

COMMITTEE OF THE WHOLE MEETING
No. 2023-02
TUESDAY, OCTOBER 17, 2023
6:30 P.M.

CALL TO ORDER

Mayor Ronald J. Gardiner

ROLL CALL

Clerk Sandra M. Washington

OPEN TO THE PUBLIC

ITEM 1: Discussion on HR Assessment

ADJOURNMENT

Sincerely,

Ronald J. Gardiner (CW)

Ronald J. Gardiner
Village President

Posted and distributed 10/13/2023.

Memo

To: Brian Mitchell, Administrator
From: Maria Maxwell, HR Coordinator
CC: Board Members
Date: September 6, 2023
Subject: HR Assessment Terri Wilson

The HR Assessment contracted by Terri Wilson will be reviewed, covering her methodology, key findings and plan of action for the Village of Glenwood.

VOG Human Resources Assessment

HR Assessment Terri Wilson – Attraction and Retention

- Reviewed HR Policies processes programs and systems
- Interviewed Leaders and Employees
- Researched other village municipalities and sources.

Key Findings

- HR Manual needs to be reviewed annually and signed off on as current.
- Invest in an HRIS System and Payroll system.
- Website needs refreshing and continuous up kept updated.
- Falling or lagging behind our competition for attracting and retaining.
- Operation procedures are archaic to the detriment of employees and the village.
- The Board should be more informed with operations to make the best decisions.

Attraction/Retention 3 Month Task

- Compensation analysis on Under paid employees (Accounting Clerk, Fire Secretary, Mayor's Secretary, Paramedics, Police Record's Clerk, Water Clerk).
- Our findings are the 90% of employees that leave VOG are predicated on compensation.
- Our base pay is lagging \$4,000 to \$10,000 annually to our surrounding municipalities.

Action

We are requesting that in our next budget approval that these positions be approved for increases that will reflect the competitive scale provided.

Continuing in this vain will cripple this administration; not only are we lagging in compensation, but our operations and processes are archaic, cumbersome, and not profitable. We are paying premium rates for outdated systems.

Village of Glenwood

HR ASSESSMENT on Attraction and Retention

Executive Summary

Purpose and Focus

Doing HR Differently was contracted with to conduct and Assessment for the Village of Glenwood for Attraction and Retention.

Methodology

- Review of HR policies, processes, programs and systems
- Interviews with leaders and employees
- Research with other Village municipalities and other sources

Contents of the Report

- Key Findings
- Recommendations based the Attraction and Retention Framework/Models

Key Findings

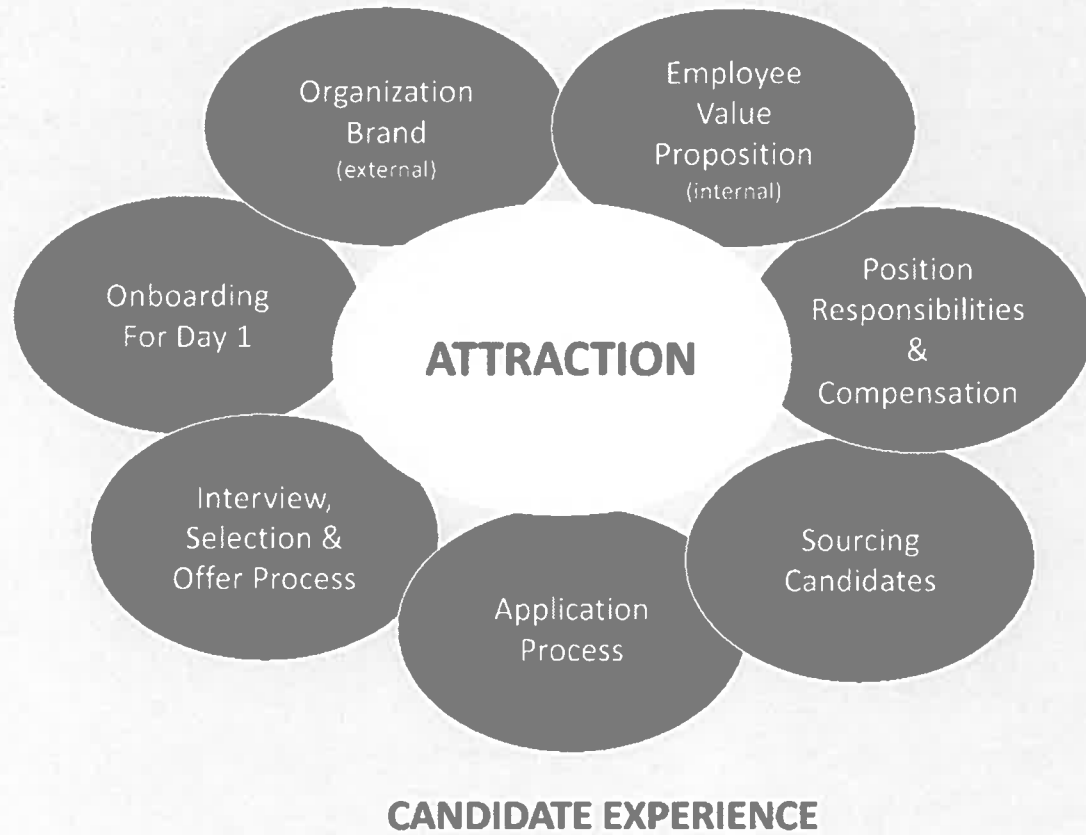
- **Insufficient HR Staffing**
 - Adding a full-time HR Coordinator was a good start, but it was a long time coming. With the current state of HR, expectations should be realistic about how much this resource can do in a certain timeframe without additional support. *Recommend assessing the staffing needs based on the People Strategy that is developed.* Consider reviewing other departments for staff challenges as well.
- **Manual HR Systems and Processes**
 - There has been little investment in HR systems and many processes remain paper-based. *The decision to change payroll systems to Paylocity opens the door to adding more modules to build an integrated HR system over time. Recommend purchasing HRIS, Talent Acquisition and Benefits modules within the next 12 months and automating as many processes as possible.*
 - People processes should be standardized, well documented and effectively communicated.
- **Village of Glenwood Brand Needs to Be Refreshed**
 - Website needs to be redesigned, kept updated, more engaging, more user friendly and reflect the mission, vision and values of Village of Glenwood. Online presence influences. *Recommend a redesign of the Village of Glenwood website.*
- **Lack of a People Strategy**
 - The Village does not have a clear people strategy to attract and retain employees. The Police Dept has made significant steps toward using social media to recruit, but as a whole, the Village is missing out on a standard practice for other employers. Recruiting remains passive in a world where interaction and connection is critical.
 - Compensation remains an issue because there is no clear compensation strategy on how to pay existing employees and how to prevent compensation compression when new employees are hired. *Recommend developing a Compensation Strategy and conduct a compensation audit.*
 - No Employee Value Proposition – Falling or lagging behind the competition for talent (attracting and retaining). *Recommend developing an Employee Value Proposition and integrating it in how the Village operates.*
 - The Darkside of Engagement is alive and well in the Village. Employees are doing what it takes to get the job done with the resources they have at detriment to them personally and to the Village because the true story is not being shared. This may be acceptable to the Village until the person leaves or the situation blows up and has to be addressed.
- **Lack of Board Engagement in Village People Resources**
 - If the Board needs to approve additional positions and expenditures, the Board should be better informed on a regular basis of the operation of the government through people to be less reactive and more proactive. *Recommend a semi-annual People Check-In.*


ATTRACTION AND RETENTION FRAMEWORK

Doing HR Differently created these frameworks or models for the Village of Glenwood to enable discussion and action to improve attraction and increase retention.

Each component can be developed further based on the People Strategy developed. The foundation of each component is the Candidate Experience or the Employee Experience.

ATTRACTION RECOMMENDATIONS





Organization
Brand
(external)

- Revamp the Village of Glenwood (VOG)'s organization brand. What's the VOG's purpose? How does the VOG see itself?
- Update the website and keep information current (the Mayor's message is outdated Winter 2021).
- Make it more user friendly. Consider a Human Resources landing page for applicants and with a link to an employee portal for current employees.
- VOG's online presence needs to be more engaging for both residents and potential employees. The online presence can increase your candidate pool or reduce it.
- **Image matters.**



Employee
Value
Proposition
(internal)

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- VOG needs a major reset as an employer. The Employee Value Proposition (EVP) begins with a clear and concise statement that answers the question – Why should I choose and continue to choose to work with VOG?
 - The website (at a minimum – the Employment Opportunity section) needs to reflect that statement and the application process needs to support it. The current website is functional, but not very inviting or engaging for applicants. There is no section about VOG as an employer, about VOG's mission, vision and values as a government, which is needed for every organization that serves and employs people. Potential employees are left to figure out on their own - Who is VOG? What is important to VOG? What's the environment/culture I would be joining? VOG needs to be intentional about controlling the narrative.
 - Processes need to demonstrate the EVP for potential employees through all touchpoints (job search, application process, interview and selection process and onboarding process). Existing employees must experience the EVP in their day-to-day employee experience.
 - Training and development and career opportunities are a must-have for highly qualified candidates. Lack of training and development opportunities can be a deterrent.
 - **Both potential and existing employees are your brand advocates or brand adversaries.**




Position
Responsibilities
&
Compensation

- All job descriptions need to be reviewed for accurate job responsibilities, consistent content and formatting. This reflects your organization brand or lack of one. Example: Census data varies by job description and formats are not consistent). Date the updated job descriptions and commit to reviewing the job descriptions at least once a year.
- Content should be enticing. Market the position, not just post the position.
- Job descriptions should be aligned with competitive pay ranges.
- Positions should not be automatically filled. An assessment of the work and workflow should be completed prior to authorization to post a position.
- Organization Charts should be created and kept updated.
- **A compensation strategy needs to be developed and in place to prevent compensation compression with tenured employees.**



Sourcing
Candidates

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- Develop an overall recruiting strategy and then align your recruiting processes to support it.
 - Refrain from accepting unsolicited job applications. Post positions when needed and create a sense of urgency.
 - Job Postings should not be “evergreen” postings. Post in 30-day increments. This will improve the ability to track recruiting efforts and also create sense of urgency for applicants. The longer a job is posted, people stop paying attention to it. It can also send the wrong message to potential applicants. For example, the Finance Director position currently posted is dated 1/3/23 and remains posted. A potential candidate may be concerned about why such an important position has been open for so long. Interviewers should be prepared to answer this question when an applicant asks, because they will. Also, look at some of your competitors – are their key positions posted for months at a time? Are they filling their positions faster than Glenwood is?
 - **Be more proactive in increasing your candidate pool. Passive recruiting in this labor market is not the best way to attract qualified candidates.**
 - Broaden sourcing options to Indeed, etc. Do not limit your talent by focusing only on VOG residents.
 - Consider cultural fit as well as the right skill set and experience.




