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Recommendation to move Trenton Davis to full time, Bargaining Unit Employee

Background

The Village continues to grow with new homes under construction, existing subdivisions expanding, and commercial development in active discussion. Beginning in 2026, Public Works will add as many as additional 8 roadways to maintain, along with the associated water and sewer infrastructure. In addition to new developments, we have added projects and initiatives that have increased overall workload and continued reliance on in-house labor. These factors have created a clear and ongoing need for an additional full-time Public Works employee.

Trenton Davis has worked for the Village as a seasonal employee through one full winter season, part of a summer season, and the current fall season. During this time, he has demonstrated a strong work ethic, reliability, and the ability to perform tasks given to him. He learns quickly, often operating equipment and maintenance tasks with minimal supervision. His adaptability and willingness to take on new responsibilities have allowed him to contribute effectively across all areas of Public Works operations. He continues to show initiative in expanding his understanding of Village infrastructure. He has become a dependable and efficient member of the team while seamlessly fitting in with current staff.

- **Operational Need:** The demand for year-round maintenance and infrastructure support currently exceeds the capacity of the current four full-time employees, demonstrated by the need for multiple seasonal positions.
- **Efficiency:** Davis already possesses the necessary skills and training – including holding a CDL - eliminating the time and cost associated with onboarding an outside hire.
- **Staff Integration:** His compatibility with current staff ensures a smooth transition and sustained team productivity.
- **Resource Optimization:** Converting Davis to full-time would eliminate the need to continually post, hire, and train temporary seasonal employees, saving time and administrative effort.
- **Cost Analysis:** Kristi and I reviewed the budget and compared the cost of making Trenton full-time to the current seasonal staffing model. Eliminating the summer and winter seasonal positions, his full-time hire would result in an additional cost of \$11,625 (more details on handout) over the current budget. Future budgets would be adjusted accordingly to account for this change.
- **Future Readiness:** With the Village's continued growth, the need for a fifth full-time employee is already present and will only strengthen as development progresses.

Recommendation

I recommend promoting Trenton Davis from seasonal to full-time Public Works Laborer effective

November 13th, 2025, pending Board approval. The position would follow the current IUOE 150 Collective Bargaining Agreement.

Conclusion

Hiring Trenton Davis full-time provides an immediate and cost-effective solution to current staffing needs, ensures continuity of operations, and positions the department to keep pace with the Village's growth.

Respectfully,

David Howe - Director of Public Works