

**VILLAGE OF ALSIP  
MINUTES OF  
BOARD OF TRUSTEES MEETING  
June 6, 2005**



- 1) Meeting was called to order at 7:30 p.m. The roll was called as follows: Present: Trustees Castaldo, Ceretto, Quinn, Collins, Shapiro and Graczyk. Also present Mayor Kitching, Village Clerk Venhuizen, and Attorney Mathias W. Delort.

APPROVAL OF MINUTES

- 2) Motion by Trustee Quinn to approve the minutes of the May 16, 2005 Board meeting as presented; seconded by Trustee Ceretto. All in favor; none opposed. Motion carried.
- 3) Motion by Trustee Quinn to approve the minutes of the May 23, 2005 Special Committee meeting as presented; seconded by Trustee Ceretto. All in favor; none opposed. Motion carried.

MAYOR'S REPORT

- 4) Mayor Kitching reported as a point of information that negotiations were starting with AFSCME representatives.
- 5) Mayor Kitching presented the retirement buyout package for Joyce Cavanaugh totaling \$18,426.39.
- 6) Motion by Trustee Ceretto to approve the retirement buyout package for Joyce Cavanaugh totaling \$18,426.39; seconded by Trustee Castaldo.  
**Roll #1 - AYES:** Trustees Castaldo, Ceretto, Quinn, Shapiro, Collins, and Graczyk.  
Motion carried 6-0.
- 7) Mayor Kitching appointed Dan Godfrey to the Police & Fire Commission.
- 8) Motion by Trustee Castaldo to approve the appointment of Dan Godfrey to the Police and Fire Commission; seconded by Trustee Shapiro.  
**Roll #2 - AYES:** Trustees Quinn, Shapiro, Collins and Graczyk.  
**NAYS:** Trustees Castaldo and Ceretto. Motion carried 4-2.
- 9) Mayor Kitching recommended consideration of the amendments to the Salary Ordinance later in the meeting under New Business.

CLERK'S REPORT

- 10) Clerk Venhuizen requested authorization to attend the Illinois Municipal League Newly Elected Officials Conference in Rosemont, Illinois, June 23 and June 24, 2005 at a cost of \$135.00.
- 11) Motion by Trustee Quinn to approve the request for Clerk Venhuizen to attend the Illinois Municipal League Conference at a cost of \$135.00; seconded by Trustee Castaldo.  
**Roll #3 - AYES:** Trustees Castaldo, Ceretto, Quinn, Shapiro, Collins, and Graczyk.  
Motion carried 6-0.
- 12) Clerk Venhuizen presented the April 2005 MFT report allocating \$46,831.11 funds to the Village of Alsip.
- 13) Motion by Trustee Castaldo to accept the Clerk's report as presented; seconded by Trustee Quinn. All in favor; none opposed. Motion carried.

ATTORNEY REPORT

- 14) Attorney Delort presented the Prevailing Wage Ordinance and explained this is an annual State of Illinois requirement that sets prevailing wages that outside contractors must pay their employees when hired by the Village to work on Village property.
- 15) Motion by Trustee Quinn to adopt Ordinance 2005-6-1, AN ORDINANCE ADOPTING PREVAILING WAGE STANDARDS; seconded by Trustee Castaldo.  
**Roll #4 - AYES:** Trustees Castaldo, Ceretto, Quinn, Shapiro, Collins, and Graczyk.  
Motion carried 6-0.

ENGINEER'S REPORT

- 16) Village Engineer Tom Lang, reported bids were opened at a previous meeting for reconstruction of Prairie View Subdivision and correspondence recommending acceptance of the low bid from Gallagher Asphalt was not received in time for the June 6, 2005 agenda. Mr. Lang requested a brief special meeting on June 13, 2005, just prior to the committee meeting for Board consideration of this bid.
- 17) Village Attorney Delort recommended holding a Special Meeting at 7:25 p.m. on June 13, 2005 for the sole purpose of consideration of the bid for Prairie View Subdivision, and directed the Village Clerk to post the proper notices.

FINANCE REPORT

- 18) Motion by Trustee Ceretto to approve the June 6, 2005 Accounts Payable list of bills totaling \$542,618.59, and authorize the Village Treasurer to draw the vouchers and the Mayor and Clerk to sign same; seconded by Trustee Quinn.  
**Roll #5 - AYES:** Trustees Castaldo, Ceretto, Quinn, Shapiro, Collins, and Graczyk.  
Motion carried 6-0.
- 19) Motion by Trustee Quinn to accept the finance committee report as presented; seconded by Trustee Castaldo. All in favor; none opposed. Motion carried.