Application Process

- **Implement an Applicant Tracking System that is integrated into other HR systems to automate and streamline the application process and to stay in contact with applicants. The current recruiting process is too manual and makes facilitating applicant touchpoints burdensome.**
- The current application is a poor-quality scan, posted online. At a minimum, create a Google Form immediately for the online application. Quality applicants expect online applications, not document scans. Every touchpoint informs the applicant about the employer.
- Do not ask for references at the application stage. Request references when candidates have been narrowed candidates down to finalists. This is the more standard practice. The current practice could be a deterrent.



Interview, Selection & Offer Process

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- **Standardize the interview, selection and offer processes with a streamlined process and specific timeframe. Quality candidates expect a streamlined, user-friendly process that moves quickly through various touchpoints of the hiring process.**
 - The interview process should convey the realistic responsibilities and culture/work environment of the position.
 - The selection process should be objective, collaborative and documented. Applicants that are friends and relatives of current employees may require additional discussion before a hiring decision is made.
 - Fire and Police – Consider over hiring to accommodate the long process from hire to job ready.
 - The interview and offer processes are opportunities to promote the employer/employee relationship.



Onboarding For Day 1

- Develop a standard VOG Onboarding process that includes preparing for the new employee's arrival (equipment, online access, workspace, etc.), information all VOG employees need to know about Glenwood and their employment. This is an opportunity to begin developing the sense of belonging to the VOG community which supports your Employee Value Proposition (EVP) and Organization Brand.
- Have the hiring manager check in and welcome the employee a few days before their first day of employment.
- **Day 1 should be an exciting day for both the employee and the team they will be working with.**
- Have an employee communication process where new employees are introduced. This same communication process can be used to remain in regular communication with employees.

RETENTION RECOMMENDATIONS





Onboarding For Success

- Outside of Fire and Police, every department should have a checklist for the first 30, 60, 90 days to support the new employee in acclimating into their new role and department.
 - Identify a “training buddy” to help the employee learn the position and begin to build relationships.
 - **Implement formal check-ins with new employees at 30, 60 and 90 days.**
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Responsive Leadership

- This is not an option if you want an engaged, productive workforce. This includes all employees of VOG. This is part of your EVP.
- Leaders need to be actively engaged with and accessible to their employees. Issues need to be quickly surfaced and addressed.
- **Leaders need to have an appropriate sense of urgency.**
- Leaders need to lead by the right example and walk the talk.
- Leaders need to be learning. At a minimum, invest in annual leadership development.
- **Leaders and the organization need to be actively involved in succession planning. What does the workforce look like 3-5 years out?**



Job
Reality

- There is usually a gap in what was discussed in the job interview and the reality of doing the job, such as the actual work to be done, the people the employee will work with and the culture/environment the employee works in. The bigger the gap, the greater the chances you will have dissatisfied employees that can easily turn into disengaged employees.
- For existing employees - Leaders should develop a proactive habit of checking in with employees on a regular basis. Ask on the job, what it takes to do it, ideas they have to improve it, challenges they are facing and how the leader can support them. One of the most powerful questions a leader can ask an employee is *"How can I help you?"*. Is the Village asking certain employees to do too much? Employees want to do their best work but there are times when additional resources are needed. This would be a good habit for all leaders beginning with the Mayor and throughout the organization.
- **Jobs evolve over time, particularly when new technology and processes are introduced and when new team members are brought on to the team. Leaders should stay on top of the actual job employees are doing.**



Culture,
Engagement &
Wellbeing

- Culture/work environment matters almost as much as the job being performed. The culture should be an enabler of performance, not a hindrance.
- Define the desired culture as part of the EVP and develop an employee campaign to promote it. This is part of the EVP.
- Update the Employee Handbook and post it on an employee digital portal for easy access and easy updates.
- Implement an annual employee engagement survey to get employee feedback on the culture and the employee experience. Then, involve employees in taking needed actions.
- Consistently demonstrate a leadership open-door policy where employees are encouraged to bring issues and ideas to leadership. Keep track of the issues and watch for trends. Update the Board of Trustees at their semi-annual Employee Check-ins.
- Increase the sense of urgency on employee issues and concerns. Build trust in leadership by being transparent in actions, being effective problem solvers and effective communicators.
- Implement simple activities to build community among co-workers.
- Conduct Stay and Exit Interviews.
- **Be watchful for the "dark side" of engagement, where employees do what ever it takes to get the job done because leadership isn't responding or is limiting resources.**



Total
Rewards

- **Establish a compensation strategy to guide compensation decisions.**
- **Conduct a compensation evaluation to ensure VOG is competitive.**
- Promote the employee's Total Rewards versus just salary or hourly rate. Benefits and perks are important too. If employees only focus on their hourly rate or salary, they are missing an important component of what VOG offers.
- Positions should be assigned to a pay range which allows financial movement for new and existing employee pay decisions. Pay ranges should be reviewed at least once every 3 years or more frequently if warranted based on market conditions and attraction concerns.
- Mandatory minimum wage increases should not be used for annual increases. Annual increases should be in addition to the mandatory minimum wage increases. Employees are aware when a mandatory minimum wage increase is used as an annual increase. Also, if increases are based on budget, not performance, be transparent about that. Transparency builds trust.
- Compensation compression should be avoided by advance planning and proactively monitoring changing market conditions. When it does happen, make the needed adjustment. It is deflating to existing employees to have new employees come in at or near the rate of pay they are currently making.
- **Payroll needs to be seamless to the employee, easy to process, pay need to be accurate and employees need easy access to pay information. Investing in integrated HR systems will increase accuracy, productivity and employee trust.**




Performance
Management

- Continue with the 90-day performance review, but ensure the prep work is done so the employee knows what they will be evaluated on.
- Evaluate the current performance review form to ensure it is aligned with updated job descriptions.
- Employees should be given their performance expectations (including goals) at the beginning of the performance period.
- The annual review process should be conducted in a timely manner and on a consistent basis, on time and consistently.
- **Include a self-evaluation process in the annual process.**
- Performance should be managed proactively, not reactively. This should be aligned with your Employee Value Proposition.



Training &
Development

- Outside of Fire and Police where ongoing training is required, other departments also need training opportunities as well to stay current with changing responsibilities, to be qualified for other positions in VOG and to develop the skills and knowledge VOG will need in the future.
 - **Cross training is needed to reduce work stoppage and disruption during vacations and attrition.**
 - For highly qualified applicants, training and development is expected.
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Advancement
Opportunities

- **Career opportunities (vertical and horizontal) are needed to support career advancement and skill development.** This can be advancing in place (Level I, II, III) or advancing to another position. This can also be giving employees special assignments to increase skills, knowledge and exposure.

RECOMMENDED NEXT STEPS (next 3 months)

- **Develop an Overall People Strategy and HR Roadmap**
 - Implement Paylocity with additional staffing support
 - Identify and prioritize automation tools and projects
- **Establish the Employee Value Proposition**
 - Develop the EVP and begin integrating it within the Village people processes
- **Conduct a compensation evaluation and make needed adjustments**
 - For existing employees
- **Update all job descriptions and identify appropriate pay**
 - Accurate job responsibilities
 - Consistent content and format
 - Appropriate pay to avoid compensation compression
- **Revamp the website**
 - At a minimum, update the information on the website
 - Online presence influences decisions

Compensation Analysis for all Underpaid position at VOG 7/2023

Avg. Base Starting Salary (USD) Surrounding Areas.

Accounts Payable Clerk VOG \$19.71 HR \$40,996.80 3 Years Service

Accounts Payable Clerk I Salary	\$44,858	Calumet City, IL	Population 35,159	June 26, 2023
Accounts Payable Clerk I Salary	\$48,390	Lynwood, IL	Population 8,978	June 26, 2023
Accounts Payable Clerk I Salary	\$52,892	Oak Lawn IL	Population 57,013	June 26, 2023
Accounts Payable Clerk I Salary	\$57,901	Orland Pk, IL	Population 57,850	June 26, 2023

Fire Secretary VOG \$19.21 HR \$40,999.92 1 Years Service

Fire Department Secretary I Salary	\$44,750	Calumet City, IL	Population 35,159	June 26, 2023
Fire Department Secretary I Salary	\$47,250	Lynwood, IL	Population 8,978	June 26, 2023
Fire Department Secretary I Salary	\$55,371	Orland Pk, IL	Population 57,850	June 26, 2023

Mayor's Assistant VOG \$24.04 HR \$50,003.20 6 Years Service

Mayor's Executive Assistant I Salary	\$61,250	Calumet City, IL	Population 35,159	June 26, 2023
Mayor's Executive Assistant I Salary	\$63,250	Lynwood, IL	Population 8,978	June 26, 2023
Mayor's Executive Assistant I Salary	\$65,538	Orland Pk, IL	Population 57,850	June 26, 2023

REGULAR BOARD OF TRUSTEES MEETING

TUESDAY OCTOBER 17, 2023

7:00 P.M.

