



# MEMO

**TO:** Board of Trustees

**FROM:** David De Angelis

**DATE:** April 18, 2019

**RE:** April Board of Trustees Meeting

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- A. Review and Act on amendment to Chapter 274-4 Parking, stopping and standing.

Please find attached a memo from the Chief regarding adding an additional area for no parking in order to protect a residences driveway.

- B. Special event permit Cruisin The Grove 2019 Classic Car & Motorcycle show

Please find in your packet the materials for the 2019 Cruisin the Grove car show. This will be the seventh year for this event. We do not see any past issues that need to be addressed and recommend its approval.

- C. Downtown Master Plan

Please find included in your packet copies of the comment cards from the open house as well as a copy of the SEH's suggested entrance feature for Elm Grove Road. We have been forwarding email comments as we have received them and all comments are posted on the webpage.

At this point in the process the Board needs to determine what changes are needed based on the comments and from their observations. Potential options for moving forward are:

- Have another committee of the whole meeting to give direction for plan finalization by the consultants to move to the public hearing stage
- Have one or more additional open forums for continued public input
- Direct staff to make changes and proceed to public hearing
- Some combination of the above three.

It is my opinion that the Board should meet again as the Committee of the Whole to discuss the comments and direction of the plan and at that point make the determination of what the next and final steps should be moving forward in this deliberative process.

#### D. Administrative Intern

The Village has had many interns over the years and we have always benefited from their contributions on various projects and administrative operations. I am at this time requesting permission to hire an intern starting in May on a part time basis. Included is the updated job description we have used in the past.

As we continue to have more projects and additional activities I believe it would be extremely helpful with maintaining our work flow moving forward. In addition there will be a couple of FMLA leaves coming up in mid-summer that this individual will also help us provide continued timely service on our daily activities. In consultation with the finance director we believe at this time we should be able to manage this financial within our existing budget. We would monitor the financial situation and if it became apparent we would need additional funds in the general government budget I will bring this position back to the Board for determination of its continuance and funding. These parameters would be made known to anyone applying for the position.

Therefore I am respectfully asking for your approval to create and fill a part time intern position in general government.