

**VILLAGE OF JOHNSBURG
NOVEMBER 18, 2025 MEETING
OF THE COMMITTEE OF THE WHOLE**

President Hettermann called the meeting to order at 7:02 p.m. in the Village Hall.

Attendees

Trustee Mike Fouke
Trustee Josh Hagen
Trustee Scott Letzter
Trustee Jamie Morris
Trustee James Sylvanus
Trustee Keith Von Allmen
Village Administrator Claudett Sofiakis
Assistant Village Administrator Vinny Lamontagna
Chief of Police Jason Greenwald
Village Attorney Matt Walters
Special Projects Coordinator Rick Quinn

MINUTES - Trustee Sylvanus moved to approve the minutes. Trustee Hagen seconded the motion. All Trustees present voted aye on the roll. Motion carried.

STAFF REPORTS

-STAFFING AND OPERATIONAL ANALYSIS – Village Administrator Claudett Sofiakis reviewed the changes made to the RFP for Staffing and Operational Analysis. Committee Member Von Allmen requested an additional sentence under the Purpose section of the RFP. Ms. Sofiakis added the language and explained that when voting on the matter at the board meeting, action will be on the version including the added language requested by Committee Member Von Allmen.

-ASSISTANT ADMINISTRATOR – Ms. Sofiakis reviewed proposed amendments to Chapter 3, Administration of the Municipal Code. She discussed the proposed redistribution of duties between the Administrator, Assistant Administrator and Finance Director upon her retirement in the summer. She explained that the Finance Director will be filled by a contracted service and the individual will be responsible for the statutory duties of the Village Treasurer. Attorney Walters explained that the amendments to the Municipal Code can be acted upon once all of the new personnel are in place.

Ms. Sofiakis reviewed the Notice of Employment Opportunity for the Assistant Administrator position. Chairman Hettermann stated that the proposed salary range for the position is \$90,000-\$115,000 which is what will be acted on by the Board at the board meeting following the Committee of the Whole meeting.

-SCHOOL RESOURCE OFFICER – Chief Greenwald report that he has had discussions with representatives from the School regarding the hiring of a School Resource Officer. Committee Member Sylvanus added that the school pursued a survey, the results of which reflected support for the Officer. The matter is expected to be presented to the School board in the near future.

-LAND DONATION - Assistant Administrator Lamontagna discussed the proposed donation of land owned by Dremco. He explained that after receiving input from the Village Engineer, it appears that only the lots on Hayden are beneficial to the Village. Special Project's Coordinator Quinn questioned what will happen to the other lots if the Village does not take them. President Hettermann explained that one of the lots is a neighborhood retention pond and the other two parcels on Pinehurst Court are not needed for municipal utilities and not ideal for a park due to their location backing up to Johnsburg Road. Committee Member Von Allmen further discussed the acquisition of the other parcels. President Hettermann explained that the retention property would be a liability to the Village and should be taken care of by the neighborhood HOA. Committee Member Von Allmen acknowledged that the retention pond property on Sudenew is problematic but suggested that the Pinehurst Court lots could be acquired and kept more natural consistent with the goals of the Monarch Pledge. All Committee Members present expressed concurrence with acquiring the Hayden and Pinehurst

Court properties but not the retention pond. Committee Members Fouke and Von Allmen agreed to present options for how the Pinehurst Court parcels could be utilized.

COMMITTEE REPORTS

-FINANCE COMMITTEE - Committee Member Sylvanus reported that the Finance Committee reviewed the proposed tax levy at its last meeting and unanimously recommended a levy including both new growth and a CPI increase. He suggested that due to the recent increase in sales tax, the Village Board consider only pursuing an increase to capture new growth. President Hettermann explained that if the CPI is not pursued, those dollars cannot be recouped and it will have a compounding affect over time.

-PUBLIC WORKS COMMITTEE - Committee Member Letzter reviewed the closeout of several road improvement projects pursued during the year. He reported that departmental equipment is outfitted and ready for winter weather and the public works department has been working on the non-highway vehicle path on the Spring Grove Road property owned by the School District.

-COMMUNITY AFFAIRS – Committee Member Fouke reported on the Holiday Magic parade and acknowledged donations received to support the event and the fireworks. The parade is scheduled to begin at 5:30 p.m. at the High School and end at the Community Club. Parade participants are instructed not to throw candy.

UNFINISHED BUSINESS

Committee Member Hagen questioned when live streaming of Village Board meetings will take place. Mr. Lamontagna stated it is anticipated for the December meeting. Committee Member Hagen reported that the Village needs to get a substitute system for e-blasts. He explained that there was a misunderstanding about the new website's capabilities and the Village needs to look into other options such as Constant Contact. The cost will be approximately \$100-\$120 per month but helpful data will be received in return.

ADJOURNMENT - Trustee Fouke moved to adjourn the meeting. Trustee Von Allmen seconded the motion. All Trustees voted aye. Motion to adjourn was carried at 8:21 p.m.

Respectfully Submitted

*Claudett Sofiakis
Village Administrator*