

MINUTES OF THE REGULAR BOARD MEETING
OF THE PRESIDENT AND BOARD OF
TRUSTEES OF THE VILLAGE OF
GLENWOOD, COOK COUNTY, ILLINOIS
HELD AT THE MUNICIPAL BUILDING
ON TUESDAY, AUGUST 16, 2011

The meeting was called to order at 7:08 p.m. **Mayor Kerry Durkin** led the audience in the Pledge of Allegiance.

UPON ROLL CALL: by **Mayor Kerry Durkin**. The following Trustees responded:
Barry, Freeman, Nielsen, Plott

Upon Roll Call: Ayes: 4 Naes: 0 Absent: 2

Ayes: Barry, Freeman, Nielsen, Plott

Naes: 0 Absent: Campbell, Thomas

ALSO IN ATTENDANCE: **Demitrous Cook**, Police Chief; **Kevin Welsh**, Fire Chief;
John Donahue, Village Attorney;
Donna Gayden, Village Administrator; **Ed Tunelius**, Village Engineer;
Linda Brunette, Finance Director; **Toleda Hart**, Treasurer

TREASURER'S REPORT **Motion to approve the bills payable as presented by Treasurer**
BILLS PAYABLE: **Toleda Hart.**

Corporate Fund \$148,955.41; Road and Bridge Fund \$3,455.37;
Sewer and Water Fund \$26,507.95; 2010 Project Fund BAB \$119,614.50;
TIF Industrial Park \$2,489.68; Glenwoodie Golf Course \$17,935.48

Total All Funds: \$318,958.39

Trustee Barry moved, seconded by **Trustee Freeman** to accept the motion as presented.

Upon Roll Call: Ayes:3 Naes: 0 Recues: 1 Absent: 2 Abstain: 0

Ayes: Barry, Freeman, Plott, Mayor Durkin

Naes: 0

Recues: Nielsen (on vote for one item paid to his company)

Absent: Campbell, Thomas

Discussion: No further discussion

Motion Approved: Yes

TREASURER'S REPORT
PAYROLL:

Payroll as of August 12, 2011: **Glenwoodie** in the amount of \$34,678.14;
Corporate in the amount of \$146,414.37.

Motion to approve the payroll as presented by Treasurer Toleda Hart.

Trustee Nielsen moved, 2nd by **Trustee Plott** to accept the payroll as presented.

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

Ayes: Barry, Freeman, Nielsen, Plott

Naes: 0

Recues: 0

Absent: Campbell, Thomas

Discussion: No discussion

Motion Approved: Yes

Report: Treasurer Hart prepared and distributed a Summary of Fiscal Operations report to the Mayor and Board of Trustees. The report summarizes the revenues and expenses for all the Village fund accounts. Because the Trustees received the report at the Board meeting, questions will be gleaned at the next regular Board meeting in order to provide each of the Trustees the opportunity to review the report.

Treasurer Hart also distributed a actuarial valuation report for the Police Pension Fund, as well as a Statement of Changes in Plan Net Assets for the fund as of the end of June 2011. Treasurer Hart highlighted a plan decrease of \$154,962.20 year to date in the Police Pension Fund. **Mayor Durkin** followed by giving a brief history of the fund, noting a \$900,000.00 decrease or 20% of the fund asset experience by the fund. **Mayor Durkin** noted the Board will be in receipt of the report on a monthly basis.

OPEN TO PUBLIC:

No one approached the Board.

**COMMUNICATIONS
MAYOR'S OFFICE:**

Mayor Durkin presented to the Board the H.S.A (High Savings Account) option to be presented to the employees as part of a high deductible insurance plan. **Mayor Durkin** proposed a plan to fund the individual H.S.A accounts with savings earned by switching to a high deductible plan. The proposed plan would have the Village match the employee contribution into the plan on 1 to 1 (dollar for dollar) basis over a 3 year period up to the maximum amount legally allowed by the federal government.

Motion to appoint or re-appoint the following individuals to the selected committee, commission, or board:

- *Greg Ray - Re-appoint to the Police and Fire Commission*
- *Paul Styles - Appoint to the Plan Commission to fill a vacancy*
- *Warren Linden - Appoint to the ITF (Implementation Task Force)*
- *Angie Dixon - Appoint to the Economic Development Committee to fill a vacancy*
- *Zoning Board - Re-appoint all members that are up for re-appointment*

Trustee Freeman moved, 2nd by **Trustee Nielsen** to accept the motion as presented.

