

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 December 6, 2022

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, Dawson (phone) Hadnott, Hart, Lynch and Winston**

**REMOTE PARTICIPATION** The meeting was conducted at Village Hall; **Trustee Hadnot made the motion to request remote participation for Trustee Dawson; Trustee Winston second the motion.**

**Upon Roll Call:** Ayes: 5 Naes: 0 Recues: 0 Absent: 0 Abstain: 0

**Ayes:** Clark, Hadnott, Hart, Lynch, Winston

**Naes:** 0

**Recues:** 0

**Absent:** 0

**Abstain:** 0

**Motion Approved:** Yes

**ALSO IN ATTENDANCE:** **Brian D. Mitchell**, Village Administrator; **John Donahue**, Village Attorney; **Kevin Welsh** Fire/Building; **Chief Pettycord** Police, **Bill Manousopoulos**. Director, Public Works, **Dave Shilling**, Village Engineer, Village Treasurer, **Carmen Hopkins**, Cynthia Smith, Finance Director, **Phillip Robins**, Glenwoodie Golf Course;

**ABSENT:** None

**Village Clerk's Office:** **Motion to Approve** the November 15, 2022 Regular Board meeting Minutes.

**Trustee Hadnott made the motion; Second by Trustee Winston** to accept the Motion as read.

**Discussion:** None

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

**Ayes:** Clark, Dawson, Hadnott, Hart, Lynch, Winston

**Naes:** 0

**Recues:** 0

**Absent:** 0

**Abstain:** 0

**Motion Approved:** Yes

**TREASURER'S REPORT:**

**1). Motion to Approve Bills Payable as presented by Treasurer, Carmen Hopkins**

Bills Payable Corporate in the amount of \$468,764.88; TIF Tax Incremental Finance \$3,328.41; Sewer and Water Account \$55,316.95; Glenwoodie Golf Course \$20,307.34; TIF Halsted South \$7,190.00

**TOTAL ALL FUNDS \$554,907.58**

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

**Discussion Highlights: Trustee Winston** made inquiries about repairs for vehicles; Bill , Public Works Director noted that the truck repair for \$7k has resolved the issue and should not be a reoccurring expense. Replacement of that vehicle is very costly.

**Trustee Hadnott** noted he has previously requested fund balance of Covid 19 funds; what are the balances, what was spent and what remains. **Finance Director, Cynthia Smith** indicated there are two different funding sources; the Cares Act Fund; \$397k was received and is a reimbursable fund; expenditures have been reimbursed for PPE, immunizations, OT for police/fire, sanitizers, etc. Finance Director, Cynthia Smith will further investigate looking into obtaining a report of what expenses were reimbursed.

The American Rescue Plan Act (ARPA) fund was additional funding; the Village of Glenwood has received two payments in the amount of \$592k in which decisions have not been made on allocation, though discussions of using funds for large expenditures such as audio/video equipment was previously discussed as an option when the Board approved the purchase; **Trustee Hadnott** noted funds were received last year and it should not take this long to make the allocations; it should have been included as a board agenda item but board members do not get to provide input on the agenda. **Mayor Gardiner** suggested having a COW meeting to discuss allocation of Covid funds; **Trustee Hadnott** suggested having a meeting, e.g. staff meeting to decide specifically where the funds will be allocated. **Trustee Hadnott** asked **Treasurer Hopkins** if he stated previously that he would have the financial reports available to the Board by the end of November. **Treasurer Hopkins** responded that he did make that statement; no he has not completed the reports to date; he is working with Finance Director on the reports but does not have a specified timeline of completion.

**Trustee Hart** requested her comments to be recorded in the minutes as follows: The Board was informed that financial reconciliation has been completed up to June 2022 and that the Finance Director and the Treasurer would be submitting a current financial report which would reflect the current monthly revenues vs expenditures.

The Board has requested financial statements for the past 8 months to no avail. As a result of not having monthly financial overview/summary that at a minimum would provide the Board with a snapshot of the Villages finances, I vote NO to symbolize my lack of confidence in the data presented and will continue to vote no until such time my reasonable request to receive monthly financial reports is honored. No member of this Board should be voting to spend money without knowledge of monthly revenues over expenses.

