Submitted for approval 7/13/2020

**VILLAGE OF FOX CROSSING BOARD OF TRUSTEES**

**SPECIAL WORKSHOP**

**Municipal Complex – Arden Tews Assembly Room**

**Monday, June 15, 2020 – 5:15 p.m.**

Minutes

### 1. Call to Order

At 5:15 p.m., the special workshop was called to order by President Youngquist. Clerk Darla Fink was present and noted all seven Village Board members were in attendance: President Dale Youngquist and Trustees Michael Van Dyke, Kris Koeppe, Gregory Ziegler, Mark Englebert, Dale McNamee, and Barbara Hanson.

Staff present: Village Manager Jeffrey Sturgell, Community Development Director George Dearborn, Street Superintendent Randy Gallow, Director of Finance Myra Piergrossi, Associate Planner Farrah Yang, Fire Chief Brian Harbison, and Chief of Police Tim Seaver (appeared via teleconference). There were zero attendees.

### 2. Recodification of Municipal Code Project Discussion

Village Manager Sturgell explained the main changes to the Municipal Code including changing all “town” references to “village”, updating state statutes, updating personnel titles, and the addition of the derivation table, which can be used to locate items in the new code by looking for the Chapter in the previous code, and disposition list. All new Ordinances will be located under the New Laws heading until the provider completes a supplement at which time they would be incorporated into their respective Chapters. The adoption of the Municipal Code will be on the June 17th Plan Commission Agenda for approval, followed by a first reading, second reading, and adoption on the July 13th Village Board meeting. The Village Board asked for access to view the code online, and Clerk Fink provided access immediately via email.

Manager Sturgell noted one of the biggest changes in the new Code is to the Park Commission structure. The changes include the Commission no longer approving their own expenditures, as these will now be reviewed by the Village Board similar to all other Village expenditures, Commissioner term lengths changing from seven years to three years in length, with staggering term renewal dates, and the requirement to meet twice per month during the summer changing to an optional second meeting, rather than a mandatory requirement.

Trustee Englebert expressed interest in including language in the new Code regarding the distribution of draft meeting agendas to Trustees prior to the Agenda being posted for the public, so they can be adequately prepared for Village Board meetings. Manager Sturgell indicated he will work on incorporating this update into the new Code.

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### 3. Leaf Burning Prohibition Ordinance Amendment and Potential Change in Leaf Collection Methods Discussion

Manager Sturgell explained the differences in the draft ordinance compared to the currently adopted ordinance and the background of how we got to this point. He stated he wanted to give the Board an opportunity to have a discussion on this topic. Trustee McNamee stated he sees a shift towards residents wanting a ban on leaf burning partly due to more smoke related health concerns, and suggested exceptions for maintenance fires and rural households, but questioned enforcement capability. Trustee Koeppe stated he wanted this discussed because it has been brought up at Sustainability Committee meetings as well. The Board agreed they can’t ban leaf burning and not provide another service in its place. The Board discussed alternatives such as purchasing a leaf collection machine or allowing burning on only one weekend each month during the fall months.

Street Superintendent Randy Gallow discussed the pros and cons of purchasing a leaf collection machine. He asked the Board to make sure they are “willing to jump in with both feet” on this as it will take a significant commitment to make leaf collection happen. Leaf collection is heavy on manpower and time and his department can’t take on any additional responsibilities without letting something else fall to the back burner. Not only do we need to purchase the equipment, but we’ll need additional personnel, possibly seasonal help, which can be hard to find during the needed times of the year. He noted the difference between curb/gutter properties compared to rural properties with steep ditches which affect the safety of the workers and abilities of the machine. The machine they’re considering is a tow-behind model so it will not affect snow removal equipment and would require 2-3 workers to operate.

The Board requested a comparison between a leaf collection machine and the current cost of having bagged leaves picked up. Manager Sturgell indicated he can get those figures for the Board and noted he is currently working to put out an RFP for a garbage/recycling agreement but was waiting to hear how this discussion went before finalizing. If the Board wants to ban leaf burning, the Village is going to need to spend some money including approximately $200,000 in upfront machinery costs, seasonal workers (if we can find them), hauling costs to the landfill, and tipping fees, but thinks the main concern will be labor costs.

