

MINUTES OF THE REGULAR MEETING
OF THE PRESIDENT AND BOARD OF TRUSTEES
HELD IN THE COUNCIL ROOM OF THE MATTESON VILLAGE HALL
4900 VILLAGE COMMONS
ON THIS 15TH DAY OF OCTOBER, 2001

President Stricker called the meeting to order at 7:30 p.m.

CALL TO ORDER

Clerk Grisco called the roll, and the following Trustees answered present:

ROLL CALL

- Sam Brown
- Andre' Ashmore
- Allene Maxwell

Trustee Green, Trustee Johnson and Trustee Motton were not in attendance.

Attorney Perozzi noted that three Trustees and the President would constitute a quorum. Any expenditure of the Village requires the President to vote, i.e. to adopt any resolution or ordinance or any financial expenditures.

Also present: David Mekarski, Village Administrator, Joe Perozzi, Village Attorney; Hildy Kingma, Director of Community Development; Mary Britton, Director of Finance; Lawrence Burnson, Chief of Police; Brian Ramsey, Director of Parks and Recreation; Cyndi Zeibert, Recording Secretary; and the Star Newspaper.

a) President Stricker presented the Minutes of the Meeting of the Board of Trustees of October 1, 2001 for additions, deletions or corrections.

CONSIDERATION OF
MINUTES OF REGULAR
BOARD MEETING

Trustee Brown moved to approve the Minutes of the Board of Trustees of October 1, 2001, as submitted. Seconded by Trustee Maxwell.

APPROVAL OF THE
MINUTES FROM THE
REGULAR BOARD MEETING
OF OCTOBER 1, 2001

- AYES: (3) Brown, Ashmore, Maxwell
- NAYS:(0)
- ABSTAIN: (0)
- ABSENT: (3) Green, Johnson, Motton

a) President Stricker presented the Salary, Overtime and Accounts Payable as submitted. Trustee Brown moved to accept the Salary, Overtime and Accounts Payable as presented. Seconded by Trustee Ashmore.

CONSIDERATION OF
FINANCIAL REPORTS

- AYES: (4) Brown, Ashmore, Maxwell, Stricker
- NAYS:(0)

BOARD OF TRUSTEES

10-119-01

October 15, 2001

ABSTAIN: (0)

ABSENT: (3) Green, Johnson, Motton

President Stricker read the following Proclamations:

a) Proclaiming October 27, 2001 as "Make A Difference Day", promoting volunteer efforts to make our community a better, cleaner, safer place to live, work and play.

b) Proclaiming October 17, 2001 as "Elena Nicole Bradie Day". Ms Bradie is a Matteson resident who is an official state finalist of the Miss Illinois U.S.A. pageant.

COMMENTS BY VILLAGE
OFFICIALS

Trustee Ashmore stated on Thursday, October 4th he attended the Landlord Meeting, along with the Village Administrator, Deputy Village Administrator, Fire Chief, Director of Finance and other staff to discuss the issues the Landlords had brought up at their September meeting regarding fire codes and some other issues with the water department. Although information was exchanged and situations resolved, it was entertained to invite the Landlords to participate at one of the Board Workshops. There are still some things the Landlords would like to discuss with the Village officials, as well as, discussion of the new and drastic changes in the Cook County Tax Codes, which might affect apartments, etc. Trustee Ashmore also reminded that the Housing and Human Relations would meet on Wednesday, October 17, 2001 at 7:30 p.m. All are invited.

Trustee Maxwell stated that the Public Safety Committee met on October 2, 2001. Trustee Maxwell, Trustee Green, Trustee Motton, Chief Wilcox, and Chief Burnson attended. The discussion was regarding defibrillators in the squad cars in the future, possibly through a grant plan. It was a very productive meeting. Trustee Maxwell also stated that the Neighborhood Watch Program, headed by Mia Carter, would begin on October 23, 2001. The first meeting will be held at Lincoln Mall, on the lower level, from 6-8:00 p.m. She encourages all residents and Homeowner Associations to get involved in this Program. Trustee Maxwell was also informed by Chief Wilcox that there are packets for any young adults between the age of 21 and 35, that would be interested in becoming a part of our Fire Department – as a fireman, EMS, Paramedic. The applications are due November 6, 2001 and the testing will be November 16 and November 17, 2001.

President Stricker inquired as to whether the information regarding the Fire Department applications is on our cable. Administrator Mekarski stated he would check about the cable program, but noted that the application is on our Web Page and applicants can download it directly to their home.

