

MINUTES OF THE REGULAR BOARD MEETING  
OF THE PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF GLENWOOD, COOK COUNTY, ILLINOIS  
HELD AT THE VILLAGE HALL FEBRUARY 18, 2020

The February 18, 2020 Regular Board Meeting was called to order at 7:00 PM by Village President Ronald J. Gardiner who led the audience in the Pledge of Allegiance.

**ROLL CALL:**

Upon Roll Call by Village Clerk **Dion Lynch**, the following Trustees responded: **Beckman, Clark, Dawson (Attended remotely), Hadnott, Styles, Winston**

**Mayor Gardiner was absent**

**ALSO IN ATTENDANCE:**

**Brian Mitchell**, Village Administrator; **John Donahue**, Village Attorney; **Chief Kevin Welsh** Fire/Building; Finance Director, **Linda Brunette**; **JoAnne Alexander**; Senior Center Park Programs; **Toleda Hart**, Village Treasurer; Police Chief **Derek Peddycord**; **Dave Shilling**, Village Engineer; **Phillip Robbins**, Glenwoodie; **Harrison Maddox**; Public Works Director.

**1.) Motion to allow Senior Trustee Paul Styles to Chair Board Meeting.**

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

**Discussion: No Discussion**

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

**Ayes: Beckman, Clark, Dawson, Hadnott, Styles, Winston**

**Naes: 0**

**Recues: 0**

**Absent: 0**

**Abstain: 0**

**Motion Approved: Yes**

**Consideration of and Possible Action on Any Request for Remote Participation in the Meeting.**

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

**Discussion: Trustee Styles stated, Trustee Dawson has not complied with the Remote Participation Ordinance, as we have not received a letter from his Employer. Trustee Dawson stated I will get that to you.**

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

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

**Naes: Styles**

Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

**PRESENTATION OF MINUTES:**

**1.) Motion to Approve Board Meeting Minutes of January 7 2020**

**Trustee:** Beckman moved; **Second by** Trustee Winston to accept the Motion as read.

**Discussion:** No Discussion

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

**Ayes:** Beckman, Clark, Dawson, Hadnott, Styles, Winston

**Naes:** 0

**Recues:** 0

**Absent:** 0

**Abstain:** 0

**Motion Approved:** Yes

**2.) Motion to Approve Board Meeting Minutes of February 4, 2020**

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

**Discussion:** No Discussion

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

**Ayes:** Beckman, Clark, Dawson, Hadnott, Styles, Winston

**Naes:** 0

**Recues:** 0

**Absent:** 0

**Abstain:** 0

**Motion Approved:** Yes

**TREASURER'S REPORT:**

1). **Motion to Approve Bills Payable as presented by the Treasurer Hart.**

**Corporate Fund: \$148,516.30; Sewer & Water Account \$19,109.07; Storm Sewer \$1,000.00; Federal Forfeiture Fund, \$4,163.25; Glenwoodie Golf Course: \$13,569.00  
TOTAL ALL FUNDS: \$185,726.04**

**Trustee:** Beckman moved; **Second by Trustee Dawson** to accept the Motion as read.

**Discussion:** Trustee Hadnott asked. What was the transfer to the golf course for? **Director Brunette** replied, in order to cover some operating expenses we had to transfer funds from Corporate Fund to Golf Course, mostly due to weather that they didn't have much activity for a couple months. **Trustee Winston** asked, I see another check to Heritage Technology for software, what's that about? What is going on with Heritage, it seems we continually get bills from them, was there no all-inclusive contract with them? **VA Mitchell** replied we do not have an all-inclusive deal with them; you are more than welcome to come in and re-review the separate contracts that were approved for them. **Trustee Winston** then asked about training software, what is was for? **Chief Welsh** replied, that's out software program we use in unison with 7 different department. to provide for weekly, monthly and annual training requirements to meet our standard. **Trustee Winston** then asked, we lost money for a flight? Someone's flight was cancelled? **Chief Peddycord** replied, one of our Officers was at a training conference out of town. Because there was bad weather his flight was cancelled and the charges you see are from his overnight stay and second flight. **Trustee Winston** then asked, breakdown for field house for food pantry? **DMC security service**, what is that? **Director Maddox** replied, they not only gives us security but also our Fire protection.

