

5 JULY 2011 – PERSONNEL COMMITTEE MINUTES

In the absence of Chairman O'Malley, Mayor Rauckman called the regular meeting of the Personnel Committee to order at 6:02 p.m. at the Swansea Government Center, 1400 North Illinois Street, in Swansea.

MEMBERS PRESENT

David Freed, Trustee
Brian Wells, Trustee
Dave Thacker, Trustee
Bill Saak, Trustee
Ron Sutterfield, Alternate

Others Present

President Jim Rauckman, Administrator John Openlander, Police Chief Mike Arnold, Telecommunications Supervisor Judy Hagen, Supt. Street Dept. John Budde, Supt. Sewer Dept. Rick Tucker, Missy Roth of Building & Zoning, Village Clerk Lauren O'Neill, Village Treasurer Mike Leopold, Gene Kish, Doris Rebenstorff, Steve Rebenstorff.


Re: Dispatcher Position - Part-Time -- In response to a letter by Judy Hagen of the Swansea Police Department, Mayor Rauckman announced that the communications department is likely to lose one full-time employee within the next few weeks. Hagen acknowledged that the Village should consider hiring two part-time employees instead of one full-time in order to offer more flexibility in scheduling. Pending the hours worked, the Board unanimously agreed to hire two part-time employees to fill the potential vacancy.

Re: Draft Ordinance - Compensatory Time – Administrator Openlander announced that the Village will be adjusting its employee compensatory time practices to reflect Federal standards. According to Mr. Openlander, the ordinance sets the compensatory time cap at 168 hours. Motion by Mr. Thacker and seconded by Mr. Wells to move forward with the ordinance. Motion approved unanimously.

Re: Draft Resolution - 457 Plan Amendment -- Mayor Rauckman clarified an issue regarding changes made to the employee 457 Plan, whereas participants now have the option to make after-tax (Roth) contributions to their deferred compensation account. This announcement is in direct response to recent changes in federal law. Motion made by Mr. Saak, and seconded by Mr. Wells to forward the resolution to the Board for approval. Motion approved unanimously.

Motion made by Dave Thacker and seconded by Brian Wells at 6:14 to conclude the Personnel Committee. Personnel Committee adjourned at 6:14 p.m.

Minutes Recorded by:


Scott Schaefer
Intern

5 JULY 2011 – FINANCE COMMITTEE MINUTES

In the absence of Chairman O'Malley, Mayor Rauckman called the regular meeting of the Finance Committee to order at 6:15 p.m. at the Swansea Government Center, 1400 North Illinois Street, in Swansea.

MEMBERS PRESENT

David Freed, Trustee
Brian Wells, Trustee
Ron Sutterfield, Trustee
Bill Saak, Trustee
Dave Thacker, Alternate

Others Present

President Jim Rauckman, Administrator John Openlander, Police Chief Mike Arnold, Telecommunications Supervisor Judy Hagen, Supt. Street Dept. John Budde, Supt. Sewer Dept. Rick Tucker, Missy Roth of Building & Zoning, Village Clerk Lauren O'Neill, Village Treasurer Mike Leopold, Gene Kish, Doris Rebenstorff, Steve Rebenstorff.

Re: Approval of Purchases: Mr. Openlander announced that the administration requested approval to purchase a new computer central switch priced at \$822.01 after three bids from CDWG, Paragon, and Wide Technologies. He also acknowledged that the Swansea Police Department sent a request to purchase three computers priced at a total of \$2,138.94. John Budde of the Street Department later requested three additional purchases:

1. Backhoe: According to Street Superintendent Budde, the current backhoe is a 2004 model with 2041 running hours. He also noted that the lack of four-wheel drive has been a major problem when off-road use is need. After a bid from Edwards Equipment, Budde anticipates the cost of a new backhoe to be \$44,673.13, considering the trade-in of the current unit.
2. Playground Mulch: Budde announced that Swansea's playground mulch fails to meet ADA standards and additional mulch must be added immediately. After two bids from Fry & Associates and Playworld, Budde recommended that the Village accept the low bid (Playworld) priced at \$4,100.00.
3. Ball Field Fence: According to Budde, the fence at Mel Price Park has become a safety hazard due to excessive use over several years. After bids from Belleville Fence, Fence & Deck Depot, and First Choice Fence, Budde requests that the Village accept Belleville Fence's bid priced at \$5,691.