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

Ayes: Barry, Freeman, Piott, Nielsen

Naes: 0

Recues: 0

Absent: Campbell, Thomas

Discussion: No discussion.

Motion Approved: Yes

Follow Up: **Mayor Durkin** informed the Board on the First Tee Program and the Wadsworth Grant. The grant is in the amount of \$250,000.00 for a training facility at Glenwoodie Golf course. **Mayor Durkin** polled the Board to obtain a general consensus of how the Board would like to utilize the grant funds. The Board is in favor of using the funds. **Mayor Durkin** noted that some type of detail packet will be prepared by the next regular Board meeting.

Mayor Durkin announced the details of the annual Youth Sports Dinner and Golf outing. The event is sponsored by the Village. The funds raised go to support the Glenwood Cougars Football, Glenwood Hawks Basketball, Glenwood Baseball, and Junior Golf. The dinner will be held on Friday September 30, 2011, and the golf outing will be held on Saturday October 1, 2011. Tickets for the event will be available.

ATTORNEY'S REPORT:

Attorney Donahue updated **Mayor Durkin** and the **Board of Trustees** on the progress on acquiring the Glenwood Theater. The purchase contract was forwarded to the attorney representing the owner. Follow up to the owners attorney, in the form of several phone calls, was initiated by Attorney Donahue. However, response from the owner or the attorney representing the owner has been received. Attorney Donahue hoped that the non response, at this time, isn't a indicator that a potential issue may be in place with the purchase contract.

**VILLAGE
ADMINISTRATOR:**

Village Administrator Donna Gayden briefed the Mayor and the Board of Trustees on the current situation with the copier/printer usage within the Village. She requested Proven Business, a copier vendor, to make a presentation to the Mayor and the Board of Trustees on what they could offer that would satisfy the copier/printer needs of the Village.

Phillip Faso and Chris Coglin, of Proven Business System, addressed the Board. The gentlemen suggested the Village lease a Toshiba copier. The Toshiba copier is the same type of copier utilized at the golf course. Mr. Faso and Mr. Coglin distributed copier examples of what the copier can accomplish. The gentlemen presented the Board with either a 48 month or 60 month lease. **Trustee Plott** questioned why not buy the copier instead of leasing. Mr. Faso indicated that the lease option, as opposed to purchase option, is standard in the industry. Also, due to the constantly changing and improving copier industry, it is more beneficial to lease the copier. The Village will be able to utilize the copier for a 5 day trial period. The copier will be coded to charge the individual departments.

Motion to accept the proposal to lease the copier with the following lease payment details: 48 month lease at \$362.25 per month

Book Finisher at \$24.20 per month

Hole Punch at 18.75 per month

Plus service agreement at .07 per color copy

Plus service agreement at .007 per black and white copy

Trustee Barry moved, 2nd by **Trustee Plott** to accept the motion as presented.

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

Ayes: Barry, Freeman, Nielsen, Plott

Naes: 0

Recues: 0

Absent: Campbell, Thomas

Discussion: no further question or discussion.

Motion Approved: Yes

Revised personnel manual discussion.

Discussion: Village Administrator Donna Gayden noted that all the Board received the revised personnel policy for review prior to the vote for approval. **Trustee Freeman** question the portion of the revised policy regarding discount golf rates for all Village employees. **Trustee Freeman** noted to offer discounted golf rates would require the Village to report the golf price difference as taxable wages on the employee W-2 statement. Discussion on the issue between **Mayor Durkin** **Trustee Freeman**, and Village Administrator Donna Gayden continued on the issue as to removing the benefit clause or altering the clause to only include certain employee associated with the course. Donna Gayden indicated, and **Mayor Durkin** concurred, that the issue was discussed and researched at length with the Village labor Attorneys. **Trustee Barry** and **Trustee Plott** commented on the issue. Donna Gayden noted, and Mayor Durkin concurred, that the reason for offering the benefit was to make it fair for all Village employees. After the discussion the motion was called in its original form.