FIRE DEPARTMENT

- 20) Motion by Trustee Collins to approve payment of two unused vacation days and two unused floating holidays totaling \$2,184.00 for Robert Brenza; seconded by Trustee Quinn. In response to a question from Trustee Quinn, Trustee Collins reported this payment is calculated using 2004-2005 pay scale rates.  
**Roll #6 - AYES:** Trustees Castaldo, Ceretto, Quinn, Shapiro, Collins, and Graczyk.  
Motion carried 6-0.
- 21) Motion by Trustee Collins to accept and place on file a letter of thanks from the Orland Fire Protection District for assistance with a major water main break at the Orland Mall on May 5, 2005; seconded by Trustee Quinn. All in favor; none opposed. Motion carried.
- 22) Motion by Trustee Quinn to accept and place on file a letter of thanks from the Alsip Park District for support with the Girl's Softball Parade on May 1, 2005; seconded by Trustee Ceretto. All in favor; none opposed. Motion carried.
- 23) Motion by Trustee Quinn to accept the fire department committee report as presented; seconded by Trustee Ceretto. All in favor; none opposed. Motion carried.

POLICE DEPARTMENT

- 24) Motion by Trustee Ceretto to accept and place on file the April 2005 Police Department Activity Report; seconded by Trustee Castaldo. All in favor; none opposed. Motion carried.
- 25) Motion by Trustee Ceretto to authorize the block party request, 118<sup>th</sup> Street from Kolin to Kostner July 16, 2005, 9:00 a.m. – midnight; seconded by Trustee Quinn. All in favor; none opposed. Motion carried.
- 26) Motion by Trustee Ceretto to authorize the block party request, 126-127 Keeler, July 23, 2005, 8:00 a.m. – midnight; seconded by Trustee Quinn. All in favor; none opposed. Motion carried.
- 27) Motion by Trustee Ceretto to authorize the block party request, Creekside Estates, 114<sup>th</sup> Street, July 23, 2005, 1:00 p.m. – midnight; seconded by Trustee Quinn. All in favor; none opposed. Motion carried.
- 28) Motion by Trustee Ceretto to authorize the birthday party request, 3600 W. 123<sup>rd</sup> Place, June 18, 2005, live music, 6:00 p.m. – 11:00 p.m.; seconded by Trustee Quinn. All in favor; none opposed. Motion carried.
- 29) Motion by Trustee Quinn to accept the police committee report as presented; seconded by Trustee Graczyk. All in favor; none opposed. Motion carried.

PUBLIC WORKS DEPARTMENT

- 30) Motion by Trustee Castaldo to hire a replacement clerical person; seconded by Trustee Quinn. All in favor; none opposed. Motion carried.
- 31) Motion by Trustee Castaldo to grant the request for no parking signs from the front of 11601 S. Tripp to the corner; seconded by Trustee Quinn. Trustee Castaldo explained the sign was to prohibit parking by students from the local school. Mayor Kitching asked if additional complaints were received from other residents in that area, and Chief Dalzell responded the Police Department is conducting a study of the entire area. Trustee Ceretto recommended the parking problem be resolved within 60 days. Following discussion the Mayor called for a vote.  
Roll #7 - AYES: Trustee Castaldo.  
NAYS: Trustees Ceretto, Quinn, Shapiro, Collins and Graczyk.  
Motion failed 5-1.
- 32) Motion by Trustee Castaldo to refer the request for no parking signs at 11601 S. Tripp to the Police Department for review and recommendation; seconded by Trustee Ceretto. All in favor; none opposed. Motion carried.
- 33) Motion by Trustee Castaldo to accept the promotion of employee Andrew Haehnlein to full-time permanent status following successful completion of one year probationary period; seconded by Trustee Quinn. All in favor; none opposed. Motion carried.
- 34) Motion by Trustee Castaldo to accept and place on file a thank you letter from the Alsip Park District for support and assistance with the Girl's Softball parade on May 1, 2005; seconded by Trustee Quinn. All in favor; none opposed. Motion carried.
- 35) Motion by Trustee Quinn to accept the public works committee report as presented; seconded by Trustee Ceretto. All in favor; none opposed. Motion carried.

