

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 APRIL 21, 2020

The April 21, 2020 Remote Participation Board Meeting was called to order at 7:00 PM by Village President Ronald J. Gardiner telephonically, who led the audience in the Pledge of Allegiance.

The April 21, 2020 Regular Board meeting was conducted telephonically due to the Covid-19 virus as well as the Governor J.B. Pritzker, stay at home order.

ROLL CALL:

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

Trustee Clark called in at 7:16pm

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,.

PRESENTATION OF MINUTES:

1.) **Motion to Approve Regular Board Meeting Minutes of March 17, 2020**

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

Discussion: No Discussion

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

Ayes: Beckman, Dawson, Hadnott, Styles, Winston

Naes: 0

Recues: 0

Absent: Clark

Abstain: 0

Motion Approved: Yes

Motion Approved: Yes

2.) **Motion to Approve the Regular Board Meeting Minutes for April 7, 2020**

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

Discussion: **Trustee Hadnott**, asked for time sheets, not "tie" sheets. Lighting cost was \$207,000.00 not \$270,000.00.

Trustee Dawson stated, April 7th page 4 I was asking about my role as a Village **Trustee** not Public Works. Also, the

Order of Brian Beckman motion on page 8, came after our discussion.

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

Ayes: Beckman, Dawson, Hadnott, Styles, Winston

Naes: Clark

Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

TREASURER'S REPORT:

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

Corporate Fund: \$117,658.75; **Sewer & Water Account** \$22,979.23; **Glenwoodie Golf Course:** \$13,087.21; **TIF Halstead South** \$97,443.76

TOTAL ALL FUNDS: \$251,168.95

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

Discussion: **Trustee Winston** stated, under Coball Solutions (Phone) in every Dept. what is that? **Director Brunette** replied, that's the monthly phone service, we break it out by Department. **Trustee Winston** then asked, Taxi under Senior Center for \$125.00 wasn't the Senior Center closed for the last month. **Director Brunette** replied those are the new ones for this current year. **Trustee Winston** then asked, I see a bill form Heritage for \$1,592.00 plus \$1,493.00. I want to exclude Heritage Technology payment. Face mask for \$240.00 under Corporate, who is using these masks? **Chief Welsh** stated, those were the reusable mask we got for Public Works and front office. **Trustee Winston** asked, how many was that? **Chief Welsh** replied, 24 I believe, I don't have the exact number in front of me. **Trustee Hadnott** asked, were you able to use the ones you could not use for Village Hall and Employees? **Chief Welsh** replied yes, but those could not be used in health care, I actually have some of those going to Harrison tomorrow.

Trustee Winston then asked, Menards digital smoker, what is that? **Chief Welsh** replied, that is under Fire Dept. That's a device where we can heat the N95 mask for re-use. **Trustee Winston** replied, under Public Works, there is a truck repair for \$3,300.00 is this the truck that been out of service at Harrisons house? **Director Maddox** replied, that is for our

M19 our sewer jack truck. **Trustee Winston**, under Administration I see all American Chemicals for Covid what was this for. **Director Brunette** replied, that was additional gallons of hand cleaner. **Trustee Dawson** asked, will this be used for dual purpose. **Chief Welsh** replied, it can be after its use for the Pandemic is over. I imagine we could auction it to the highest bidder. **Trustee Dawson** then asked, its used to reach a certain temperature, to disinfect the mask? **Chief Welsh** replied yes. **Winston**, motioned to amen his motion to exclude \$14,338.60 to Heritage Technology from April to June. **Trustee Dawson** asked, can we get an explanation of what those payments were for? **Trustee Winston** stated that's for services they provided from April through June for services they have not provided yet. **V.A. Mitchell** replied, that would be for their agreed contract service for that period. **Trustee Winston** stated, we don't have a contract we have a month to month. **Trustee Hadnott** asked, why we spent \$13,000.00 at Glenwoodie when it is closed. **Phil** replied, \$2,600.00 was food and beverage given back, Also, telephone, comcast cable. **Trustee Hadnott** then asked who is all working at the Golf Course now, **Phil** replied myself and Sandy. The grounds crew has two full timers and a part timer. We are working 40 hours at the Golf course. **Trustee Hadnott** stated I can't rationale 40 hours of work while the golf course is closed. I can not vote for the Golf course, bills payable nor can I vote for TIF Halstead South. We have no plan for the Plaza yet we continue to spend money.

Trustee Winston amended his motion to exclude \$14,338.00 to Heritage Technology. **Trustee Dawson** second the motion.