AGENDA NO. 2023-02

CALL TO ORDER BY

Mayor Ronald J. Gardiner

PLEDGE OF ALLEGIANCE

ROLL CALL BY CLERK

Sandra M. Washington

PRESENTATION OF THE BOARD MEETING MINUTES OF OCTOBER 3, 2023

TREASURER'S REPORT

Mayor Ronald J. Gardiner

1. Bills Payables October 17, 2023, Corporate in the amount of \$104,735.81, Sewer and Water \$129,598.28, Glenwoodie Golf Course \$15,381.48, TIF Halsted North \$2,887.50, **TOTAL ALL FUNDS \$252,603.07**
2. Payroll as of the date October 6, 2023 – Corporate \$141,075.90, Sewer and Water \$18,392.85, Paid on Call \$11,060.99, Elected Positions \$6,238.15, Glenwoodie Golf Course \$33,413.87, Vendor Checks \$2,067.89, **OVERTIME**: Police \$13,985.66, Reimbursable \$4,507.36, Sewer & Water \$1,325.06, Public Works OT \$713.49, Fire Stiped \$461.52 **TOTAL PAYROLL \$224,228.02**

OPEN TO PUBLIC

BOARD MEETING AGENDA

October 17, 2023

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COMMUNICATIONS

MAYOR'S OFFICE:

Mayor Ronald J. Gardiner

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

ATTORNEY'S REPORT

Attorney John F. Donahue

None

VILLAGE ADMINISTRATOR

Brian D. Mitchell

Consideration of Extension for Financial Services with Adam Metz.

NEW BUSINESS

OLD BUSINESS

ADJOURNMENT

Sincerely,

Ronald J. Gardiner (CW)

Ronald J. Gardiner
Village President

Posted and distributed 10/13/23.

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 **October 3, 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 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: **Motion to Approve the September 5,2023** Regular Board Meeting Minutes.

Trustee Taylor made the motion to approve; **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

Motion to Approve the September19, 2023 Regular Board Meeting Minutes.

Trustee Lynch made the motion to approve; **Trustee Williams** second the motion as read.

Discussion: **Trustee Hart** noted correction to the minutes under Treasurer's Report, Bills Payable September 19, 2023 , 1A. Approval of ACH Bills.

Added: "in the total amount of \$7,426.15"

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, with noted correction.

TREASURER'S REPORT:

1). Motion to Approve September 28, 2023, Bills Payable as presented by Mayor Ronald Gardiner

Bills Payable **September 28, 2023** Corporate in the amount of \$82,213.67; Sewer and Water Account \$7,234.51; Glenwoodie Golf Course \$3,618.07;

TOTAL ALL FUNDS \$93,066.25

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

Discussion: Trustee Hart noted discrepancies in total amount; corrected for total of all funds **\$283,956.57**

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, amended with correction

2). Motion to Approve a Second Check Run for Bills Payables, dated October 3, 2023, Corporate in the amount of \$42,666.80, TIF Industrial North \$6,000.00, Glenwoodie \$43, 378.01.

Total \$92,044.81

Trustee Lynch amended motion to approve with noted corrections; **Trustee Clark** seconded the motion as amended.

Discussion: Trustee Hart pointed out corrections to the totals; total amount corrected at **\$99, 482.85**

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, amended with corrections.

3) Motion to Approve Payroll as presented by Mayor Gardiner. Payroll as of the date **September 22, 2023**, Corporate in the amount of \$131,892.03; Sewer & Water \$17,928.77; Holiday Pay \$2,057.52; Paid on Call \$11,739.13; Elected officials \$961.54; Glenwoodie Golf Course \$35,216.07; Vendor Checks \$2,059.19

OVERTIME: Police \$10,671.35; Sewer & Water \$870.00; Public Works \$468.46; Fire Department Stipend \$461.52

TOTAL PAYROLL \$214,325.58

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

Discussion: **Chief Pettycord** addressed the question regarding police overtime; noted as reported last board meeting, officers in field training, in the academy, vacation, and on medical. Hopefully by spring 2024, staffing will be adequate because new recruit will have completed training and academy. Estimated \$4,500 reimbursable from Chug Hug event, Underground Railroad event.

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:

Melinda Plott

Mrs. Plott fully supports the motion to approve the three Finance positions for the Village of Glenwood; can't afford not to invest in the right people in place; it's become very expensive for the village to rely on consultants; it's time for the Village of Glenwood to operate on a higher level. The auditors have recommended transactions be accounted for on an accrual basis and not a cash basis.

Leon Fields

Mr. Fields noted concerns with truck traffic driving down Main Street in violation of Village ordinance hours and tearing up our streets. Noted horrible road conditions from Main Street through Glenwood Dyer Road; Mayor Gardiner will make a request for repaving.

Janet Hadnott

Mrs. Hadnott inquired about the recent three car burglaries in Glenwood; **Chief Peddycord** reminded the audience that thefts of Kias and Hyundais are on the rise; remember to lock your vehicles; the Village PD are giving out free steering wheel locks for these high theft vehicles at the station. Do not leave personal items, firearms, etc. in unlocked vehicles.

Mrs. Hadnott also asked on the status of the closing of Rok Island Bistro. **Village Administrator, B. Mitchell** noted one of the owners informed him unsure if closed permanently but negotiations are pending to potentially sell the business, possibly another restaurant.

Al Kendall – Cook County Toni Preckwinkle's Office

Representative from Tony Preckwinkle's office attended and informed the audience of reduced Metra transit fares through the end of the year; Medicaid redeterminations are taking place; FEMA application deadline is October 16, 2023, for businesses, residents, etc. for damage claim; \$3M Solar installation panels program for eligible residents is available; He provided his cell phone number 313-434-3854 for additional questions or information concerning Cook County programs/issues.

Cathy Paxton

Ms. Paxton advised the Board to consider the 24 residents in Nugent Square when it decides what type of business will replace Rok Island Bistro; good tenants moved out because of the noise, shootings, etc from club/lounge businesses. Mayor affirmed that there aren't any additional liquor stores being licensed in Glenwood.

Paul Lee

Mr. Lee asked about the shooting incident that resulted in a fatality; **Chief Peddycord** indicated that it was a 20year old gunshot victim that succumbed to his injuries; currently it is an active investigation and to maintain integrity of investigation cannot provide any additional information.

Tony Plott

Mr. Plott expressed the Village of Glenwood should develop a comprehensive crime prevention plan due to the number of shooting incidents lately; neighborhood watch program was a good program in the past however it's too dangerous now and would not recommend implementing that crime prevention program. Invited board members and Mayor to attend the upcoming Brookwood Point Homeowners Association Meeting.

COMMUNICATIONS MAYORS OFFICE: NO REPORT

ATTORNEY'S REPORT NONE

VILLAGE ADMINISTRATOR'S REPORT

Village Administrator, B. Mitchell shared the published book of images of Glenwood highlights, including the Underground Railroad; informed the Board and audience that the annual bonfire event at Arquilla Park is scheduled for October 31, 2023; trunk or treat event in collaboration with the homeowner associations; additional security from police department will be on site to maintain safety for children and families in attendance.

B. Mitchell, Village Administrator provided a Finance update; stated the budget is still in process of being drafted; Adam is currently working diligently with the department heads in meetings over the past week or so; anticipated timeline: first draft budget will be sent to the Finance committee by October 9th, a special Finance committee on October 12th, recommendations/comments from finance committee will be included in the board packets by October 13th; and on the board agenda for discussion and approval by the Board for October 17th regular board meeting.

Motion to Approve 3 Finance Department Positions; Accountant Position at proposed salary range \$55k-\$58k, Finance Operations Manager at salary range \$83k-\$85k; and part-time Finance Clerk, not to exceed 32 hours per week at an hourly rate of \$21.63 per hour.

Discussion: Three new finance positions are being proposed tonight and have been incorporated into the budget. Job descriptions are being developed to include comments/suggestions from board members. Two positions are full-time, and the part-time clerk will be in place to back up the current full-time employee that is currently out on medical leave.

The Finance Operations Manager position would be the priority position to fill. He/She will be a part of the recruitment process and supervise the **Accountant** and Finance Clerk positions; these vacancy Finance positions will be posted on multiple recruitment sources; Maria from HR will participate in job fairs to attract a wider candidate pool.

It's also a goal of the Administration to have the Water Clerks report under the Finance Operations Manager. It has been operational challenges for the Water clerks reporting directly to the Director/Asst. Director of Public Works. **B. Mitchell** also noted the competitive labor market for Finance candidates was discussed during the conference attended last week. **Trustee Hart** indicated it would be difficult to source Accountants with CPA credentials; also recommended reducing the number of required years of experience from 5 years to 3 years. **Trustee Lynch** advised hosting a job fair for the Village of Glenwood to attract candidates in all departments; also suggested preference in hiring candidates with municipality work experience. **Trustee Hart** suggested lowering starting salaries to factor in the fixed benefit costs in the starting salaries of new positions. Adjustments to salaries can be made based on experience and performance if necessary. **Trustee Lynch** asked B. Mitchell to discuss the transition plan from the consultants. He prefers to ensure each new Village employee has appropriate onboarding; HR and/or Administration should conduct specific and measurable 30, 60, 90 day timelines to complete certain skills, tasks, training, and goals for the hired position. **Trustee Hart** added that Adam and Millers and Coopers are doing a great job in documenting step by step office procedures for new and existing Finance staff.