Superintendent Gallow suggested surveying the residents regarding leaf burning and the purchase of a leaf collection machine. With the garbage/recycling contract up at the end of this year, we may be looking at significantly higher prices either way. Director of Finance Myra Piergrossi suggested a non-binding referendum on an upcoming ballot. Clerk Fink advised the first available ballot this referendum could be placed on would be November, as the deadline has passed for the August Partisan Primary. Discussion ensued on the questions to be developed for a survey to be sent with an upcoming mailing, before possibly including this non-binding referendum on next April’s ballot. The Board indicated they will want solid figures before making any further decisions on this, which Director Piergrossi and Manager Sturgell are going to work on.

**4. Fire Department Five (5) Year Strategic Plan Discussion**

Chief Harbison introduced the Strategic Plan and stated he was excited to be able to discuss the Plan with many community partners and built multiple relationships while surveying residents and local businesses. Presenting the Plan to the Board and gaining formal adoption is one of the requirements and the Plan will also go along with the department’s reaccreditation packet. Chief explained the 90th percentile statistics as how many times the department meets their benchmark standards, with the benchmark being met or exceeded 9 times of out 10. Chief explained they have improved response times and are still working to improve response times on nights and weekends.

Chief Harbison highlighted some of the charts within the Plan with feedback he received from the community on the most important aspects of the department, along with a full SWOT analysis. He commended his team on partnering well with other fire departments in the area multiple times per week and explained typically only one station is dispatched to a scene but that department can then request mutual aid from another department when needed.

Chief stated his department currently has a viable sustaining staffing model for this size community but with future community growth will need to come department growth. The department responded to 1,100 calls last year and could potentially stay status quo until they reach 2,000 calls per year, at which time they will need to make staffing changes as the paid-on-call positions won’t be able to handle the workload. His intent is to maintain and promote this staffing level going forward. Manager Sturgell stated the Strategic Plan will be on the June 22nd Village Board meeting for approval.

**5. Fire Department Weekend Shift Commander Pay Discussion**

### Chief Harbison stated the department was fortunate to receive the SAFER Grant last year and was able to come up with a plan quickly to enact the new staffing model at the beginning of 2020. Overall, it’s been very positive and brought the team together, but the plan didn’t roll out perfectly with some unexpected payroll issues. One of the primary issues involves pay for the Shift Commander position. He explained that Shift Commanders give up their free time to work weekends and holidays on a rotating basis; they are responsible for staff, represent the Chief in his absence, and need to meet a number of criteria before being offered the position all for only $100.00 per weekend. He feels that anytime someone’s job description is altered, their pay should reflect the alteration but this has not happened in this situation. The Shift Commanders are starting to get frustrated as the weekends are busy with high call volume and they have multiple shift changes to oversee throughout the weekend so he’d like to discuss a raise for them.

Chief Harbison suggested an increase to $350.00 per weekend for the Shift Commander position, an increase of $250.00 per weekend. He went through his rough calculations but stated he would need to work further with Director Piergrossi to firm up these figures. He stated they could reduce some of the staffing costs by eliminating having the lieutenants at meetings. Lieutenants were previously included in these meetings so they could disseminate information to the rest of the staff on their respective shifts, but they could reduce this staffing cost by asking them not to attend. Trustee Koeppe expressed his preference to keep Lieutenants at these meetings to reduce the risk of communication failure, which was supported by Trustees Englebert and Van Dyke.

Director Piergrossi indicated the funds for a pay increase were not budgeted so the funds would need to be levied. She noted the Fire Department is typically under budget on payroll, so there is potential this could fall into their budget. She will work on getting some concrete numbers in front of the Board Members prior to the June 22nd meeting so this can be acted on at that time.

### 6. Adjourn

At 8:32 p.m., MOTION: President Youngquist, seconded by Trustee Koeppe to adjourn. Motion carried.

Respectfully submitted,

Darla M. Fink, Village Clerk

**Note:** These minutes are not considered official until acted upon at an upcoming meeting; therefore, are subject to revision.