**Trustee Winston** amended his motion to include approval of bills payable with the exception of Heritage Technology payment. Motion died for a lack of second.

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

**Ayes:** Beckman, Clark, Dawson, Styles

**Naes:** Hadnott, Winston

**Recues:** 0

**Absent:** 0

**Abstain:** 0

**Motion Approved:** Yes

**2) Motion to Approve Payroll as of the date, February 14, 2020 as presented by the Treasurer Hart**

**Corporate:** \$114,168.00; **Glenwoodie:** \$11,866.00 **Sewer & Water:** \$16,487.00

**OVERTIME:** **Police:** \$4,263.00 (\$259.00 of Police Overtime reimbursable); **Sewer & Water:** \$1,917.00; **Public Works** \$949.00. **TOTAL PAYROLL:** \$171,141.00

**Trustee:** Hadnott moved; **Second by Trustee Clark** to accept the Motion as presented.

**Discussion:** Trustee Winston asked, I know we had a rough last couple of weeks. But how did we spend \$11,000.00 in payroll? Phil replied, we have 3 full time staff, Sandy and myself with very little part time staff. Trustee Winston stated, I think that's a bit excessive for winter months. At some point if we aren't making money you have to decrease some of those hours. Phil replied, we still have banquets, bar and pro shop and wait staff for events. We cut where we can but I can provide a breakdown for you. Trustee Hadnott asked, is it worth keeping the golf course open in the winter Phil? Well we do have select groups that utilize, also majority of individuals who register for golf season come in the winter months and we also do maintenance.

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

**Ayes:** Beckman, Clark, Dawson, Hadnott, Styles, Winston

**Naes:** 0

**Recues:** 0

**Absent:** 0

**Abstain:** 0

**Motion Approved:** Yes

**OPEN TO THE PUBLIC:**

**Miriam Slaughter**

- A. Who and what are the appointments. Trustee Styles replied, that will not take place today only the Mayor has authority to do so
- B. Will the Executive Closed Session take place today? Attorney Donahue replied, yes.
- C. Will the Greater Glenwood Party be getting any donation for the next election by either Edgar or Homewood Liquors. Trustee Styles replied I have no idea. She then asked, Trustee Winston if he would be getting any donations from either? Trustee Winston stated I don't

know, but as of right now I haven't gotten any donation, but I welcome them.

- D. As far as the transfer if we are doing so well, the Public has asked several times if there are any gains and we were told Glenwoodie is doing well. Why are we transferring \$200,000.00? **Trustee Styles** stated, my understanding it was \$50,000.00 if we have to transfer that much money why did we give an additional \$10,000.00 plus the 2%. **Trustee Styles** stated, my understanding is Sandy got the raise as a part of her original hiring agreement performance that if she met and or exceeded goal she would receive the raise.

**COMMUNICATIONS:**

**MAYOR'S OFFICE:**

- 1.) **Appointments (will be postponed until the Mayor returns)**

- 2.) **Audit Presentation by John George**

Audit process started preliminary field work July 8, 2019 performed test internal controls over payroll, performed walk through of significant transaction cycles. Performed preliminary analytical, preliminary risk assessments concluded by having our planning meeting with management on May 31, 2019 performed final field work during four weeks July 15<sup>th</sup> 22-29<sup>th</sup> August 5<sup>th</sup> During that final week we obtained information from Management related to trial balances, disbursements, documentation review. Supporting documentation and confirmation any information that supports balances in financials. This year we did have implementation of Gatsby 75-accounting for post-employment benefits. Overview of financial statements 110 page document. We issued an unmodified opinion, CLEAN opinion which is the highest level of assurance that a firm can provide. We performed the Audit with general accepted auditing standards we did highlight in our opinion with emphasis on the adoption of Gatsby 75 for post-Employment benefits. Government wide did reflect a new net of \$26.7 million which is up about \$880,000.00 from last year includes about 15 million dollars between Pension liability and other post-employment liability. Overall Government wide the net position of the Village has improved, on the fund financial statements we had a \$900,000.00 increase in our general fund fund balance from 4.2 to 5.1 million. We also issued a compliance opinion on TIF.