Motion to approve the revised personnel policy as presented with the golf benefit language.

Trustee Plott moved, 2nd by **Trustee Nielsen** to accept the motion as presented.

Upon Roll Call: Ayes:3 Naes: 2 Recues: 0 Absent: 2 Abstain: 0

Ayes: Barry, Nielsen, Plott

Naes: Freeman, Mayor Durkin

Recues: 0

Absent: Campbell, Thomas

Discussion: The motion required a 4 vote approval. **Mayor Durkin** cast a No vote. Donna Gayden suggested to amend the motion to exclude the golf benefit language in order to approve the policy. The revised policy has several other personnel laws that would bring everything current.

Motion Approved: No

Motion to approve the revised personnel policy as presented without the golf benefit language.

Trustee Plott moved, 2nd not received to accept the motion as presented.

Vote not called due to lack of 2nd on the motion.

Discussion: Further discussion between **Mayor Durkin**, **Trustee Freeman**, **Trustee Barry**, and Donna Gayden as to calling the vote for the approval of the revised personnel policy without the golf benefit language. Only employees associated with the golf course will have the benefit due to the nature of their job duties. The Superintendent and his staff. No other Village employees will have the benefit. They will be charged the regular rate.

Motion Approved: vote not called.

Motion for approval of the contract for the First Tee Program.

Details of the program:

- *The program cost is \$32,400.00 to be paid in 2 payments of \$16,200.00 to be paid in November 2011 and May 2012.*
- *The program will be conducted within school during gym class.*
- *10 schools will be solicited to participate in the program. Brookwood school district 167 will participate in the program.*

Trustee Barry moved, 2nd by **Trustee Freeman** to accept the motion as presented.

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

Ayes: Barry, Freeman, Nielsen, Plott

Naes: 0

Recues: 0

Absent: Campbell, Thomas

Discussion: **Trustee Nielsen** asked for clarification on the program. **Mayor Durkin** noted the First Tee Program is a different program. The First Tee program is a training program. The other program is for a \$250,000.00 grant for a learning center.

Motion Approved: Yes

Motion to table the approval of professional consulting agreement until a future time.

Trustee Barry moved, 2nd by **Trustee Plott** to accept the motion as presented.

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

Ayes: Barry, Freeman, Nielsen, Plott

Naes: 0

Recues: 0

Absent: Campbell, Thomas

Discussion: No discussion.

Motion Approved: Yes

Motion for approval of a revised resolution commitment for matching funds US Economic Development Assistance (EDA) Public Works program.

Trustee Nielsen moved, 2nd by **Trustee Plott** to accept the motion as presented.

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

Ayes: Barry, Freeman, Nielsen, Plott

Naes: 0

Recues: 0

Absent: Campbell, Thomas

Discussion: The revised resolution is being presented for a third time. The phrase "in kind" was removed from certain sections of the resolution as requested by the Federal Government.

Motion Approved: Yes

Motion for approval of the IKE Disaster Recovery Property Buyout grant program resolution.

Trustee Nielsen moved, 2nd by **Trustee Barry** to accept the motion as presented.

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

Ayes: Barry, Freeman, Nielsen, Plott

Naes: 0

Recues: 0

Absent: Campbell, Thomas

Discussion: Village Administrator Donna Gayden noted the resolution is needed as part of the IKE disaster grant application process.

Motion Approved: Yes

Motion for approval of the CDBG Disaster Recovery Property Buyout program.

Trustee Nielsen moved, 2nd by **Trustee Plott** to accept the motion as presented.

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

Ayes: Barry, Freeman, Nielsen, Plott

Naes: 0

Recues: 0

Absent: Campbell, Thomas

Discussion: Village Administrator Donna Gayden noted the resolution is needed as part of the disaster grant application process.

Motion Approved: Yes

Follow Up: Donna Gayden requested that any articles for the up coming newsletter are due by Thursday.

ENGINEER'S REPORT:

Motion to award the contract to the lowest bidder Knowles Construction in the amount of \$2,221,534.75, pending IEPA concurrence, for the Main Street Sanitary Sewer/Force main.

Trustee Plott moved, 2nd by **Trustee Freeman** to accept the motion as presented.