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

Ayes: Beckman, Clark, Dawson, Styles, Winston

Naes: Hadnott

Recues:0

Absent:0

Abstain: 0

Motion Approved: Yes

2) **Motion to Approve Payroll as of the date, April 10, 2020 as presented by Finance Treasurer Toleda Hart**

Corporate: \$111,120.00; **Glenwoodie:** \$10,856.00 **Sewer & Water:** \$13,322.00; **Paid-on-Call Firefighters** \$24,645.00

OVERTIME: **Police:** \$3,844.00 (\$330.00 of Police Overtime reimbursable); **Sewer & Water:** \$2,060.00; **Public Works**

\$1,109.00; Calvary Baptist Church \$0; Sewer and Water
\$145.00 TOTAL PAYROLL: \$167,477.00

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

Discussion: Trustee Hadnott stated, I never received the payroll or time cards from last meeting, nor have I received nay from this meeting. Seems we are spending an exorbitated amount of money when our income will be deeply affected. I've asked for a Special Meeting, COW meeting to discuss Personnel and our potential financial impact.

Upon Roll Call: Ayes: 4 Naes:3 Recues:0 Absent:0 Abstain: 0

Ayes: Beckman, Clark, Dawson, Winston

Naes: Hadnott

Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

OPEN TO THE PUBLIC:

Tony Plott

Stated concern related to, if anyone has a question, that question needs to be answered by someone. There needs to be justification and a response given. **VA Mitchell**, replied. I apologize Mr. Plott that you did not hear the answer but both Phil and Mike responded to **Trustee Hadnott** question related to the Golf Course. He then reiterated both Phil's and Mike explanation.

Miriam Slaughter

She then asked, the Pro Shop is helping with grounds up keep? Mayor Gardiner replied, no. She then asked, the reason for the change in Developer. **Mayor Gardiner** replied, typically anytime a new business opens a new building the open a new LLC to develop, that's something that's always done. **Trustee Winston** then stated, nothing in the contract has been changed has it? **Attorney Donahue** replied no we added new entity in the contract. Miriam then asked, **VA Mitchell** how did he select Craig Koffman as selecting the next IT Company. I based my decision off his experience and years in the industry. Miriam then asked, did you go out to an RFP for that service? **VA Mitchell** replied no I did it under my authority as Village Administrator. She then asked Mr. Koffman, if he knew there was two Representatives came to a Board meeting and said that Village Employees were not able to connect into the server remotely? **VA Mitchell**

replied, Mr. Koffman was not available, he is not on the line. She then asked, if he was aware a hard drive was removed then replaced on a Village Company. She then asked if the proposed Company will have designated place. VA Mitchell stated, they will not have a stationary office in the Village Hall they will work directly in the area where an issue is. She also stated, she would like the Board to consider the reason for the RFP and most importantly do we want more of the same form Heritage, what about security issues found months ago and why Heritage is lower on their price now.

COMMUNICATIONS:

MAYOR'S OFFICE:

1) Special Board Meeting for Fiscal Year End Bills Payable
April 29,2020 at 6:00pm

2.) Approval of an Ordinance amending Chapter 10
(Alcoholic Beverages) of the Villages Code of Ordinances to
create a Class D-2 Liquor License

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

Discussion: Trustee Hadnott stated, two years ago Trustee Winston, myself and Tony Plott was on a committee. We have to raise our Liquor License Fees. We have not raised them in over a decade. We need to get this on the agenda for the next meeting, to raise fees on liquor license. Mayor Gardiner asked **Trustee Winston** to send the Committee recommendations. **Trustee Winston** stated, it needs more discussion by the Board. **Mayor Gardiner** replied, I agree which is why I am asking you to send it to me. **Trustee Winston** also asked for a copy of the preliminary budget. **Mayor Gardiner** replied, they are working on that, due to the Covid situation the progress that had been made prior to the pandemic has now been eradicated. We will send out a first draft to all Trustees. **Trustee Dawson** stated I don't think the cost is as important right now, the Class D should be looked at a little bit more because it's a bit more expensive.

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

ATTORNEY REPORT

Approval of a Redevelopment Agreement between Village of Glenwood and Bana Two Corp.

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

Discussion: Trustee Hadnott stated, can we put a closing date in that agreement? **Attorney** Donahue replied there is closing time frame sin there. They want to close as soon as possible.