**Trustee Hadnott** asked who determines scope of work for audit. **George** replied, the scope of the audit is dictated by the proposal based on the general accepted auditing standards as well as the Village and then we determine the scope of work related to our issuance. **Trustee Hadnott** asked, summary significant accounting estimates, one of your basis was fair market value. Who was the third party? **George** replied, those are the

investment advisors I can get a list of those. Those are for Police and Pension funds. **Trustee Hadnott** then asked, what valuation techniques were used. **George** replied, we compare those with comparable securities on the market. **Trustee Hadnott** asked, it say obtained copies of valuation and appraisal reports. **George** replied, we obtained reports of the land health for re-sale. **Trustee Hadnott** stated, in 2016 the income from the Plaza was \$341,956.00 if we use 10% cap rate that gives a value of 3.4 million. Last year income was only \$37,000.00 it would be impossible for the Plaza to have the same value today with only 1 24k sq. foot building left, than it had 4 years ago when we had 110k sq. feet. **George** replied, we can supply you with the appraisal. **Trustee Hadnott** asked do you believe we have over stated the Village assets. **George** replied, no. We have not reported that. The assets are listed at lower of cost or market of fair value, so the appraisal supports that. The cost basis is still valid, what the Village paid for it, is what's reported. We also have an independent appraisal consulting, within our Firm that part of our work papers. **Trustee Dawson** asked, how do you depreciate our assets? With that, how many different ways are there for you to depreciate our assets? **George** replied, assets are depreciated over a straight line basis over the useful lives of those assets. **Trustee Dawson** asked, couldn't we take a bigger hit in the beginning? **George** replied, the accounting policy and practice for Governments is a straight line basis. **Trustee Dawson** then asked, would it be fair to say an Audit firm typically only represents a Company for three years? **George** replied, no, it's entirely based on the Organization policy. With Sarbanes-Oxley and Firm rotations for Public Company that has been addressed and covered. From a sox standpoint Public Companies are required to rotate Partners within the firm.

**Approval for Request for Executive Closed Session under Section 2(c) Real Estate and Section 2 (c) (11) litigation with action to be taken and reason to reconvene at the end of the meeting.**

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

**Discussion:** No Discussion

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

**Ayes:** Beckman, Clark, Dawson, Hadnott, Styles, Winston

**Naes:** 0

**Recues:** 0

ATTORNEY REPORT

**Absent:** 0

**Abstain:** 0

**Motion Approved:** Yes

**Approval of Engineering Agreement between Village of Glenwood, IL and Robinson Engineering, LLC for Professional Services.**

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

**Discussion:** Trustee Hadnott asked, Dave do you feel we have a good rapport with Robinson Engineering? **Engineer** Shilling replied, the best. Trustee Hadnott asked, in the agreement I am feeling a little hurt. Late fees. Have we ever paid late fees to Robinson Engineering? **Engineer** Shilling replied, no. Trustee Hadnott asked why would you ask for it in a contract. **Engineer** Shilling replied, that is a standard EJCDC agreement for large projects. I personally have no concerns about fees. Trustee Winston asked, Mr. Donahue did you take a look at the contract? **Attorney** Donahue replied, yes, it's a standard contract, late fees are to be expected. However, when we work with Architects I doubt there is ever a need for a late fee nor have we ever been charged one. Trustee Hadnott then stated, Engineer should not have any liability to the Owner. **Engineer** Shilling replied, if there is an incomplete project it's never been signed or sealed. Trustee Hadnott stated, I don't see any warranties in this agreement. **Engineer** Shilling replied, I can't control what the Contractor builds, there is no warranty for a piece of paper with a drawing on it. Trustee Beckman asked, per project, you would have per warranties and special other provisions. **Engineer** Shilling replied, contract with the Contractor would have warranty on material and workmanship, there is no warranty on a set of plans. The plans are intellectual property, if we go into a lawsuit then yes, we have professional liability insurance that we are required to have by the state. Trustee Hadnott asked you would be providing the plan to the Contractor correct? **Engineer** Shilling replied, correct. Trustee Hadnott stated so if the Contractor executes your plan and it's an issue. Who responsibility is it? **Attorney** Donahue replied, it would be the Engineer, the contract does provide liability insurance, I believe to be 3 million dollars which is the value of the project. That is what will come into play on error or liability on the Engineer part.

