

President Chris McCann called the Special meeting to order at 10:00 a.m.

Roll Call:

Council Members Present: President McCann, and Trustees: Gale, Ager, Cook, Cavendish, Harper and Conley.

Absent: None

Staff Present: Clerk- Joni Scott and Village Manager- Jim Dyer

Additions/Corrections to Agenda:

Trustee Conley Moved, Supported by Trustee Harper to approve the agenda. Motion Carried.

Public Comment:

None

Budget Proposal for new Staffing Positions (Treasurer, Administrative Assistant):

Village Manager Jim Dyer presented a detailed overview regarding the proposal for new staffing positions – a Full-Time Treasurer and a Part-Time Administrative Assistant. He outlined four key points to justify the need for a special meeting to expedite the hiring process, aiming to fill these positions swiftly instead of waiting until February.

1. **Proposal Details:** The plan involves adding approximately one full-time equivalent employee to the current staff, comprising a full-time Treasurer/Administrative Assistant and a part-time Administrative Assistant. The estimated total budget for these positions is around \$75,000, encompassing all benefits for the full-time role and salary-only for the part-time role.
2. **Funding Strategy:** The funding for these positions would combine existing budget allocations (approximately \$48,000) and projected savings and increased revenue in the 2023-24 budget (around \$52,000 to \$50,000). This includes anticipated ad revenue excess and decreased expenses. Dyer also mentioned a specific cost saving from a boiler expense included in the projections. The strategy ensures the sustainability of these positions into the 2024-25 fiscal year without increasing property tax rates.
3. **Additional Budget Considerations:** Future budget modifications are anticipated to support these roles sustainably. This includes a proposed reduction in attorney fee budgets and reallocation of funds from the water fund, which has not been adjusted for several years.
4. **Rationale and Benefits:** The necessity for these roles stems from administrative shortages and the recent loss of a key staff member. The additional staffing would enable full administrative support to various village committees, handling agendas, minutes, and records, thus freeing council members from these tasks. Furthermore, the positions would support potential economic development initiatives, such as revitalizing the Chamber of Commerce or creating a Downtown Development Authority. Collaborative efforts with the township, including shared administrative support and financial contributions, are also part of the plan.

Dyer concluded by emphasizing the importance of these positions for efficient village operation and requested council support for the creation and funding of these roles.

Trustee Gale Moved, Supported by Trustee Cavendish to accept the proposals as presented and the job descriptions as proposed with room for amendments should the full Council want to make changes.

Discussion: The council members engaged in a detailed discussion about the proposed Full-Time Treasurer and Part-Time Administrative Assistant positions, focusing on the adequacy of proposed working hours, absence of benefits for the part-time role, workspace availability, and the clarity of job descriptions. Concerns were raised about the timing and transparency of the meeting for public input, financial implications of the new roles, especially in comparison to township salaries, and the shift in hiring practices with the village manager now leading the process. Despite some reservations, there was overall support for these positions,

recognizing their potential to enhance administrative efficiency and contribute to the community's growth. The council concluded by amending the motion to include revised job description for the Treasurer under Key Responsibilities to include the following;

**Provide staff support to the Village Council and its committees, Village Boards, and other organizations as assigned; including, preparing meeting notices, agendas, minutes, and maintain documents.*

Roll Call Vote: Yeas (6) Nays (1) Trustee Cook, Motion Carried.

Public Comment:

None

Council Comment:

Trustee Cook expressed skepticism about the necessity of a full-time treasurer position, citing concerns over the sufficiency of workload to justify a full-time role. Cook highlighted the likelihood of downtime and a lack of adequate tasks to keep a full-time treasurer consistently occupied, leading to the decision to vote against the proposal.

Adjournment:

President McCann adjourned the meeting.

The meeting adjourned at 10:36 am
Several Citizen's Attended Via Zoom

Joni Scott, Village of Northport Clerk