

Village of Midlothian  
Special Meeting Minutes  
February 3, 2016

CALL TO ORDER

ROLL CALL

Present: Trustee Gillis, Trustee Ivan, Trustee Kreis, Trustee L'Heureux, Trustee Moskal.

Absent: Trustee Killelea (arrived at 7:05)

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

No public comment.

TRUSTEE BUSINESS

TRUSTEE KREIS

- She read a letter dated January 22, about the Intergovernmental Agreement with RTA for Access to Transit Grant. This will be for all the improvements in the TOD area. She made a motion to have the Mayor execute the agreements, Trustee L'Heureux seconded the motion. Roll call:

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

Nays: None                      **Motion passed.**

- The owner of Grills Hardware, Dale TerHaar, provided her with his Pro-forma financial statements. Trustee Moskal put together three different options (A, B & C) to offer him. She would like to get the Board's input on these options. There was some discussion among the Board members. The Board members decided on Option C.
- She read an e-mail from Molly Oshun, the Rain Ready manager from the Center of Neighborhood Technology. Molly suggests getting the Tartan Tidings up and running again, for all residents in order to communicate better with the residents of Midlothian. CNT has prepared, as part of the Rain Ready Plan, a "Citizen" Guide for distribution to all residents. She asked for the Board's input. The Mayor thought it was a great idea and suggested doing it in conjunction with the newsletter the Park District sends out. Budget talks are coming up so now would be the time to put it in the budget, it costs about \$200 per page. There was discussion among the Board members.
- Today she attended the FEMA presentation at South Suburban Mayors and Managers "From Concrete to Grass Roots, Community Strategies to reduce Flood Risk". MWRD also did a presentation. Midlothian was mention several times in a very positive manner.
- The Calumet Storm Water Collaborative will be held on Friday, which she will be attending.
- The Veterans Committee will be meeting on February 15, 2016.
- The Natalie Creek Steering Committee will be meeting on February 18, 2016. The Complete Streets policy draft is completed.
- She asked the Mayor about the Dodge/Chrysler property. Mayor Rybak said that we do not have a closing date yet.

### TRUSTEE IVAN

- Trustee Ivan made a motion to approve the hiring of Robert Beuck, a Maintenance One Utility worker, Trustee Kreis seconded the motion. Roll call:

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

Nays: None Motion passed.

- He discussed the heavy rains and possible flooding in the village. He thanked Public Works for their hard work.
- He put together a tentative plan with Engineer Koza to advertise/publicize the water tower. Trustee Kreis mentioned that we should close on the property before this is done.
- They will be meeting with the three top contenders for the RFP for HR on Thursday, February 4<sup>th</sup> at 3:00 p.m.
- He discussed communication issues between the Village Board and department heads. When we pass ordinances and policies the clerk will distribute a signed and dated copy to department heads and supervisors. There was some discussion among the Board members.
- He discussed discipline procedures for the Village. He wondered if there is a signed copy of the discipline policy in employees' personnel files. Trustee Killelea said that all employees should have a signed copy in their file. There was some discussion among the Board members.

### TRUSTEE GILLIS

- He gave an update on the Building Superintendent position. We were able to advertise in the Sunday Tribune, Career Builders.com, Chicago Jobs.com and the Daily South Town for \$1,089.00. There were some spelling errors so they will be re-running the ad at no cost. We have a total of 4 applicants, two are close to meeting our requirements.
- He gave an update on new business applications in the Village and video gambling establishments.
- He gave an update on Code Enforcement. We are having issues with dumpsters behind the DMV and in apartment complexes. The inspectors will be getting a handle on this situation before it gets out of hand.
- He discussed a storage facility in town. He is sending both inspectors out to request an inspection of this facility.
- One of our part time inspectors is resigning. He would like to fill this position and would like to look into reviewing the recent applications, we have four applications on file.

### TRUSTEE L'HEUREUX

- He spoke about the Shopper being distributed in the street. It's not working for the residents or the people who are paying to put their ads in. He spoke to someone about the problem. Mayor Rybak suggested going to the business owners who pay to advertise and let them know that no one is receiving the paper. Chief Kaufman will be following up.
- Firefighter Kucharski has returned to active duty after 13 months. He is very happy to be back.
- We received several letters of recognition about some of our paramedics. Two of the letters were from the South Cook County EMS Medical Director.
- Saturday, February 13 from 12:00 until 2:00 there will be an in-service ceremony to show the new ambulance and meet the paramedics. Refreshments will be served.