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: NONE

OLD BUSINESS: NONE

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 October 3, 2023 regular board meeting was adjourned @ 8:15PM.

Sandra M. Washington, Village Clerk

ACS FINANCIAL
10/12/2023 16:20:18

Disbursement Journal

VILLAGE OF GLENWOOD
GL060S-V08.19 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	CORPORATE FUND	7,500.00
TOTAL ALL FUNDS		7,500.00

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BLUE	CORPORATE	7,500.00
TOTAL ALL BANKS		7,500.00

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Disbursement Journal

VILLAGE OF GLENWOOD
GL050S-V08.19 COVERPAGE
GL540R

Report Selection:

RUN GROUP... MC006 COMMENT... BOARD MEETING 10/17/23

DATA-JE-ID DATA COMMENT

D-10122023-835 BOARD MEETING 10/17/23

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
L		01			Y	S	6	066	10			

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Disbursement Journal

VILLAGE OF GLENWOOD
GL540R-V08.19 PAGE 1

CHECK#	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
CORPORATE								
62719	10/12/23	COOK COUNTY SHERIFF'	3303 RECRUIT FEE	6,500.00		23-6-G-2		- D 01.500.9181
62720	10/12/23	TIFFANY LEWIS	3302 ESCROW RETURN	1,000.00		09092023		- D 01.000.2132
CORPORATE								
			TOTAL	7,500.00				

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Disbursement Journal

VILLAGE OF GLENWOOD
GL540R-V08.19 PAGE 2

CHECK#	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
REPORT TOTALS:				7,500.00				

RECORDS PRINTED - 000002

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Disbursement Journal

VILLAGE OF GLENWOOD
GL060S-V08.19 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	CORPORATE FUND	97,235.81
10	WATER ACCOUNT	129,598.28
70	GLENWOODIE GOLF COURSE	15,381.48
72	TIF HALSTED NORTH	2,887.50
TOTAL ALL FUNDS		245,103.07

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BLUE	CORPORATE	97,235.81
GRN	WATER	129,598.28
RED	GLENWOODIE GOLF COURSE	15,381.48
TIFN	TIF HALSTED NORTH	2,887.50
TOTAL ALL BANKS		245,103.07

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Disbursement Journal

VILLAGE OF GLENWOOD
GL050S-V08.19 COVERPAGE
GL540R

Report Selection:

RUN GROUP... MC005 COMMENT... BOARD MEETING 10/17/23

DATA-JE-ID DATA COMMENT

D-10122023-834 BOARD MEETING 10/17/2023

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
L		01			Y	S	6	066	10			

Disbursement Journal

CHECK#	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
CORPORATE								
62689	10/12/23	AIR ONE EQUIPMENT, I	626 METER CALIBRATION	345.00		198586		- D 01.600.9425
62690	10/12/23	ALTA CONSTRUCTION EQ	406 HYDRAULIC HOSE LEAK	2,966.95		SS4/37426		- D 01.300.9420
62691	10/12/23	ANGEL BANKS	3300 RETURN ESCROW	1,500.00		10052023		- D 01.000.2132
62692	10/12/23	AUTOZONE STORE 3554	3020 FIRE DEPT	31.67		3554172051		- D 01.600.9420
62693	10/12/23	CHICAGO COMMUNICATIO	2842 POLICE DEPARTMENT	864.00		345364		- D 01.500.9410
62693	10/12/23	CHICAGO COMMUNICATIO	2842 CONTRACT RENEWAL	969.00		531-03		- D 01.500.9410
				1,833.00		*CHECK TOTAL		
62694	10/12/23	CHICAGO SOUTHLAND CH	151 CSCC GOLF EVENT REGIST	150.00		2226		- D 01.100.9140
62695	10/12/23	COM ED	210 0603011043	125.20		092923		- D 01.300.9180
62695	10/12/23	COM ED	210 0283059209	2,004.38		1032023		- D 01.300.9221
				2,129.58		*CHECK TOTAL		
62696	10/12/23	DELTA SONIC CAR WASH	1470 UNLIMITED WASHES	59.50		INV-009653		- D 01.500.9420
62697	10/12/23	ELMER & SONS LOCKSMI	235 KEY	36.00		411437		- D 01.300.9430
62698	10/12/23	GALL'S INC.	1383 POLICE EQUIPMENT	655.83		025796177		- D 01.500.9425
62699	10/12/23	HOMWOOD DISPOSAL SE	1277 LATE CHARGE	13.24		8531769		- D 01.100.9888
62700	10/12/23	ILLINOIS HOMICIDE	1959 ILHIA CONFERENCE REGISTR	825.00		2023A082		- D 01.500.9181
62701	10/12/23	J & K CONSTRUCTION &	3234 FOREST FIELD HOUSE	43,608.00		1034		- D 01.300.9430
62701	10/12/23	J & K CONSTRUCTION &	3234 ARQUILLA FIELDHOUSE	7,654.20		1037		- D 01.300.9430
62701	10/12/23	J & K CONSTRUCTION &	3234 ARQUILLA FIELDHOUSE CONC	3,400.00		1039		- D 01.300.9430
				54,662.20		*CHECK TOTAL		
62702	10/12/23	LUX RENTALS LLC	3298 ESCROW RETURN	4,000.00		10022023		- D 01.000.2132
62703	10/12/23	MC KESSON MEDICAL-SU	3209 CARRYING CASE	66.95		21162975		- D 01.600.9891
62704	10/12/23	MENARDS	1633 SUPPLIES	25.29		43847		- D 01.300.9425
62704	10/12/23	MENARDS	1633 SUPPLIES	229.99		54255-1		- D 01.300.9425
62704	10/12/23	MENARDS	1633 SUPPLIES	118.39		57881		- D 01.300.9425
62704	10/12/23	MENARDS	1633 SUPPLIES	427.70		60375		- D 01.300.9425
62704	10/12/23	MENARDS	1633 SUPPLIES	11.48		61801		- D 01.300.9425
62704	10/12/23	MENARDS	1633 SUPPLIES	35.96		61896		- D 01.300.9425
62704	10/12/23	MENARDS	1633 SUPPLIES	349.85		61939		- D 01.300.9425
62704	10/12/23	MENARDS	1633 SUPPLIES	54.56		62009		- D 01.300.9425
62704	10/12/23	MENARDS	1633 SUPPLIES	736.91		62017		- D 01.300.9425
62704	10/12/23	MENARDS	1633 SUPPLIES	63.97		62030		- D 01.300.9425
62704	10/12/23	MENARDS	1633 SUPPLIES	32.97		62043		- D 01.300.9425

Disbursement Journal

CHECK#	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
CORPORATE								
62704	10/12/23	MENARDS	1633 SUPPLIES	12.99		62046		- D 01.300.9425
62704	10/12/23	MENARDS	1633 SUPPLIES	71.96		62070		- D 01.300.9425
62704	10/12/23	MENARDS	1633 SUPPLIES	164.94		62139		- D 01.300.9425
62704	10/12/23	MENARDS	1633 SUPPLIES	115.59		62215		- D 01.300.9425
62704	10/12/23	MENARDS	1633 SUPPLIES	5.99		62234		- D 01.300.9425
62704	10/12/23	MENARDS	1633 SUPPLIES	19.98		62275		- D 01.300.9425
62704	10/12/23	MENARDS	1633 SUPPLIES	620.34		62281		- D 01.300.9425
62704	10/12/23	MENARDS	1633 SUPPLIES	14.52		62619		- D 01.300.9425
62704	10/12/23	MENARDS	1633 SUPPLIES	224.51		62665		- D 01.300.9425
62704	10/12/23	MENARDS	1633 SUPPLIES	159.76		62912		- D 01.300.9425
				3,497.65				*CHECK TOTAL
62705	10/12/23	MILLER COOPER & CO.	3261 ACCOUNTING SERVICES	6,512.00		S070804		- D 01.100.9152
62705	10/12/23	MILLER COOPER & CO.	3261 ACCOUNTING SERVICES	2,600.00		S076757		- D 01.100.9152
				9,112.00				*CHECK TOTAL
62706	10/12/23	MINUTEMAN PRESS	2822 ARREST JACKET ENVELOPE	670.72		11312		- D 01.500.9111
62706	10/12/23	MINUTEMAN PRESS	2822 #10 WINDOW ENVELOPES	166.69		11389		- D 01.500.9111
				837.41				*CHECK TOTAL
62707	10/12/23	OTIS ELEVATOR COMPAN	2516 VILLAGE HALL ELEVATOR	213.93		100401298915		- D 01.300.9430
62708	10/12/23	PORTER LEE CORPORATI	2827 ANNUAL SOFTWARE SUPPORT	1,129.00		29178		- D 01.500.9503
62709	10/12/23	PTS	3064 POLICE DEPARTMENT	78.00		2112155		- D 01.500.9120
62710	10/12/23	R&R MAINTENANCE FIRE	2014 POLICE OIL CHANGE	102.89		14048		- D 01.500.9420
62710	10/12/23	R&R MAINTENANCE FIRE	2014 POLICE DEPT OIL CHANGE	72.39		14061		- D 01.500.9420
62710	10/12/23	R&R MAINTENANCE FIRE	2014 VLLG MNGR OIL CHANGE	70.39		14063		- D 01.500.9420
				245.67				*CHECK TOTAL
62711	10/12/23	RICHARD CLEMONS	3299 ESCROW RETURN	1,000.00		10092023		- D 01.000.2132
62712	10/12/23	RUNCO OFFICE SUPPLY	3177 OFFICE SUPPLIES	103.03		918308-0		- D 01.600.9111
62713	10/12/23	SCOTT'S U SAVE TIRE	3238 FIRE DEPARTMENT	4,396.81		516758		- D 01.600.9420
62714	10/12/23	SHARK SHREDDING, INC	2681 SHREDDING	66.00		63778		- D 01.100.9111
62715	10/12/23	SHOREWOOD HOME & AUT	2463 CRETE LOCATION	132.95		368711		- D 01.500.9420
62715	10/12/23	SHOREWOOD HOME & AUT	2463 CRETE LOCATION	125.94		369279		- D 01.500.9420
				258.89				*CHECK TOTAL
62716	10/12/23	THE EAGLE UNIFORM CO	3118 POLICE UNIFORM KIMBROUGH	1,594.50		INV-16573		- D 01.500.9200
62716	10/12/23	THE EAGLE UNIFORM CO	3118 POLICE UNIFORM CUNNINGHA	51.00		INV-16870		- D 01.500.9200
62716	10/12/23	THE EAGLE UNIFORM CO	3118 POLICE UNIFORM WEBB	2,534.25		INV-16982		- D 01.500.9200
62716	10/12/23	THE EAGLE UNIFORM CO	3118 POLICE UNIFORM ZELENKA	2,744.75		INV-17290		- D 01.500.9200
				6,924.50				*CHECK TOTAL

