

**JOURNAL OF PROCEEDINGS**  
**COMMITTEE OF THE WHOLE MEETING**  
MAYOR AND BOARD OF TRUSTEES OF THE  
VILLAGE OF SAUK VILLAGE, ILLINOIS  
21801 TORRENCE AVENUE, SAUK VILLAGE, ILLINOIS  
**June 6, 2023, 7:00 PM**

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**1. CALL TO ORDER**

Mayor Burgess called the meeting to order at 7:02 p.m.

**2. ROLL CALL**

On Roll Call

Present: Trustees: Burns, Coleman, Johnson, Sapp, and Williams

Absent: None

**3. DISCUSSIONS & PRESENTATIONS**

**i. Commissioner Jeff Morden**

Lincoln Lansing Drainage District/ Infrastructure – Commissioner Morden introduced slides that showed the impact of debris blocking the Lincoln Lansing District in the Village and citing that it is the Village’s responsibility. Silk Fencing was recommended. It was agreed that the Village would assume its responsibility. Questions pertained to fence heights were directed to the Village Code and project costs could not be established as they were dependent on the material used.

Mayor Burgess asked about the ability to secure grants if they are GATA approved, and the Village audits were less than two years delayed.

**ii. Director Antonio Cooper**

- Sasa Kostich
  1. Discussed the desire for Land Purchase and Proposal for an Appraisal of the Property Located at 21901 Woodlawn Ave, 21933 Olivia Ave, and 22436 Sauk Pointe, Sauk Village, IL (32-26-401-011-0000, 32-26-401-012-0000, and 32-35-200-044-0000). Re-zoning was not needed, the development of the farmland was not known. There are sixty-three acres, with only twenty-one usable as most is in a flood zone.  
The address was questioned as 21933 is a considerable distance from the other locations requested.  
Mayor Burgess referred the project to the Village Administrator for investigation

**iii. Financial Matters**

- Interim Director Renee Lewis addressed the discussions for the following items:
  1. Budget Updates FY 23 and FY 24

She is working with the Village Administrators and Directors  
Announced new hires for Payroll, Accounts Specialist and a Senior Accountant will  
onboard on June 20<sup>th</sup>. Full-time Front Office staff was sought. An ordinance is  
needed to extend the budget period.

- Audit Update
  1. Seldon Fox Agreement Update a meeting was scheduled, but the Village does not have the staff needed to scan and send documents. An on-site person would be requested. A timeline of what has been accomplished and those still in need was requested,
- Bank Reconciliations Update
  1. A Budget to Actual report is projected to be provided on June 23<sup>rd</sup>

#### Trustees' Comments/Questions

- Concerns were expressed as the new-hire positions were filled with no indication of how much they are being paid. Payroll and AGING Reports were requested each time Accts' Payable was presented. The Payroll Register was requested along with the breakdown of Employees' gross
- The start Date of New Hires
  - VA May 31
  - AP Specialist – May 29<sup>th</sup>
  - PW –
  - New Hire – June 20<sup>th</sup>
- Trustees asked why they were not introduced to staff before the hire, if interviews were conducted, Though Interim, the positions required the approval and consent of the Board. The VA and PW positions were requested to be presented to the Board.

#### **iv. Trustee Aretha Burns**

- Approve the Remaining Balances Owed to Vendors for the Summer Festivals was requested. Mayor Burgess questioned the July Payment so soon. The contract for Flash Productions was questioned, It was stated that Atty. Samuelson reviewed and approved the contract.  
Other areas in question and of concern:  
Electricity.  
Security;  
Final Payment would be presented on event day;  
A discrepancy noted between the number of DJs in the contract with New Experience Productions and the number being illustrated on PR literature; and  
Extensive discussion ensued regarding legalities of some invoices

- Financial Policy and Procedures was not discussed

**v. Trustee Debra Williams**

- An Ordinance Amending Article IV “Officials And Employees” of Chapter 2 “Administration” of The Municipal Code of The Village Of Sauk Village, Illinois Specifically as to the Position of Human Resources Consultant

Trustee Williams provided history of the tenets of the former ordinance and contract that was made null and void. She discussed the Special Meeting that occurred May 19, 2023, that included the language of the proposed one to include that the Human Resource Consultant shall work during the regular operating hour of Village Hall and when it is open to the public.

- Trustee Williams discussed and justified an Ordinance Creating the Position of Internal Auditor to the Board of Trustees for the Village of Sauk Village
- Trustee Williams provided reasoning for the need for a Resolution Authorizing the Mayor and Board of Trustees of the Village of Sauk Village, to seek a Permit from the Illinois Department of Transportation for permission to close off Sauk Trail from Jeffrey Avenue to Torrence Ave as designated

**vi. Chief Stephen Barrett**

- Discussed a Resolution Approving and Authorizing the Execution of an Agreement for Medical Transportation Billing Services by and Between the Village Of Sauk Village and AMB, A Subsidiary of EMS Management & Consultants, Inc.

**vii. Trustee Arnold Coleman**

Reported that the Ordinance Review Committee reviewed the ordinance for street and building designations

- 4. PUBLIC COMMENTS:** All questions and comments must be directed to the Mayor. Each speaker may comment on any matter concerning the business of the Sauk Village Municipality. Each speaker is allowed **one opportunity** to speak for up to three (3) minutes and may not engage in debate, counter-replies, or rebuttals

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**5. GENERAL COMMENTS BY TRUSTEES & MAYOR**

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**6. ADJOURNMENT**

- 7.** Having completed the business of the day, Mayor Burgess called for a motion to adjourn the meeting at 11:09 p.m. Trustee Bell moved, and Trustee Williams seconded. On roll call, the motion carried unanimously.

/s/Marva Campbell-Pruitt, Village Clerk

/s/Derrick Burgess, Mayor