



**VILLAGE OF LINDENHURST
Regular Village Board Meeting Minutes
December 8, 2025
7:00pm**

I. Call to Order

- a. Mayor Marturano called the Regular Village Board Meeting to order at 7:00pm.

II. Roll Call

- a. Present were Mayor Dominic Marturano, Trustees Pat Dickson, Pat Dunham, Patty Chybowski, Dawn Suchy, Heath Rosten, and Ron Grace.
- b. Village Administrator Clay Johnson, Village Attorney Julie Tappendorf, Police Chief Melinda Linas, Operations Director Kevin Klahs, Superintendent of Public Works Charles Hernandez, Assistant to the Village Administrator Karleen Long, and Village Clerk Melissa Forsberg.

III. Pledge of Allegiance

IV. Approval of Minutes

- a. Minutes from the Regular Village Board Meeting of November 24, 2025 were presented for approval.
- b. Trustee Grace made a motion, seconded by Trustee Chybowski, to approve the minutes from the Regular Village Board Meeting of November 24, 2025 as presented.
 - i. Voice Vote
Aye - 6
Nay - 0
Motion carried.

V. Bills Presented for Payment

- a. Trustee Dunham made a motion, seconded by Trustee Suchy, to approve the first set of bills for the month of December presented for payment in the amount of \$527,690.88 for invoices due on or before December 8, 2025.
 - i. Roll Call
Aye – 6 Trustees Dickson, Dunham, Chybowski, Suchy, Rosten, Grace
Nay – 0
Motion carried.

VI. Board & Staff Reports

- a. Promotion of Police Sergeant - John Rytina
 - i. Mayor Marturano administered the Oath of Office to John Rytina to Sergeant.
 - ii. Chief Linas spoke about Sergeant Rytina's experience and commitment to this profession and looks forward to seeing all he will accomplish in this new role.
- b. Recognition of Service - Village Attorney Julie Tappendorf
 - i. Mayor Martuano congratulated Village Attorney Tappendorf on her retirement, expressed gratitude for all she has done for the Village, and wished her all the best.
- c. The Trustees thanked Public Works and the Police Department for all their coordination with the Santa Parade. It was cold but well attended.
- d. Trustee Dickson wished to thank Village Attorney Tappendorf for all she did for the Village.
- e. Mayor Marturano spoke about the following:
 - i. The Santa Parade and Tree Lighting Ceremony. Photos with Santa was a hit. He and the Lindenhurst Queens were on hand to pass out trinkets to the children after their picture was taken with Santa.
 - ii. Attended the Metropolitan Mayor's Caucus Meeting. The upcoming Homes for a Changing Region survey was discussed. A survey conducted by students at the University of Michigan Gerald R Ford School of Public Policy was also discussed. This study involved Commissions/Committees. An important take-away is to make sure Commission/Committee members participate in any necessary training so they can succeed in their role.
- f. Police Chief Melinda Linas spoke about the following:
 - i. Please take extra precautions and drive safe through these winter months. There have been quite a few motor accidents.
 - ii. Our ERIN program needs volunteers. We have quite a few requests, but not enough helpers, so please pass the word around.
- g. Operations Director Kevin Klahs spoke about the Lake Shore Drive/Sprucewood project moving forward. There are plans to work through the winter, when the weather permits.
- h. Superintendent of Public Works Charles Hernandez discussed the Santa Parade and thanked the staff who came in between two snow events to make sure the float was up and running.

VII. Public Comment on Agenda Items

- a. None.

VIII. New Business

- a. Ordinance 25-12-2329: Establishing the 2025 Property Tax Levy
 - i. As discussed at the November 10, 2025 meeting, the Village experienced an increase in the Equalized Assessed Valuation (EAV) over the previous year of