**Upon Roll Call:** Ayes: 4 Naes: 2 Recues: 0 Absent: 0 Abstain: 0

**Ayes:** Clark, Dawson, Hadnott, Lynch

**Naes:** Hart, Winston

**Recues:** 0

**Absent:** 0

**Abstain:** 0

**Motion Approved:** Yes

**2). Motion to Approve Payroll as presented by Treasurer, Carmen Hopkins.** Payroll as of the date November 18 , 2022, Corporate in the amount of \$132,173.00, Retro Pay \$51,701; Sewer & Water \$12,713.00, Retro Pay \$37,132; Glenwoodie \$18,573.00

**OVERTIME:** Police \$6,435.00 Reimbursable \$1,672.00, Sewer & Water \$666.00, Public Works \$359.00

**TOTAL PAYROLL \$222,620.00**

**Trustee Lynch** moved; **Second by Trustee Hadnott** to accept the Motion as read.

**Discussion Highlights:** **Trustee Hart** requested her comments to be recorded in the minutes as follows: As a result of the Board not receiving answers related to payroll discrepancies, the Board asked to receive a listing by employee names that agrees to the total net payroll amounts asked to be approved. The payroll journal received served as a starting point and I want to thank the Finance Director and Village Administrator for presenting this working document, however it does not reflect the balance of the payroll request for approval in the amount of \$222,620. Again, if payroll is \$2222, 620 the net payroll for the specific pay period should be listed by employees' name with the net amounts that agrees to the total payroll.

I am confident that we can achieve the right balance to submit the requested information, while protecting the privacy of the employees. As a public body, the Board has a fiduciary responsibility to the public to provide oversight through checks and balance related to the salary data for employees being paid as deemed necessary to ensure that all discrepancies have been addressed and that the required level of internal controls are in place. I agree no employee should work and not be paid as such my vote of NO symbolize my lack of confidence in the fiscal data presented to the Board. For that reason, I'm voting NO and will continue to do so until such time I receive the requested payroll information.

**Finance Director**, Cynthia Smith clarified retro pay included 4% salary increases for Village staff employees, not including Department Heads; also includes Glenwoodie Golf Course Maintenance workers; Retro Pay also included Police Union Contract. Retro pay dated back to May 1, 2022.

**Trustee Winston** indicated the payroll journal included in the packet did not provide the requested information and needed more clarity; concern with voting on retro pay amounts; there is ambiguity on which employee received what amount; questions around Lee's position at Glenwoodie Golf Course; position has been adjusted per **Village Administrator**, B. Mitchell. Any questions pertaining specific individuals can be addressed in closed session.

**Trustee Lynch** commented what will it take to get the requested information that Trustee Hart has been seeking for nearly a year; **Village Administrator**, B. Mitchell will follow up with **Trustee Hart** for clarity on her request.

**Upon Roll Call:** Ayes: 5 Naes: 1 Recues: 0 Absent: 0 Abstain: 0

**Ayes:** Clark, Dawson, Hadnott, Lynch, Winston

**Naes:** Hart

**Recues:** 0

**Absent:** 0

**Abstain:** 0

**Motion Approved:** Yes

**OPEN TO THE PUBLIC:**

**Barbara Elmore**

Café; loud music; extended hours after 11pm; littering and Barbara Elmore addressed the Board regarding continuation of lawncare services for the Village of Glenwood; she noted she is a resident; her business is family owned, passed on from her father; dedicated to serving and investing in the community; she is a minority and female owned business; she has gone over and beyond extending to the Village without asking for additional compensation; due to rising gas prices etc, her bid is higher however it's fair.

**Deborah Birmingham**

Deborah Birmingham addressed the Board with continued concerns of upkeep of property; Board of Trustees have to do better for the residents of Glenwood; no progress is being made; same discussions are taking place without resolution; a decade of no progress in the Village.

**Ron Coleman – 30 Nugent Street**

Ron Coleman expressed concerns with landlord charging water bills that he has paid to the Village. Chief Welsh clarified the condominiums have individual unit meters; nthe Village sends the water bill to the individual unit for payment; water will not be shut off unless payment has not been received by the Village. Chief Welsh will ensure landlord license is in compliance.

**Leon Fields**

Leon Fields expressed support for the continuation of lawn care services with Barbara Elmore; agreed with Deb Birmingham comments; the village needs to do better with enforcement of ordinances; concern with potholes that can do significant damage to vehicles; should address before the snow covers the hole making it a safety concern.

**Tamara Dobbins**

Issue with notifications not being received from the Village; delinquencies have been sent to the landlord.

**Eric Slaughter**

Thanked Trustee Hart for her diligence in getting answers for financial status of the Village; Board of Trustees have to ensure that financial house is in order as they were elected to do.

**COMMUNICATIONS MAYORS OFFICE:**

**Life Saving Award Presentation**

Chief Pettycord presented Officer Brent Verhagen for his heroic life saving effort while on duty. Officer Verhagen is an officer in training that responded to a dispatch call; there was a victim that had over 17 gunshot wounds; Officer took immediate action administering first aid utilizing trauma kit to the severely injured victim in the midst of chaos; the victim though critical survived injuries due to Officer Verhagen's heroic efforts; the Village of Glenwood is proud of job well done.

