



Memorandum

Office of the Village Manager

TO: Honorable President Narsh and Village Council
FROM: Darwin D. P. McClary, Village Manager
DATE: September 25, 2023

RE: **VILLAGE MANAGER'S REPORT**

POLICE CHIEF APPOINTMENT

Interim Chief Stanfield and I are still involved in discussions on a proposed employment agreement. I will present a recommendation on appointment as soon as we have worked out the details of a contract.

POLICE OFFICER INTERVIEWS

Interim Chief Stanfield and I will be conducting interviews for police officer on September 26. Three candidates have been selected for interviews.

ELECTRONIC AGENDA PACKETS

The chrome books have been set up for meeting use, and I will be reaching out to council to set up brief demonstration sessions with council members to introduce you to the devices and electronic meeting packets.

REDEVELOPMENT READY COMMUNITIES PRESENTATION

RRC cannot attend a council meeting until at least the October 23 meeting. We are working to get this presentation set up as soon as possible.

CAPITAL IMPROVEMENT PLAN AND FEE SCHEDULE WORK SESSIONS

Some council members have not responded to the Doodle poll requesting available dates and times for the capital improvement plan and fee schedule work sessions. I have sent another reminder. For those who have not already responded, please do so as soon as possible so that we can schedule the meetings.

VILLAGE-OWNED PROPERTY IDENTIFICATION PROJECT

I have received a proposal from McKenna to complete the identification and mapping of all village-owned properties, and the proposal will be presented to council at your October 9 regular meeting. Council identified this project as a priority objective for its FY 2023-24 goals.

MOBILE FOOD ESTABLISHMENTS ORDINANCE REVIEW

Village Attorney Kucharek is working on drafting revisions to the Mobile Food Establishments Ordinance as requested by the village council at your September 11 meeting. Staff should be able to present these revisions to council at your October 9 regular meeting.

2023 OTHER POST EMPLOYMENT BENEFITS (OPEB) ACCOUNTING REPORT

The village has received the 2023 OPEB accounting report for the village's retiree health insurance plan from Watkins Ross. We are working with Watkins Ross to schedule a presentation on the report for council's October 23 regular meeting.

AMERICAN RESCUE PLAN ACT FUNDS OBLIGATION

To be eligible for 1% of the 2023-24 state revenue sharing payments, the village must obligate its ARPA State and Local Fiscal Recovery Fund monies for a project by December 31, 2023. This matter will be on council's October 9 meeting agenda for consideration. The village had designated the funds for water and sewer infrastructure projects, and I will be recommending that council obligate the funds for the 2024 Sanitary Sewer Pump Stations Improvement Project.

IMPORTANT DATES

- September 26, 2023 – Parks and Recreation Advisory Committee regular meeting – 6:30 PM
- September 29, 2023 – Outdoor Movie Night – Children's Park – 7:00 PM
- October 1, 2023 – Golling Buick GMC Car Show
- October 2, 2023 – Planning Commission regular meeting – 7:30 PM
- October 5, 2023 – Chamber of Commerce State of the Community Luncheon – 11:30 AM – 1:30 PM
- October 9, 2023 – Village Council regular meeting – 7:30 PM