**Trustee** Hadnott stated, I am looking at the environmental report, you are asking us to represent we have no knowledge of environmental issues there, I don't know if that's within our scope to answer or not. I have a lot of issues with this contract. I didn't expect a lengthy contract,

with a firm that's had a relationship with the Village for decades. **Engineer Shilling** replied, this is how we do large projects, this agreement was prepared in 2017. I've had it on my desk waiting for these past two properties to be decided upon to move forward. **Trustee Dawson** stated, I would like us to go out to bid and potentially see if the Board can find an Engineering Company to do the amount work for the amount of the Grant. We will be doing the best service to the Residents to see if we can find anyone to match the amount for the grant for engineering fee. **Engineer Shilling** stated, MWRD is providing \$187,000.00 which is a percentage of the 3.8 million. We have to hire a structural Engineer to do all the calculations, we have to do soil borings there is a lot of work involved in this project. Our total estimate is \$290,000.00. **Trustee Dawson** stated, when we spend that much money, we owe it to everyone to go out for bid, we can't do it blind. **Trustee Beckman** asked, how many hours does your Company have in on this project? **Engineer Shilling** replied, a couple of hundred hours.

**Trustee Hadnott** motioned to table, Motion was second by **Trustee Winston**.

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

**Ayes:** Hadnott, Winston

**Naes:** Beckman, Clark, Dawson, Styles

**Recues:** 0

**Absent:** 0

**Abstain:** 0

**Motion Approved:** No

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

**Discussion:** No Discussion

**Upon Roll Call:** Ayes: 3 Naes: 3 Recues: 0 Absent: 0 Abstain: 0

**Ayes:** Beckman, Clark, Styles

**Naes:** Dawson, Hadnott, Winston

**Recues:** 0

**Absent:** 0

**Abstain:** 0

**Motion Approved: No-Motion Dies**

**VILLAGE ADMINISTRATOR:**

VA Mitchell stated, United Way Food Drive has begun. Locations are available on social media and our website. Signs have been put up at the Plaza in order to solicit developers. Tomorrow will be business breakfast too, we are working with a few other communities for shared resources. Census 2020 information should be coming in. We should also be hearing from the County related to the grant we applied for. I attended legislative breakfast where local and State Officials were present to discuss priorities for South Suburbs as well. Lastly, attended a meeting with the Cook County Assessor related to reassessment of properties. **Trustee Winston** stated I had some questions about the technology RFP as I look at it even more there is no hardware included in the RFP. VA Mitchell stated you will find all that information on page 8. **Trustee Dawson** asked, I know we hired some Public Works guys but did we re-assess the need or are we hiring because of union representation. VA Mitchell stated, we looked at it by need.

**ENGINEER'S REPORT:**

**No Report**

**FINANCE:**

January reports were sent out, **Trustee Winston** asked about the utility report, we received from the 12 month period (January to January) \$6,700.00 \$4,200.00 was Comcast. We should be seeing more, I will have updated information in March.