October 15, 2001

Trustee Brown attended the Creekside Homeowners Association who asked him to come out and talk about the issue of the sidewalk needed on Ridgeland, the street sweep, and a driveway on Churn Road. Fortunately David Hall, the new Village inspector, was there and was able to explain the codes and the situations around the driveway, and some options the Homeowners Association can pursue. Trustee Brown commented that Mr. Hall is very good, highly competent, highly qualified – a definite asset to the Village. Frank Denman had supplied Trustee Brown with information regarding the sidewalk situation and to how close it is to being completed, as well as, the street sweep schedule. So he was able to supply them with that information. He also attended the Plan Commission meeting. The main items at the meeting was approval of the site plans for a new Jiffy Lube, as well as, a new International House of Pancakes coming to the area, near the car wash.

President Stricker attended the Consensus Luncheon on Monday, and was able to hear the views of Lt. Governor Corrine Wood. It seems that both candidates for Governor are in support for the I-355 extension, exchange of 294 & I57, and the construction of the Peotone airport.

President Stricker reported that the Board attended a workshop on Wednesday, October 10th, at which they received a report on our auditing process. The report stated, in effect, that the Village is in real fine economic condition. He congratulated Mary Britton and her staff on their record keeping, and on behalf of the Board, asked her to express the Boards appreciation.

President Stricker also read a Proclamation stating Monday, October 15, 2001 as White Cane Awareness Day. This Proclamation is to make people aware that there are approximately 10 million blind persons in the United States, and to remind all people who drive that they are obligated to stop their vehicle and yield the right-of-way to any blind pedestrian using a white cane in the vicinity of an intersection.

President Stricker referred to Opportunity for Public Comment.

There was no public comment.

There were no consideration of bids and awarding of contracts considered at this time.

- 1) At the previous meeting, the Board directed Attorney Perozzi to prepare an ordinance amending the number of Class E Liquor License, to allow Empire Buffet to serve beer and wine on premise.

OPPORTUNITY FOR
PUBLIC COMMENT

CONSIDERATION OF BIDS
AND AWARDING OF

Trustee Brown moved to recommend that the Board adopt the Ordinance Amending Chapter 111, Entitled "Alcoholic Beverages" of the Code of Ordinances of the Village of Matteson, Cook County, Illinois, Relative to the number of Alcoholic Liquor Licenses to be issued and increase them by one. Seconded by Trustee Ashmore.

AYES: (4) Brown, Ashmore, Maxwell, Stricker
NAYS:(0)
ABSTAIN: (0)
ABSENT: (3) Green, Johnson, Motton

2) At the last meeting, the Board adopted a policy regarding the method of handling correspondence to the Board of Trustees. Village Administrator David Mekarski is requesting an amendment to the Policy, which clarifies the language regarding his responsibilities.

Trustee Ashmore moved to adopt the amendment to the Policy regarding the method of handling correspondence to the Board of Trustees. Seconded by Trustee Maxwell.

Trustee Brown requested to table this amendment until the other principals involved were able to be present. There was no second for this motion; therefore, the first motion went in place.

Attorney Perozzi noted that as a policy, it is always subject to modification in the future.

AYES: (2) Ashmore, Maxwell
NAYS:(1) Brown
ABSTAIN: (0)
ABSENT: (3) Green, Johnson, Motton

3) The South Suburban Special Recreation Association (SSSRA) Board of Directors approved an amendment to their By-Laws at the August 30, 2001 meeting. The amendment requires that all member districts consent to participate in the enclosed intergovernmental agreement concerning the construction of a permanent building for the SSSRA Administrative Offices.

To date, 8 of the 10 member agencies have approved this intergovernmental agreement, including the Village of Matteson as adopted at the Board Meeting on March 19, 2001.

CONTRACTS
OLD BUSINESS

CONSIDERATION OF
ORDINANCE INCREASING
CLASS E LIQUOR LICENSE

AMENDMENT TO POLICY
REGARDING BOARD
CORRESPONDENCE

CONSIDERATION OF
AMENDMENT TO SSSRA
BY-LAWS

October 15, 2001

According to the SSSRA’s By-Laws, the By-Laws of this organization may be altered by a two-thirds vote of the member districts. At the August 30th meeting, the Board of Directors voted 9 to 1 in favor of this amendment. A copy of the amendment had previously been forwarded to Attorney Joseph Perozzi for review, and he indicated that he had no objections as it was submitted. A copy of the amendment was attached for the Board’s review.

