

August 25, 2009

A special meeting of the Board of Trustees of the Village of Arthur, IL, was held on Monday, August 25, 2009. Village President Ron Kingery called the meeting to order at 7:00pm. Roll call was answered by Trustees Terry Clark, Karen Good, Darrell Duzan, Matt Bernius, Mike McWilliams, and Iris Dicks.

T. Clark made a motion to approve the Vine Street Christian Church's request to close Park Street from the alley to Vine Street on August 28, with a rain date of August 29, and September 12 to allow a drive-in theater night. D. Duzan seconded. It was suggested to have this event in the Aschermann Motors' car lot. All Trustees voted YEA.

D. Duzan distributed handouts for Street and Alley job descriptions. He reviewed the description and process for evaluation for employees.

There was discussion about a probation period, consequences to not meeting goals / objectives, and evaluating supervisors pay based on how he / she handles subordinates. Job descriptions need to be kept general and the specifics will be under the goals and objectives. Evaluations should also include the areas of quality and safety, and they should have numerical scales. Those scales allow employees to see where improvement is needed. Peer reviews were also discussed.

As this process is started, coaching will need to be done. Supervisors also need input to the Village budget. President Kingery briefly reviewed his expectation of planning ahead for next year.

R. Crossman stated employees are at will. Documentation is important; employees and Village officials will need to sign off on evaluations. A paper trail is important if an employee needs to be terminated.

There was discussion about pay scales for employees and that the budget will guide the money available for raises.

Trustees will take the handout home to study and make notes.

Adjourn

M. McWilliams made a motion to adjourn; M. Bernius seconded. President Kingery adjourned the meeting at 7:47pm.

APPROVED Ronald L. Kingery
Village President

ATTEST Jennifer Perrine
Village Clerk

DATE September 8, 2009