BUILDING DEPARTMENT

- 36) Motion by Trustee Shapiro to authorize the hiring of one temporary part-time clerical person for a six month period to assist the Building and Water Departments; seconded by Trustee Quinn.  
**Roll #8 - AYES:** Trustees Castaldo, Ceretto, Quinn, Shapiro, Collins, and Graczyk. Motion carried 6-0.
- 37) Motion by Trustee Shapiro to ratify the issuance of a permit to the Alsip Park District to conduct a one day garage sale at Apollo Recreation Center, on June 4, 2005, and waiver of all associated fees; seconded by Trustee Quinn. All in favor; none opposed. Motion carried.
- 38) Trustee Shapiro reported on the request from Fun Time Square, 11901 S. Cicero to open a paint ball field at the rear of property. Trustee Shapiro met with property owners and requested a sketch of the plans. Trustee Shapiro recommended tabling this request until the next meeting in order to give the Police & Fire Departments time to review.
- 39) Motion by Trustee Shapiro to table the request from Fun Time Square, 11901 S. Cicero to open a paint ball field at the rear of property to next week; seconded by Trustee Quinn. All in favor; none opposed. Motion carried.
- 40) Motion by Trustee Quinn to accept the building committee report as presented; seconded by Trustee Ceretto. All in favor; none opposed. Motion carried.

HEALTH & POLLUTION

- 41) Trustee Castaldo referred to discussion on replacing the Health & Environment Commissioner. Mayor Kitching reported a model ordinance and a sample of the Cook County Health Department contract was distributed to the Trustees for review. He further reported the contract cannot be negotiated until December, 2005, and Cook County and another Municipality agreed to provide back up in the interim at no charge.
- 42) Motion by Trustee Quinn to accept the health & pollution committee report as presented; seconded by Trustee Ceretto. All in favor; none opposed. Motion carried.

SEWER & WATER

- 43) Motion by Trustee Quinn to approve the hiring of five summer helpers for a sixteen week period to perform hydrant painting, valve marking and reservoir maintenance; seconded by Trustee Castaldo. Trustee Quinn will forward the memo from Mayor Kitching to Commission Behrens, who is on vacation for three weeks and is unable to provide requested information by first date listed.  
**Roll #9 - AYES:** Trustees Castaldo, Ceretto, Quinn, Shapiro, Collins, and Graczyk. Motion carried 6-0.
- 44) Motion by Trustee Quinn to waive the bidding process because of standardization of equipment and purchase a pump wet end only from Metropolitan Pump at a cost not to exceed \$15,000; seconded by Trustee Ceretto. Trustee Quinn reported once the pump is ordered, it takes 6-8 weeks for delivery, and during this 6-8 week period staff can secure competitive installation costs.  
**Roll #10 - AYES:** Trustees Castaldo, Ceretto, Quinn, Shapiro, Collins, and Graczyk. Motion carried 6-0.

- 45) Motion by Trustee Quinn to table the request to purchase a retention pond pump for 125<sup>th</sup> & Holiday Drive, to explore other options; seconded by Trustee Ceretto. All in favor; none opposed. Motion carried.
- 46) Motion by Trustee Castaldo to accept the sewer & water committee report as presented; seconded by Trustee Ceretto. All in favor; none opposed. Motion carried.

LICENSE

- 47) Motion by Trustee Graczyk to approve a list of licenses dated June 6, 2005; seconded by Trustee Ceretto. All in favor; none opposed. Motion carried.
- 48) Motion by Trustee Graczyk to approve an entertainment license for the Alsip Park District to conduct summer concerts on June 24, 2005, July 8, 2005, July 22, 2005 and August 5, 2005, and waiver of associated fees; seconded by Trustee Quinn. All in favor; none opposed. Motion carried.
- 49) Motion by Trustee Graczyk to ratify the one day permit for live entertainment on June 5, 2005 for the American Lawmen M/C, 12333 Keeler; seconded by Trustee Quinn.  
**Roll #11** - AYES: Trustees Castaldo, Ceretto, Quinn, Shapiro, Collins, and Graczyk. Motion carried 6-0.
- 50) Motion by Trustee Graczyk to approve the request for a one day live entertainment permit for June 18, 2005, 5:00 p.m. – midnight, for the American Lawmen M/C, 12333 Keeler; seconded by Trustee Castaldo.  
**Roll #12** - AYES: Trustees Castaldo, Ceretto, Quinn, Shapiro, Collins, and Graczyk. Motion carried 6-0.
- 51) Motion by Trustee Quinn to accept the license committee report as presented; seconded by Trustee Ceretto. All in favor; none opposed. Motion carried.