Trustee Brown moved to recommend that the Village Board approve the amendment to the SSSRA’s By-laws. Seconded by Trustee Ashmore.

- AYES: (3) Brown, Ashmore, Maxwell
- NAYS:(0)
- ABSTAIN: (0)
- ABSENT: (3) Green, Johnson, Motton

4) A change in the Tobacco Ordinance is requested to incorporate using the same license for both the annual Business and Tobacco licensing. Ordinance #120.04 (D) would be removed, so as no adhesive self-voiding license emblem is needed on each vending machine. Therefore, the same license form used for business licenses would incorporate the tobacco emblem via the computer, without any outside expense. (Please see the example copy of the new business license, which includes the tobacco emblem on the license.) In order to accomplish this request, Ordinance #120.04 (E) *license term* Must now read as follows: ***Every retailer’s license shall be issued for an annual period beginning January 1st and ending December 31st. Each license shall expire on the last day of the license year for which the license was issued.*** (It presently reads for an annual period beginning May 1st and ending April 30th).

NEW BUSINESS

CONSIDERATION OF
ORDINANCE AMENDING
THE ISSUANCE OF
TOBACCO SALE LICENSES

The fee is the same for each license, @ \$125.00 per year.

For the businesses that have already paid for tobacco licensing for the fiscal year of May 1, 2001 – April 30, 2002, their 2002 tobacco license would be pro-rated accordingly.

Trustee Ashmore moved to recommend that the Board approve the Ordinance Amending Chapter 120 Entitled “Tobacco” of the Code of Ordinances of the Village of Matteson, Cook County, Illinois, Concerning Issuance of Tobacco Sale Licenses. Seconded by Trustee Brown.

- AYES: (4) Brown, Ashmore, Maxwell, Stricker
- NAYS:(0)
- ABSTAIN: (0)

October 15, 2001

ABSENT: (3) Green, Johnson, Motton

5) Amlin Residential, Inc. is requesting approval of a Final Plat for Phase One for Providence Manor Subdivision located between Central Avenue and I-57 and Vollmer Road and Village Commons directly east of Feathercreek Subdivision. The Plan Commission approved the Final Plat on September 4, 2001 contingent on Final Engineering Approval. At this time, Final Engineering Approval has been granted.

Providence Manor, Phase One consists of 45 single-family lots with the average lot size of 10,646 square feet, and Lots 47, 48, 49 and 50 (open space/floodplain/parkland) which will be donated to the Village.

The Community Relations Department has notified Staff that the affirmative marketing process for this Subdivision had been approved. Therefore, this plat may be approved and recorded.

Trustee Brown moved to recommend that the Board of Trustees consider a recommendation to approve a Final Plat for Providence Manor Subdivision, Phase One as presented. Seconded by Trustee Maxwell.

AYES: (4) Brown, Ashmore, Maxwell, Stricker

NAYS:(0)

ABSTAIN: (0)

ABSENT: (3) Green, Johnson, Motton

6) The Department of Community Relations is requesting Board consideration to officially change the name of the department to Community Affairs Department. The department's focus has broadened over the past number of years to include a variety of areas that are more inclusive of the affairs of the community and more descriptive of the services provided. Community Relations typically include fair housing programs, newsletters, communications to the press, whereas the department now includes services such as marketing, customer service, the planning and implementation of community events, and the Historical Museum. The department is one of the first contacts with the residents by providing the front counter service and switchboard services.

The name change will not entail any expense to the Village. As letterhead and other printed supplies are exhausted and reordered, the change would be implemented.

Trustee Ashmore moved to recommend that the Board approve the

CONSIDERATION OF A
FINAL PLAT FOR
PROVIDENCE MANOR
SUBDIVISION, PHASE ONE

REQUEST NAME CHANGE
FROM COMMUNITY
RELATIONS TO
COMMUNITY AFFAIRS
DEPARTMENT

October 15, 2001

name change from Community Relations to Community Affairs Department. Seconded by Trustee Brown.

Attorney Perozzi indicated this change should be as an ordinance change, thus the above motion should be withdrawn and a new motion presented.

The first and second motions stated were withdrawn.

Trustee Ashmore moved to recommend that the Board instruct Attorney Perozzi to prepare an ordinance to change the department name of Community Relations to Community Affairs Department. Seconded by Trustee Brown.