**POLICE:**

**Chief Peddycord** stated, in January responded to 483 calls for service. We did have a spike in stray animals running loose. We had 3 armed robberies, two were cleared in arrest, one is still pending. It is tax season, be aware of scams. IRS will not call you requesting money. **Trustee Winston** asked about the Dog Ordinance. **Chief Peddycord** stated I will resend tonight. **Trustee Winston** asked, what can we do about cats? **Chief Peddycord** replied we don't address feral animals (cats). **Chief Welsh** replied there are Feral Cats laws, they have freedom to roam. **Trustee Styles**, also stated Sgt. Sanchez lost his wife a week ago. The wake was today, if you see him please express condolences.

**FIRE BUILDING:**

**Chief Welsh** stated, himself, **Chief Peddycord** and **Director Maddox** completed review of things they could purchase through the grant for property insurance company. We were able to get equipment for each department. We have completed the process of setting up Citizen CPR classes, keep a look out on the website and fire station marquee, once every other month. Testing for Firefighters will be March 14<sup>th</sup>, urged Residents to disconnect garden hose in the winter to avoid fires.

**PUBLIC WORKS:**

**Director Maddox** stated, we have had two snow events from our previous meeting. One storm was 20 hour continuous storm. One main break on Maryland. 187 lift station repair is schedule for this week on the 20<sup>th</sup> Three Employees attended maintenance training. **Trustee Hadnott** asked, is there a date for the asphalt trailer to come back? **Director Maddox** replied, I have not followed up, when I get it. I will get it to you. **Trustee Winston** asked, are you short staff. **Director Maddox** replied no we are fully staffed now.

**GLENWOODIE:**

**Phil** replied, we hosted three events. You should have received January reports. Carpet and tile were installed, as well as the audio visual equipment. We did have a successful Golf show in Tinley Park, I also provided everyone the open house flyer for the second of March. **Trustee Winston** asked, have we begun the process of looking for replacement for Eric. **VA Mitchell** replied yes. **Phil** replied, we are well prepared in terms of having preparations for grounds maintenance. **Trustee Hadnott** asked, what are you doing with social media? **Phil** replied we have two profiles; we are in the process of meeting the two. **Trustee Hadnott** stated, can we work with the Village social media person to engage and get more consistent content out there? **VA Mitchell** replied yes. We are working on that. **Trustee Winston** stated, I would like more real time information so when we buy floor, tiles, equipment etc. we will have all information related to short falls so that we can make an educated decision. **Phil** replied, it was discussed that we would have short falls, but in short the take away from the Board was that we have to spend money to make money. **Trustee Hadnott** stated, every month can we have a report from Committees? **VA Mitchell** stated, how about we have those who are Dept. heads present their findings from the committee. **Trustee Hadnott** replied, fine with me.

**SENIOR/PARK PROGRAMS:**

**Director Alexander** stated, February 21, 2020 is the Senior Luncheon. We will have guest speaker form Cook County Assessor luncheon. We will have date and times for the PERKS program soon. She thanked Trustees for the support for the 50<sup>th</sup> anniversary of AMVETS.

**NEW BUSINESS:**

**Trustee Hadnott** stated, grant writing at Prairie State all Dept. heads should attend. **VA Mitchell** stated it's \$455.00 person. I am trying to change my schedule to accommodate

**OLD BUSINESS:**

**Trustee Hadnott** stated, in previous meetings I and **Trustee Winston** have mentioned suggestion, questions recommendation do not make it back on the agenda.

**OPEN TO THE PUBLIC:**

**Bret Thompson**

We've had difficulty hearing in the audience. There was a motion for remote participation what was that for. **Trustee Hadnott** stated, we had to make a motion every time someone attends remotely. Mr. Thompson then stated what I did hear is that Mr. Dawson is not in compliance. **Trustee Styles** replied, that is correct. **Trustee Hadnott** stated I was not made aware he was required to do that. Mr. Thompson stated, if he was not in compliance I do know that. **Trustee Styles** voted no and everyone else voted yes. If he is not in compliance why are we voting yes? **Trustee Hadnott** stated he can get that to Brian in the morning. Mr. Thompson stated but he is not in compliance now. **Trustee Hadnott** stated, we were not aware he wasn't in compliance. Mr. Thompson stated if **Chief Peddycord** or one of his Officers pulled me over and I'm not in compliance as far as registration and insurance, they not go say bring it to me tomorrow. If he is not in compliance why are we voting yes? **Trustee Dawson** stated, that's not a mandated rule. **Trustee Styles** replied, it's in the Ordinance, why isn't a mandated rule?

