

# MEMORANDUM



April 21, 2006

TO: Village Board  
FROM: Chris Swartz, Village Manager  
COPY:  
RE: Board Items – April 24, 2006

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**Oath of Office.** Ceremonial oaths of office will be administered by the Village Clerk.

**Trustee Vacancy.** President Johnson requested that Attorney Pollen include a memo on alternatives to fill the trustee vacancy resulting from Trustee Johnson being elected President during his trustee term. President Johnson also requested that the agenda allow both consideration of the process to select a new trustee and, if there is a consensus to do so, to actually select a new trustee.

**Appointments.** President Johnson will appoint members to the following:

Standing Committees of the Board:

- Budget and Finance
- Community and Business Relations
- Development and Long-Range Planning
- Judicial, Personnel, and Licensing
- Police and Fire
- Streets and Buildings

Boards, Commissions, and Authorities:

- Board of Health
- Business Improvement District
- Community Development Authority
- Plan Commission
- Police Commission

**Request to fund training and parking administration study from the Parking Fund.** This will be covered under a separate memo.

**Court cost increase.** Chief Banaszynski will have a separate memo on this matter. Basically, it increases court costs so that we can recoup a greater portion of the expenses necessary to operate the courts.

**Meeting dates.** I would like to firm up the dates for the financial planning workshops with the Board, financial advisor, and staff. Tuesday, May 9 and Monday, May 22 are slated currently.

We should also discuss the summer schedule. Just want to confirm that the Board would continue their tradition of having one meeting in July and August, and, if so, is the second Monday of those months appropriate?

**Orientation meetings.** It has been suggested that the Board meet to have a departmental orientation session. The recommendation is that we do the smaller departments during the week, prior to a Village Board meeting (somewhere between 5:30 and 6:30 p.m.) and larger departments on a Saturday. To start the discussion, the following schedule is suggested:

Building Inspection: Monday, May 1 from 5:15 to 5:45 p.m.  
Manager's Office/Senior Center: Monday, May 1 at 5:45 p.m.  
Public Works: Saturday, May 13 from 8:30 to 10:30 a.m.  
Library: Saturday, May 13 from 10:30 a.m. to 12 noon  
Clerk Treasurer's Office: Monday, May 15 from 5:45 – 6:30 p.m.  
Police Department: Monday, June 5 from 5:30 – 6:30 p.m.  
Health Department: Monday, June 19 from 5:45 -6:30 p.m.

Again, these are tentative. I did not finalize these with the managers. I will do that on Tuesday, April 25.

The format would be for the Department Director to give a brief overview of their department responsibilities, as well as major issues and priorities, and provide a tour of their area.

**Items for future discussion.** Under this heading, the Board should suggest items to be referred to committees.

Let's talk.