

COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 16, 2013
7:00 P.M.

A Meeting of the Village of Lemont Committee of the Whole was held on Monday, September 16, 2013 in the Lemont Village Hall Board Room at 418 Main Street, Lemont, Illinois.

- I. **CALL TO ORDER** – Mayor Reaves called the meeting to order at 7:00 p.m.
- II. **ROLL CALL** – Trustees Debby Blatzer, Paul Chialdikas, Cliff Miklos, Rick Sniegowski, Ron Stapleton; present. Jeanette Virgilio absent.

Also present were Village staff members George Schafer, Eileen Donahue, Ted Friedley, Charity Jones, Mark LaChappell, Ralph Pukula, Chris Smith, Greg Smith and Village Attorney represented by Jeff Alperin.

- III. **UNFINISHED BUSINESS** – None.

IV. DISCUSSION ITEMS

A. Presentation of FY 1012-13 Draft Comprehensive Annual Finance Report

Jason Coyle of Baker Tilly Virchow Krause, LLP briefly reviewed the draft of the Comprehensive Financial Report for fiscal year ending April 30, 2013. He addressed the management comment letter and indicated that there were no recommendations for the Village. Jason congratulated the staff for the progress on completing the process. He noted that the Village does not have to issue a Financial Report, but are doing so to provide transparency. The Fund Financial Statements indicated that all funds increased except for the Village Hall and Gateway funds where large expenditures were planned. Village Finance Director, Chris Smith, indicated that since the report was relatively large, staff could read the management summary for the relevant information. Mayor Reaves indicated that normally the report is addressed with staff and Jason prior to COW discussion. Since there were no issues this year, it was presented directly to the COW. Village Administrator, George Schafer noted that Ted Friedley and staff are to be commended on the work they did through the auditing process and bringing it to completion.

B. Traffic Control Device Recommendation

Commander Greg Smith reviewed the agenda item memo regarding preparation for the connecting of First Street with the addition of stop signs. Several intersection had warranted stop signs be placed at the indicated intersections which include the following:

1. Woburn at Auburn Drive
2. Drover at Auburn Drive
3. Monmouth at Auburn Drive
4. Auburn Court at Auburn Drive
5. First at Schultz (3 way stop sign)
6. First at Berkley (3 way stop sign)

Ralph Pukula made a request to Gallagher & Henry to pay for the materials, and they have agreed to do so. Some discussion took place on other road safety measures to slow traffic. It was decided to install the stops signs first, and then it could be determined if there is a need for additional measures. The Board was in agreement and no further discussion took place. The item will be up for approval at a future Village Board Meeting.

C. Introduction of New Hires – HR Generalist and Finance Director

As indicated on the agenda item memo with the recently hired HR Generalist and Finance Director, an update was given by each on their department priorities. HR Generalist Eileen

Donahue has met with most of the Department Heads to obtain information and feedback. HR will focus on employee training, FMLA issues, performance appraisals and the Personnel Manual. Revisions/updates to the Personnel Manual will be completed soon with the other items having an estimated year end completion. Further discussion took place regarding making sure processes are being completed, employee performance measures, utilizing the salary study for updating job descriptions, and training of employees. The previous Police Department Study that was done should be incorporated into any related areas. Commander Smith indicated that a committee had been formed and goals and objectives were identified from the police study.

Finance Director, Chris Smith, will focus on the areas of providing current balances on budgeted items – adopted versus what is actually accounted for. She indicated that the new finance software system is a very powerful system and the staff has done a wonderful job implementing the system so quickly. Another focus is on the monthly reports and improving the presentation format of the information. A purchasing order process system will be put in place. Budget kick-off meetings with the Department Heads may be implemented. The Tax Levy will be coming up in November. She would like to improve the budget area of the Construction Projects and move the Capital Improvements section of it. There will also be a review of policies and contracts to see if any of them need updating. Mayor Reaves asked Chris to look into setting up the Mayor's Drive, Art & Culture Commission and the Quarryman as a 501c3.

V. NEW BUSINESS

A. Staff Updates

The Department Heads gave updates of priority items in their areas and informational updates.

B. Murals

Mayor Reaves asked if we want to have a rendering of Village input prior to someone wanting to paint a mural in town. The consensus was yes. The language will be looked into and Trustee Stapleton will inform the Art & Culture Commission.

Meeting adjourned at 8:50 PM.