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

Ayes: Nielsen, Plott

Naes: Barry, Freeman

Recues: 0

Absent: Campbell, Thomas

Discussion: Ed Tunelius, of Robinson Engineering, advised the Mayor and Board of Trustees on the bid process involved with the contract. Per

the guidelines of the IEPA, the contract for the project must be awarded by September 1, 2011. If the contract isn't awarded, the Village will risk losing the loan commitment and the interest rate. **Mayor Durkin** question the number of contractors that submitted bids. Mr. Tunelius noted only 2 contractors submitted a bid. Mr. Tunelius also noted that Robinson contacted other contractors regarding the project, in addition to the advertisement within the Chicago Tribune. Mr. Tunelius verbally communicated the list to the Mayor and Board. **Mayor Durkin** questioned if any of the contractors were non-union or if non-union contractors were contacted. Mr. Tunelius indicated he had no way of knowing if non-union or union contractors saw and/or read the advertisement for the project. **Trustee Nielsen** also commented on the motion. The motion failed. At the conclusion of the vote **Mayor Durkin, Trustee Nielsen,** and Mr. Tunelius advised the Board of the result of the failed motion. **Trustee Barry** and **Trustee Freeman** requested to change their vote on the motion. Advice from Village Attorney Donahue to **Trustee Barry** and **Trustee Freeman** on the procedure to change their vote on the motion. Mr. Tunelius also noted the bid for Force main was 5% above the estimated project cost, but the bid for the Manhole project was 12% below the estimate. Mr. Tunelius noted the bids were reasonable bids.

Motion Approved: No

Move to reconsider the motion to award the contract to the lowest bidder Knowles Construction in the amount of \$2,221,534.75, pending IEPA concurrence, for the Main Street Sanitary Sewer/Force main.

Trustee Barry moved, 2nd by **Trustee Freeman** to accept the motion as presented.

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

Ayes: Barry, Freeman, Nielsen, Plott

Naes: 0

Recues: 0

Absent: Campbell, Thomas

Discussion: No discussion.

Motion Approved: Yes

Motion upon reconsideration to award the contract to the lowest bidder Knowles Construction in the amount of \$2,221,534.75, pending IEPA concurrence, for the Main Street Sanitary Sewer/Force main.

Trustee Nielsen moved, 2nd by **Trustee Plott** to accept the motion as presented.

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

Ayes: Barry, Freeman, Nielsen, Plott

Naes: 0

Recues: 0

Absent: Campbell, Thomas

Discussion: **Trustee Barry** noted his reason for originally voting No was due to the lack of attempt to contact non-union companies for the project, in addition to the newspaper advertisement. **Trustee Barry** noted the same attempt by Robinson Engineering to contact union contractors should be made with non union contractors. **Trustee Plott** and **Trustee Nielsen** also commented. **Trustee Barry** also noted he changed his vote because he didn't want the Village lose the funding for the project.

Motion Approved: Yes

Motion to award the contract to the lowest bidder Kim Construction in the amount of \$691,951.00, pending IEPA concurrence, for the Village wide sanitary manhole rehabilitation contract.

Trustee Freeman moved, 2nd by **Trustee Nielsen** to accept the motion as presented.

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

Ayes: Barry, Freeman, Nielsen, Plott

Naes: 0

Recues: 0

Absent: Campbell, Thomas

Discussion: no further discussion.

Motion Approved: Yes

Motion to take bids at the next regular Board meeting in an amount not to exceed \$500,000.00 for the 2011 roadway resurfacing program for the following streets:

- 193rd Place from Minerva to Dante in Brookwood Point
- Center Street from Cedar to Pine in the Forest Sub-Division
- Center Street from Sycamore to Cottage Grove in the Forest Sub-Division
- Illinois Street from 183rd Street to Iowa in the Estates Sub-division
- Kenneth Street from Strieff to Manor Ct. in the Manor Sub-division

Trustee Barry moved, 2nd by **Trustee Freeman** to accept the motion as presented.

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

Ayes: Barry, Freeman, Nielsen, Plott

Naes: 0

Recues: 0

Absent: Campbell, Thomas

Discussion: **Mayor Durkin** question the resurfacing allocation amount within the Build America bond fund.