- 10%. Due to the growth of EAV and no inflationary amount added, the Village's property tax levy will decrease to .271699 in Tax Year 2025.
- ii. Trustee Dunham made a motion, seconded by Trustee Dickson to adopt Ordinance 25-12-2329 establishing the 2025 Property Tax Levy.
 - (1) Roll Call
 - Aye - 6 Trustees Dickson, Dunham, Chybowski, Suchy, Rosten, Grace
 - Nay - 0
- Motion carried.
- b. Approval: Design Services Agreement - Gewalt Hamilton Associates - \$29,930
 - i. Following with our current schedule, the Village's next significant resurfacing year is scheduled for fiscal year 2026. We anticipate addressing over 3 miles of roadway.
 - ii. Gewalt Hamilton Associates (GHA), a professional engineering firm, has been contacted to aid in preparing bid documents. Approving the agreement would permit GHA to begin design services; however, GHA would not bill for services until fiscal year 2026. The contract amount is in line with projected costs of our Capital Improvement Program.
 - iii. Trustee Chybowski made a motion, seconded by Trustee Grace to approve a design services agreement for the 2026 Pavement Rehabilitation Program with Gewalt Hamilton Associates in an amount not to exceed \$29,930.
 - (1) Roll Call
 - Aye - 6 Trustees Dickson, Dunham, Chybowski, Suchy, Rosten, Grace
 - Nay - 0
- Motion carried.
- c. Approval: Village Board and Commission Regular Public Meeting Dates
 - i. The Village is required to approve and publish regular meeting dates for the Village Board, Village Commissions, and Boards before the beginning of 2026.
 - ii. Trustee Suchy made a motion, seconded by Trustee Dunham to approve the Calendar Year 2026 Village of Lindenhurst public meeting schedule.
 - (1) Roll Call
 - Aye - 6 Trustees Dickson, Dunham, Chybowski, Suchy, Rosten, Grace
 - Nay - 0
- Motion carried.
- d. Discussion: Employee Recognition Background and Future Approach
 - i. Administrator Johnson discussed and reviewed the following:
 - (1) In August 2025, employees were asked to participate in a survey. The intent of the survey was to assess employees' perceptions of difference aspects of our organization. The survey addressed concepts such as:
 - (a) how employees understood our vision/mission.
 - (b) leadership perceptions.
 - (c) safety while on the job.
 - (2) Although respondents were given the same questions, they were split into two groups; employees with supervisory responsibilities and employees without supervisory responsibilities.
 - (3) Once submitted, the leadership team reviewed scores to identify any concerning or informative answers. They then developed a calculation in which to identify where the two groups were either most or least aligned.

- (4) Although the "problem" areas were not numerous or egregious, staff feels there are areas for improvement that can improve morale and cohesion and help steer us toward our unified vision.
 - (5) Broader themes identified from results are:
 - (a) Continuous Improvement
 - (b) Training/Safety
 - (c) Coaching and Recognition
 - (d) Communication
 - (e) Understanding the purpose of the big picture (mission and vision) and how their work advances it
 - (6) Addressing the below areas of improvement would show our willingness to address staff concerns:
 - (a) Process Improvement
 - (b) Individual Growth
 - (c) Organizational Advancements
 - (d) Commitment to CultureMoving forward, these concepts can be referred to as "The Four P's - Process, People, Progress, and Purpose."
 - (7) The Four P's would work to reinforce the greater themes and address identified deficiencies from the survey. Additionally, the following would aid in providing a better rapport between supervisors and other employees.
 - (a) Process Improvement (Process)
 - (i) Resurrect the Safety Committee
 - (ii) Explore Process Improvement Committees
 - (b) Individual Growth (People)
 - (i) Improve the Employee Recognition Structure
 - (ii) Find more opportunities to recognize the everyday work of employees.
 - (iii) Improve the Village's coaching program.
 - (iv) Evaluations should reflect organizational goals, values, and individual growth.
 - (c) Organization Advancement (Progress)
 - (i) More communication and education on how everyday work advances the cause of the Village and meets the demands of the strategic plan.
 - (ii) Work to involve greater feedback on departmental/organizational decisions.
 - (iii) Resurrect the internal employee newsletter to promote big picture education and recognize employee efforts.
 - (iv) Continue measuring employee sentiment through an annual survey.
 - (d) Commitment to Culture (Purpose)
 - (i) Find ways to promote the public service motivation.
 - (ii) Explore opportunities to seek employee feedback in operational decisions.
- e. Collectively the Village Board feels these are strong concepts and looks forward to seeing these changes implemented.

IX. Public Comment

- a. A member of the community commented on the following:
 - i. Thanked the Board and Staff for their leadership.
 - ii. Felt the new contractor for the Lake Shore Drive project was doing a good job getting the project to move forward once again.
 - iii. Thanked Public Works for the amazing job with the snow removal.
 - iv. Inquired if there is an artist rendering of the Lake Shore Drive project showing the end product.
 - v. A student found the discussion of the employee survey and feedback insightful.


X. Executive Session

- a. None.

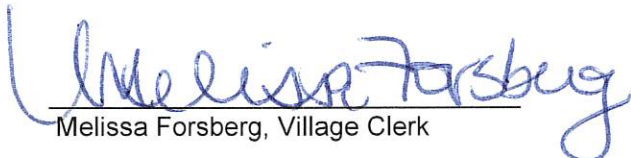
XI. Adjournment

- a. Trustee Chybowski made a motion, seconded by Trustee Suchy to adjourn the meeting.
 - i. Voice Vote
 - Aye - 6
 - Nay - 0
 - Motion carried.
 - ii. The meeting was adjourned at 8:16pm.

Date approved 1-12-2026



Dominic Marturano, Mayor



Melissa Forsberg, Village Clerk