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Disbursement Journal

VILLAGE OF GLENWOOD
GL540R-V08.19 PAGE 3

CHECK#	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
CORPORATE								
62717	10/12/23	UDOS CAR WASH	2535 POLICE CAR WASH	48.00		384		- D 01.500.9420
62718	10/12/23	VERIZON WIRELESS	2316 ACCT IL173894	50.00		9022336927		- D 01.500.9120
CORPORATE								
			TOTAL	97,235.81				

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Disbursement Journal

VILLAGE OF GLENWOOD
GL540R-V08.19 PAGE 4

CHECK#	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
WATER								
45302	10/12/23	CITY OF CHICAGO HEIG	766 0701003004-01	62,193.60		09212023		- D 10.110.9608
45302	10/12/23	CITY OF CHICAGO HEIG	766 0701003005-01	66,780.00		9212023		- D 10.110.9608
				128,973.60	*CHECK TOTAL			
45303	10/12/23	COM ED	210 0553143114	48.32		09152023		- D 10.110.9180
45304	10/12/23	CORE & MAIN	466 CAR CHARGER COMMAND LINK	232.62		T591723		- D 10.110.9411
45305	10/12/23	USABLUEBOOK(HD SUPPL	1596 FLASHLIGHT W DUAL MAGNET	343.74		INV00141266		- D 10.110.9590
WATER								
			TOTAL	129,598.28				

Disbursement Journal

CHECK#	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GLENWOODIE GOLF COURSE								
22714	10/12/23	COM ED	210 0465144003	8,782.36		09202023		- D 70.773.9180
22715	10/12/23	CONSERV FS	91 FUEL	1,516.25		105014624		- D 70.771.9210
22715	10/12/23	CONSERV FS	91 FUEL	1,220.57		105014625		- D 70.771.9210
				2,736.82				*CHECK TOTAL
22716	10/12/23	DEJONG EQUIPMENT CO	38 EQUIPMENT PARTS	219.91		CR52353		- D 70.771.9425
22716	10/12/23	DEJONG EQUIPMENT CO	38 EQUIPMENT PARTS	466.95		CR52358		- D 70.771.9425
				686.86				*CHECK TOTAL
22717	10/12/23	FAULKS BROS CONSTRUC	908 FINES FREE NON-DRIED	1,165.08		393103		- D 70.771.9435
22718	10/12/23	MONARCH AUTO SUPPLY	566 BATTERIES	171.49		6981-603188		- D 70.771.9425
22718	10/12/23	MONARCH AUTO SUPPLY	566 GGC MAINTENANCE	30.73		6981-604339		- D 70.771.9425
				202.22				*CHECK TOTAL
22719	10/12/23	NICOR GAS	664 00-25-20-2968 1	53.93		09222023		- D 70.773.9180
22720	10/12/23	ORKIN EXTERMINATING	56 OCT SERVICES	152.99		251998986		- D 70.771.9430
22720	10/12/23	ORKIN EXTERMINATING	56 ODD SERVICE JOB	250.00		254194908		- D 70.771.9430
				402.99				*CHECK TOTAL
22721	10/12/23	P & W GOLF SUPPLY, L	206 GOLF SUPPLIES	511.05		117842 119033		- D 70.773.9742
22722	10/12/23	RUSSO POWER EQUIPMEN	2404 BACKPACK BLOWER	518.39		SO20401212		- D 70.771.9425
22722	10/12/23	RUSSO POWER EQUIPMEN	2404 POWER EQUIPMENT	321.78		SO20401218		- D 70.771.9425
				840.17				*CHECK TOTAL
GLENWOODIE GOLF COURSE			TOTAL	15,381.48				

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Disbursement Journal

VILLAGE OF GLENWOOD
GL540R-V08.19 PAGE 6

CHECK#	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
		TIF HALSTED NORTH						
10148	10/12/23	JMS ENVIRONMENTAL AS	2757 CONSULTING & TESTING	2,887.50		25474-02		- D 72.720.9631
		TIF HALSTED NORTH	TOTAL	2,887.50				

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Disbursement Journal

VILLAGE OF GLENWOOD
GL540R-V08.19 PAGE 7

CHECK#	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
REPORT TOTALS:				245,103.07				

RECORDS PRINTED - 000082

Payroll Summary				10/6/2023
Village				
Corp				\$ 141,075.90
Sewer& Water				\$ 18,392.85
Holiday Pay				\$ -
Weapons Proficiency				
Uniform Allowance				
Overtime				
Police OT		\$ -		\$ 13,985.66
Reimbursable		\$ -		\$ (4,507.36)
Sewer & Water OT				\$ 1,325.06
Public Works OT				\$ 713.49
Fire Dept OT				
Fire Dept Stiped				\$ 461.52
Paid on Call				\$ 11,060.99
Elected Positions				\$ 6,238.15
Glenwoodie				33,413.87
Total				\$ 222,160.13
Vendor Checks				\$ 2,067.89
Grand Total				\$ 224,228.02

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 10/06/23: \$48,895.97

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)	48,895.97
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	48,895.97
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	820.11
	CASH REQUIRED FOR CHECK DATE 10/06/23	49,716.08

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
10/05/23	FIFTH THIRD BANK	xxxxxxxxxxxx900	Direct Deposit	Net Pay Allocations	26,347.30	26,347.30
10/05/23	FIFTH THIRD BANK	xxxxxxxxxxxx900	Readychex®	Check Amounts	10,447.87	10,447.87
10/05/23	FIFTH THIRD BANK	xxxxxxxxxxxx900	Taxpay®	Employee Withholdings		
				Social Security	2,927.74	
				Medicare	684.68	
				Fed Income Tax	2,463.29	
				IL Income Tax	2,177.04	
				IN Income Tax	215.00	
				IN Lake CO Inc	20.65	
				Total Withholdings	8,488.40	
				Employer Liabilities		
				Social Security	2,927.67	
				Medicare	684.73	
				Total Liabilities	3,612.40	12,100.80
				EFT FOR 10/05/23		48,895.97
				TOTAL EFT		48,895.97

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>
10/06/23	Refer to your records for account Information		Payroll	Employee Deductions		
				457 EE Pretax	250.00	
				457 EE Roth	300.00	

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 10/06/23: \$48,895.97

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.) - *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>
10/06/23	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				IMRF	125.99
				Vol IMRF	144.12
				Total Deductions	820.11
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES					820.11

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>	
10/12/23	Taxpay@	FED IT PMT Group	9,688.11
10/12/23	Taxpay@	IL Income Tax	2,177.04

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 10/06/23: \$152,692.57

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)	150,624.68
	TOTAL NEGOTIABLE CHECKS	2,067.89
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	152,692.57
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	21,819.37
	CASH REQUIRED FOR CHECK DATE 10/06/23	174,511.94

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>		<u>BANK DRAFT AMOUNTS & OTHER TOTALS</u>
10/05/23	FIFTH THIRD BANK	xxxxxxxxxxxx900	Direct Deposit	Net Pay Allocations	101,260.36	
10/05/23	FIFTH THIRD BANK	xxxxxxxxxxxx900	Direct Deposit	Deductions with Direct Deposit	789.41	102,049.77
10/05/23	FIFTH THIRD BANK	xxxxxxxxxxxx900	Garnishment	Employee Deductions	1,290.84	1,290.84
10/05/23	FIFTH THIRD BANK	xxxxxxxxxxxx900	Taxpay®	Employee Withholdings		
				Social Security	9,493.93	
				Medicare	2,220.34	
				Fed Income Tax	16,543.82	
				IL Income Tax	6,817.80	
				IN Income Tax	175.00	
				IN Lake CO Inc	318.89	
				Total Withholdings	35,569.78	
				Employer Liabilities		
				Social Security	9,493.94	
				Medicare	2,220.35	
				Total Liabilities	11,714.29	47,284.07
				EFT FOR 10/05/23		150,624.68
				TOTAL EFT		150,624.68

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 10/06/23: \$152,692.57

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>
10/06/23	FIFTH THIRD BANK	xxxxxxxxxxxx900	Payroll	Agency/Vendor	2,067.89	
TOTAL NEGOTIABLE CHECKS						2,067.89