- AYES: (3) Brown, Ashmore, Maxwell
- NAYS:(0)
- ABSTAIN: (0)
- ABSENT: (3) Green, Johnson, Motton

7) Attached were two staff memos detailing a request to adjust the FY 2001-02 pay plan to eliminate Pay Grade 9, and to fold those employees in the Pay Grade 10. This would affect the Police Sergeant positions and the Superintendent of Public Works. The action would allow us to resolve pay inequities in these two positions.

Further, we have identified an error in the Pay Grade 13, where the top salary in the adopted plan is less than the top pay in lower Grades. We are requesting an increase in the maximum to \$78,129 in Pay Grade 13, an increase of \$3,732. None of these proposed changes would immediate impact of an increase in current salaries.

CONSIDERATION OF PAY PLAN ADJUSTMENTS

Trustee Maxwell moved to recommend that the Board amend the FY 2001-02 Pay Plan, eliminating Grade 9, moving the positions of Police Sergeant and Superintendent of Public Works to Grade 10, and increasing the maximum salary level in Grade 13 to \$78,129. Seconded by Trustee Brown.

- AYES: (4) Brown, Ashmore, Maxwell, Stricker
- NAYS:(0)
- ABSTAIN: (0)
- ABSENT: (3) Green, Johnson, Motton

Administrator Mekarski thanked Trustee Maxwell for her diligence regarding:
1) The Salary amounts on the Financial Reports from the October 1st meeting. The increase was due to the retroactive checks due the firefighters after approval of their contract. 2) The final payment to Southcom should have only

BOARD OF TRUSTEES

10-125-01

October 15, 2001

been \$71,000. The check for the \$287,000 was voided and a new check issued for the correct amount.

Trustee Brown, in order to reaffirm the Boards approval of the items questioned, moved to approve the Salary, Overtime and Accounts Payable from the October 1, 2001 Board meeting. Seconded by Trustee Maxwell.

AYES: (4) Brown, Ashmore, Maxwell, Stricker
NAYS:(0)
ABSTAIN: (0)
ABSENT: (3) Green, Johnson, Motton

OTHER BUSINESS

Administrator Mekarski reminded all that the second meeting of the Joint Review Board is scheduled for Tuesday, October 23, 2001 at 8:45 a.m.

SALARY, OVERTIME, AND
ACCOUNTS PAYABLE
FROM THE OCTOBER 1,
2001 BOARD MEETING

Administrator Mekarski introduced the new Star reporter, Mary Sedor. She will be replacing Heather Pavnica at the future Board meetings.

Trustee Brown wished Heather the best, as she served the Board well.

President Stricker noted that the Joint Review Board is made up of a Cook County Representative, Board members from District #227 and District #159, Hildy Kingma, as well as, a public member. He wanted to thank Director Kingma for her guidance and effort with the Joint Review Board.

ADDITIONAL BUSINESS

Chief Burnson noted that the Halloween Trick-or-Treat hours for the Village of Matteson will be from 3:00 - 7:00 p.m. He noted that there would be Halloween parties for the community at Woodgate School and at Lincoln Mall. There will be extra patrol during this day.

Trustee Ashmore reminded everyone about the Halloween Carnival to be held at the Parks and Recreation Center on Saturday, October 27, 2001 from noon to 2:00 p.m. There is still a need for more volunteers needed from the hours of 11:00 a.m. to 3:00 p.m.

President Stricker noted that although this is a thoughtful time for all people, in light of the terrorists attack, WE ARE STRONG! BE AMERICANS!

Chief Burnson also noted that the Police Department performed their first tobacco check at businesses to assure they were not selling to minors. Out of nine establishments, six businesses failed. He does plan to also perform a liquor check in the future. Chief Burnson also wanted to assure everyone that the Police Department has the Standard Operating Procedure in effect with regards

October 15, 2001

to the Anthrax scare.

Director Kingma remarked that the new planner, Jayme Davidson, from Florida, started work today in the Community Development Department.

Trustee Brown moved to adjourn the Regular Meeting of the Board of Trustees at 8:43 p.m. Seconded by Trustee Maxwell.

AYES: (3) Brown, Ashmore, Maxwell
NAYS:(0)
ABSTAIN: (0)
ABSENT: (3) Green, Johnson, Motton

Respectfully Submitted,

ADJOURNMENT

Dorothy Grisco, Village Clerk