Voltrek estimate. Gordy asked if we would have the opportunity to review grant conditions prior to implementing the project. Sandy indicated that would be the case and he would want to bring the issue back to the Trustees when we had obtained exact costs and that the Trustees should separate the action to “apply” for a grant from the action to “accept” the grant with any associated conditions.

Walter moved to approve the Resolution as read, Gordy seconded the motion which passed 3-1 (David Goddette voting no).

Item 3. Sale of Honda Civic: Sandy noted we received 5 or 6 offers to date and asked how to decide to whom to sell the vehicle. He offered two options. One, to put names in a hat and draw the “winning” name. Two, to contact all interested parties and explain that they were among several individuals interested and ask for a final, highest bid for the vehicle.

David Goddette moved that we sell the car based on a highest, final, bid on the vehicle. Bob Sweetser seconded the motion which passed 4-0.

Item 4. Update on School St. Project: Sandy noted that there were many problems with the project, a lot of which was due to the design. He also indicated we were trying to find out why the street lights were removed from the conceptual design in 2013 to the final design in 2015. Tom and Troy indicated they had not been involved in the project review and might have caught some of the problems had they been involved. Sandy indicated Dufresne Group had indicated at Monday’s project meeting that between 75% and 100% of the delays are due to the design flaws. It was also discussed that we won’t be able to salt the concrete sidewalks as we normally would this winter and we might have to block them off. David asked if it was time to shut the project down for the winter. Tom indicated we were probably just past the point where that made sense. It was also indicated by Tom that Dufresne and Desroches had worked on water and sewer connections that he had not been called in to inspect. Sandy indicated we are now holding project meetings weekly and that this had been a very problematic project and not a lot had gone smoothly. Additional discussion continued on this project – no action was taken.

Executive Session: At 1:55 Walter Pomroy moved to go into executive session to discussion potential litigation as premature disclosure of the information would put the village at a substantial disadvantage, with the Trustees and Sandy Miller included in the discussion. The motion was seconded by David Goddette and passed 4-0. Rosemary, Troy and Tom left the meeting at this time.

At 2:25 Walter Pomroy moved that the Trustees re-enter open session. David Goddette seconded the motion which carried 4-0.

Adjourn: Walter moved to adjourn the meeting and David Goddette seconded the motion, which passed 4-0. The meeting was adjourned at 2:36.

Respectfully submitted,

Sanford Miller, Interim Village Manager