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>
10/06/23	Refer to your records for account Information		Payroll	Employee Deductions		
				457 EE Pretax	985.00	
				457 EE Roth	420.00	
				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	2,295.93	
				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	7,878.75	
				Police Pension	452.14	
				Union Dues	472.50	
				Union Dues PW	29.00	
				Vision	156.80	
				Vol IMRF	658.70	
				Vol Life	413.87	
				Working Dues PW	113.18	
				pension repay	117.48	
				Total Deductions	21,819.37	
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES						21,819.37

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>		
10/12/23	Taxpay@	FED IT PMT Group	49,660.49	REPLACEMENT
10/12/23	Taxpay@	IL Income Tax	8,994.84	REPLACEMENT

AGENCY AND VENDOR PAYMENT JOURNAL

AGENCY / VENDOR NAME	DESCRIPTION	AGENCY CASE # / VENDOR ACCOUNT #	DEDUCTION AMOUNT	CHECK DATE	CHECK #	THIS PERIOD CHECK AMOUNT
AFLAC		G1940		10/06/23	10130 *	191.01
Colonial Life		E4478624		10/06/23	10132 *	119.30
Construction and General Laborers'		099908		10/06/23	10127 *	113.18
Delta Dental		11047 000 0001 00000		10/06/23	10129 *	962.10
Fidelity Security Life Insurance Co		9789991		10/06/23	10125 *	156.80
Laborers Union Local #681				10/06/23	10128 *	29.00
Metropolitan Alliance of Police				10/06/23	10131 *	472.50
NCPERS Group Life Insurance				10/06/23	10126 *	24.00
VENDOR CHECK TOTAL						2,067.89
<i>8 Transaction(s)</i>						
COMPANY TOTAL						2,067.89
<i>8 Transaction(s)</i>						
* - Automated Vendor Payment						

BOARD REPORT V2

Check Date Between

10/06/2023,10/06/2023

Time run: 10/3/2023 9:44:56 AM

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	Maxwell	Maria	3,906.66	291.93
100 Village	Admin Fulltime	Williamson	Carolyn	2,115.39	148.41
100 Village	Admin Fulltime Total			6,022.05	440.34
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	1,441.21	110.26
100 Village	Admin Parttime	Metz	Adam	2,800.00	214.20
100 Village	Admin Parttime Total			4,241.21	324.46
100 Village	Admin Trustees	Clark	Ronald	666.66	51.00
100 Village	Admin Trustees	Hart	Toleda	666.66	51.00
100 Village	Admin Trustees	Lynch	Dion	666.66	51.00
100 Village	Admin Trustees	Rolle	Camille	666.66	51.00
100 Village	Admin Trustees	Taylor	Linnetta	666.66	51.00
100 Village	Admin Trustees	Williams	Larry	666.66	51.00
100 Village	Admin Trustees Total			3,999.96	306.00
100 Village	Admin Village Clerk	Washington	Sandra	833.34	63.75
100 Village	Admin Village Clerk Total			833.34	63.75
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	4,731.59	341.50
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	2,495.16	190.88
100 Village	FT Police Officer	Fisher	Daniel	3,713.80	275.88
100 Village	FT Police Officer	Gilani	Saahil	4,680.34	317.27
100 Village	FT Police Officer	Gonzalez	Adrian	3,664.33	275.37
100 Village	FT Police Officer	Gossage	Jeffrey	3,785.23	289.57
100 Village	FT Police Officer	Hausier	Ann Marie	1,442.30	103.41
100 Village	FT Police Officer	Hudspeth	Kelli	1,795.66	130.93
100 Village	FT Police Officer	Mancusi	Lauren	2,199.15	161.28
100 Village	FT Police Officer	Miller	Nathaniel	3,660.23	271.35
100 Village	FT Police Officer	Morache	Thomas	6,697.80	484.84
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	5,303.18	373.47
100 Village	FT Police Officer	Schmidt	Paul	6,601.82	494.43
100 Village	FT Police Officer	Smith	Matthew	4,262.87	320.68
100 Village	FT Police Officer	Stone	Donald	5,219.62	386.47
100 Village	FT Police Officer	Ver Hagen	Brent	2,768.82	194.11
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			98,117.18	7,174.83
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	3,130.66	233.52
100 Village	Fulltime Fire Total			7,207.58	523.53
100 Village	On Call Fire Fighter	Aldana	Michael	349.44	26.74
100 Village	On Call Fire Fighter	George	Erik	381.68	29.19
100 Village	On Call Fire Fighter	Kramer	Allen	1,763.06	134.87
100 Village	On Call Fire Fighter	McKinney	Jeremy	199.68	15.28
100 Village	On Call Fire Fighter	Nunn	Joshua	162.24	12.41
100 Village	On Call Fire Fighter	Pelc	Christina	707.20	54.10
100 Village	On Call Fire Fighter	Pelc	Steven	374.40	28.64
100 Village	On Call Fire Fighter	Prim	Dillon	600.60	45.95
100 Village	On Call Fire Fighter	Ramer	Nathan	577.20	44.16
100 Village	On Call Fire Fighter	Reynolds	Kevin	199.68	15.28
100 Village	On Call Fire Fighter	Serviss	Phillip	1,223.04	93.56
100 Village	On Call Fire Fighter	Siroky	Dylan	399.36	30.55
100 Village	On Call Fire Fighter	Sloop	Jon	486.72	37.24
100 Village	On Call Fire Fighter	Stahnke	Grace	848.64	64.93
100 Village	On Call Fire Fighter	Toppen	Cody	533.52	40.82
100 Village	On Call Fire Fighter	Tuftedal	Noah	14.82	1.13
100 Village	On Call Fire Fighter	Velasquez	Avianna	213.46	16.33
100 Village	On Call Fire Fighter	Werner	Philip	1,240.20	94.87
100 Village	On Call Fire Fighter Total			10,274.94	786.05
100 Village	Parttime Police Officer	Kiousis	Nick	425.00	32.51
100 Village	Parttime Police Officer Total			425.00	32.51
100 Village	Parttime Fire	Eriks	Cynthia	406.25	31.08
100 Village	Parttime Fire Total			406.25	31.08
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	723.84	55.38
100 Village	Police Parttime Total			723.84	55.38
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	1,994.63	152.29
100 Village	Public Works	Kolosh	Garrett	2,275.41	167.46
100 Village	Public Works	Regalado	Thomas	1,813.83	138.76
100 Village	Public Works	Royals	George	3,131.16	227.07
100 Village	Public Works	Shomo	William	1,989.28	138.05

100 Village	Public Works	Stack	Kyle	1,869.63	143.03
100 Village	Public Works	Strobel Mrs.	Olivia	1,869.71	143.03
100 Village	Public Works	Yuknis	Larry	3,336.18	231.65
100 Village	Public Works Total			22,702.91	1,668.48
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	300.00	22.95
100 Village	SR Center Parttime Total			300.00	22.95
100 Village Total				175,816.63	12,929.63
Grand Total				175,816.63	12,929.63

200 Glenwoodie Golf

Department	Branch	Last Name	First Name	Earnings Totals	Employer Liabilities Social Security MHI
200 Glenwoodie Golf	Food & Beverage Parttime	Babcock	Janet	50.70	3.88
200 Glenwoodie Golf	Food & Beverage Parttime	Bonic	Brian	190.76	16.13
200 Glenwoodie Golf	Food & Beverage Parttime	Hankins	Pricilla	1,136.35	116.38
200 Glenwoodie Golf	Food & Beverage Parttime	Jones	Clearolie	589.50	50.22
200 Glenwoodie Golf	Food & Beverage Parttime	Kullman	Laurel	634.81	64.09
200 Glenwoodie Golf	Food & Beverage Parttime	Mundine	Legather	321.07	26.86
200 Glenwoodie Golf	Food & Beverage Parttime	Pittman	Candise	942.05	103.58
200 Glenwoodie Golf	Food & Beverage Parttime Total			3,865.24	381.14
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	539.50	41.27
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Davis	Michael	338.00	25.86
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Farrell	Maureen	432.25	33.07
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Fernandez	Timothy	585.00	44.75
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Hensley	Tess	104.00	7.96
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Kennedy	Michael	736.84	56.36
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Kluck	Scott	553.28	42.32
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Knight	Walter	216.32	16.55

200 Glenwoodie Golf	Glenwoodie Admin Parttime	Kullman	Michael	419.25	32.07
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Owens Jr	Robert	549.25	42.01
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Pryor	Eryck	84.50	6.47
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Rogers	James	594.75	45.49
200 Glenwoodie Golf	Glenwoodie Admin Parttime	SafforId	Fredrick	295.75	22.63
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Tessling	Margaret	239.98	18.36
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Thompson	Clyde	256.75	19.64
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Tucker	William	419.25	32.07
200 Glenwoodie Golf	Glenwoodie Admin Parttime	Vasili	Barbara	74.36	5.69
200 Glenwoodie Golf	Glenwoodie Admin Parttime Total			6,439.03	492.57
200 Glenwoodie Golf	Maintenance Parttime	Arellano	Ermes	1,769.38	135.36
200 Glenwoodie Golf	Maintenance Parttime	Arriaga	Joaquin	1,460.25	111.71
200 Glenwoodie Golf	Maintenance Parttime	Ayala	Roberto	1,482.00	113.37
200 Glenwoodie Golf	Maintenance Parttime	Ayala Sr	Ruben	1,890.50	144.62
200 Glenwoodie Golf	Maintenance Parttime	Juarez	Armando	1,947.50	148.99
200 Glenwoodie Golf	Maintenance Parttime	Keene	Harold	330.98	25.32
200 Glenwoodie Golf	Maintenance Parttime	Morales	Bernabe	1,883.38	144.08
200 Glenwoodie Golf	Maintenance Parttime	Morales	Efren	1,926.13	147.35
200 Glenwoodie Golf	Maintenance Parttime	Munoz	Marcial	1,904.75	145.71
200 Glenwoodie Golf	Maintenance Parttime Total			14,594.87	1,116.51
200 Glenwoodie Golf Total				31,016.81	2,397.06
Grand Total				31,016.81	2,397.06

