

Village of Lily Lake
Approved Minutes of the Executive Session of the Board of Trustees
Monday, July 23, 2018

Present – Rick Overstreet, Mary Damisch, Chris Vaughn, Craig Walsh, Janet Marlovits, Pam Conn, and Alex McTavish.

Executive Session: *Motion by Janet Marlovits, seconded by Pam Conn to enter Executive Session at 7:14 p.m. Roll call vote, motion passed unanimously.*

Discussion on Clerk's wage:

Current salary is \$18,500. Trustee Damisch asked about past clerk Heather Gravlin's salary. President Overstreet said her salary was \$18,499 in 2007. Discussion on other 2 clerk's salaries based on their levels of experience.

Trustee Marlovits discussed clerk's role relating to the Board and to the community. Statutory requirements are needed to be done along with being the representative of the Village to its community. Advantage with Heffernan is having the experience from being President.

President Overstreet explained how the clerk's position is paid annually and not to exceed 18 hours per week, maintain less than 1000 hours annually. Over 1000 hours requires retirement fund IMRF to be paid.

Current funds budgeted are adjusted by \$5350 to accommodate possible new position and clerk's increase.

Two positions to consider: Village Clerk and Administrative Assistant; both needing clear job descriptions. Administrative position would be an appointed position, not elected. Clerk's position can be elected by referendum if voted to be so, currently appointed.

Board to ask Jesse Heffernan to categorize clerk function (per state statute) vs. admin function and log the hours for both to provide a clearer picture of each position's time and duties.

Board will need to examine how much work is done under the Clerk Statue requirements and the work as Admin to the Village in order to set an appropriate salary for each position.

The Board may discuss the split positions and pay at the next Board meeting if there's enough logged time to review.

Executive Session: *Motion by Pam Conn, seconded by Craig Walsh to leave Executive Session at 7:30 p.m. Voice vote, motion passed unanimously.*

Submitted by Janet Marlovits, Village Trustee