

**Village of Midlothian
Committee Meeting Minutes
January 6, 2016**

CALL TO ORDER

ROLL CALL

Present: Trustee Gillis, Trustee Ivan, Trustee Kreis, Trustee L'Heureux, Trustee Moskal.
Absent: Trustee Killelea (arrived at 7:10), Mayor Rybak. The Committee meeting was run by Trustee L'Heureux, in the absence of Mayor Rybak who was hurt right before the meeting.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

Valerie Weiskirch from Midlothian, Illinois spoke about a statistics that she generated. She has been auditing all the meeting minutes and agendas from the Village of Midlothian from January 1, 2000 to December 31, 2015. She was concerned because the meeting times and locations were left out. She would like there to be an investigation about the things she believes to be in violation.

Trustee L'Heureux said that some of the Committee and Special Meetings were added by the Trustees. Trustee Kreis mentioned that our ordinance is incorrect, maybe we should return to a meeting time of 7:30 for Board meetings or the ordinance should be revised.

Public comment closed at 7:11

TRUSTEE BUSINESS

TRUSTEE KREIS

- She read a letter from the Illinois Department of Commerce and Economic Opportunity regarding the Cal Sag Enterprise Zone approving our 2014 application for designation as a new enterprise zone. She would like the approval of the Cal Sag Enterprise Zone on the agenda for next week.
- The next Complete Streets Steering Committee will be held on January 13, 2016.
- The Natalie Creek Trail Steering Committee will be at 10:30 on January 13, 2016. Steve Buchtel from Trails for Illinois will make a presentation.
- The Calumet Storm Water Collaborative meeting will be held on Friday, January 8, 2016.
- She had a question about the Bills list from December 23. There is a payment to a sewer company in the amount of \$48,472.21 that should come out of the 2010A bond fund not out of the General Fund. Trustee Killelea said that the money should be transferred from the Bond Fund to the General Fund to reimburse it.

TRUSTEE IVAN

- He apologized about an e-mail he sent about the calendar to the front office.
- Public works has received a new pick-up truck, it fits in with the rest of the fleet.
- We are accepting applications for a maintenance one utility worker you can apply at the Village Hall or go on the website to get an application.
- He discussed a letter he received in August from the Cook County Sheriff's Community Inspector General's office regarding the rights of a resident to record the meetings and post them to Social Media outlets, they found in favor of the resident. What are we going to put in place to follow the recommendations of the Inspector General's office? Expenditures that total approximately \$88,000.00 from the 2010A bond fund be reimbursed. There was discussion among the Board members. Trustee Killelea said that we should have a list of all checks from all funds submitted to the board for their inspection and approval before they are mailed out. We should discuss with the treasurer at the next Board meeting and also talk to the attorney about creating an ordinance.
- Trustee Ivan and Trustee Killelea are working on putting the HR Consultant review committee together.
- He discussed an email he is sending to all village supervisors to remind all village employees that all communications with a vendor should be limited to contact information and they should not be answering any questions about the RFP. They should be directed to the Trustee liaison or the website. There was some discussion among the Board members.
- He discussed labor contracts that are not on the website, attachments to agendas and all the documents that are generated, the Bill list, etc. How are we tracking these documents? Clerk Kohlstedt said that the general agreements with the vendors are put in a folder within Village Common. Should all documents used in the Board meeting be in one place on the website? Trustee Ivan will take the lead to research this.

TRUSTEE GILLIS

- Trustee Gillis asked for Board approval to have the Building Department become members of the South Suburban Building Officials Association, it's a chapter of the ICC (International Code Council). It will cost \$120.00 a year.
- He did some research on the Superintendent pay scale around us. It ranges from \$65,000 - \$91,000. We should establish a starting rate. He would like to have someone in this position by May 1st.
- There are a few new businesses that are opened in the Village, Golden Shrimp and Cricket Day Care. We have seven pending applications and out of the seven pending, three or four have applied for gambling licenses. He would like to have a discussion with the Board about capping them off.
- The Midlothian Country Club was ticketed for a pile of branches and trees. They are working on getting it taken care of.
- He was concerned about the plants that Ricky Rockets is planning on putting in because they do not go along with our tree policy.

