



Memorandum

Office of the Village Manager

TO: Honorable President Howlett and Village Council
FROM: Darwin D. P. McClary, Village Manager
DATE: August 1, 2022

RE: **VILLAGE MANAGER'S REPORT**

CODE ENFORCEMENT

I have met with Interim Police Chief Bartus to review old code enforcement files and to follow up on three new blight and nuisance complaints. Until a more comprehensive code enforcement program is approved by council, administration will handle code enforcement activities according to the following process:

- Code enforcement activities will be primarily complaint driven unless the police department identifies readily visible code violations during regular patrols.
- Upon receipt of a complaint, the Police Department will personally contact the property owner of the subject blighted or nuisance property to inform the owner of the violation and the actions to be taken to correct the violation and will be given a reasonable time to make the correction.
- If the property owner does not correct the violation within the time given, the police department will issue a formal written notice of violation with a deadline for compliance.
- If the property owner still does not correct the violation by the deadline, the police department will issue a citation.

DPW SUPERVISOR RESIGNATION

DPW Supervisor Dave Dillard resigned on Tuesday, July 26, 2022, with no prior notice and without any formal notice to me. He contacted DPW Laborer Brian Craft on Monday evening to inform Brian that he was quitting his job and then stopped by the DPW garage Tuesday morning to give his village cell phone, keys, and Shell gas credit card to Brian. Brian stopped by my office Tuesday morning to inform me that Dave had quit.

As a result of Dave's actions, Brian, Matt, and I spent the next few days making arrangements for coverage of DPW work items while Brian is on vacation for the next two weeks. I talked to Clyde Whitaker, who indicated he is not available. Denny Walz is available for emergency situations only. Matt Thomas is managing water treatment and sewage lagoon treatment operations. Brian Mason is handling excavations for cemetery burials and water and sewer repairs, water shutoffs and turn-ons, if needed. Matt Thomas and Dave DeGrand will handle MISS Dig requests. Village President Howlett is handling DDA's downtown watering.

DPW LABORER POSITION

Joshua Lewis had contacted my office expressing interest in returning to work for the village. However, his current employer has offered him compensation enhancements to stay with his current job, and he has since informed me that he is no longer interested in the position.

Joshua Fletcher also contacted me last week to let me know that he is interested in returning to work for the village. I will be meeting with him tomorrow to discuss his interest.

Depending on the results of my meeting with Mr. Fletcher, I may be advertising the DPW Laborer position opening.

SKATE RAMP REPLACEMENT PROJECT

The skate ramp replacement in Veterans Memorial Park is scheduled for mid-September. The advertisement for the sale of the existing ramp components will be published this week.

2022 STREET REPAIRS

The 2022 street repair bid advertisement will be posted to MITN this week and personal invitations sent to contractors that have done work for the village previously. Bids will be submitted to council with a recommendation on award of a contract. A special meeting of council may be necessary to award the contract as well as to handle other business items since council's September meeting is delayed a week.

WORKING ITEMS

The following items are currently in progress and will be presented to council shortly:

- Designation of Coronavirus State and Local Fiscal Recovery Fund monies (ARPA)
- Quarter 1 FY 2022-23 Budget Amendments
- Amendments to Purchasing Policy
- Combination of Clerk and Treasurer positions and creation of deputy position – ordinance amendments, job descriptions, and pay ranges
- Consulting engineering services contract
- Amendments to Credit Card Policy
- Chicken Ordinance
- Deer cull
- DPW laborer position
- 2022 Street Repair Program
- FY 2023-24 Budget Preparation
- DDA/Village Revenue Sharing Agreement
- FYE 2022 Audit
- OWL Pro Remote Meeting Equipment Set Up

UPCOMING EVENTS

The following activities and events are coming up over the next few weeks:

- OPEN AIR MARKET – Fridays from 4:00 PM to 7:00 PM through October 28 in the township square
- PLANNING COMMISSION MEETING – Thursday, August 4, 2022, 6:30 PM
- SAESA BOARD MEETING – Wednesday, August 10, 2022, 7:00 PM
- STOCKBRIDGE DDA BOARD MEETING – Thursday, August 25, 2022, 6:15 PM
- PLANNING COMMISSION MEETING – Thursday, September 1, 2022, 6:30 PM
- VILLAGE COUNCIL REGULAR MEETING – **Monday, September 12, 2022, 7:00 PM**