The final request is a new computerized maintenance program for the Sewer Department, which according to Superintendent Rick Tucker, may serve as a capital improvement asset to both the Sewer Plant and Public Works Department. The software is priced at \$3,447.00 by Simplicity Software Technologies.

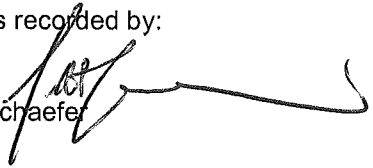
Re: Extra Hours for Accounting Firm: Due to the unexpected retirement of Jan Milliot, Mr. Openlander requested that the Village Administration continue to use Showalter & Jabouri's service for at least one additional week in order to close the books on FY 2011. In doing will require the Village to compensate the firm for extra hours worked. According to Openlander, an estimated 60 extra hours will be needed to complete to project, 40 of which for the bank reconciliation, and 20 for printing reports/invoices.

After a brief discussion, motion made by Mr. Saak and seconded by Mr. Wells to accept the purchases. Motion unanimously approved.

Motion made by Mr. Saak, and seconded by Mr. Wells to adjourn. Meeting adjourned at 6:25 p.m.

Minutes recorded by:

Scott Schaefer
Intern

A handwritten signature in black ink, appearing to be 'Scott Schaefer', written over the printed name. The signature is stylized and includes a long horizontal flourish extending to the right.

5 JULY 2011 – ROADS, BUILDINGS & GROUNDS COMMITTEE MINUTES

Chairman Thacker called the regular meeting of the Roads, Buildings, & Grounds Committee to order at 6:27 p.m. at the Swansea Government Center, 1400 North Illinois Street, in Swansea.

MEMBERS PRESENT

Dave Thacker, Chairman
Brian Wells, Trustee
Ron Sutterfield, Trustee
Bill Saak, Trustee
David Freed, Alternate

Others Present

President Jim Rauckman, Administrator John Openlander, Police Chief Mike Arnold, Telecommunications Supervisor Judy Hagen, Supt. Street Dept. John Budde, Supt. Sewer Dept. Rick Tucker, Missy Roth of Building & Zoning, Village Clerk Lauren O'Neill, Village Treasurer Mike Leopold, Gene Kish, Doris Rebenstorff, Steve Rebenstorff.

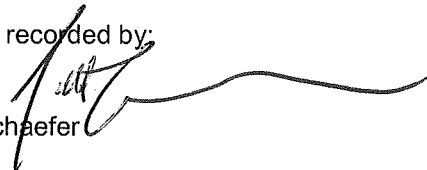
Re: Papillon Drive Parking -- Mr. Openlander announced that the administration will be sending out a notice to the residents of Papillon Drive and Jardin Court to accept comments either in favor or opposing the erection of stop signs at the intersection. According to Openlander, the Village Board of Trustees has received a request to improve traffic safety at the intersection of Papillon Drive and Jardin Court. A suggestion has been made to erect stop signs at the Papillon Drive and Jardin Court, making it a four way stop intersection. The Village will accept comments by phone, fax, email, or in person for two weeks until July 22, 2011 at 4:30 p.m.

Re: Draft Resolution--Street Light--Lombardi Court -- As part of the subdivision developer's plan, Mayor Rauckman announced that Ameren has requested permission to erect a street light at Lombardi Court, east of Narrow Leaf Lane. Rauckman acknowledged that a resolution must be passed in order to pay for the light's monthly operational costs. Motion made by Mr. Thacker and seconded by Mr. Wells to approve the light's construction. Motion approved unanimously.

