

REGULAR BOARD OF TRUSTEES MEETING

TUESDAY OCTOBER 3, 2023

7:00 P.M.

AGENDA NO. 2023-01

CALL TO ORDER BY

Mayor Ronald J. Gardiner

PLEDGE OF ALLEGIANCE

ROLL CALL BY DEPUTY CLERK

Sandra M. Washington

PRESENTATION OF MINUTES OF REGULAR BOARD MEETING **SEPTEMBER 5, 2023**
PRESENTATION OF MINUTES OF REGULAR BOARD MEETING **SEPTEMBER 19, 2023**

TREASURER'S REPORT

Mayor Ronald J. Gardiner

1. Bills Payables September 28, 2023, Corporate in the amount of \$82,213.67, Sewer & Water \$7,234.51, Glenwoodie Golf Course \$3,618.07, **TOTAL ALL FUNDS \$93,066.25.**
2. Motion to approve a second check run for Bills Payables, dated **October 2, 2023.**
3. Payroll as of the date September 22, 2023 – Corporate \$131,892.03, Sewer and Water \$17,928.77, Holiday Pay \$2,057.52, Paid on Call \$11,739.13, Elected Positions \$961.54 Glenwoodie Golf Course \$35,216.07; Vendor Checks \$2,059.19, **OVERTIME**: Police \$10,671.35, Sewer & Water \$870.00, Fire Dept Stiped \$461.52, Public Works OT \$468.46, **TOTAL PAYROLL \$214,325.58**

OPEN TO PUBLIC

**COMMUNICATIONS
MAYOR'S OFFICE:**

Mayor Ronald J. Gardiner

ATTORNEY'S REPORT

Attorney John F. Donahue

None

VILLAGE ADMINISTRATOR

Brian D. Mitchell

1. Report
2. Finance Department update.
3. Approval of Accountant position for the Finance Department.
4. Approval of Finance Operations Manager for the Finance Department.
5. Approval of Clerk (Part Time) for the Finance Department.

NEW BUSINESS

OLD BUSINESS

ADJOURNMENT

Sincerely,

Ronald J. Gardiner (CW)

Ronald J. Gardiner
Village President

MINUTES OF THE REGULAR BOARD MEETING
OF THE PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF GLENWOOD, COOK COUNTY, ILLINOIS
HELD AT VILLAGE HALL **September 5, 2023**

The Board Meeting was called to order at 7:00 PM by Mayor Ronald J. Gardiner. The audience was led in the Pledge of Allegiance.

ROLL CALL: Upon Roll Call by Village Clerk **Sandra M. Washington**, the following Trustees responded: **Clark, Hart, Lynch, Rolle, Taylor, Williams**

REMOTE PARTICIPATION The meeting was conducted at Village Hall; there was no request for remote participation.

ALSO IN ATTENDANCE: **Brian D. Mitchell**, Village Administrator; **John Donahue**, Village Attorney; **Chief Derek Pettycord**, Police; **Chief Kevin Welsh, Fire/Building**; **Bill Manousopoulos**, Director, Public Works, **Dave Shilling**, Village Engineer, **Phil Robbins**, Glenwoodie Golf Course

ABSENT:

Village Clerk's Office: **Motion to Approve the August 15, 2023 Regular Board Meeting Minutes.**

Trustee Rolle made the motion to approve; **Trustee Taylor** second the motion as read.

Upon Roll Call: Ayes: 6 Naes: 0 Recues: 0 Absent: 0 Abstain: 0

Ayes: Clark, Hart, Lynch, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

TREASURER'S REPORT: 1). **Motion to Approve August 15, 2023 Bills Payable as presented by Mayor Ronald Gardiner**

Bills Payable August 15, 2023 Corporate in the amount of \$390,471.77; Sewer and Water Account \$32,277.04; Glenwoodie Golf Course \$73,717.29; TIF Main Street \$65.59; TIF Halsted North \$2,957.00; TIF Halsted South \$21,387.22; TIF Tax Inc. Finance Fund \$8,000.00; Motor Fuel Tax \$1,957.09

TOTAL ALL FUNDS \$530,833.60

Trustee Hart made the motion to approve the motion with correction; **Trustee Rolle** second motion with noted correction to approve total all funds **\$522,314.18**.

Discussion: **Trustee Hart** pointed out inaccuracies in what was reported in the board packet and the correction to the total of all funds paid in the amount of \$522,314.18. She also inquired about what work was being performed by Sikich. **Village Administrator, B. Mitchell** noted new work included TIF reports, working with Adam Metz, and conversations with the auditor, Sarah. **Trustee Hart** noted duplicate pages in the board packet; suggested revisiting a monthly consultation with Anthony. **B. Mitchell** will follow up with Anthony but noted that Anthony has indicated his resources are limited at this time. **Village Administrator, B. Mitchell** will provide the board with supporting documentation for the noted correction.

Upon Roll Call: Ayes: 6 Naes: 0 Recues: 0 Absent: 0 Abstain: 0

Ayes: Clark, Hart, Lynch, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

2). **Motion to Approve Payroll as presented by Mayor Gardiner.** Payroll as of the date **August 25, 2023**, Corporate in the amount of \$127,983.01; Sewer & Water \$16,986.74; Paid on Call \$10,175.40; Elected officials \$1,035.10; Glenwoodie Golf Course \$37,167.24; Vendor Checks \$2,038.51

OVERTIME: Police \$15,334.04; Reimbursable \$1,634.65; Sewer & Water \$1,545.02; Public Works \$831.93

TOTAL PAYROLL \$214,731.64

Trustee Hart moved; **Second by Trustee Clark** second to accept the Motion as read.

Discussion: **Chief Pettycord** addressed the question regarding police overtime; currently there are two vacancies and though 5 officers are on payroll, they are in training, in the field, vacation, sick time and medical leave absences. **Trustee Hart** noted improvements in filling vacancies with 11 new hires for the month of August.

Upon Roll Call: Ayes: 6 Naes: 0 Recues: 0 Absent: 0 Abstain: 0

Ayes: Clark, Hart, Lynch, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

OPEN TO THE PUBLIC:

Michelle Mosley, 337 Harper

Ms. Mosley noted that the Finance Committee made the recommendation for the sales and development agreement with Bana 3 Corporation, however the 3 principals are still unknown.

COMMUNICATIONS MAYORS OFFICE:

Mayor Gardiner reminded everyone that on September 18,2023 at 10am, a ribbon cutting event for the Underground Railroad ceremony is scheduled. Everyone is invited to attend.

Motion to approve \$500 financial donation to the Junior Women's Club

Trustee Williams made the motion; **Trustee Hart** second the motion as read.

Upon Roll Call: Ayes: 6 Naes: 0 Recues: 0 Absent: 0 Abstain: 0

Ayes: Clark, Hart, Lynch, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

ATTORNEY'S REPORT

- 1. Motion to Approve a Resolution Authorizing the Villages Closing Upon its Acquisition of PIN 32-04-008-000 from the Glenwood School**

Trustee Rolle made the motion; **Trustee Lynch** second the motion as read.

