

**RECORD OF PROCEEDINGS
SPECIAL COUNCIL MEETING
MONDAY, SEPTEMBER 16, 2019 – 4:00 P.M.
MAYOR WILLIAM G. KOONS PRESIDING**

MEMBERS PRESENT: Canton, Carroll, Galicki, Nairn, Porter and Schloss

OFFICIALS PRESENT: Fiscal Officer Romanowski, Solicitor Matheney

At 4:00 p.m., Mayor Koons called the Special Council meeting to order. Fiscal Officer read the roll.

Mayor said he is looking for a motion to hire Kris Wilson for \$22.84/hr. for a maximum of 10 hours as a consultant. Schloss made the motion, seconded by Porter. Carroll asked if Nancy needed Kris for ten hours. Galicki asked if the hours would be based on Nancy's needs. Mayor replied he thought so – whatever Nancy thinks. Nairn asked if Nancy was aware she was going to have Kris available to her tomorrow morning; Mayor replied "yes". Galicki asked, "So she knows Kris is coming tomorrow morning already?" The Mayor stated, "If we pass this motion." Galicki asked if it was communicated to her already. The Mayor said it has been communicated to both of them. Nairn asked if it was open-ended as to how many hours. Mayor said ten hours. Galicki asked how the Village arrived at the \$22 and change. Canton said it was Galicki who proposed doing something with the salary. Galicki replied that he did say to raise the ante to Nancy. He wanted to know how the Village got to \$22 and change for Kris. Mayor said he thought Kris suggested that was the rate she would come back to work for. He said that was communicated to him though not by Kris. Fiscal Officer stated that is what was communicated to her by Kris and then she forwarded it to Council so everybody would know. Kris told the Fiscal Officer that if the Village hired a new person, she would come back and train, but she would want the new person rate if she were making more than her. Porter said per the Building Committee meeting earlier in the day, they agree to \$22.84/hr. Galicki asked what the driver of the decision making was. Porter said the committee wanted to ensure there is a proper turnover between Kris and Nancy. Galicki said his only concern was that the Village is expressing a desire for a proper turn over, and it delayed turnover with anybody for an entire two-week period after Kris had submitted her resignation, so he is trying to figure out the logic. Porter said the committee had planned on discussion regarding Kris being a consultant last week, but that did not come to pass because of the lack of a quorum. Schloss said Nancy does not feel she is going to need Kris's help more than a couple of hours. Carroll said he can see a couple of hours. Carroll said if Nancy is only going to need a couple of hours, he is okay with that. Schloss said Nancy indicated to him she knows the software and the Village doesn't have a great flow of traffic. He feels she can handle it. Galicki said for the record, he takes exception with an employee, or former employee, that dictates the terms of her return to Council by offering those services at a fair rate. He is a little miffed by that suggestion that, "I will do it, but you will have to pay me what you pay her." Voice vote on the motion, all in favor.

Carroll asked if reporting structure was on the agenda. Fiscal Officer said on the job description, it states the Administrative Assistant/Board Clerk reports to the part-time Building Inspector, which the Village doesn't have. Carroll stated this was discussed previously, that maybe another department head help would in the interim. Since Nancy has started, he feels that needs to be addressed just to make sure there is no confusion. We don't want her to have seven bosses.

Porter said this topic wasn't on the agenda for today. Fiscal Officer said the agenda had Building Department, employees, staffing and training. Solicitor said she felt it could definitely be discussed at this meeting.

