

## Regular Meeting of the Board

Tuesday, February 11, 2020, 7:00P.M.

250 W Main Street, Capron, 61012

### Meeting Agenda

- 1 Pledge
- 2 Call Meeting to Order
- 3 Roll call
- 4 Approval of Agenda
- 5 Approval of Minutes
- 6 Approval of Bills
- 7 Open issues
- 8 Mayor's Office - Mayor Lobinsky
  - 8.1 Updates to employee handbook(A-1)
  - 8.2 Appropriation Ordinance Discussion(A-2)
  - 8.3 Security Measures & Discussion/Approval of expenditure to increase measures(A-3)
  - 8.4 TEST Contract Renewal discussion (A-5)
- 9 Trustee- Wilcox
- 10 Public Works Liaison - Trustee Hawes
- 11 Signs & Fanfare Liaison - Trustee Wohlfarth
  - 11.1 Report on the emergency phone
- 12 Sewer Dept. Liaison -Trustee Berghorn
  - 12.1 Water Works Department report for the month of January 2020
- 13 Trustee- Ryan
- 14 Trustee- Wakeley
- 15 Executive Session
- 16 Attorney's Report
- 17 New Business
- 18 Reports & Unfinished Business
- 19 Audience Comments
  - a. Audience members that have signed up prior to the meeting will be allowed to address the board. Audience members will be allowed the floor no longer than four minutes and time is non-transferable .

### Adjournment

A-1

Employee handbook needs to be updated to reflect current state and federal requirements in addition to addendums needed to meet the growing needs of the Village of Capron. Most of the new employee handbook will reflect current policy and employee handbook information with most changes reflecting an update in language and verbiage used in addition to outlining clearer guidelines. The new handbook will be posted through an online service that will ensure all relevant laws stay updated on a yearly basis which is the driving factor in the update and changes. To stay as current as possible with all required laws for employment practices and policies.

A-2

It is time again to discuss the appropriation ordinance for the upcoming year with the goal to have the new ordinance in place as quickly as possible. No final decisions are being made now but discussion is being opened to the board to address any shortcomings or needed increases in certain areas for the new year.

A-3

It has recently been found that certain facilities may be receiving unexpected visits outside normal hours of operation or that individuals may be attempting to gain access to facilities either physically or digitally through technological means such as recording devices, cameras, cell phones, or other means. The current concern that individuals may be attempting to gain unlawful access is a real and relevant concern and a review of current security measures have shown that there is room for improvement. While it may not be unlawful for individuals to use such devices in public areas, nor is the Village by any means advocating for or trying to infringe upon residents rights or restrict such use that is found to be lawful, it has been deemed necessary to increase measures so as to best protect residents privacy and information and critical village facilities. The easiest implementation being security cameras to monitor village facilities and locks to replace those that have potentially been compromised. Attached you will find the new measures being requested for approval and considered at this time and while exact models and vendors have yet to be determined the enclosed examples are close in nature and requirement so prices should be viewed as in the general range. We are looking at outfitting two-three additional facilities with increased security measures and will be looking to acquire 5-10 new and or additional locks for various facilities and equipment. The below examples are not exact representation of what will be acquired but are in a similar price range and feature set.



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A-5

Discussion pertaining to the renewal of a contract with TEST Inc. who currently provides oversight and a licensed water operator for all Capron water works facilities. TEST Inc. has gone above and beyond expectation in their fulfillment of the current contract and discussion will be necessary in moving forward as a new contract would have to be entered into to maintain service past the current contract which ends in May.