MINUTES OF THE SPECIAL BOARD MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLENWOOD, COOK COUNTY, ILLINOIS HELD AT THE MUNICIPAL BUILDING ON TUESDAY, JUNE 23, 2009

The meeting was called to order at 6:30 p.m. **Mayor Kerry Durkin** led the audience in the Pledge of Allegiance.

UPON ROLL CALL: by **Village Clerk, Carmen Hopkins**. The following Trustees responded: Barry, Freeman, Nielsen, Plott, Thomas

Upon Roll Call: Ayes: 5 Naes: 0 Absent: 0

Ayes: Barry, Freeman, Nielsen, Plott, Thomas

Naes: 0 Absent: 0

Absent: Trustee Nielsen at roll call

ALSO IN ATTENDANCE: **John Donahue**, Village Attorney; **Brian Smith**, Police Chief; **Kevin Welsh**, Fire Chief & Building Department; **Linda Brunette**, Finance Director; **Janice Barry**, Treasurer; **Eric Wiederhold**, Village Administrator; **Ed Tunelius**, Robinson Engineering; **Patrick McAneney**, Public Works

OPEN TO PUBLIC: **No on addressed the board**

COMMUNICATIONS MAYOR'S OFFICE:

Motion to table the Board of Trustees Appointment to fill the vacant Trustee position held by Trustee Durkin

Trustee Thomas moved, 2nd by **Trustee Plott** to table the appointment as presented.

No discussion

Upon Roll Call: Ayes: 5 Naes: 0 Absent: 0

Ayes: Barry, Freeman, Nielsen, Plott, Thomas

Naes: 0 Absent: 0

Motion Approved: Yes

ENGINEER'S REPORT: No report

ATTORNEY'S REPORT: No report

DEPARTMENT REPORTS:
VILLAGE ADMINISTRATOR

Motion to accept the Audit proposal as presented.

Trustee Barry moved, 2nd by **Trustee Thomas** to accept the proposal as presented

Upon Roll Call: Ayes: 5 Naes: 0 Absent: 0

Ayes: Barry, Freeman, Nielsen, Plott, Thomas

Naes: 0

No discussion

Motion Approved: Yes

Motion to table the request for Executive Closed Session under Section 2c(1) Personnel with action to be taken and reason to reconvene.

Trustee Barry moved, 2nd by **Trustee Thomas** to table the request for Executive Closed Session as presented.

Upon Roll Call: Ayes: 4 Naes: 1 Absent: 0

Ayes: Barry, Freeman, Plott, Thomas

Naes: Nielsen

No Discussion

Motion Approved: Yes

Orientation. Each department head presented a brief overview of their department. This includes the duties of the department and the role each department has within the Village of Glenwood. This includes the following:

- Staffing, training, mutual organizations, activity statistics within each department, and the duties of specific areas within the department.

FINANCE

No regular report. Linda Brunette presented an overview of the Front Office, Finance Department, Clerks Office, Payroll, and Human Resources.

POLICE

No regular report. Chief Brian Smith presented an overview of the Police Department. The overview included the Structure and staffing of the department, the chain of command; the Administrative, Investigations, Records, and Patrol divisions, Vehicles, and Call volume.

FIRE

No regular report. The Fire Department overview is listed below with the Building Department.

PUBLIC WORKS

No regular report. Patrick McAneney presented an overview of the Public Works department. This includes the Structure and staffing of the department, Street Maintenance, Sanitary system maintenance, Water system maintenance, Maintenance of Village buildings.

BUILDING DEPARTMENT

No regular report. Kevin Welsh presented an overview of the Fire Department and Building Department. The overview included Fire Department responses, EMS Services, Apparatus, Employment, Property Maintenance and Inspections.

GLENWOODIE

No regular report. Phil Robbins and Eric Swansen presented an overview of the golf course and operations. This includes the clubhouse operations, the maintenance of the greens, tees, fairways, and roughs.

PARKS PROGRAM

No report

OLD BUSINESS

Trustee Thomas met with the sports organizations and insurance agents for the village in regards to insurance cost concerns for each organization. Trustee Thomas will report her findings and make a recommendation at the July 7, 2009 board meeting.

OPEN TO THE PUBLIC

No on addressed the board

ADJOURNMENT:

Mayor Durkin requested a motion to adjourn at 7:45 PM
Trustee Plott moved, seconded by **Trustee Freeman**

Upon Roll Call: Ayes: 5 Naes: 0 Absent: 0

Ayes: Barry, Freeman, Nielsen, Plott, Thomas

Naes: 0 Absent: 0

Motion Approved: Yes

Carmen Hopkins, Village Clerk

Carmen Hopkins