

WORKSHOP MINUTES
VILLAGE BOARD OF TRUSTEES
SEPTEMBER 9, 2009

PRESENT: Village President Offerman, Trustees Bernhard, Jones, Kucera, Matchak, Ruban and Wagner. Also present Ed Graham, Village Attorney.

RESOLUTION AUTHORIZING EXECUTION OF AN ESCROW/AGREEMENT BY AND BETWEEN LINCOLN-WAY PARTNERS, INC. AND THE VILLAGE OF ELWOOD FOR THE INSTALLATION OF TRAFFIC CONTROL SIGNALS AT THE INTERSECTION OF MISSISSIPPI AVENUE AND ILLINOIS ROUTE 53

Ed Graham – resolution prepared for execution of escrow agreement. As part of the Gas City approval, there was a promise to donate money for the installation of traffic signals. Letter was written to Mr. Seil and Mr. Bolker, was a stipulation in the original agreement that we could not agree with, vehicle truck weight another concern. Simplify the agreement and talk to Mr. Bolker, hope to get to a conclusion for the regular board meeting next week with a final draft of agreement. Commitment from board to do application without a time frame, does anyone have a problem with 180 days?

President Offerman – we do not have the ability to go forward, not in the capital improvement plan.

Trustee Ruban – Gas City also involved.

Ed Graham – approximately \$25,000 from Gas City for lights.

Trustee Ruban – be assured of getting some help.

Ed Graham – need concessions in final draft that you want to do the lights. Allow President Offerman and myself to talk about the terms.

Trustee Ruban – when Gas City comes in, that will show the need for the light, they will then come up with the money.

President Offerman – traffic study has been done.

IDOT – REVISED AMENDMENT #3 TO THE ECONOMIC DEVELOPMENT PROGRAM – BASELINE ROAD TO DIAGONAL; DIAGONAL ROAD TO LINCOLN STREET; ST. LOUIS STREET TO IL ROUTE 53; AND LINCOLN STREET TO WOOD STREET AND MATTESON STREET

President Offerman – when IDOT conducted an audit, found that money was owed to the Village. Need to submit documents to state to get money.

LAUTERBACH & AMEN, LLP – AUDITOR – FEES FOR APRIL 2010, 2011, 2012, 2013 AND 2014

President Offerman – Lauterbach and Amen submitted an agreement for services for the next five years, reduced the fees and resubmitted to them and they agreed to the fees.

Ed Graham – suggest that the agreement be with the election cycle, offer a four year term.

VILLAGE ADMINISTRATOR

President Offerman – the job description has been posted in the Herald News, Free Press and the Illinois Municipal Review. Would like some feed back from board on pay and benefits.

Trustee Matichak – qualification and job experience, car and gas.

President Offerman – Channahon paid \$98,000 last year for their Administrator. Money for the Village Administrator comes from the SSA and no cost to the homeowners, SSA pays the entire salary for the Administrator. \$84,000 is the low end.

Trustee Wagner – do not reduce the salary and get someone with experience.

Trustee Jones – population is a big difference.

President Offerman – updated the board on the DECO loan. Need someone to work on the project and others. I am asking the board for input on salary range.

Trustee Wagner – between \$70,000 - 90,000.

Trustee Matichak - \$125,000.

Trustee Ruban – interview first, do not offer high, go with what Aimee was getting and put on a cap.

Ed Graham – administrative cap in SSA is \$110,000.

Trustee Matichak – this is not a full time job and Bill needs help.

President Offerman – there are four developers that need agreements worked on and help on the DECO loan.

Trustee Ruban – we have not utilized the skills of the staff we have. We have department head to depend on.

President Offerman – Army wants water and sewer, cemetery wants to annex to Village, employee handbook needs to be revised, legal fees

needs to be reduced. Are we willing to put on an Administrator between \$90,000 and \$110,000?

Trustee Wagner – will we be setting in on the interviews?

Ed Graham – need a policy, tried a hiring committee and that did not work out. Interviews could be done with two Trustees and the Mayor at a time.

Trustee Matchak – can we review the resumes and pick out the ones we would like to interview?

Trustee Wagner – put together a list of questions from each Trustee to ask, do a point system and grade the person interviewed.

OTHER BUSINESS

President Offerman – working on cutting costs in chemicals and maintenance at the Waste Water Treatment Plant, will be able to save \$125,000. Benefits and wages in staff have been reduced. Did not hire police officers. All three shifts have a supervisor on duty. Letters have been sent to attorneys on fees to curb spending.

Trustee Ruban – Police is short staffed, officers do not want to work overtime, need to get up to staff. We are down three officers.

President Offerman – permission to hire part time was given. Will have Chief put information together to make a decision on what he needs.

Trustee Ruban – get them where we do not have problems.

President Offerman – no other business we are adjourned.

Trustee Ruban – we need to put ordinance together for next Workshop.

Pat Buchenau
Village Clerk