**Melinda Plott**

Has a plaque for the Village for their support for last year. She also submitted a request for additional financial support from the Village for this calendar year. We also would like to have discussion about lights at the Park this year. Opening day is May 2<sup>nd</sup> registration starts on February 29, 2020 9:00 am until 12:00pm at the middle school.

**Nellie Briggs**

President of Life Builders, she stated there will be an event at Glenwoodie it's an outreach event April 4<sup>th</sup> 2020, 11am until 2pm

**George Engelthaler**

Stated, he has 42 years with Phone Company. Any Engineering form that puts a bid out they know it's an estimate. Only thing I'm asking is you give them some consideration. Every job there will be some problems, there are things underground that has been there 100 years. When things happen you don't expect, you have to go back to the drawing board which cost more money. All I am asking is that you give them a chance.

**Miriam Slaughter**

Why did Village not go to RFP for Engineering Firm? **Trustee Styles** stated, we are not unhappy with the firm we have, why should we do that. Is it because the Greater Glenwood Party got a donation? **Trustee Styles** replied, the Greater Glenwood Party has nothing to do with this. The Greater Glenwood Party is inactive, has no bank account, no stationary. Miriam replied, there is an account, there is \$300 or so dollars in it, it is active. **Trustee Styles** stated, Ma'am I was the Treasurer for the Greater Glenwood Party, I closed the bank account three months ago and it had .37 cents in it. **Miriam** replied, ok maybe you did close it three months ago. So you did get a donation, yes you did. She then asked Attorney Donahue; did the

letter to cease and desist go to Glenwood gas and food? **Attorney Donahue** replied, yes certified mail last week I believe. Miriam then asked, as far as the budgets will there be any raises above 2%. **VA Mitchell** stated we haven't begun that process of the budget. Some Dept. have already done performance reviews, Sandy can speak better to that. Miriam then stated, the sound has been very hard to hear today, she then stated when the Ordinance was passed for Trustee Dawson, it was originally an internship, is it still an internship? **Trustee Dawson** replied, a few things have changed I have been offered a different opportunity and I am taking advantage of that. Miriam then stated, that was a part of my disappointment, I thought Trustee Washington should have stayed and been able to, well we didn't change the Ordinance for her. Trustee Dawson asked, are you more concerned about my presence or the job and work that I AM doing? Because in regards to the work, nothing has changed. Miriam then stated thank you for the vote for the Engineer, I hope you all go out to bid.

**MOTION TO ADJOURN:**

**Motion to adjourn into closed session**

**Trustee:** Hadnott moved; **Second by Trustee Beckman** to accept the Motion as presented.

**Discussion:** No

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

**Ayes:** Beckman, Clark, Dawson, Hadnott, Styles, Winston

**Naes:** 0

**Recues:** 0

**Absent:** 0

**Abstain:** 0

**Motion Approved:** Yes

**Returned from closed session 8:52pm**

Upon Roll Call by Village Clerk **Dion Lynch**, the following

Trustees responded: Beckman, Clark, Dawson, Hadnott, Style, Winston

**Trustee Dawson attended the meeting remotely**

**Motion to Adjourn**

**Trustee:** Clark moved; **Second by Trustee Beckman** to accept the Motion as presented.

**Discussion:** No

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

**Ayes:** Beckman, Clark, Dawson, Hadnott, Styles, Winston

**Naes:** 0

**Recues:** 0

**Absent:** 0

**Abstain:** 0

**Motion Approved:** Yes

**ADJOURNMENT:**

The February 18, 2020 Board Meeting adjourned at 8:55 PM.



---

Dion Lynch, Village Clerk