Department	Earnings Totals	Employer Liabilities Social Security MHI
100 Village	175,816.63	12,929.63
200 Glenwoodie Golf	31,016.81	2,397.06
Grand Total	206,833.44	15,326.69

Cash Requirements 1	174,511.94
Cash Requirements 2	49,716.08
Total	224,228.02

Salary	222,160.13
Vendor Check	2,067.89
	224,228.02



Village of Glenwood Department of Police



Derek Peddycord
Chief of Police

Glenwood Police Department Oct 17th 2023 Board Report

RECENT ACTIVITY: During the month of SEP, the GPD responded to 759 service calls with the following call types being the majority:

- Traffic Stops
- Medical Calls/Psych evaluations
- Speak to Officer
- Domestic Disturbances

Major Incidents:

- Domestic disturbance during a party at a private residence on Rose Ct. occurred, shots were fired damaging property. Offender crashed a vehicle into a home causing damage, fled the area. Person of interest has been identified and the investigation is ongoing.
- Active investigation for the shooting in the 200 block of University. The GPD and South Suburban Major Crimes Task Force are actively investigating. At approximately 2:00 a.m. on Oct 1st the Glenwood Police Department was dispatched to the area of University Ave and 191st Place for a gunshot victim. The victim, a male in his late twenties, was transported to an area hospital where he succumbed to his injuries. Victim has been identified as 28 year old Rico Mitchell of Lynwood.
- Aggravated battery to Police Officers on Sat morning Oct 7th at approximately 630 a.m. An intoxicated offender attacked a random citizen at the Speedway gas at Halsted and Holbrook. The offender was located and fought officers, 1 officer suffered a concussion and another officer tore a muscle in his leg. Xavier D Foster, 25 of Blue Island was charged with 3 counts of aggravated resisting arrest, battery, and escape.

SSERT No activations

SSMCTF GPD investigators were activated for an incident in Sauk Village

SMART No activations

(708) 753-2420 Department
(708) 753-2405 Fax

One Asselborn Way
Glenwood, Illinois 60425



Village of Glenwood Department of Police



Derek Peddycord
Chief of Police

SEP ARRESTS:

Sep 4th 2023 20 of Hammond IN, was arrested for Disorderly Conduct for causing a disturbance in the 700 block of 187th St.

Sep 11th, 2023 56 year old of Little Rock AR, was arrested on a warrant from another agency after being involved in a traffic accident at Halsted and Bowling-Green.

Sep 16th, 2023 27 year old of Posen IL, was arrested and charged with failure to reduce speed to avoid an accident, driving under the influence, and BAC over 0.08 after being involved in a traffic accident at 1200 Joe Orr Rd

Sep 16th, 2023 43 year old of Chicago, was arrested and charged with failure to reduce speed to avoid an accident; driving under the influence of alcohol; driving under the influence with a BAC over 0.08); and no valid insurance after being involved in a traffic accident at State and Main St.

Sep 17th, 2023 55 year old of Hammond IN, was arrested and charged with Felony Domestic related Criminal Damage to Property after intentionally crashing a car into a family member's home.

Sep 27th, 2023 18 year old of Glenwood IL, was arrested and charged with Leaving the Scene of an accident; Driving while license suspended; Unlawful transportation of cannabis; and Transporting liquor while under 21 years of age

Sep 29th, 2023 40 year old of Glenwood, was charged with domestic battery for an incident that occurred at a private residence.

STEP GRANT: The Glenwood Police Department urges motorists to commit to sober driving this Halloween when children and their families will be walking through neighborhoods. . [#DriveSoberGetPulledOver](#) [#ImpairedDrivingIsScary](#)
Never get behind the wheel impaired. It is illegal in Illinois to drive impaired by alcohol, marijuana, or any other impairing substance. DUIs are not restricted to alcohol-related offenses. If you drive high, you'll get a DUI.

The Halloween enforcement and awareness effort is funded by federal highway safety dollars administered by the Illinois Department of Transportation

SAFETY/CRIME PREVENTION TIP:

(708) 753-2420 Department
(708) 753-2405 Fax

One Asselborn Way
Glenwood, Illinois 60425



Village of Glenwood Department of Police



Derek Peddycord
Chief of Police

- The GPD has FREE steering wheel locks for residents who own Hyundai vehicles. They are available at the PD while supplies last.
- Car burglaries and thefts are still occurring. Please do not keep valuables, especially firearms inside your vehicles and lock your car doors.
 - DO NOT CONFRONT SUSPICIOUS PERSONS-CALL 9-1-1
- Please do not park your vehicle across sidewalks. Vehicles parked blocking sidewalks create an unnecessary obstacle to pedestrians, children, and residents with mobility assistance needs. Violators can be cited and vehicle towed to clear sidewalk if needed.
- We also have new Neighborhood Watch signs, these were paid for by "Citizen Observer/Tip 411" These are free while supplies last.

TRAINING:

During the month of September GPD officers received training on the use of force. We also received additional legal training on the topic of decisions handed down by the U.S. Supreme Court during their recently concluded term in 2023.

MISCELLANEOUS:

- GPD joined the Brookwood Jr HS for the 1st "Lunch with the Law" event of the 23/24 school year.
- GPD and BJHS 7th and 8th graders participated in our annual fall "cops and boppers" youth outreach program.
- GPD conducted lockdown drills and training with all Brookwood Schools
- GPD Admin attended the monthly Public Safety Advisory Council to discuss and recommend legislative matters regarding community safety.

Derek Peddycord
Chief of Police
10 Oct 2023

(708) 753-2420 Department
(708) 753-2405 Fax

One Asselborn Way
Glenwood, Illinois 60425

Glenwood PW SEPTEMBER Report

During the month of September Public Works received a wide variety of calls to go along with our regularly scheduled tasks. Below is a breakdown of those requests.

STREETS

In September Public Works continued to address the potholes throughout the Village. Public Works has begun restriping Streets, park buildings and lots. ~187th St from Halsted to Pleasant Dr. has been restriped.

GARBAGE

In September Public Works identified and removed rubbish/litter from main thoroughways, parks and other village owned properties.

Forestry

In September Public Works continued tree trimming in the Manor and responded to residents requests.

Water System Maintenance

In September Public Works had 5 water main breaks that have been repaired. Public Works also repaired water main valve and repaired 3 hydrants. Public Works with assistance from CCP connected Washland to a newer 10 inch main and abandoned the old plaza water main.

Sewer Maintenance

In September Public Works responded to 2 homes for sewer back up. One was due to the main sewer line blocked the block was removed by PW employees.

Equipment

In September Public Works continued maintenance on our fleet and are preparing for winter season. Salt trucks are getting plows attached and will be ready for the first snow.

Parks and Village Buildings

In September Public Works continued to clean up parks and village buildings. The Arquilla and Forest field houses are back up and running with Hickory/Glen field house remodeling to begin soon.

Employee Numbers

In September Public Works employment numbers were at 8 employees. New employees have been receiving hands on in the field training.

Please feel free to contact me with any questions or concerns. Bill Manousopoulos.

GLENWOOD FIRE DEPARTMENT MONTHLY REPORT SEPTEMBER 2023

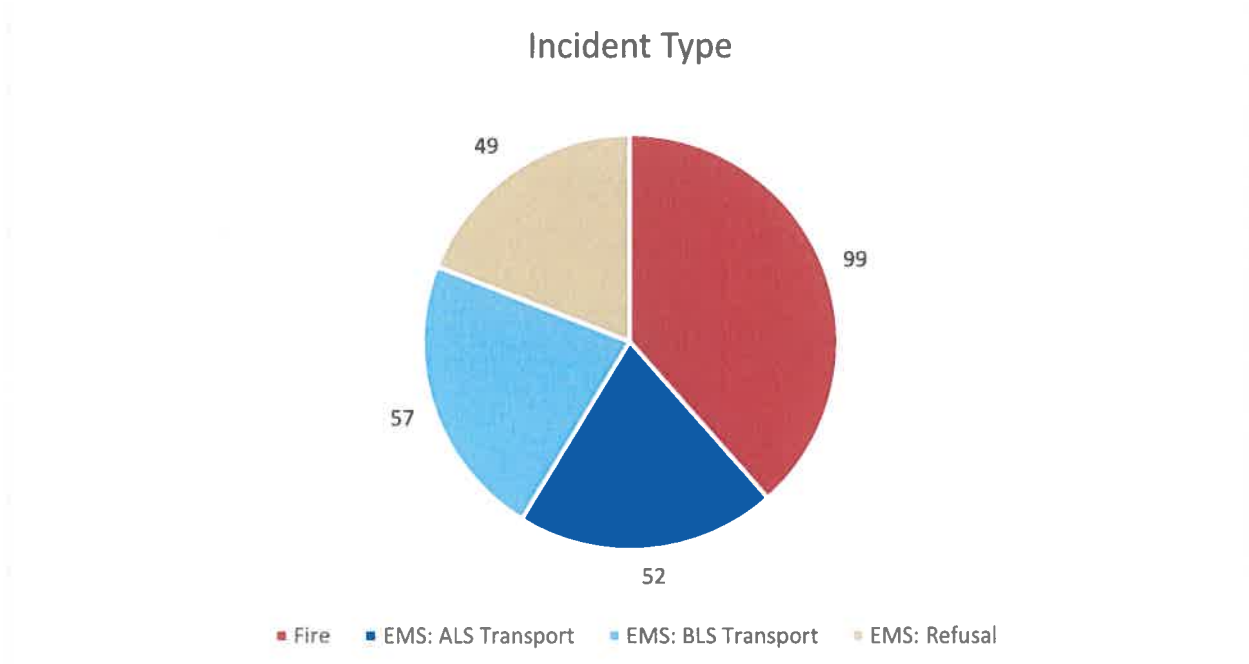
Response Statistics

During the month of September, the Fire Department responded to two-hundred, fifty-seven (257) emergency calls:

EMS	158	(61.5%)
Fire	99	(38.5%)
Total	257	

EMS incidents account for all instances where a patient was evaluated by EMS at the scene and either transported by ambulance to the hospital or signed a refusal for transport. Fire incidents capture all responses made for fires, alarms, hazardous conditions, etc.

