

**SAFETY COMMITTEE MEETING
JANUARY 10, 2006**

Sally Hollembeak called the meeting to order at 6:45 P.M.

Trustee members present: Lori Laye

Absent: Linda Melton

Also, present: President Claeysen, Nancy L. Belt, Rick Anderson, Chief Gary Maitland, Jill Miller, Tad Whitchurch,

Sally Hollembeak so moved to adopt the agenda adding:

- Part-time Clerical Clerk
- Armed Robbery

Lori Laye seconded. Motion carried by voice vote.

Sally Hollembeak so moved to approve the minutes of December 13, 2005. Lori Laye seconded. Motion carried by voice vote.

SOFTWARE MAINTENANCE AGREEMENT FOR MUGSHOT PROGRAM: Chief Maitland reported that the software for the mugshot program is not working properly and would recommend approving the invoice in the amount of \$1,352.68 for their maintenance agreement, but not releasing the check until this matter is resolved.

Lori Laye so moved to send to the village board authorization to pay the software maintenance agreement for mugshot program in the amount of \$1,352.68 pending resolution on the software problem. Sally Hollembeak seconded. Motion carried by voice vote.

PRELIMINARY 2006/07 SAFETY BUDGET: Chief Maitland submitted his preliminary 2006/07 safety budget to the committee. Chief Maitland reviewed some of his recommended changes for the new fiscal year. Sally Hollembeak asked Lori Laye to place the safety budget review on the finance agenda for February.

PART-TIME CLERICAL STAFF: Chief Maitland stated that Kay Eagleson retired in August 2005 and was hired back as part-time clerical for five hours a day. Chief Maitland said that there is a need to hire another clerical person for the remaining four hours Monday – Friday, because it has been difficult running the department, plus answering phones, and waiting on customers.

Chief Maitland said he has two officers who are on sick leave that could possibly come back on light duty to fill-in the remaining four hours, but what date they would be returning is unknown at this time. Chief Maitland said that would appreciate filling the position as soon as possible for eight weeks at a cost approximately \$1,600.00.

Lori Laye said she has reservation on hiring another part-time employee when it was relayed to the board that a part-time clerical position would be adequate for the department. Chief

Maitland said it was sufficient at the time, but with having two officers on sick leave and being short staffed it is not working out for his department.

SAFETY COMMITTEE MEETING PAGE 2

JANUARY 9, 2006

President Claeysen stated that he had no problem with hiring a temporary employee to fill-in the remaining four hours, but suggested asking Attorney Stevens to research the legal process for hiring a temporary employee for eight weeks. Chief Maitland was asked to contact Attorney Stevens.

Sally Hollebeak so moved to send to the board to hire a temporary clerical employee for the police department for eight weeks pending Attorney Stevens review. Lori Laye seconded. Motion carried by voice vote.

MONTHLY STATS: Chief Maitland handed-out his monthly stats to the committee, and updated the committee on two recent arm robberies that took place around the CherryVale Mall last month.

Sally Hollebeak so moved to adjourn at 7:20 P.M. Lori Laye seconded. Motion carried by voice vote.

Respectfully submitted, Village Clerk, Nancy L. Belt