PLANNING & ZONING

- 52) Motion by Trustee Quinn to forward the Subdivision Application for 11644 Pulaski to the Plan & Zone Commission for a Public Hearing; seconded by Trustee Castaldo.  
**Roll #13** - AYES: Trustees Castaldo, Ceretto, Quinn, Shapiro, Collins, and Graczyk. Motion carried 6-0.
- 53) Trustee Quinn reported on there are questions on the request from Condesa for a foundation permit related to the number of required parking spaces versus the number of available parking spaces. Mr. Spongberg investigated and Village ordinance requires 511 parking spots for Condesa, the stores, and Onion Field Restaurant after development of the subdivision. In accordance with the submitted plans there will only be 468, which is 43 spots short of ordinance. Trustee Quinn recommended tabling this item until next committee meeting.
- 54) Motion by Trustee Quinn to table the request for a foundation permit from Condesa to the next committee meeting; seconded by Trustee Ceretto. All in favor; none opposed. Motion carried.
- 55) Motion by Trustee Ceretto to accept the planning & zoning committee report as presented; seconded by Trustee Castaldo. All in favor; none opposed. Motion carried.

VILLAGE PROPERTY

- 56) Motion by Trustee Castaldo to approve the hiring of two summer helpers to assist with painting of balconies and fence work; seconded by Trustee Quinn.  
**Roll #14** - AYES: Trustees Castaldo, Ceretto, Quinn, Shapiro, Collins, and Graczyk. Motion carried 6-0.
- 57) Trustee Castaldo presented the proposal from Otis Elevator for maintenance of seven elevators at a cost of \$2,900 per elevator annually. Trustee Castaldo further reported one elevator should be covered immediately and another in August. Mayor Kitching recommended bidding this item be because of the costs involved. Trustee Castaldo responded if maintenance is needed prior to acceptance of bids, the cost is \$380 hourly.
- 58) Motion by Trustee Castaldo to table the proposal from Otis Elevator for maintenance of seven elevators; seconded by Trustee Quinn. All in favor; none opposed. Motion carried.
- 59) Motion by Trustee Castaldo to authorize preparation of bids and bidding of the sealing and striping of parking lots at Heritage I, Heritage II and Village Hall; seconded by Trustee Quinn.  
**Roll #15** - AYES: Trustees Castaldo, Ceretto, Quinn, Shapiro, Collins, and Graczyk. Motion carried 6-0.
- 60) INSURANCE - no report.
- 61) ORDINANCE & LEGISLATION - no report.
- 62) LOCAL IMPROVEMENT - no report.
- 63) BOAT LAUNCH - no report.
- 64) OLD BUSINESS – none.

NEW BUSINESS

- 65) Motion by Trustee Quinn to authorize renaming Orchard Avenue from 122<sup>nd</sup> Street to 123<sup>rd</sup> Street, as an honorary street named Arnold Andrews Drive, with signs placed at both end of street and a sign given to former Mayor Arnold Andrews, to be purchased by the Village and reimbursed through private funds; seconded by Trustee Castaldo.
- 66) Trustee Shapiro reported he did not have a problem with the recommendation, but did have a problem with renaming Orchard Avenue, and asked for another location. Trustee Quinn responded that the street was selected because it highlights many of the accomplishments under Andrews's leadership. Other locations were discussed. Mayor Kitching called for a vote.  
**Roll #16** - AYES: Trustee Castaldo, Ceretto, Quinn.  
NAYS: Trustees Shapiro, Collins, Graczyk and Mayor Kitching.  
Motion failed 4-3.
- 67) Trustee Quinn presented a request from the Chamber of Commerce for a joint meeting with the Mayor and Board of Trustees. It was a consensus of the Board to set a tentative date of August 3, 2005 for the Mayor and Board of Trustees to meet with the Chamber of Commerce at Midwest Bank at 5:30 p.m.

