

**Village of Wadsworth
Minutes of a Special Board Meeting
Held at the Village Hall
August 19, 2009**

Call to Order: President Ryback called the meeting of the Village Board of Trustees to order at 6:08pm.

Pledge of Allegiance: President Ryback led the Pledge of Allegiance.

Roll Call: In attendance were Village President Glenn Ryback, Village Trustees Tyler Crittenden, Geralyn Hansen, Ken Harvey, Rodney Johnson, Candye Nannini and Lynn Schlosser, Village Clerk Evelyn Hoselton, Village Administrator Moses Amidei and Village Attorney Keri-Lyn Krafthefer.

Discussion: Discussion was held regarding establishing job descriptions for Village employees, a performance appraisal system and employee handbook. Existing duties were discussed and evaluated. Amidei provided several examples of job position descriptions from area municipalities. Board members preferred the format used by Kenilworth. He noted that projects are often assigned a week or two in advance so necessary supplies can be obtained and time can be allocated so repetitive duties (such as mowing) can be accomplished.

It was determined that code enforcement does not have to be restricted to Bob January. Ryback noted that Pat Pasko had handled several calls in Bob's absence. In addition, Amidei often sends letters to residents where violations are noted. He noted that the village has grown since Bob was initially named as the sole code enforcement officer. Ryback reminded that Bob was the only person here at that time.

The Building Department was discussed extensively, and it's reliance on the Administrative Assistant (also referred to as Clerk 2) to provide paperwork and follow-up calls. Building inspections are scheduled by her and she also maintains the annual registration of licensed and insured contractors doing work in the village. The Plumbing inspector and Electrical inspector are advised by the Building inspector when a project has advanced to the stage where those inspections are needed. Discussion was held regarding employee payment procedures. The Building Inspector initially measures the plans and calculates the size and volume of the structure. From those measurements, he provides the permit cost. Some communities rely on inspections being done by the building department in a neighboring community, outside third-party services or Lake County. Ryback reminded that outsourcing was discussed ten years ago, but it was not pursued as the building department can be a source of income.

The part-time employee position (Clerk 1) is responsible for data entry related to accounts payable and accounts receivable. Both she and the administrative assistant (Clerk 2) have access to the Quickbooks system and assist the Treasurer with billing duties.

The Village Administrator position was not discussed as it is already described by ordinance. Johnson asked if each agenda item could have a supporting documentation page with staff recommendations. Ryback stated the SWALCO minutes often include that type of information. Amidei indicated that some items will not qualify for an explanation as those topics are mainly for discussion.

Adjournment: There being no further business, the meeting adjourned at 8:27PM on a motion by Harvey, seconded by Hansen.

Voice vote: All Ayes. Nays – none. Motion carried.

Evelyn Hoselton, Village Clerk