Discussion: **Trustee Hart** asked **Village Administrator**, B. Mitchell to clarify which document versions are accurate; there are multiple versions of the sales contract, easement, and covenant in the board packet. **Chief Welsh** estimated the closing costs at \$3,800. Funds are available in the TIF account.

Upon Roll Call: Ayes: 6 Naes: 0 Recues: 0 Absent: 0 Abstain: 0

Ayes: Clark, Hart, Lynch, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

- 2. Motion to Approve a Resolution Authorizing the Village's Closing Upon its Sale of Property Pursuant to a Redevelopment Agreement for the Construction of Surface Parking, including increase in number of parking spaces to 96 parking spaces and the name of the developer, Bana Three.**

Trustee Hart made the motion; **Trustee Taylor** second the motion as read.

Discussion: **Trustee Hart** expressed concerns with the redevelopment agreement that was approved by the Board on July 5, it was a blank document without any names. Also, the parking spaces allotted on the initial agreement was with 64 parking spaces on the approved redevelopment agreement; suggested amending motion for approval including parking spaces increased from 64 to 96 parking spaces and including the name of the developer, Bana Three Corporation.

Upon Roll Call: Ayes: 6 Naes: 0 Recues: 0 Absent: 0 Abstain: 0

Ayes: Clark, Hart, Lynch, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

3. Motion to Approve an Amended Redevelopment Agreement Between Village of Glenwood, Cook County, Illinois, and the Plaza of Glenwood LLC

Trustee Taylor made the motion; **Trustee Lynch** second the motion as read.

Discussion: **Attorney Donahue** discussed the amended agreement due to the need to acquire more space to accommodate the additional parking, adding 131 additional square feet; he also noted several exclusions included in the agreement. **Chief Welsh** stated that the Village receives \$400k cash with a \$200k promissory note that is forgivable if both metrics are met, in two \$100k increments. **Trustee Hart** requested a status update for December 1, 2023 on development of project.

Upon Roll Call: Ayes: 6 Naes: 0 Recues: 0 Absent: 0 Abstain: 0

Ayes: Clark, Hart, Lynch, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

4. Motion to Approve a Redevelopment Agreement between Village of Glenwood, Cook County Illinois, and Bana Three Corporation

Trustee Taylor made the motion; **Trustee Lynch** second the motion as read.

Discussion: The development project on the southeast corner of Burger King; a car wash, family center, indoor go karts are planned;

Upon Roll Call: Ayes: 6 Naes: 0 Recues: 0 Absent: 0 Abstain: 0

Ayes: Clark, Hart, Lynch, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

5. Motion to Approve A Public Hearing on Vacating an Alley.

Trustee Hart made the motion; **Trustee Rolle** second the motion as read.

Discussion: **Attorney Donahue** indicated the public notice was published in the newspaper and posted on the website. The public hearing was opened to the public for discussion. **Chief Welsh** noted the alley was shared by 3 property owners, located on Merrill/North Main, Glenwood Oaks east of the Station Restaurant and Bar. No utilities are impacted; it will be an easy vacation.

Upon Roll Call: Ayes: 6 Naes: 0 Recues: 0 Absent: 0 Abstain: 0

Ayes: Clark, Hart, Lynch, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

Motion to approve opening of the public hearing.

Trustee Williams made the motion; **Trustee Clark** second the motion as read.

Upon Roll Call: Ayes: 6 Naes: 0 Recues: 0 Absent: 0 Abstain: 0

Ayes: Clark, Hart, Lynch, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

Motion to approve closing of the public hearing.

Trustee Williams made the motion; **Trustee Clark** second the motion as read

Upon Roll Call: Ayes: 6 Naes: 0 Recues: 0 Absent: 0 Abstain: 0

Ayes: Clark, Hart, Lynch, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

Motion to Approve the Ordinance to Approve the Vacating of an Alley

Trustee Taylor made the motion; **Trustee Clark** second the motion as read

Upon Roll Call: Ayes: 6 Naes: 0 Recues: 0 Absent: 0 Abstain: 0

Ayes: Clark, Hart, Lynch, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

VILLAGE ADMINISTRATOR'S REPORT

Village Administrator, B. Mitchell reported that an event is planned on September 11,2023 at Chug-A-Lug restaurant hosting a bottle signing with the well known comedian Kevin Hart; also noted grants have been submitted by staff; filming of Glenwood in the past was very successful, additional filming is being considered with the Film Director, Ben; working with Finance Committee and Adam Metz on timeline, priorities for Finance Department; IDOT and Nicor meetings regarding construction bridge project and will give update to Board when more details are available; **Trustee Lynch** discussed flyers promoting events that seem like nightclub activities; business license remains the same, food, liquor, entertainment per Atty John Donahue; liquor license is governed by operating hours approved by liquor license. **Truste Hart** noted the concerns that resulted in complaints regarding ROK Island Bistro; **B. Mitchell** indicated permits have been submitted to the Building Department; Administration does not inquire about every request for permit due to the frequency of requests. **Chief Welsh** stated the building permits are for remodeling and not a change in the business use or plan; completed final inspections last week.

POLICE DEPARTMENT

Motion to Approve Purchase of 3 APX TM 6000 Series Portable Radios and Programming At a Cost of \$15,959.00

Trustee Lynch made the motion; **Trustee Clark** second the motion as read.

Upon Roll Call: Ayes: 6 Naes: 0 Recues: 0 Absent: 0 Abstain: 0

Ayes: Clark, Hart, Lynch, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

FIRE/BUILDING DEPARTMENT

Motion amended to Approve Four Bids, in the total amount of \$487,275.55

Trustee Taylor moved the motion; **Trustee Lynch** second the motion as read.

Discussion: **Chief Welsh** gave an overview of the 4 bids that came in for the reconstruction of fire station #2; the recommendations come within the budget approved by the board;

Upon Roll Call: Ayes: 6 Naes: 0 Recues: 0 Absent: 0 Abstain: 0

Ayes: Clark, Hart, Lynch, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

NEW BUSINESS:

Trustee Hart asked **Chief Welsh** for clarity on waiver of permit fees for the contractors; advised board members to review the TIF summary report. **Chief Welsh** indicated that the permit fees are waived but contractors have to pay for contractor license fee, insurance, etc.

Also, it was noted that the total cost of the fire station project would cost \$2.4M and \$1.2M would come from piping, storm and sewer; **Trustee Hart** prepared a TIF Summary Report; she advises board members to review the details within the report; she is available to answer any questions.

OLD BUSINESS: Status of the rehabilitation of the fieldhouses was discussed; the Forest fieldhouse is next to be scheduled for rehabilitation. The Senior Center is not scheduled for any rehabilitation.

MOTION TO ADJOURN:

Trustee Taylor moved; **Second by Trustee Williams** second the motion as read.