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

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

Naes: 0

Recues: 0

Absent: 1

Abstain: 0

Motion Approved: Yes

VILLAGE ADMINISTRATOR:

VA Mitchell stated, we have received 60% of the Village has responded to the Census. Although Village Hall is closed to Residents. There is a Drop Box available for Water Bills, Village Stickers, and all other items that require processing. Staff is also available via phone to answer calls/concerns. also as we discussed, discount on the water bills, we need to realize our system does not allow us to give a percent off on the water bill. That would have to been done manually. We have roughly 2,700 accounts. The Village has already stated that there will not be any late fees nor will the water be disconnected. I would also recommend that we get input from the finance Committee before any action takes place. **Trustee** Hadnott stated, I think this issue needs to be tabled, until we get enough information as well as a comprehensive plan for water **Trustee** Winston then stated, I don't understand this whole notion of not being able to take off a percentage of the water bill, what is the reason why. It should be in writing and giving to the Board to discuss. **Trustee** Winston then asked, how many people have paid their water bills. **Director** Brunette then replied people have been paying their bills with the software we can take an amount off not a percentage. **Trustee** Winston stated, what I would suggest is that if people pay their bill on time, we would offer them a 10% bill to encourage them to continue to pay. Those that don't have the funds, I propose we remove the late fee completely. I do think we should incentivize for people who are paying their bill or time. I also think we should consider lowering the late fee to either 10% or \$35.00. Our Ordinance should also state, any money from

the water Dept. should used for something else should come back before the board.

Trustee Dawson stated, we need to discount everyone, if we can't discount everyone then we need not to discount anyone. We can't let people finances dictate whether they receive help or not. **Trustee Clark** stated, we have to pay for the water. We are buying the water form another entity, we can cut the late fee, we can help people on an individual basis whom have lost their job, but there is not much room to change things. **Trustee Beckman** stated, we are buying the water at a fixed cost, as **Trustee Clark** alluded to perhaps, we can look at waving some of the surcharges associated with the bills as opposed to cutting the bill in half. **Trustees Hadnott and Dawson** both agreed we need to wait on the numbers.

ENGINEER'S REPORT:

NO REPORT

FINANCE:

Director Brunette stated, everything can be done by mail and or the drop box at Village Hall. Sales for Vehicle stickers have significantly increased since even with the Village closed **VA Mitchell** and I have been attending several meetings with towns who are about our size are doing the same thing we are doing. Waving late fees, no water shut offs. **Trustee Hadnott** thanked Linda for putting the Fifth Third information on line. **Trustee Dawson** then asked, are we giving guidance to Dept Heads where they can make cuts yet. We are looking at everything but we have not gotten to that stage yet. **Trustee Winston and Styles** asked for copy of all expenses that came out of the water bill for the last 12 months.

POLICE:

Approval to renew two-year subscription for the tip411 Pro Application at a cost no to exceed \$7,350.00.

Trustee: Styles moved; **Second by Trustee Dawson** accept the Motion as presented.

Discussion: **Trustee Hadnott** stated, some people who have iPhone stated they are having trouble downloading the App. He then asked can we possibly ask about well-being emergency checks **Chief Peddycord** replied I will have the service look into that. We recommend people call our non-emergency number so that those calls are tracked. **Trustee Dawson** then asked can we use Tip411 to send notifications for the Census and Water Maine breaks? **Chief Peddycord** stated, yes, we can look into that. **Trustee Winston** stated, is there a way the Trustees can get weekly updates of what's happening in the Village. **Chief Peddycord** replied, I don't think that's the intention of the App. **Trustee Dawson** then asked, is there any way to determine how many people use this app? **Chief Peddycord** stated, there is a way I can get that information to you, I don't have it Infront of me.

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

FIRE BUILDING:

Food truck Ordinance draft has been submitted to Attorney Donahue, hopefully it should come back to the Board by the first meeting in May. We had a large fire at the Condominium building, more people home, more people cooking. We have to be mindful of that. There is a Covid Public testing facility in Markham on 159th street at the Automobile Testing facility. There is also another testing facility open at Ingalls/University of Chicago Hospital. Property maintenance inspection has begun.

PUBLIC WORKS:

Director Maddox stated, all parkway restorations have been completed. Per request of Mayor I do have tentative arrival date of asphalt delivery for tentatively next week. We will also continue to work in the Plaza, we are making adjustments to make walking safe for the Public.

