

CITY OF COUNTRYSIDE

*803 Joliet Road
Countryside, IL 60525
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Meeting Minutes Human Resources Committee

Monday, March 16, 2026

6:00 PM

Council Chambers

Committee Members

Chairman – Alderman Thomas Mikolyzk

Member – Alderman Tom Frohlich

Member – Alderman Scott Musillami

1. CALL TO ORDER

Chairman Mikolyzk called the meeting to order at 6:00 PM.

2. ROLL CALL

Present: Chairman Mikolyzk and Alderman Frohlich

Also Present: City Administrator Paul and Finance Director Schutter

Absent: Alderman Musillami

3. COMMUNICATIONS FROM THE PUBLIC

None.

4. APPROVAL OF MINUTES – NOVEMBER 24, 2025.

4.a. The minutes of the meeting were previously distributed to the members of the Human Resources Committee.

Alderman Frohlich moved to approve the minutes from November 24, 2025 seconded by Chairman Mikolyzk, and the motion carried unanimously.

5. BUSINESS FROM THE COMMITTEE FOR DISCUSSION, CONSIDERATION AND IF SO DETERMINED, ACTION UPON:

5.a. Consideration to begin the recruitment of a Staff Accountant in the Finance Department.

Finance Director Schutter said that we have a new job description because we didn't have this position before. We looked at the Senior Accountant level and made some modifications. In accordance with our non-union schedule we think this should be a pay Grade 4. Which is one notch below the Senior Accountant position.

City Administrator Paul said about a year ago the Mayor told me to look at a succession plan. I met with all the Department Heads and other key staff and asked them if they had any plans to retire and what their goals were. At that time, Meiling who is our Senior Accountant said she plans to retire next year in 2027. The idea was to get someone in here to do Accounts Payable, currently performed by a part-time employee who's retiring June 30th. Once they are trained, we could start assigning different tasks of Meiling's to the new candidate. Currently, Meiling's workload is heavy and she has been doing the job for over 20 years. Her workload went up even further when the City took over administration of the golf course. In the summer, payroll doubles. We are hoping that this new candidate would do well enough to be considered for the Senior Accountant position.

We are looking at making some other organizational changes. Another meeting will be scheduled once I finalized those recommendations.

Chairman Mikolyzk asked where Ms. Paul was recruiting the candidates from. Ms. Paul said the primary place we are looking at is Government Finance Officers Association, putting ad in the paper, on the City website, and any neighboring communities that may know of someone. The committee gave staff direction to begin the recruitment.

City Administrator Paul asked for a motion to approve the job description. Chairman Mikolyzk said he is looking for a motion for this item.

Alderman Frohlich made the motion to approve the job description for the Staff Accountant, the motion was seconded by Chairman Mikolyzk, and the motion carried unanimously.

6. OTHER COMMITTEE BUSINESS

7. ADJOURNMENT

Chairman Mikolyzk asked for a motion to adjourn, Alderman Frohlich seconded the motion, and the motion carried unanimously.

Chairman Mikolyzk said we are adjourned at 6:08 pm.

APPROVED:

Chairman Tom Mikolyzk

/km