Upon Roll Call: Ayes: 6 Naes 0:Recues:0 Absent: 0 Abstain: 0

Ayes: Clark, Hart, Lynch, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

ADJOURNMENT: The September 5,2023 regular board meeting was adjourned @ 8:20PM.

Sandra M. Washington, Village Clerk

MINUTES OF THE REGULAR BOARD MEETING
OF THE PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF GLENWOOD, COOK COUNTY, ILLINOIS
HELD AT VILLAGE HALL **September 19, 2023**

The Board Meeting was called to order at 7:00 PM by Mayor Ronald J. Gardiner. The audience was led in the Pledge of Allegiance.

ROLL CALL: Upon Roll Call by Village Clerk **Sandra M. Washington**, the following Trustees responded: **Clark, Hart, Lynch (late), Rolle, Taylor, Williams**

REMOTE PARTICIPATION The meeting was conducted at Village Hall; there was no request for remote participation.

ALSO IN ATTENDANCE: **Brian D. Mitchell**, Village Administrator; **John Donahue**, Village Attorney; **Chief Derek Peddycord**, Police; **Chief Kevin Welsh, Fire/Building**; **Bill Manousopoulos**, Director, Public Works, **Dave Shilling**, Village Engineer, **Phil Robbins**, Glenwoodie Golf Course

ABSENT:

Village Clerk's Office: **No report**

TREASURER'S REPORT: 1). **Motion to Approve September 19, 2023, Bills Payable as presented by Mayor Ronald Gardiner**
A. **Bills Payable September 19, 2023 – Approval of ACH bills; 7700-Glenwoodie ACH; 1700 Village of Glenwood ACH**

Trustee Hart made the motion to approve the motion;
Trustee Williams seconded the motion.

Discussion: **Mayor Gardiner** noted the employee that processes the accounts payables is out sick therefore the bills payables are presented in this format for approval.

Upon Roll Call: Ayes: 5 Naes: 0 Recues: 0 Absent: 0 Abstain: 0
N/P: 1

Ayes: Clark, Hart, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

***N/P:** Lynch (not present)

Motion Approved: Yes

B. Bills Payable September 19, 2023 – Approval to Pay past due bills via Manual Check and/or call-in total amount of \$283,956.67

Trustee Hart made the motion to approve the motion;
Trustee Williams second the motion.

Upon Roll Call: Ayes: 5 Naes: 0 Recues: 0 Absent: 0 Abstain: 0
N/P: 1

Ayes: Clark, Hart, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

***N/P:** Lynch (not present)

Motion Approved: Yes

2). Motion to Approve Payroll as presented by Mayor Gardiner. Payroll as of the date, September 8, 2023 Corporate in the amount of \$133,664.78; Sewer & Water \$16,657.72; Paid on Call \$10,383.93; Elected officials \$1,035.10; Glenwoodie Golf Course \$38,487.10; Vendor Checks \$2,058.96

OVERTIME: Police \$6,529.73; Reimbursable \$1,566.31; Sewer & Water \$776.82; Public Works \$418.29

TOTAL PAYROLL \$211,578.74

Trustee Williams moved; **Second by Trustee Clark** second to accept the Motion as read.

Upon Roll Call: Ayes: 5 Naes: 0 Recues: 0 Absent: 0 Abstain: 0
N/P: 1

Ayes: Clark, Hart, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

***N/P:** Lynch (not present)

Motion Approved: Yes

OPEN TO THE PUBLIC:

Leon Fields – 307 Minerva

Mr. Fields thanked the community, elected officials, and staff for support of the Underground Railroad Memorial event; it was well attended by residents, staff, and Brookwood 167. It was great having the students participate in such a noteworthy event. It was a proud day for the Village of Glenwood. Many residents gave the event a rating of 10+. Our event even made the news on Channel 7 ABC. It was also mentioned that Larry would like to include the Village of Glenwood in his tour of the south suburbs.

Constance Lee – 835 E. 192nd Street

Ms. Lee inquired about the status of the Hickory Glen Fieldhouse rehabilitation project and the Senior Center; Mayor Gardiner indicated work was completed at Arquilla Fieldhouse with plans to start on the Forest and Hickory Glen in October; there are currently no plans for rehabbing the Senior Center at this time.

Pearleen Relford – 131 North Sunset

Inquired about status of park redevelopment in the Manor; Village Engineer, Dave Shilling indicated that the flood wall is currently being completed; 2024 is anticipated completion park project;

Eugenia White- 1005 E. 194th

Ms. White noted issue with tree branches from the past storm remain on the lawn at her property and wants to know when they will be removed; Mayor Gardiner requested Bill M., Public Works, Director to resolve the issue. Another concern noted regarding tenants in condos are being disruptive; it's fighting an uphill battle; Chief Welsh noted there are issues with residents renting condo units, tenants are reluctant to provide owner information; Ms. White will work with Chief Welsh on obtaining owner contact information for follow up to ensure compliance with rental registration which requires an annual inspection of the property.

Gabriel Rivera – 9 N. Wabash

Thanked the Mayor, Board and Administration for welcoming his taco truck business to the Village of Glenwood; everyone has been very cooperative and residents have been great in supporting the business. Chief Welsh noted a great job he has done with complying with all of the rules and regulations required in operating a food truck in the Village of Glenwood.

COMMUNICATIONS MAYORS OFFICE:

Motion to approve Request for Executive Closed Session under Section 2 (c) (1) personnel with action to be taken and no reason to reconvene at the end of the meeting

Trustee Rolle made the motion; **Trustee Taylor** second the motion as read.

Upon Roll Call: Ayes: 6 Naes: 0 Recues: 0 Absent: 0 Abstain: 0

Ayes: Clark, Hart, Lynch, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

ATTORNEY'S REPORT NONE

VILLAGE ADMINISTRATOR'S REPORT

Village Administrator, B. Mitchell thanked the mayor and elected officials for coming out to support the Kevin Hart Chug-A-Lug event; also thanked Mr. Leon Fields for chairing the Underground Railroad Committee; meetings with IDOT still in process with Police/Fire and Public Works regarding the bridge project; concern with travel safety with upcoming winter season approaching. Noted 24 full time police officers; 2 officers in 4th week of field training; 2 officers are in the academy; staffing challenges remain in the Fire Department; Chief Welsh and Deputy Chief Welsh have to respond to calls over the weekend due to shortages; working with Adam on preparing documents for completion of budget; meeting is planned with Trustee Hart, and John, from Miller Coopers to discuss recommendations to Finance Committee. Residents have complained about the electronic sign in front of Village Hall not operating; communication is key to keep residents informed so estimates will be forthcoming to the Board for approval; damages have occurred at the Arquilla Fieldhouse; contractor will have to go back to make repairs to damages during rental of the facility; requesting Board to consider adopting a \$300 security deposit to rent park field houses and \$100 for Blakey Senior Center to cover damages. An inspection of each rental facility will be done by the Public Works department the following day to assess damage that may have occurred during use of the facility. **Trustee Lynch** suggested maintaining \$300 security deposit for all rental facilities, including the Blakey Senior Center for consistency.