TRUSTEE L'HEUREUX

- He discussed the Fire Department Structured Rank. He asked the Board if they had any questions or concerns, he wondered if it was ready to send to the Union. Trustee Kreis and Trustee Gillis both had some additional questions. It will be discussed at the next Committee Meeting.
- He discussed an e-mail from Deputy Chief Rita about the E-Dispatching. It is a way of moving away from the current pager system. The pagers need to be repaired and they will not be serviced by Motorola any longer. To replace all the pagers it would cost \$6690.00 and for the new dispatch service it would only cost \$1,668.00 a year. There was some discussion among the Board members.
- The 2015 annual report for the Fire Department was discussed. It is something that will be done at the end of the year to show what the Fire Department has done. It was suggested that it be put on the website.

TRUSTEE KILLELEA

- He discussed proposals for staffing of the administration department. Employees will be moved and a part-time front office person will be hired. He informed the employees that the Board is requesting job descriptions for the person to be hired also for an employee whose job is being re-done and if they are requesting a salary increase for an employee, they will also need a job description.
- Trustees Ivan and Moskal discussed with him the fact that we do not have an IT plan for upgrading any of our hardware or software, or for any security issues, etc. We have had a few issues including a virus. Trustee Killelea's son, who is Microsoft certified, did some work; at no charge to the Village, on the computers in the front office and upgraded Microsoft Office from 2003 to 2010. There has been no training because the IT consultant that was hired doesn't know anything about Microsoft office. There was discussion among the Board members. There needs to be a pro-active plan. Trustee Killelea feels that we need an RFP for IT services.
- He discussed Engineering in the Village. He has spoken with other villages about engineering. A lot of them say that they go out every three years and look for RFP's for Village engineers even if they are happy with their current engineer just to see what's out there. He would like to see what's out in the market to see if we have the best firm for our needs. We should discuss it with Superintendent Sparrey. There was some discussion among the Board members as well as Engineer Koza who also spoke and shared his concerns. He feels that he is doing a much better job of being proactive and reducing fees, etc. Robinson Engineering has been with the Village for 25 years and he feels that he has been working very hard to help the Village in any way possible.
- He discussed Health insurance being stopped for employees who are no longer employed by the Village. There was a situation that was brought to his attention where that did not happen. He feels that we need a procedure in place for this type of situation. He will discuss it with Treasurer Britton.

TRUSTEE MOSKAL

- He discussed a note from Chief Kaufman and Superintendent Sparrey about some emergency electrical repairs and the gun range in the amount of \$2,580.00. This would be paid from the range fee funds collected by the Village.
- Chief Kaufman was contacted by the Arts & Entertainment Network. They are seeking communities to participate in a new program that they are developing. They would like to do documentaries on police calls. This would be no cost, no liability. They have a program where funds from the production of the show come back to the community.
- He discussed the zoning variance that failed due to a lack of a motion. The petitioner has contacted a member of the zoning board of appeals. Clerk Kohlstedt contacted the person who requested the zoning variance to inform him that it had failed. There was discussion among the Board members.

PRESIDENT'S BUSINESS

Trustee L'Heureux discussed the agreements and resolutions for the 144th and 149th Street projects which will be on the agenda for next week. Engineer Koza said that it must be back to IDOT by the 15th.

The RFP for the auditing firm was not distributed to the Board. Trustee Kreis suggested that Trustee Moskal review the RFP.

Trustee L'Heureux did not have an update on the audit from McGladdery. Clerk Kohlstedt said that Mayor Rybak did get in touch with John George, who is out of town. He will not be back in the office until the 11th and will then start working on finalizing the audits.

Trustee L'Heureux referenced the report received from Crowe Horwath. Mayor Rybak stated that there was 8 million dollars missing, which he doesn't see on the report. He believes that every dollar is accounted for. Trustee Killelea said that nothing is missing but the issue is – were things spent appropriately?

The minutes from November 11, 2015, November 18, 2015, November 25, 2015, December 2, 2015, December 9, 2015 and December 16, 2015 will be on the agenda next week for approval.

CLERK'S BUSINESS

Nothing to report.

Trustee Kreis asked Trustee Killelea if he had any updates on a situation that was brought to her attention by the Treasurer and the water clerk about changing our ordinance. Trustee Killelea has no response at this time. There was some discussion among the Board members.

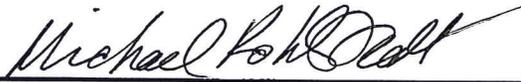
CLOSE OF BUSINESS

Trustee L'Heureux asked for a motion to adjourn at 9:14 p.m. Trustee Kreis made the motion, Trustee Ivan seconded the motion. Roll call:

Ayes: Trustee Kreis, Trustee Ivan, Trustee Gillis, Trustee L'Heureux, Trustee Killelea, Trustee Moskal.

Nays: None **Motion passed.**

Respectfully Submitted:



Michael Kohstedt, Clerk