**Discussion to Authorize Staff to Prepare to move forward with Forced Annexation of Properties**

Chief Welsh asked the board to consider moving forward with forced annexation of the 9 parcels which are located in Unincorporated Glenwood; efforts have been made in the past to bring the owners together voluntarily but to no avail; Chief noted a more targeted stronger forced annexation option gives the Village more teeth to have the discussion. **Attorney John Donahue** confirmed that the Village meets the legal requirements for a forced annexation, surrounded by 3 sides. **Trustee Hart** encouraged making a congenial attempt to partner with the owners; suggested send letter by certified mail instead of regular post office to the owners; allow a couple of weeks for them to respond; if no response, Board can consider taking a more forceful approach; **Trustee Hadnott** suggested personally delivering letter to owners; Chief Welsh indicated some of the parcels are not owner occupied; he doubts that this effort will produce any progress. Chief Welsh confirmed that the last attempt made was by a mailing in 2020 to the owners; Chief Welsh indicated he has received numerous complaints about the upkeep of these properties; he cannot enforce compliance if the parcels are not in the Village's jurisdiction. **Trustee Hadnott** suggested specifying timeline, giving the owners 6 months to consider voluntary annexation before moving forward with next step of forced annexation; **Mayor Gardiner** requested giving owners 4 months to respond to certified letter and take appropriate next steps after deadline; **Trustee Dawson** noted to include impact to residents as a result of the annexation of these parcels.

**Motion to Approve Request for Executive Closed Session under Section 2 (c ) (1) Personnel with action to be taken and reason to reconvene at the end of the meeting.**

**Trustee Lynch** made the motion for approval; **Trustee Hadnott** second the motion as read

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

**Ayes:** Clark,Dawson, Hadnott, Hart, Lynch, Winston

**Naes:** 0

**Recues:** 0

**Absent:** 0

**Abstain:** 0

**Motion Approved:** Yes

## **ATTORNEY'S REPORT**

**NO REPORT**

## **VILLAGE ADMINISTRATOR OFFICE**

**B. Mitchell, Village Administrator** reminded the Board and audience of the Village of Glenwood Tree Lighting Ceremony on Friday, December 9, 2022.

### **Heritage Technology Solutions Update**

Mike gave presentation to the Board on IT update from Heritage Technology Solutions; Board members received detailed report included in the Board packet; some of the highlights shared included Business review audits in three different categories, including Infrastructure, Managed Support and Services and Security; Overall audit score is 94; Infrastructure Audit score is 89; Security audit score is 94; Managed support and services is 100. The scores have been improving year over year since 2020 audit scores; discussion of servers requiring replacement will be addressed for 2023 audit; **Trustee Winston** noted the Board and Village needs to be proactive with our IT needs; 3 servers are estimated at \$70-80k to replace; 2015 was the last time the servers were replaced; **Trustee Winston** asked for other alternatives to make comparison, e.g. the Cloud; most organizations are moving infrastructure to the cloud. Mike suggested a hybrid solution might be optimal for the Village of Glenwood.

## **FIRE DEPARTMENT**

### **Rehabilitation of Fire Station #2**

Chief Welsh led the discussion regarding the rehabilitation of Fire Station #2. Board members received a detailed report included in the Board packet; Chief Welsh indicated that TIF funds are available to fund this project. The plan outlined is estimated at \$1.4 million; this project has been given considerable thought over the years; Chief also included balances for all the TIF funds. There is a sense of urgency to approve project so that work can begin by Spring. This remodel project can not be done piece meal. This is purely expenditure and not contemplated for making revenue; steps have been taken to fund this project; this project impacts our ability to service the residents of Glenwood.

**Trustee Hart** noted the following comments to be recorded in the Board minutes; I'm appreciative of the passionate presentation and the nicely prepared TIF fund balance, however, I'm not understanding the experience nor how this project was prioritized without dialogue that includes the public, nor understand the rush or why a project of this magnitude cannot be considered over a period of time or why it cannot be budgeted for the upcoming fiscal year. I believe it to be an unrealistic expectation of the Board to make a huge decision to approve a \$1.4M expense only project without having a planned discussion nor input around prioritizing the best way to spend the funds. There has been no previous communication. I believe budgeting a project of this magnitude can only serve to help the residents and the elected officials guide future actions, decisions as well as the development of these types of projects in the future. For this reason, I vote to table the request for approval to spend 1.4 M of TIF funds until such time we have had an opportunity to address the best use of spending 1.4 M based on principles that will serve the town for years to come and to receive the residents input.