POLICE DEPARTMENT NONE

FIRE/BUILDING DEPARTMENT: NONE

NEW BUSINESS: NONE

OLD BUSINESS: NONE

MOTION TO ADJOURN:

Motion to adjourn to Executive Closed Session

Trustee Lynch moved; **Second by Trustee Taylor** second the motion as read.

Upon Roll Call: Ayes: 6 Naes 0: Recues:0 Absent: 0 Abstain: 0

Ayes: Clark, Hart, Lynch, Rolle, Taylor, Williams

Naes: 0

Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

ADJOURNMENT: The **September 19,2023** regular board meeting was adjourned to **Executive Closed Session @ 7:25PM.**

Sandra M. Washington, Village Clerk

CHECK#	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
CORPORATE								
62627	10/03/23	AMR KURTZ AMBULANCE	EMS SERVICE AGREEMENT	69,998.86		10977		- D 01.600.9020
62628	10/03/23	AT&T MOBILITY	SEPTEMBER 2023	168.56		X09032023		- D 01.600.9120
62629	10/03/23	COM ED	0612091031	822.15		08292023		- D 01.300.9221
62629	10/03/23	COM ED	0603011043	62.99		08302023		- D 01.300.9221
62629	10/03/23	COM ED	0283059209EET LIGHTING	953.99		09012023		- D 01.300.9221
				1,839.13		*CHECK TOTAL		
62630	10/03/23	CREATIVE FORMS & CON	CHECK STOCK	515.42		120137		- D 01.100.9111
62631	10/03/23	CURRIE MOTORS	2017 CHEVY TAHOE	1,624.90		617073		- D 01.500.9420
62631	10/03/23	CURRIE MOTORS	2019 FORD EXPLORER	1,766.81		619074		- D 01.500.9420
				3,391.71		*CHECK TOTAL		
62632	10/03/23	FEECE OIL CO.	FUEL	802.73		4009078		- D 01.600.9210
62632	10/03/23	FEECE OIL CO.	FUEL	655.35		4009078		- D 01.300.9210
				1,458.08		*CHECK TOTAL		
62633	10/03/23	FIRESTONE	VEHICLE MAINTENANCE	1,211.68		15780038		- D 01.500.9420
62634	10/03/23	JC LIGHT, LLC	MAINTENANCE	716.77		80017815		- D 01.400.9441
62635	10/03/23	MC KESSON MEDICAL-SU	MISCELLANEOUS SUPPLIES	137.78		21057084		- D 01.600.9891
62636	10/03/23	MUNICIPAL SYSTEMS LL	ABC SOFTWARE	123.33		MS 2023 08 009		- D 01.600.9105
62637	10/03/23	NICOR GAS	24 77 37 1000 9	50.17		0828223		- D 01.300.9180
62638	10/03/23	PIONEER OFFICE FORMS	FIRE PREVENTION BUREAU	175.87		95974		- D 01.600.9109
62638	10/03/23	PIONEER OFFICE FORMS	INSPECTION FORMS	175.87		95975		- D 01.600.9109
				351.74		*CHECK TOTAL		
62639	10/03/23	PITNEY BOWES	POSTAGE	426.84		3106241871		- D 01.100.9114
62640	10/03/23	PREMIER OCCUPATIONAL	PHYSICAL JASON KIMBROUGH	534.60		000394		- D 01.500.9186
62640	10/03/23	PREMIER OCCUPATIONAL	PHYSICAL ANTHONY WEBB	532.00		000448		- D 01.500.9186
62640	10/03/23	PREMIER OCCUPATIONAL	PHYSICAL DEVYN ZELENIKA	532.00		000451		- D 01.500.9186
				1,598.60		*CHECK TOTAL		
62641	10/03/23	UDOS CAR WASH	AUGUST 2023	60.00		379		- D 01.500.9420
62642	10/03/23	US GAS	CYLINDER RENT	165.00		426791		- D 01.600.9891
CORPORATE								
			TOTAL	82,213.67				

CHECK#	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
WATER								
45296	10/03/23	ACTION FIRE EQUIPMEN	SERVICE CALL	284.00				- D 10.110.9430
45297	10/03/23	ALTERNATIVE ENERGY S	VILLAGE HALL	833.91		3257		- D 10.110.9430
45297	10/03/23	ALTERNATIVE ENERGY S	LOADBANK GENERATOR	1,020.00		3281		- D 10.110.9450
				1,853.91		*CHECK TOTAL		
45298	10/03/23	COM ED	0691025055	2,724.27		08292023		- D 10.110.9180
45298	10/03/23	COM ED	0831121030	654.10		082923		- D 10.110.9180
45298	10/03/23	COM ED	0143096066	77.91		08312023		- D 10.110.9180
				3,456.28		*CHECK TOTAL		
45299	10/03/23	USABLUBOOK(HD SUPPL	TESTS	1,426.82		00114617		- D 10.110.9590
45299	10/03/23	USABLUBOOK(HD SUPPL	ARCTIC SPORTS BOOTS	213.50		00119827		- D 10.110.9590
				1,640.32		*CHECK TOTAL		
WATER								
TOTAL				7,234.51				

ACS FINANCIAL
09/28/2023 13:09:22

Disbursement Journal

VILLAGE OF GLENWOOD
GL540R-V08.19 PAGE 3

CHECK#	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GLENWOODIE GOLF COURSE								
22683	10/03/23	FAULKS BROS CONSTRUC	908 FINES FREE NON DRIED	1,352.89		392303		- D 70.771.9435
22684	10/03/23	FIRESTONE	1512 TRIPLEX MOWER	2,184.84		5026573416		- D 70.771.9838
22685	10/03/23	MONARCH AUTO SUPPLY	566 REPAIRS	50.71		6981 602730		- D 70.771.9425
22685	10/03/23	MONARCH AUTO SUPPLY	566 REPAIRS	29.63		6981 602731		- D 70.771.9425
				80.34		*CHECK TOTAL		
GLENWOODIE GOLF COURSE				TOTAL		3,618.07		

ACS FINANCIAL
09/28/2023 13:09:22

Disbursement Journal

VILLAGE OF GLENWOOD
GL540R-V08.19 PAGE 4

CHECK# DATE VENDOR
REPORT TOTALS:

DESCRIPTION AMOUNT CLAIM INVOICE
93,066.25

RECORDS PRINTED - 000035

ACS FINANCIAL
09/28/2023 13:09:22

Disbursement Journal

VILLAGE OF GLENWOOD
GL060S-V08.19 RECAPPAGE
GL540R

FUND RECAP :

FUND	DESCRIPTION	DISBURSEMENTS
01	CORPORATE FUND	82,213.67
10	WATER ACCOUNT	7,234.51
70	GLENWOODIE GOLF COURSE	3,618.07
TOTAL ALL FUNDS		93,066.25

