

OFFICIAL PROCEEDINGS
OF
VILLAGE BOARD

STATE OF ILLINOIS)
COUNTY OF HENRY)
VILLAGE OF ORION)

The regular meeting of the President and Board of Trustees was held at 7:30 p.m., April 20, 2015, at the Village Hall, 1202 4th Street, Orion, Henry, Illinois. The following members were present: Cooper, Peterson, Newman, Mitton, Lawson, and Drucker. Absent: O'Leary.

President Cooper called the meeting to order and led the board in the Pledge of Allegiance. He also said Trustee O'Leary was absent due to health issues suffered after the last board meeting.

It was moved by Drucker, seconded by Mitton to approve the minutes of the meeting held April 6, 2015. Ayes: Peterson, Newman, Mitton, Lawson, and Drucker. Noes: None. Absent: O'Leary.

It was moved by Drucker, seconded by Newman to approve the bills for the month: General Fund-\$28,355.13, Water O&M-\$1,586.95, Water Depr.-\$14,070.17, Sewer O&M-\$4,840.99, Sewer Cap. Impr.-\$156.00, Special Tax Allotment-\$1,847.70, and Fines-\$37.65. Prior to a vote Trustee Drucker asked about a payment to an estate from the water fund. Clerk Sampson said the estate had overpaid its bill, and Trustee Newman pointed out the refund came from both the water and sewer funds. The motion was called for a vote. Ayes: Peterson, Newman, Mitton, Lawson, and Drucker. Noes: None. Absent: O'Leary.

Mrs. Susan Moen, Main Street Orion President, told the board MidAmerican Energy Co. presented three proposals for changing the street lights on 4th Street between 10th & 11th Avenues. She did not have details about the proposals but promised to share them with the village board at a later date. Trustee Newman showed the board a couple samples of available high pressure sodium lights.

The Street Department is preparing for spring by getting the mower ready and working on the street sweeper. Street Supt. Neil Dahl is taking vacation from work.

Mr. & Mrs. Gerald Miller, 1206 12th Avenue, were present to inquire about the Carnahan/Carlson/Rasmussen sewer lateral project. The Millers will be having a fence installed in about two weeks and wanted to know if that would interfere with the project. Dirt is expected to be placed on the Miller property when construction begins. President Cooper told the Millers to proceed with their project as planned and the dirt issue can be worked out later. Mrs. Miller told the board she and her husband were installing the fence so she and her dogs would no longer be attacked by loose dogs. Mrs. Miller and/or her dogs have been attacked eight times by dogs allowed to roam loose while she was walking her dogs on a leash. President Cooper insisted Mrs. Miller contact the police to record a complaint if it happened again. Mrs. Miller called Village Hall to lodge her most recent complaint and staff sent a letter to the owner of two of the dogs.

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The minutes of April 20, 2015 continued:

Trustee Mitton gave board members a pared-down version of the employee evaluation procedure and said the Employee Performance Evaluation Committee met with employees to hear their input on the format. Minutes of the committee meeting were included with board members' agenda packets. Trustee Mitton felt the employees favored the process if done right. The proposed procedure is a starting point and can be amended as needed. Trustee Newman said it's an opportunity for other board members to learn the responsibilities of each employee. The committee chair for each employee would be included in the evaluation process. Trustee Drucker felt the committee chair should perform the evaluation with input from the EPEC instead of the other way around. He also said the cart was before the horse because job descriptions need to be updated and critical performance elements need to be outlined in order to avoid subjective evaluations. Trustee Drucker said the board needs to formulate a pay chart based on grade, longevity, and cost of living allowance. This will give employees knowledge of what they're working for and how to get an increase in pay. Trustee Mitton said the village needs to get comparisons from other like-size communities and not just for salaries but for the whole employee package. The board agreed the process would allow for a paper trail of an employee's performance rather than depending upon someone's memory. Board members also felt the process would be the beginning of better communication between the board and the employees. Trustee Drucker said some employees have discovered that their salaries are barely at the level of their predecessors who retired some 15-18 years ago. President Cooper asked each trustee to work on compiling a job description for the employee under their committee. President Cooper said he would investigate salaries of other like-size communities but reminded the board there would be no reason Orion's employees couldn't get paid more, if deserving. It was moved by Mitton to adopt the proposed Employee Performance Evaluation procedure. The motion died for lack of a second.

While the board will proceed with job descriptions and salary comparisons before voting to implement the evaluation procedure, Trustee Drucker asked that the personal manual be updated to include provisions for Sandy Mizen, the village's only permanent part-time employee.

Trustee Drucker reiterated the east well is performing as expected and will be maintained once weather stabilizes. He praised the water superintendent for doing a good job researching the issue.

President Cooper asked Trustee Drucker to fine tune the proposed Adopt-a-Hydrant program. Discussion was held about the purchase of paint, brushes, scrapers, and the possible use of a sandblaster.

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The minutes of April 20, 2015 continued:

Trustee Peterson said bathrooms in both parks are open, and he was able to remove graffiti from Central Park playground equipment. Volunteers will stain dugouts in Love Park.

It was moved by Drucker, seconded by Mitton to adopt the FY2016 budget in the amount of \$1,813,580. Prior to a vote Trustee Drucker said \$500 was added to the general fund expenditures for uniforms, and the project to overlay 6th Street between 13th and 15th Avenues was moved from the general fund to the motor fuel tax fund. Trustee Lawson asked why funds were allotted for Main Street Orion when it has a \$40,000 balance in its account. Susan Moen, President of MSO, said it is accredited by a national organization and without funding from the municipality the accreditation will be revoked. Trustee Lawson said the village could reduce the funding to \$3,500 but not eliminate it. He also remarked that MSO should be proud of its success and the fact they could accumulate such a reserve, but he opposed funding MSO when other items had to be cut from the village's budget. It was explained part of the reserve was for the cooperative interest buy-down program and uncashed gift certificates as well as the façade improvement program, for which MSO expects three applicants this year. Mrs. Moen said the prior administration opted to build up about a year's worth of reserve. Trustee Drucker told the board, since most MSO activities are outdoors, rainouts could be costly to the group and reserve is necessary. President Cooper said in light of an income tax reduction no longer being a threat, the village could afford to fund MSO. Six thousand five hundred dollars was included in the budget for MSO. The motion was called for a vote. Ayes: Peterson, Newman, Mitton, and Drucker. Noes: Lawson. Absent: O'Leary.

Trustee Lawson said he had not seen police officers in Love Park during baseball games. Trustee Newman said he would follow up with the officers to make sure there is a presence in the park.

President Cooper and Trustee Drucker will be attending a lobby day in Springfield on April 22nd. They will meet with legislators.

It was noted the village's noise ordinance still needed review. An update to the code book is expected to resolve some issues with noise complaints about liquor establishments.

Clerk Sampson will ask last year's part-time summer help if he is interested in the position this year. If he is interested in the job, the village will not advertise for help.

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There being no further business to come before the board, it was moved by Lawson, seconded by Drucker to adjourn. Ayes: Peterson, Newman, Mitton, Lawson, and Drucker. Noes: None. Absent: O'Leary.

Lori A. Sampson
Village Clerk