Motion Approved: Yes

FINANCE:

The auditors were in the Village. The Village should have preliminary report by the beginning of September.

POLICE:

Motion to table the approval of a towing contract until such time for the Village Attorney to review.

Trustee Plott moved, 2nd by **Trustee Freeman** to accept the motion as presented.

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

Ayes: Barry, Freeman, Nielsen, Plott

Naes: 0

Recues: 0

Absent: Campbell, Thomas

Discussion: no discussion.

Motion Approved: Yes

Report: Chief Cook communicated that decoy police vehicles are being placed around the Village to deter traffic violations.

FIRE:

Motion to hire Taneisha Hopson as the Secretary to the Fire Department on a part time basis.

Follow Up: The candidate is a Glenwood resident, and she would be paid at a rate of \$11.33 per hour. Hours will not exceed 1000 hours per year.

Trustee Barry moved, 2nd by **Trustee Nielsen** to accept the motion as presented.

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

Ayes: Barry, Freeman, Nielsen, Plott

Naes: 0

Recues: 0

Absent: Campbell, Thomas

Discussion: no discussion.

Motion Approved: Yes

PUBLIC WORKS:

Motion to purchase a 2012 Ford utility vehicle not to exceed an amount of on a part time basis. of \$82,000.00.

Additional Information: the vehicle will replace the trailer the department currently uses when they have water main breaks. Instead of pulling a trailer that contains the tools and any supplies, the department will utilize one truck.

Trustee Barry moved, 2nd by **Trustee Freeman** to accept the motion as presented.

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

Ayes: Barry, Freeman, Nielsen, Plott

Naes: 0

Recues: 0

Absent: Campbell, Thomas

Discussion: no discussion.

Motion Approved: Yes

Motion for approval of a resolution authorizing the disposal of certain surplus personal property.

Trustee Plott moved, 2nd by **Trustee Nielsen** to accept the motion as presented.

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

Ayes: Barry, Freeman, Nielsen, Plott

Naes: 0

Recues: 0

Absent: Campbell, Thomas

Discussion: no discussion.

Motion Approved: Yes

Update: The multiple water main breaks still occur. The cause for the breaks is due to a lost of communication between the pumping station and the water tank. The lost of communication is within AT&T.

**BUILDING
DEPARTMENT:**

Motion for ratification of the specification for the demolition of the former Glenwood Theater at 18255 S. Halsted with authorization to go out to bid (information to follow).

Trustee Plott moved, 2nd by **Trustee Nielsen** to accept the motion as presented.

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

Ayes: Barry, Freeman, Nielsen, Plott

Naes: 0

Recues: 0

Absent: Campbell, Thomas

Discussion: no discussion.

Motion Approved: Yes

GLENWOODIE:

Report: Phil Robbins gave a update on the planning of the Glenwoodie Youth Golf outing. This includes the details to be printed on the tickets for sale.

Mary Bauer gave a report which included the announcement of Sunday Brunch at the golf course. Also, she will be in attendance at a bridal show in September.

PARK PROGRAMS:

JoAnne Alexander presented the report to the Mayor and Board due to the resignation of Alesia Young. Angelique Jennings will fill the role formerly held by Alesia Young. The Back to School bash was successful. 100 school bags were issued.

NEW BUSINESS:

No new business.

OLD BUSINESS:

Trustee Barry commented again on the personnel policy introduced early in meeting. Requesting a motion to approve the personnel policy with the approved changes regarding the golf benefit. **Trustee Nielsen, Trustee Piott, and Mayor Durkin** continued to discuss the issue. **Mayor Durkin** called the motion, but no 2nd was initiated.

OPEN TO THE PUBLIC:

Ray Schmelzer 22 S. Campbell - Commented on the status of the minutes on website.

Phil Robbins approached the Mayor and Board regarding the possible abuse of golf being played on the discounted family plan of an employee.

ADJOURN:

Motion to adjourn the meeting at 8:35 PM.

Trustee Freeman moved, seconded by **Trustee Barry** to accept the motion as presented.

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

Ayes: Barry, Freeman, Nielsen, Piott

Naes: 0 Recues: 0

Absent: Campbell, Thomas Abstain: 0

Discussion: No discussion

Motion Approved: Yes



Carmen Hopkins, Village Clerk