BANK RECAP :

BANK	NAME	DISBURSEMENTS
BLUE	CORPORATE	82,213.67
GREEN	WATER	7,234.51
RED	GLENWOODIE GOLF COURSE	3,618.07
TOTAL ALL BANKS		93,066.25

ACS FINANCIAL
09/28/2023 13:23:14

Disbursement Journal

VILLAGE OF GLENWOOD
GL540R-V08.19 PAGE 1

CHECK#	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#
		CORPORATE					F 9 S ACCOUNT
62643	10/03/23	THIRD MILLENNIUM	UTILITY BILL RENDERING	642.92		30447	- D 01.300.9109
		CORPORATE	TOTAL	642.92			

ACS FINANCIAL
09/28/2023 13:23:14

Disbursement Journal

VILLAGE OF GLENWOOD
GL540R-V08.19 PAGE 2

CHECK# DATE VENDOR
REPORT TOTALS:

DESCRIPTION AMOUNT CLAIM INVOICE
642.92

PO# F 9 S ACCOUNT

RECORDS PRINTED - 000001

FUND RECAP:

FUND DESCRIPTION	DISBURSEMENTS
01 CORPORATE FUND	642.92
TOTAL ALL FUNDS	642.92

BANK RECAP:

BANK NAME	DISBURSEMENTS
BLUE CORPORATE	642.92
TOTAL ALL BANKS	642.92

Village of Glenwood Account Balances as of 9/29/2023

last 5 digits of Account #	Name	Closing Avail
94300	Tax Increment Financ	\$2,850,282.57
77700	Glenwoodie Checking	\$1,309,843.95
52607	TIF State Street	\$1,198,095.61
19127	American Rescue Plan Act	\$1,184,751.79
31700	TIF - Holbrook Road	\$931,450.48
02500	Sewer and Water	\$867,125.85
01700	Corporate - Checking	\$861,595.56
79469	SEWER ACCOUNT	\$737,746.36
01368	TIF Industrial No.	\$451,140.21
24473	V OF G RESERVE FUND	\$273,558.70
19530	Hazardous Mitigation	\$265,455.68
60316	Fire/Ambulance Reimbursement	\$197,464.79
00906	2010 BOND PAYMENT	\$196,934.67
75776	LOCAL FUEL TAX	\$196,128.52
32700	TIF - Main Street	\$170,834.77
69960	TIF NORTH	\$169,247.18
02700	IMRF - INT Checking	\$142,497.66
05700	St Forfeiture Fd1505	\$106,402.91
02100	Motor Fuel Tax	\$106,378.02
18716	FOREIGN FIRE INSUR	\$99,118.66
18627	CAPITAL ACQUISITIO	\$77,253.16
18301	Federal Forfeiture	\$60,029.37
06700	State Forfeiture 150	\$28,842.26
47598	Village of Glenwood	\$6,892.06
21091	Flexible Spending	\$2,764.03
71620	TIF SOUTH	\$2,470.26
60308	Unrestricted General	\$41.59
Totals		
5th 3rd Totals		\$12,494,346.67
	21130 Epay Clearing	\$ 3,463,814.89
	21882 Motor Fuel	\$ 1,460,974.80
	21932 General Fund	\$ 1,322,475.51
	32715 Sewer & Water	\$ 2,117,180.01
Illinois Funds Totals		\$ 8,364,445.21
	11112	\$ 101,694.94
	19712	\$ 101,655.30
First American Bank Totals		\$ 201,599.92
Grand Total		<u>\$ 21,060,391.80</u>
5th 3rd		
	0018 Loan Account	\$ -

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 09/22/23: \$191,479.77

NEGOTIABLE CHECKS - Check amounts will be debited when payees cash checks. Funds must be available on check date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
09/22/23	FIFTH THIRD BANK	xxxxxxxxxxxxx900	Payroll	Agency/Vendor	2,059.19	
TOTAL NEGOTIABLE CHECKS						2,059.19

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
09/22/23	Refer to your records for account	Information	Payroll	Employee Deductions		
				457 EE Pretax	1,235.00	
				457 EE Roth	920.00	
				Aflac Pre	191.01	
				CL Post Tax	81.94	
				CL Pretax	37.36	
				Dental	962.10	
				Fire Pension	861.17	
				Gun Reim 3	87.32	
				IMRF	2,465.70	
				Loan 3	71.63	
				Loan Repayment	362.62	
				Loan repayment 2	119.48	
				Med FSA EE Pretax	159.58	
				Medical	4,867.81	
				NCPERS Grp Life	24.00	
				Pension	7,830.43	
				Police Pension	452.14	
				Union Dues	472.50	
				Union Dues PW	29.00	
				Vision	156.80	
				Vol IMRF	822.39	
				Vol Life	413.87	
				Working Dues PW	104.48	
				pension repay	117.48	
				Total Deductions	22,845.81	
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES						22,845.81

PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF - This information serves as a record of payment.

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
09/27/23	Taxpay@	FED IT PMT Group	46,950.59
09/27/23	Taxpay@	IL Income Tax	8,601.93
10/20/23	Taxpay@	IN IT PMT Group	1,231.17

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 09/22/23: \$191,479.77

IMPORTANT COVID-19 INFORMATION: If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	189,420.58
	TOTAL NEGOTIABLE CHECKS	2,059.19
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	191,479.77
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	22,845.81
	CASH REQUIRED FOR CHECK DATE 09/22/23	214,325.58

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - *Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		BANK DRAFT AMOUNTS & OTHER TOTALS
09/21/23	FIFTH THIRD BANK	xxxxxxxxxxxx900	Direct Deposit	Net Pay Allocations	121,292.40	
09/21/23	FIFTH THIRD BANK	xxxxxxxxxxxx900	Direct Deposit	Deductions with Direct Deposit	789.41	122,081.81
09/21/23	FIFTH THIRD BANK	xxxxxxxxxxxx900	Readychex®	Check Amounts	10,015.20	10,015.20
09/21/23	FIFTH THIRD BANK	xxxxxxxxxxxx900	Garnishment	Employee Deductions	1,144.37	1,144.37
09/21/23	FIFTH THIRD BANK	xxxxxxxxxxxx900	Taxpay®	Employee Withholdings		
				Social Security	11,861.52	
				Medicare	2,774.15	
				Fed Income Tax	17,679.27	
				IL Income Tax	8,601.93	
				IN Income Tax	325.00	
				IN Lake CO Inc	301.68	
				Total Withholdings	41,543.55	
				Employer Liabilities		
				Social Security	11,861.61	
				Medicare	2,774.04	
				Total Liabilities	14,635.65	56,179.20
				EFT FOR 09/21/23		189,420.58
				TOTAL EFT		189,420.58