Re: Janitorial--Request for Bids -- Administrator Openlander discussed the option for Swansea to re-bid its janitorial service by contracting out to one company instead of two, thus providing more efficient service to the various Village facilities. Openlander highlighted that the service encompasses purely janitorial work; floor waxing or carpet cleaning were not included. Motion made by Mr. Thacker and seconded by Mr. Wells to accept the proposal. Motion approved unanimously.

Motion made by Mr. Thacker, and seconded by Mr. Wells to adjourn. Meeting adjourned at 6:35 p.m.

Minutes recorded by:


Scott Schaefer
Intern

5 JULY 2011 – ENVIRONMENTAL COMMITTEE MINUTES

Chairman Thacker called the regular meeting of the Environmental Committee to order at 6:35 p.m. at the Swansea Government Center, 1400 North Illinois Street, in Swansea.

MEMBERS PRESENT

Dave Thacker, Chairman
David Freed, Trustee
Ron Sutterfield, Trustee
Bill Saak, Trustee
Brian Wells, Alternate

Others Present

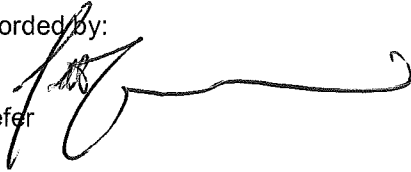
President Jim Rauckman, Administrator John Openlander, Police Chief Mike Arnold, Telecommunications Supervisor Judy Hagen, Supt. Street Dept. John Budde, Supt. Sewer Dept. Rick Tucker, Missy Roth of Building & Zoning, Village Clerk Lauren O'Neill, Village Treasurer Mike Leopold, Gene Kish, Doris Rebenstorff, Steve Rebenstorff.

Re: Sewer Repairs - Rosewood Subdivision -- Due to mine subsidence, a sewer main beneath the Rosewood subdivision has broken and must be replaced immediately. According to Street Superintendent Budde, because of the shifting in the ground, several pipe reaches near the pipe break are now in reverse grade, and will continue to backup until they are replaced. Budde declared the situation to be a potential safety hazard. Repairs will commence immediately by Ehret, Inc., which performs emergency sewer repairs for the Village on a time and material basis. Motion by Mr. Thacker and seconded by Mr. Wells to move ahead and accept the proposal.

Motion made by Mr. Thacker, and seconded by Mr. Wells to adjourn. Meeting adjourned at 6:52 p.m.

Minutes recorded by:

Scott Schaefer
Intern



5 JULY 2011 –CITIZEN COMMUNICATIONS COMMITTEE MINUTES

Chairman Freed called the regular meeting of the Citizen Communications Committee to order at 6:55 p.m. at the Swansea Government Center, 1400 North Illinois Street, in Swansea.

MEMBERS PRESENT

David Freed, Chairman
Brian Wells, Trustee
Dave Thacker, Trustee
Ron Sutterfield, Trustee
Bill Saak, Trustee

Others Present

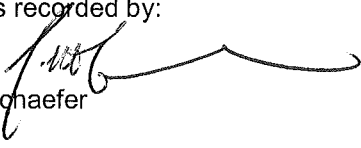
President Jim Rauckman, Administrator John Openlander, Police Chief Mike Arnold, Telecommunications Supervisor Judy Hagen, Supt. Street Dept. John Budde, Supt. Sewer Dept. Rick Tucker, Missy Roth of Building & Zoning, Village Clerk Lauren O'Neill, Village Treasurer Mike Leopold, Gene Kish, Doris Rebenstorff, Steve Rebenstorff.

Re: Proposed Articles for the August Issue: Mr. Freed proposed a list of articles for the August 2011 issue of the Swansea Report. The proposals are as follows:

- Swansea Fire and Police Information
- Calendar and Elected Officials
- Chamber Information
- Mayor's article
- School Information
- Farmer's Market Information
- Star's in the Park
- Road Oiling
- Splash Pad Update
- Electronic Sewer Payment Enrollment
- YMCA Information
- Labor Day schedule

Motion made by Mr. Freed, and seconded by Mr. Sutterfield to adjourn. Meeting adjourned at 6:55 p.m.

Minutes recorded by:


Scott Schaefer
Intern