**Motion to Table Approval of Fire Station #2 Rehabilitation Project**

**Trustee Hart** made the motion to table; **Trustee Lynch** second the motion to table discussion.

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

**Ayes:** Clark, Hadnott, Hart, Lynch, Winston

**Naes:** 0

**Recues:** 0

**Absent:** 0

**Abstain:** 0

**Motion Approved:** Yes

**POLICE DEPARTMENT**

**See attached written report included in the Board Packet.**

**PUBLIC WORKS DEPARTMENT**

187<sup>th</sup> Street repairs have been completed; two separate incidents involving main water break, restored; **Trustee Hadnott** requested strict training and maintenance schedule from Public Works department; moving forward, Bill assures that schedule will be maintained;

**Motion to Approve 3 year contract with Barbara Elmore /Elmore’s Lawn Care for grass cutting service for Village owned and private parcels.**

**Trustee Winston** made the motion to approve; **Trustee Hart** second the motion

**Discussion Highlights:** Bill, Public Works Director informed the Board of the RFP process for grass cutting services contract that is included in the Board packets; the RFP went to bid on October 3, 2022; RFPs were due back by Thursday, Nov 17, 2022; 5 proposals came back for consideration; staff recommendation is for the lowest responsive bid from C&T Lawn and Landscape, 1580 Vollmer Road, Lynwood, IL 60411.

**Trustee Hadnott** expressed concerns when he sees an outlier that can do the contracted service for half the amount other contractors have bid; fears some contractors will use a low bid to obtain the contract but is unable to perform satisfactorily causing to go out to bid again in a year; also inquired about social equity with our contractors; Mrs. Elmore is the only minority owned contractor in the village; we should solicit feedback to seek out other minority contractors; solicited performance feedback regarding existing contractor, Barbara Elmore; **Trustee Lynch** commented regarding responsibility of contractor and of the Public Works Director; Chief Welsh indicated that the distinctions have been made in the RFP so accountability is clear who is responsible;



**Trustee Lynch** requested updates to the Board regarding complaints from residents so that the Board is informed if additional action needs to be taken; **Trustee Winston** raised concern regarding including language in the RFP that might be very restricted, prohibiting some contractors from being able to comply, e.g. certain weather conditions might prohibit cutting all of the grass within allotted 2 days. **Trustee Lynch** noted he appreciates having stronger language in the contracts for services;

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

**Ayes: Clark, Dawson, Hadnott, Hart, Lynch, Winston**

**Naes: 0**

**Recues: 0**

**Absent: 0**

**Abstain: 0**

**Motion Approved: Yes**

**NEW BUSINESS:**

**Trustee Clark** inquired about the status of construction project on Main Street; no fence is up; its an eye sore; Chief Welsh indicated he has spoken with the owner and a fence will be put up by next week. There was problems with the former contractor; a new contractor has been hired to complete the project;

**Trustee Winston** inquired if payment was received on time from Glenwood Oaks; **Village Administrator, B. Mitchell** indicated invoice has gone out for December from the Village; November is a skipped month because payments are due every other month.

**Motion to Approve Tax Levy in the amount of \$4,748,508.00, flat increase**

**Trustee Hadnott** made the motion; **Trustee Hart** second the motion

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

**Ayes: Clark, Dawson, Hadnott, Hart, Lynch, Winston**

**Naes: 0**

**Recues: 0**

**Absent: 0**

**Abstain: 0**

**Motion Approved: Yes**

**MOTION TO ADJOURN TO EXECUTIVE CLOSED SESSION:**

**Trustee Hadnott moved; Second by Trustee Lynch**

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

**Ayes: Clark, Dawson, Hadnott, Hart, Lynch**

**Naes: 0**

**Recues: 0**

**Absent: 0**

**Abstain: 0**

**Motion Approved: Yes**

**MOTION TO RECONVENE FROM EXECUTIVE CLOSED SESSION @ 10:25PM**

**Motion to Approve Salary Increases and Stipend as discussed in Executive Closed Session**

**Upon Roll Call: Ayes: 5 Naes 0: Recues:0 Absent: 0 Abstain: 0**

**Ayes: Clark, Hadnott, Hart, Lynch**

**Naes: 0**

**Recues: 0**

**Absent: Dawson**

**Abstain: 0**

**Motion Approved: Yes**

**ADJOURNMENT**

**MOTION TO ADJOURN MEETING**

**Trustee Hadnott made the motion; Trustee Lynch second**

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

**Ayes: Clark, Dawson, Hadnott, Hart, Lynch**

**Naes: 0**

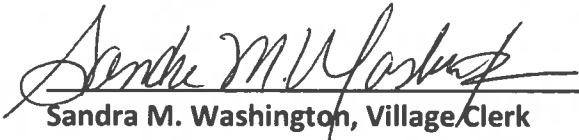
**Recues: 0**

**Absent: Dawson**

**Abstain: 0**

**Motion Approved: Yes**

**ADJOURNMENT:** The December 6, 2022 Board Meeting adjourned @ 1030PM.

  
Sandra M. Washington, Village Clerk