- Chief Hotwagner asked him about the Suburban Mutual Assistance Response Team. Mayor Rybak will put it on the agenda next week for approval. There was some discussion among the Board members.
- The new ambulance has arrived and we sold the old ambulance for \$8,000.00

#### TRUSTEE KILLELEA

- IPMG will be putting on a workshop for managers on February 23rd. It will cover hiring, discipline and termination. He met with IPMG in January, they were very concerned about confidentiality and the Discipline Policy. Trustee Kreis mentioned that the Discipline Policy needs to reflect the new Employment/Dismissal Ordinance. Trustee Killelea discussed the fact that the Police Department has an extensive Facebook policy and he believes the Board and the Village should have one also. He will talk to IPMG.
- He discussed raises for administrative employees. There was some discussion about the effective date of the increases. Trustee Killelea made a motion to approve increases proposed by administration with the admin clerk and building clerk retroactive to their anniversary date and the accounting clerk's increase to be effective when she started as the clerk. Trustee L'Heureux seconded the motion. Roll call:

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

Nays: None **Motion passed.**

- He discussed the Village's lack of a confidentiality policy. He distributed the suggested policy by Attorney Gleason and asked the Board for questions and/or comments. He suggested that we pass one at the next meeting. Trustee Kreis mentioned that we would have to revise our disciplinary policy because it is referenced in the confidentiality policy which would have to be approved prior to the confidentiality policy. There was discussion among the Board members.
- He discussed creating an ordinance requiring all purchase orders must be signed by the Finance Chairman. There was some discussion among the Board members.
- Having an onsite HR Consultant at the cost of \$80 - \$125.00 per hour is probably not workable. We have to find another way to have an onsite HR person. He asked for input from the Board.
- He discussed the administrative assistant for the Trustees. Do we need a formal procedure to make sure department heads are notified by the Trustee when information is being obtained from their department? There was some discussion among the Board members. Mayor Rybak suggested that we should try it the way it is now.
- He discussed the budget. Mayor Rybak informed him that Treasurer Britton finished it today and we should try to get it passed at the next meeting.
- A civil engineer could do the job of a building superintendent for almost the same price as the building superintendents are asking for. Maybe this is something we would like to pursue. There was some discussion among the Board members.

#### TRUSTEE MOSKAL

- He met with Superintendent Hollingsworth from District 143 and the Principal of Springfield School last week to discuss the crossing guard situation. The school is sending a letter to all students who live West of Pulaski. Chief Kaufman will station an offer at 146<sup>th</sup> Street.
- He was approached by resident who inquired about finding a spot at the police station where people could conduct internet transactions. We do not have a designated space for that. He

has discussed it with Chief Kaufman and asked for suggestions and ideas about where we could possibly do that.

- He asked about the cap on gaming. Mayor Rybak said that we had decided to leave it up to the liquor licenses. There was some discussion among the Board members.

#### PRESIDENT'S BUSINESS

Mayor Rybak is looking for a motion to approve the minutes from December 23, 2015, January 6, and January 13, 2016. Trustee Gillis made the motion, Trustee L'Heureux seconded the motion. Roll call:

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

Nays: None                      **Motion passed.**

#### CLERK'S BUSINESS

- He received a letter from Sharon Doeden, Midlothian VFW Post 2580, requesting the use of the Council Chambers on February 21, 2016.

#### CLOSE OF BUSINESS

Mayor Rybak is looking for a motion to go to Executive Session for the purpose of discussing possible discipline of a specific employee, possible changes to the collective bargaining unit contract and threatened pending litigation. Trustee L'Heureux made the motion, Trustee Kreis seconded the motion. Roll call:

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

Nays: None                      **Motion passed.**

Mayor Rybak is looking for a motion to return to Open Session at 9:23. Trustee Moskal made the motion, Trustee Kreis seconded the motion. Roll call:

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

Nays: None                      **Motion passed.**

Mayor Rybak is looking for a motion to adjourn at 9:23. Trustee L'Heureux made the motion, Trustee Kreis seconded the motion. Roll call:

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

Nays: None                      **Motion passed.**

Respectfully Submitted:



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Michael Kohlstedt, Clerk