AGENCY AND VENDOR PAYMENT JOURNAL

0943 1205-5196 Village Of Glenwood

AGENCY / VENDOR NAME	DESCRIPTION	AGENCY CASE # / VENDOR ACCOUNT #	DEDUCTION AMOUNT	CHECK DATE	CHECK #	THIS PERIOD CHECK AMOUNT
AFLAC		G1940		09/08/23	9916 *	191.01
Colonial Life		E4478624		09/08/23	9913 *	119.30
Construction and General Laborers'		099908		09/08/23	9912 *	104.25
Delta Dental		11047 000 0001 00000		09/08/23	9917 *	962.10
Fidelity Security Life Insurance Co		9789991		09/08/23	9910 *	156.80
Laborers Union Local #681				09/08/23	9915 *	29.00
Metropolitan Alliance of Police				09/08/23	9914 *	472.50
NCPERS Group Life Insurance				09/08/23	9911 *	24.00
VENDOR CHECK TOTAL						2,058.96
<i>8 Transaction(s)</i>						
COMPANY TOTAL						2,058.96
<i>8 Transaction(s)</i>						
* - Automated Vendor Payment						

ACH payments 9-18-23 to 9-29-24

Corporate

9/21/2023	ACH Debit	\$60,001.00	WHOLESALE Transferred to S&W
9/21/2023	ACH Debit	\$60,001.00	WHOLESALE Transferred to S&W
9/21/2023	ACH Debit	\$1,450.00	8458657 HOMEWOOD DISPOSA
9/21/2023	ACH Debit	\$732.35	Payment ATT
9/21/2023	ACH Debit	\$356.99	Payment ATT
9/22/2023	ACH Debit	\$608.74	CABLE COMCAST
9/29/2023	ACH Debit	\$44,501.07	IPFSPTILC IPFS866-412-2426

Glenwoodie

9/19/2023	ACH Debit	5207.97	Payments Breakthru Bevera
9/19/2023	ACH Debit	1408.53	FINTECHLEFT HAYES BEER DISTR

Payroll Summary			9/22/2023
Village			
Corp			\$ 131,892.03
Sewer& Water			\$ 17,928.77
Holiday Pay			\$ 2,057.52
Weapons Proficiency			
Uniform Allowance			
Overtime			
Police OT			\$ 10,671.35
Reimbursable			\$ -
Sewer & Water OT			\$ 870.00
Public Works OT			\$ 468.46
Fire Dept OT			
Fire Dept Stiped			\$ 461.52
Paid on Call			\$ 11,739.13
Elected Positions			\$ 961.54
Glenwoodie			35,216.07
Total			\$ 212,266.39
Vendor Checks			\$ 2,059.19
Grand Total			\$ 214,325.58

BOARD REPORT V2

Check Date Between

09/22/2023,09/22/2023

Time run: 9/20/2023 1:22:08

PM

100 Village

Department	Branch	Last Name	First Name	Earnings Totals	Employer Liabilities Social Security MHI
100 Village	Admin Administrator	Mitchell	Brian	4,797.77	351.92
100 Village	Admin Administrator Total			4,797.77	351.92
100 Village	Admin Fulltime	Eberle	Suzanne	984.00	75.28
100 Village	Admin Fulltime	Maxwell	Maria	2,884.61	213.74
100 Village	Admin Fulltime	Williamson	Carolyn	2,115.39	148.41
100 Village	Admin Fulltime Total			5,984.00	437.43
100 Village	Admin Mayor	Gardiner	Ronald	961.54	73.56
100 Village	Admin Mayor Total			961.54	73.56
100 Village	Admin Parttime	Chandler	Sandra	1,441.20	110.25
100 Village	Admin Parttime	Metz	Adam	1,920.00	146.88
100 Village	Admin Parttime Total			3,361.20	257.13
100 Village	FT Police Officer	Allen	Corey	3,713.80	259.30
100 Village	FT Police Officer	Burke	Christopher	4,176.35	302.37
100 Village	FT Police Officer	Conner	Tyrone	4,195.91	300.52
100 Village	FT Police Officer	Cotton	Zachary	4,237.47	305.96
100 Village	FT Police Officer	Cunningham-Robbins	Xavier	2,281.27	169.36
100 Village	FT Police Officer	Farley	Grayson	2,281.26	174.52
100 Village	FT Police Officer	Fisher	Daniel	3,713.80	275.88
100 Village	FT Police Officer	Gilani	Saahil	5,693.45	394.78
100 Village	FT Police Officer	Gonzalez	Adrian	2,768.80	206.86
100 Village	FT Police Officer	Gossage	Jeffrey	5,124.43	392.01
100 Village	FT Police Officer	Hausier	Ann Marie	1,442.30	103.41
100 Village	FT Police Officer	Hudspeth	Kelli	2,379.67	175.61
100 Village	FT Police Officer	Mancusi	Lauren	2,496.48	184.02
100 Village	FT Police Officer	Miller	Nathaniel	3,660.23	271.35
100 Village	FT Police Officer	Morache	Thomas	5,157.72	367.02
100 Village	FT Police Officer	Oldenburg	Carolyn	3,660.23	268.65
100 Village	FT Police Officer	Owens	Patrick	4,176.35	300.93
100 Village	FT Police Officer	Perry	Curtis	6,315.41	450.90
100 Village	FT Police Officer	Schmidt	Paul	4,291.70	317.71
100 Village	FT Police Officer	Smith	Matthew	3,660.23	274.57
100 Village	FT Police Officer	Stone	Donald	3,746.50	273.78
100 Village	FT Police Officer	Ver Hagen	Brent	2,281.27	156.81