Of those 158 EMS calls, 160 patient contacts were made, and of those patients, 109 (68.13%) were transported to the hospital. Out of the 109 transports, 52 (47.71%) patients required Advanced Life Support (ALS) care, which is the highest level of care a patient receives from Emergency Medical Technicians. The remaining 57 (52.29%) patients transported to the hospital received Basic Life Support (BLS) care.



Our average response time (from dispatch to arrival) was four minutes and fifty seconds (0:04:50), and our average turnout time (from dispatch to enroute), which is the time it takes for units to go enroute after receiving the call, was fifty seconds (0:00:50). In addition, 70 times during the month our calls overlapped. This means that 27.24% of the time, a second call was dispatched while the original call was

still in progress. Also of note, we provided automatic or mutual aid 47 times while needing assistance from a neighboring department 3 times during the month. Finally, our average on scene time for all incidents was fifteen minutes and twenty-one seconds (15:21). This time varies widely from month-to-month given the variety of the natures of calls to which we respond.

Incident Notes

During the late morning on Labor Day, we responded to a report of a house fire in Lansing, near our eastern border. Our crew assisted with making initial entry and extinguishing the fire as well as searching the house for a reported missing occupant who was later accounted for outside by family members.

Later during that same shift, in the overnight hours, we responded to an activated carbon monoxide alarm in a residence. Upon investigating, we discovered high levels of carbon monoxide throughout the home caused by the smoldering coals in the barbecue grill that were left to cool down in the attached garage. When hot coals are left to smolder without proper ventilation, they create carbon monoxide. The house was ventilated, and the homeowner was given more information about the dangers and causes of carbon monoxide.

The next weekend, we were called to the football field at Hickory Glen Park for an injured player during a football game. Unfortunately, due to staffing shortages, we were unable to provide EMS standby coverage. However, we still arrived within four minutes of receiving the call, and the patient was treated and transported BLS to the hospital as a precaution.

On Friday, September 15th, we were dispatched for a motor vehicle accident with injuries just before noon at the intersection of Main Street and North Main Street. Upon arriving, the two vehicles involved sustained heavy damage. However, all occupants of the vehicles were able to exit under their own power and ended up signing EMS refusals. This was yet another reminder that safety devices used in modern vehicle technology continue to work.

The next day, we were again called to Hickory Glen Park for an injured football player. Again, due to staffing issues, we were not able to provide consistent EMS standby coverage at the games. Shortly after the afternoon standby crew had left the park to swap personnel for the evening shift, a player was injured during a game. The ambulance arrived within three minutes of being dispatched, and again the player was treated and transported BLS to the hospital as a precaution. We continue to do our best to offer standby coverage and support at community events such as youth football games, but the lack of reliability of a primarily part-time staff continues to plague our efforts.

During the late afternoon of Wednesday, September 20th, we were called for an accident with injuries involving a dirt bike and a tree. This occurred in the wooded area off Glenwood-Dyer Road. Both station crews worked together to access the patient and get him safely moved into the ambulance where he was treated and transported ALS/Trauma Protocol to Advocate Christ Medical Center in Oak Lawn due to the severity of his injuries.

In the middle of a Friday afternoon rush hour on September 22nd, we were dispatched to a vehicle fire on Route 394 in the southbound lanes. The fire was quickly extinguished, and our crews worked in concert with the Illinois State Police to get the roadway back opened in a safe and timely manner.

Over the last three days of the month, we responded to 37 total calls, which amounts to double our normal daily average. During this span, we responded to a motor vehicle accident with injuries in the early morning hours of September 30th. Upon arriving, there was a vehicle that crashed into the front of a house. One patient was treated and transported BLS to the hospital. The damage to the house was surveyed for stability. Once it was determined that it was safe to do so, the vehicle was towed from the scene, and an emergency board-up company was called to the scene to secure the house.

Inspectional Services

In addition to incident response, our Fire/Building Inspector and shift personnel conducted a total of we conducted 72 scheduled building inspections, 27 health inspections, and 52 fire/life safety inspections, of which the breakdown is as follows:

- 25 Rental Inspections (22 original inspections, 3 follow-ups)
- 26 Point-of-Sale Inspections (18 original inspections, 8 follow-ups)
- 21 Permit Inspections
- 52 Fire Inspections (46 original inspections, 6 follow-up)
- 27 Health Inspections (27 original inspections, 0 follow-ups)

In addition, 36 new code enforcement violation notices were posted, of which, 18 new citations were issued and a summons to our Local Ordinance Court in October.

Fire/EMS Training

Our continuous on-the-job firefighting training in September built up to round three of our mandatory quarterly interior (live fire) firefighting training. We started the month with training on water supply for firefighting operations, followed by understanding and recognizing the signs of eminent structural collapse during a fire. Then we trained on the topic of addressing a “mayday” call for help by a fellow firefighter during a fire fight. Finally, we practiced conservation of breathing air while wearing a respirator during times of less work and physical exertion, in preparation for needing more supplied air while performing labor-intensive tasks. And all these topics of course led up to our participation in the South Suburban Combined Area Training group’s quarterly live fire training. Each shift participated in two structure fire scenarios, working with neighboring departments, at the Country Club Hills Fire Department’s training facility.

Annual compliance training topics assigned during September focused on the use of fall protection devices as well as back injury prevention. In addition, EMS training focused on behavioral emergencies as well as cardiac emergencies and best practices to identify and treat those emergencies.

Special Events

September saw its share of special events for the Fire Department. On Wednesday, September 6th, personnel attended the first “Lunch with First Responders” event of the 2023/24 school year at Brookwood Junior High School. The very next day, personnel attended a Back-to-School Barbecue at Glenwood Academy.

On Friday, September 8th, MABAS 24 held its annual golf outing fundraiser at Lincoln Oaks Golf Course. As a member department, some of our personnel were able to enjoy a round of golf while others who were able and willing opted to assist with cooking lunch, organizing raffles, etc. Everyone got to enjoy a good meal for dinner and network with fellow firefighters and industry professionals.

On Monday, September 11th, we had extra help on-hand and standing by at Fire Station 21, Aquilla and Roberts, for the expected large crowd at the Kevin Hart appearance at Chug-A-Lug. Luckily no Fire or EMS services were needed at the event, but we were ready, nonetheless.

The following day, Air One Equipment came to Station 20 to conduct the annual certification testing of all our air packs, bottles, and masks. This is an entire day process that requires a lot of coordination among the duty crews at both stations. All our equipment passed again this year, but we are only a couple years away from all air packs and bottles being past their expiration dates. We have a grant application submitted to replace them this year and will continue to apply if we are not awarded the funds. However, the time will be approaching soon to discuss a replacement program if grant funds are not available.

On September 13th we held a joint meeting with the staff of the Public Works Department to discuss proper hydrant flow testing procedures. With less-experienced personnel in both departments, it was worthwhile to get everyone together prior to embarking on much-needed, and required, fire hydrant flow testing of the entire town. Testing began at the conclusion of the meeting and continued throughout the month.

Then on Monday, September 18th, personnel attended the ribbon cutting ceremony at the Underground Railroad landmark site.

The following week was Rail Safety Week, and on Tuesday, September 26th, a few of our personnel were invited to attend a class on train derailment incidents hosted at the CN Training Center in Homewood.

Finally, on Saturday, September 30th, the Fire Department escorted the Glenwood Cougars cheerleaders and football players from Brookwood Junior High School to Hickory Glen Park for their homecoming day parade.

September was another busy month for us. While we continue to get as much accomplished as possible with minimal help, we are hopeful that the workforce will recover in the future. As always, we continue to try to provide as many value-added services as possible while maintaining our skill and professionalism handling emergencies.

Yours For a Fire Safe Community,



Kevin A. Welsh
Fire Chief



Glenwoodie October 17, 2023

	Sep-20	Sep-21	Sep-22	3yr Avg	Sep-23	Diff 3 Yr Avg	
Rounds	3924	3365	3138	3475.666667	3320	-155	-4%
Golf Ops	\$ 149,691.00	\$ 134,823.00	\$ 137,430.00	\$ 140,648.00	\$ 155,269.00	\$ 14,621.00	10%
F&B	\$ 31,860.00	\$ 54,050.00	\$ 66,907.00	\$ 50,939.00	\$ 77,264.00	\$ 26,325.00	41%
Total	\$ 181,551.00	\$ 188,873.00	\$ 204,337.00	\$ 191,587.00	\$ 232,533.00	\$ 40,946.00	19%

Banquets Breakdown:

We hosted 17 Events in September

Food Total: \$37829

Hall Rental: \$6221

Alcohol Total: \$32555

Non-Alcohol: \$3144

Golf Operations Breakdown:

3320 Rounds of Golf = \$155269

Season Passes: Sold 6 Totaling \$6990

Merchandise Sold: \$9372

Range: \$5706