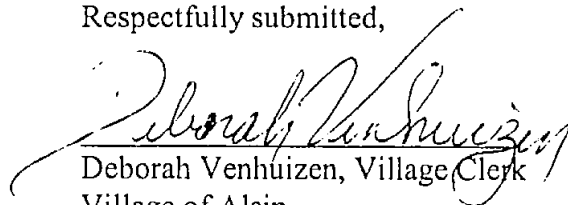
- 68) Mayor Kitching requested Board action on the amended Salary Ordinance in order to proceed with budget preparation, and requested a motion.
- 69) Motion by Trustee Collins to adopt Ordinance 2005-6-2, AN ORDINANCE AMENDING VARIOUS ORDINANCES ESTABLISHING COMPENSATION AND RATE OF PAY FOR EMPLOYEES AND APPOINTED OFFICERS OF THE VILLAGE OF ALSIP, ILLINOIS; seconded by Trustee Shapiro.
- 70) Trustee Quinn commented that the salary ordinance includes a new position of Finance Director at a salary of \$74,000, and since the Board received this information just prior to this meeting, Board members had no opportunity for review or input. He further commented that prior to setting a salary range for this position, job responsibilities and chain of command need to be developed and approved by the Board. Trustee Quinn pointed out that during the recent campaign, the previous administration was criticized for having both salaried positions of Mayor and a Village Administrator at a salary of \$62,000.
- 71) Mayor Kitching responded that due to time constraints and the need for timely completion of the budget, this position is required, and the job responsibilities can be developed. Mr. Palumbo was appointed temporary Village Administrator, and once the salary ordinance is approved this position will be eliminated.
- 72) Trustee Ceretto commented the need for a grant writer has not been addressed in the ordinance. Trustee Ceretto also pointed out that the current administration was offered the opportunity to retain the previous Village Administrator under contract for a one year period, and refused the offer.
- 73) Mayor Kitching responded the primary need now is a Finance Director in order to get a handle on the Village finances, and complete the budget. Mayor Kitching called for a vote.  
**Roll #17 - AYES:** Trustees Shapiro, Collins, Graczyk and Mayor Kitching  
**NAYS:** Trustees Castaldo, Ceretto, and Quinn.  
Motion carried 4-3.
- 74) Mayor Kitching reported the temporary appointments of Mr. Palumbo and Mr. Spongberg will stand.
- 75) Mayor Kitching called for any comments from the persons attending the meeting.
- 76) Dennis Kelly, 12105 Lockwood addressed the Board concerning the Village's financial status and asked if the Village is 2.5 million dollars in the black, as stated by former Mayor Andrews. Discussion followed.
- 77) A representative of the Crossing Guards asked about salary increases, Mayor Kitching responded an increase was included as part of the salary ordinance.
- 78) Resident, 5111 W. 111<sup>th</sup>, and asked about the location of the condominiums planned for the Condesa del Mar. He also asked about the planned subdivision on 111<sup>th</sup> Street, and asked why it does not stay commercial. Trustee Quinn responded the owner of the property has the right to decide on either commercial or residential development.
- 79) Continuation of Village attorney report.  
Village Attorney DeLort reported on some issues for possible committee review and recommendation.
- 80) Code Book: ordinances of the Village received in proof form. Departments have received chapters under their jurisdiction for proofing. This should be done relatively quickly, since the company hired to do the codification wants to go to print in 45 days. The Ordinance committee should keep in mind this is an ongoing project.

- 81) Board of Review Appeals: a property owner, generally commercial, files with the county to get their property taxes/assessment reduced. The Village gets notices of the request for assessment reductions of \$100,000+, which allows the Village government to fight the request and preserve the tax base. Generally, the school district takes the leading hand because they have a much higher tax base. The attorney recommended the Finance Committee take on the responsibility of setting procedures and dollar amounts for staff to follow when these requests for reductions are received.
- 82) Attorney DeLort reported there a couple of legal cases that are being handled by the previous law firm, and recommended they be allowed to finish them off. Will wait for direction.
- 83) Attorney DeLort made the following suggestions regarding current procedures: The Board currently has four meetings a month. Former practice is the attorney attends all four meetings. The most common practice is the attorney attends the formal board meeting when voting takes place. The retainer fee covers the formal Board meetings only and the additional committee meetings are at an hourly charge. The Board needs to decide if an attorney is needed at the committee meetings.
- 84) Consent agenda: A great deal of Village Board business handled at the formal Board meeting involves work already performed by staff. To save time and allow more time for discussion of issues many of these items can be lumped together and placed as part of the consent section of the agenda. As items are discussed at the committee meeting the clerk can be directed to place particular items on the consent agenda.

ADJOURNMENT:

- 85) Motion by Trustee Quinn to adjourn; seconded by Trustee Castaldo. All in favor; none opposed. Meeting adjourned at 9:15 p.m.

Respectfully submitted,

  
Deborah Venhuizen, Village Clerk  
Village of Alsip