100 Village	FT Police Officer	Webb	Anthony	2,281.26	174.52
100 Village	FT Police Officer	Wilbanks	Kyle	4,076.92	291.16
100 Village	FT Police Officer	Willett	Joseph	4,210.37	316.62
100 Village	FT Police Officer	Zelenika	Devin	2,281.26	174.52
100 Village	FT Police Officer Total			94,304.44	6,883.14
100 Village	Fire Chief	Welsh	Kevin	5,009.33	377.61
100 Village	Fire Chief Total			5,009.33	377.61
100 Village	Fire Secretary	Mathies-Moore	Tiffany	1,576.92	115.03
100 Village	Fire Secretary Total			1,576.92	115.03
100 Village	Fulltime Fire	Welsh Jr	Kevin	4,076.92	290.01
100 Village	Fulltime Fire	Woods	Charles	3,467.36	259.27
100 Village	Fulltime Fire Total			7,544.28	549.28
100 Village	On Call Fire Fighter	George	Erik	538.98	41.24
100 Village	On Call Fire Fighter	Kramer	Allen	1,572.48	120.29
100 Village	On Call Fire Fighter	McKinney	Jeremy	163.02	12.47
100 Village	On Call Fire Fighter	Nunn	Joshua	811.20	62.05
100 Village	On Call Fire Fighter	Pelc	Christina	671.84	51.39
100 Village	On Call Fire Fighter	Pelc	Steven	748.80	57.29
100 Village	On Call Fire Fighter	Pickett	James	67.60	5.17
100 Village	On Call Fire Fighter	Prim	Dillon	327.60	25.06
100 Village	On Call Fire Fighter	Ramer	Nathan	892.32	68.26
100 Village	On Call Fire Fighter	Reynolds	Kevin	56.16	4.29
100 Village	On Call Fire Fighter	Serviss	Phillip	174.72	13.36
100 Village	On Call Fire Fighter	Siroky	Dylan	399.36	30.55
100 Village	On Call Fire Fighter	Sloop	Jon	445.38	34.07
100 Village	On Call Fire Fighter	Stahnke	Grace	1,155.70	88.41
100 Village	On Call Fire Fighter	Stone	Tyler	54.08	4.13
100 Village	On Call Fire Fighter	Tuftedal	Noah	574.08	43.91
100 Village	On Call Fire Fighter	Velasquez	Avianna	188.50	14.42
100 Village	On Call Fire Fighter	Werner	Philip	673.40	51.51
100 Village	On Call Fire Fighter Total			9,515.22	727.87
100 Village	Parttime Police Officer	Kiousis	Nick	643.75	49.24
100 Village	Parttime Police Officer Total			643.75	49.24
100 Village	Parttime Fire	Eriks	Cynthia	410.08	31.37
100 Village	Parttime Fire Total			410.08	31.37
100 Village	Police Chief	Peddycord	Derek	4,549.31	324.35
100 Village	Police Chief Total			4,549.31	324.35
100 Village	Police Parttime	Nelson	Shirley	361.92	27.69
100 Village	Police Parttime Total			361.92	27.69
100 Village	Public Works	Benoit	Joseph	2,692.31	200.31
100 Village	Public Works	Garrett	Janet	1,730.77	126.83
100 Village	Public Works	Giles	Kevin	2,130.19	162.66
100 Village	Public Works	Kolosh	Garrett	1,891.26	138.07
100 Village	Public Works	Regalado	Thomas	1,765.96	135.10

100 Village	Public Works	Royals	George	3,323.48	241.79
100 Village	Public Works	Shomo	William	1,845.70	127.06
100 Village	Public Works	Stack	Kyle	1,773.92	135.70
100 Village	Public Works	Strobel Mrs.	Olivia	2,239.43	171.31
100 Village	Public Works	Yuknis	Larry	2,646.68	178.90
100 Village	Public Works Total			22,039.70	1,617.73
100 Village	Public Works Supervisor	Manousopoulos	Basilios	3,667.50	257.80
100 Village	Public Works Supervisor Total			3,667.50	257.80
100 Village	SR Center Parttime	Cameron	Richard	225.00	17.21
100 Village	SR Center Parttime Total			225.00	17.21
100 Village Total				164,951.96	12,098.36
Grand Total				164,951.96	12,098.36

200 Glenwoodie Golf

Department	Branch	Last Name	First Name	Earnings Totals	Employer Liabilities Social Security MHI
200 Glenwoodie Golf	Food & Beverage Parttime	Babcock	Janet	159.90	12.23
200 Glenwoodie Golf	Food & Beverage Parttime	Bonic	Brian	320.06	30.60
200 Glenwoodie Golf	Food & Beverage Parttime	Hankins	Pricilla	1,243.05	117.59
200 Glenwoodie Golf	Food & Beverage Parttime	Jones	Clearolie	447.10	34.20
200 Glenwoodie Golf	Food & Beverage Parttime	Kullman	Laurel	958.64	98.88
200 Glenwoodie Golf	Food & Beverage Parttime	Mundine	Legather	321.65	33.78
200 Glenwoodie Golf	Food & Beverage Parttime	Pittman	Candise	1,281.75	133.25
200 Glenwoodie Golf	Food & Beverage Parttime Total			4,732.15	460.53
200 Glenwoodie Golf	Fulltime Maintenance	Rodriguez	Jose	3,055.52	213.85
200 Glenwoodie Golf	Fulltime Maintenance Total			3,055.52	213.85
200 Glenwoodie Golf	Glenwoodie Admin Fulltime	Robbins	Phillip	3,062.15	192.99
200 Glenwoodie Golf	Glenwoodie Admin Fulltime Total			3,062.15	192.99
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Barr	Vester	559.00	42.77

200 Glenwoodie Golf	Glenwoodie Admin Parttime	Davis	Michael	331.50	25.36
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Farrell	Maureen	679.25	51.96
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Fernandez	Timothy	520.00	39.78
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Hensley	Tess	165.75	12.68
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Kennedy	Michael	662.48	50.68
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Kluck	Scott	607.88	46.50
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Knight	Walter	239.98	18.36
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Kullman	Michael	464.75	35.55
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Owens Jr	Robert	422.50	32.33
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Pryor	Eryck	165.75	12.68
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Robles	Samuel	292.50	22.38
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Rogers	James	370.50	28.34
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Safford	Fredrick	503.75	38.53
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Tessling	Margaret	202.80	15.51
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Thompson	Clyde	474.50	36.30
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Tucker	William	448.50	34.31
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Vasili	Barbara	94.64	7.24
200 Glenwoodie Golf	Glenwoodie Admin Parttime Total			7,206.03	551.26
200 Glenwoodie Golf	Maintenance Parttime	Arellano	Ermes	1,940.38	148.44
200 Glenwoodie Golf	Maintenance Parttime	Arriaga	Joaquin	1,507.50	115.33
200 Glenwoodie Golf	Maintenance Parttime	Ayala	Roberto	1,624.50	124.28
200 Glenwoodie Golf	Maintenance Parttime	Ayala Sr	Ruben	1,826.38	139.72
200 Glenwoodie Golf	Maintenance Parttime	Juarez	Armando	1,854.88	141.90
200 Glenwoodie Golf	Maintenance Parttime	Keene	Harold	326.04	24.94
200 Glenwoodie Golf	Maintenance Parttime	Morales	Bernabe	1,847.75	141.35
200 Glenwoodie Golf	Maintenance Parttime	Morales	Efren	1,847.75	141.35
200 Glenwoodie Golf	Maintenance Parttime	Munoz	Marcial	1,847.75	141.35
200 Glenwoodie Golf	Maintenance Parttime Total			14,622.93	1,118.66

200 Glenwoodie Golf Total				32,678.78	2,537.29
Grand Total				32,678.78	2,537.29

Department	Earnings Totals	Employer Liabilities Social Security MHI
100 Village	164,951.96	12,098.36
200 Glenwoodie Golf	32,678.78	2,537.29
Grand Total	197,630.74	14,635.65

Cash Requirements 214,325.58

Salary 212,266.39

Vendor Check 2,059.19

214,325.58

Date: September 29, 2023

To: Mayor and Board of Trustees

From: Brian D. Mitchell 

Re: Finance Department

We still are currently having some challenges in the Finance Department. However, this week we made a great deal of progress in moving us forward. As a result of assistance from the Miller Cooper Team and staff we have begun to document step by step procedures for the department. In addition, I have had conversations with Adam, John from Miller and the Finance Committee as to the need for new positions to be recommended to you all for approval. I have included the job descriptions for these positions and will send another memo on Monday related to compensation. During the meeting I will go more into detail on posting, recruiting and the process to fill the positions.