GLENWOODIE:

Phil stated we are looking at opening the Golf Course this Friday We have been in conversation with the PGA to discuss the requirements around that. We have rescheduled everything to mid-July. We are targeting May 1st. **Trustee Hadnott** asked, what be the requirements to open May 1st? **Phil** replied, it is the guidelines through the Governor's office. Wisconsin, Indiana, single cart riders only, no cash exchange. **Trustee Dawson** stated, if there is a reduction in service, I would like to see a reduction in payroll, as well as a plan in regards to advertising.

SENIOR/PARK PROGRAMS:

Director Alexander stated, we have cancelled all rentals. Refunds have been sent to our accounts. We have sent notices to Seniors to let them know where they can make vehicle sticker purchases. Lastly, we are also doing well being checks on our Residents.

NEW BUSINESS:

No new business

OLD BUSINESS:

Approval of IT Services to utilize RWK for IT Services.

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

Discussion: Trustee stated I have asked, Brian Vaght form Glenwood/Lynwood Library to provide his experience with Heritage Technology. Brian explained they switched to RWK because they had numerous viruses, email and hard drive issues. We noticed all the issues, before Heritage noticed them. Where they should have noticed the issue and provided a solution. Our Public Wi-Fi was not locked down, they were able to see our assets. Some computer didn't have virus protection. They did not have any after hours, weekend support. Trustee Hadnott stated in fiscal year 2017-2018 we paid Heritage \$170,000.00 in fiscal 2018-2019 we paid Heritage \$162,000.00 we paid them double for the last two years. Trustee Beckman asked was the cost that Trustee Hadnott stated, was that cost for equipment i.e. Police Dept and Front office? VA Mitchell stated, yes that would be equipment as well, its also important to remember- I spoke with both Companies today. What we are quoted is what they see before us today, not future needs, i.e. computer and equipment cost. Trustee Beckman then asked are both Companies compatible with our current system. VA Mitchell replied, yes. I will add they are not certified to handle our current phone system; Heritage is not. Trustee Styles then asked, because Village Hall staff has no problem with Heritage, this should be a no brainer vote. The only people that has problem with Heritage is Winston. Trustee Hadnott asked, is VA Mitchell stating we spent \$80,000.00 in both 2017-2018 and & 80,000.00 in 2018-2019 on equipment? I am positive we did not spend \$160,000.00 on equipment. That could be computers, mainframes, things Chief Cook added in and for the Fire Department. VA Mitchell can you give the exact break down of expenses on equipment form Heritage? Trustee Dawson stated, we are losing sight of Public information and finances being exposed. Change is good but our Residents information was not safe.

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

Ayes: Beckman, Dawson, Hadnott, Winston

Naes: Styles

Recues:0

Absent:0

Abstain: Clark

Motion Approved: Yes

OPEN TO THE PUBLIC:

Octavia Altheimer

Thanked the Mayor for the assistance they provided. She then stated, she does not feel the Village is not doing enough Working in Healthcare, knowing numbers. We are not being proactive; we need to be able to balance that out. Looking at the numbers, Glenwood is not exempt. We need to make hard decisions, we are trying to save jobs, yet give discounts. We have an active payroll, Dept heads should be looking at Employees we should be running lean. She then thanked Public Works for fixing her streets, and inquired when they will finish it. **Director Maddox** replied, I don't have a schedule in front of me of when it will be completed, we are also waiting for asphalt companies to open back up.

Tony Plott

How many people do we have working in the water billing area? Mayor Gardiner replied, one person. Mr. Plott, then stated, I want everyone to keep in mind how many staff members we have vs the different facets required to run the Village and water Dept. We have to be mindful of the complex jobs that most other places have several people doing where as we have just one. I caution you all to be mindful of adding additional work to an already stretched staff.

Miriam Slaughter

When I was on the Board Heritage wanted to extend their contract. They stated they wanted to be our phone provided, which would be one bill. She then asked, are we paying any other vendor quarterly? **Mayor Gardiner** replied, Heritage was the only Company we were paying for IT. **Trustee Hadnott** asked, since we just voted in RWK Can we only pay them for April? **Mayor Gardiner** replied, we have to give them a certain amount of notice. **Trustee Dawson** asked, will the 30-day notice be done by the Board or in house. **Mayor Gardiner** replied, in house

MOTION TO ADJOURN

Trustee: Styles 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

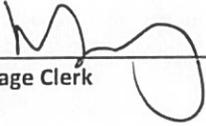
Recues: 0

Absent: 0

Abstain: 0

Motion Approved: Yes

ADJOURNMENT: The April 21, 2020 Board Meeting adjourned at 9:00 PM.



Dion Lynch, Village Clerk