Carroll said he didn't want to put Nancy in the position of having seven bosses, it is not fair to the employee. He wants to make it a successful situation because seven bosses would make it very confusing. He said Council can discuss it now to try to identify the appropriate person; whether it is another department head, Mayor and Council, that needs to be figured out. Mayor suggested the Building Department discuss it and come back next Monday with a suggestion. Carroll and Galicki said it could be discussed at this time. Porter and Schloss said the Building Committee would need time to discuss it. Solicitor asked who Nancy reports to now. Mayor said he and Hocesvar will be there every day for the first week. Mayor said he doesn't know what the issues will be. If she has any issues, she will probably go to Dave. Nairn said if she was coming into a new job, she would want to know who was in charge of her as the newest person in the job. Mayor stated Nancy would work with Dave. Galicki said Dave is a contractor, not a Village official. Galicki asked the Solicitor if Village employees can report to a contractor. Solicitor replied that the Village had to be careful because once the Village puts a contractor in a supervisory role, it does change the independent contractor status. Schloss asked if the Village could do that for a week. Solicitor recommended not doing that but getting someone else in the interim. Nairn and Carroll asked Solicitor if it could be the Building Committee. Mayor said no. Solicitor said she didn't know. Porter said his choice is the Mayor. Carroll said he would say Mayor and Council if anything. Carroll said in light of some circumstances, the Village should take a different approach, at least in the interim. If it ends that way down the road, fine. He thinks the Village might be better served in the interim with having any department head, he didn't care which one, but for the short period of time until the Village figures out what it is doing, given some circumstances, the Village might be better served to do that. Schloss said Nancy has reported to and has had contact with the Fiscal Officer more than anyone else. He would like to see the Fiscal Officer do that as she has a rapport with her already. Carroll said this is for the interim only. The Village has to look into the zoning, whether the Village will hire someone from the candidates or part that to the Police Chief or Service Director. He isn't saying the Village is doing that, but those are discussions Council needs to have. Then there might be a natural fit for the Administrative Assistant/Board Clerk to report to. Mayor asked for clarification and that this was just for this week until the Building Department comes forward with a recommendation. Carroll replied until they can really sit on it. Through that point in time, it could go longer than that, but for the interim, just to keep things clean.

Canton said right now the department heads report to the Mayor. Solicitor said that is not correct, only some department heads do. The Fiscal Officer reports to the Mayor and Council. Street Commissioner and Police Chief report to the Mayor. Canton said the challenge is the fact that there is no department head in the Building Department. Canton said since there is no department head, he felt the Administrative Assistant/Board Clerk would report to the Mayor. Porter asked if the Building Official reported to the Mayor, Solicitor confirmed. The chain of command was if she were on vacation, Kris would report to the Mayor directly, so he supposed that chain of command would function now in the absence of a department head. Porter said it is as if Laura is on vacation, Kris would have reported to the Mayor because Laura reported to the Mayor.

Solicitor said technically, Kris's position was Administrative Assistant to the Building Department. Porter asked when Laura wasn't in the office, who did she report to. He was sure it would be the Mayor, not Mayor and Council. Solicitor said that wasn't spelled out. Porter said if Nancy reports to

Mayor and Council, that is the seven bosses talked about. Carroll said that is a slippery slope. Given the circumstances, in the interim, Council should consider a department head; it keeps things clean.

Nairn said she wanted to throw something into the mix, something brand new; Nancy could report to the Police Chief. It is only a week. From what she heard this Police Chief came in and took care of business and he runs a shapely ship. Mayor replied that the Chief may not be in much this week because of issues with his father.

Galicki said he is in favor of reporting to a department head of some sort, there are three to choose from. He reflects on Lorraine working directly for the Mayor, there weren't very good communications and he believes there was a lot of frustration on the part of the employee because she wasn't receiving direction in her opinion. At least that was part of the exit comments that she made. Given some of that history, there is merit to having the new hire report to a department head at some level. He doesn't care who that is, but he doesn't think the Village is well suited to have the new hire report directly to the Mayor. Mayor asked if there was an exit interview with Lorraine. Galicki said he did not hold an exit interview, there were exit comments. Carroll replied that there was an exit interview and the Mayor was aware of that. Carroll said he and Canton did that interview. Mayor said he must have forgotten that. He had requested two exit interviews with her, and she declined both times.

Schloss made a motion that Administrative Assistant/Board Clerk report to the Fiscal Officer for the week until the Building Committee decides what it is going to do, seconded by Carroll. Solicitor said it is an ordinance that the job description got changed and it is reporting right to the part-time Building Inspector. She thinks that the recommendation from the Building Committee will come back to Council and then Council makes a motion to amend the ordinance. Solicitor said they can make a motion that the Building Committee look into it. Mayor said the Building Committee will come to Council with a recommendation. Schloss restated his motion and said that temporarily for this week, unless it is further extended, that the Administrative Assistant report to the Fiscal Officer, seconded by Carroll. Voice vote, Nairn, Schloss, Canton, Carroll and Galicki, ayes. Porter, nay. Motion passed.

ADJOURNMENT: Being that there was no further business before Council, Carroll made a motion to adjourn at 4:16 p.m., seconded by Schloss. Voice vote – ayes, all. Motion carried.



William G. Koons, Mayor



Danielle Romanowski, Fiscal Officer

Prepared by Danielle Romanowski