On Monday we will be doing another check run for your approval at the meeting. The information will be sent out by email on Monday at time of completion. The agenda will show that there is an approval for Bills Payable, dated October 2, 2023.



JOB DESCRIPTION

Title: FINANCE OPERATIONS MANAGER

FLSA Status: Exempt

Effective Date: 9/29/2023

GENERAL PURPOSE

Position reports directly to the Finance Director daily. Responsible for communication of the daily cash deposits, expenditures, and revenues regarding the Village of Glenwood financial data. Oversees the day-to-day financial and administrative operations. In addition, performs administrative duties, human resource management and other duties as assigned. Supports preparation in processing accounts payable and the corresponding semi-monthly disbursements for Board of Trustees review.

ESSENTIAL FUNCTIONS

- Manage the overall accounting and bookkeeping functions for the village including accounts payable and receivable, cashier, cash management and water billing.
- Work closely with the Budget Director and Treasurer to provide revenue and expense analysis as requested.
- Interface with CPA firm to coordinate and support annual financial audits.
- Provide financial reporting of disbursements and sources/uses of funds, to the Treasurer, Village Administrator and, as requested, to the Board of Trustees.
- Monitor grant revenues and expenditures including but not limited to ensuring data is recorded in the Village's financial accounting system.
- Provide administrative assistance for all cash related activities, including maintenance of vendor accounts, cashier window responsibilities and payment distribution.
- Responsible for payment of Village utility services, copiers, all leased equipment, and miscellaneous refunds/reimbursements
- Analyze and organize office operations and procedures to increase efficiency and productivity.
- Maintain and balance petty cash for all related departments to be reimbursed when submitted with valid receipts.
- Analyzes and reconciles general ledger accounts. Prepares journal entries for monthly closing.
- Monitor grant revenues and expenditures including but not limited to ensuring data is recorded in the Village's financial accounting system.
- Oversee basic accounting operations at Glenwoodie Golf Course, analyze account records and financial statements at Glenwoodie Golf Course
- Projects as assigned by Finance Director.

MINIMUM QUALIFICATIONS

1. A bachelor's degree in accounting, Business Administration, or related field.

2. Knowledge of General Accepted Accounting Principles, Governmental Accounting Standards and Fund Accounting
3. Minimum of five years of experience, government accounting preferred
4. Computer skills
5. Ability to provide legible communication
6. Ability to focus attention on details, speed, and accuracy.
7. Ability to work with minimal supervision

WORK SCHEDULE

The work schedule will be 40 hours per week, must be available to rotate schedule with other admin staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The Village is a busy facility. The employee may have to manage a number of projects at one time and may be interrupted frequently to meet the needs and requests of residents, clients, and contractors. The employee may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required task.



JOB DESCRIPTION

Title: ACCOUNTANT

FLSA Status: Non-Exempt

Effective Date: 9/19/2023

GENERAL PURPOSE

Under supervision from the Finance Director, the Accountant's primary responsibilities are to perform professional level accounting duties and apply technical skills to the maintenance, analysis and reporting of the Village's financial transactions.

ESSENTIAL FUNCTIONS

- Support the company in optimizing its financial transactions and systems
- Strengthen and grow relationships with vendors and suppliers through timely payments
- Assist in streamlining and improving the accounts payable process, Journal entries and data entry
- Exercise integrity and confidentiality in financial reporting
- Prepare Grant Reports by collecting, analyzing, and summarizing account information
- Prepare bank reconciliations for all bank accounts
- Assist in the preparation of the financial audit schedules and annual budget
- Responsible for all aspects of Invoices including inquiries and requests.
- Reviews all bills/invoices to be sure all charges are posted to the correct expense accounts
- Run semi-monthly bills payable
- Unclaimed Property Filing
- Balance petty cash weekly
- Bimonthly Bank Account Balance Report
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications
- Oversee basic accounting operations at Glenwoodie Golf Course, analyze account records and financial statements at Glenwoodie Golf Course
- Maintain, update and prepare capital asset reports
- Projects as assigned by Finance Director

MINIMUM QUALIFICATIONS

1. A bachelor's degree in accounting, Business Administration, or related field.
2. Knowledge of General Accepted Accounting Principles, Governmental Accounting Standards and Fund Accounting
3. Minimum of five years of experience, government accounting preferred
4. Computer skills
5. Ability to provide legible communication
6. Ability to focus attention on details, speed, and accuracy.
7. Ability to work with minimal supervision

WORK SCHEDULE

The work schedule will be 40 hours per week, must be available to rotate schedule with other admin staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The Village is a busy facility. The accountant may have to manage a number of projects at one time and may be interrupted frequently to meet the needs and requests of residents, clients, and contractors. The accountant may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required task.



JOB DESCRIPTION

Position: Part Time Finance Clerk

FLSA Status: Non Exempt

Effective Date: 9/29/2023

GENERAL PURPOSE

Under supervision from the Finance Director, the Part Time Clerk's primary responsibility is providing counter service to the public. General clerical and other tasks are required, including copying and filing.

ESSENTIAL FUNCTIONS:

The major functions of this position include processing all cash register transactions that are either received by mail or over the counter. Work involves constant public contact in person and on the telephone. Examples of daily activity are water bill payments, payments for licenses and permits, animal licenses, vehicle stickers. This position is also responsible for the yearly maintenance of vehicle stickers.

This individual performs all other duties as assigned. This position reports to the finance director.

Some other normal tasks, duties and responsibilities of this position include:

- Performs general office support duties such as opening and routing mail and deliveries; preparing correspondence; filing and record keeping; duplicating and distributing various written materials; and ordering and keeping inventory of office supplies.
- Prepares journal entries for monthly closing.
- Accumulates, calculates, posts, balances, and reconciles data for financial accounts; Identifies, traces, and otherwise resolves discrepancies in accordance with established procedures.
- Reconcile bank statements and file all bank statements.
- Verifies, posts, and records a variety of financial transactions; prepares and maintains databases, records, and a variety of periodic and special financial, accounting, and statistical reports; generates reports by computer and balances them appropriately.
- Keep records of all NSF checks returned from the Bank, write a letter to the resident to collect the funds.
- Entering Journal Entries into Glenwood's financial system

MINIMUM QUALIFICATIONS

1. High school diploma
2. Ability to provide legible communication
3. Ability to focus attention on details, speed and accuracy.
4. Ability to work with minimal supervision
5. Microsoft programs, Word, Excel, Outlook and Power Point

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear, walk and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The Village may be a busy facility. The Clerk may have to manage a number of projects at one time and may be interrupted frequently to meet the needs and requests of residents, clients and contractors. The Clerk may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

The noise level in the work environment is moderately quiet.