

Journal of Proceedings

Village of Sauk Village

Committee of the Whole

Village Board of Trustees

21801 Torrence Avenue, Sauk Village, IL 60411

Tuesday, June 4, 2019, at 7:00 pm

CALL TO ORDER

Mayor Burgess called the Committee of the Whole Meeting to order at 7:00 p.m.

ROLL CALL

On Roll Call, the following were present: Trustees Bell, Brewer, Grant, Jasinski, Todd, Williams. There were no absences.

Others in attendance: Village Clerk Marva Campbell-Pruitt

Executive Session was moved to later the agenda.

DISCUSSION ITEMS

Village Clerk Marva Campbell-Pruitt spoke on the following:

- **Office policy**
 - Copying – The Clerk mentioned that she had a copy limit of 200 copies per month and that it was impossible to prepare weekly meeting materials with the limit.
 - Email Messages and violations of OMA- she asked that the Trustees review the policy and agree to directions going forth.
 - Robert’s Rules of Order- The Clerk asked Trustees to utilize the resources provided as it would be useful to bring the reference to each meeting.
 - Procedures of Agenda Items and Meeting Materials – agenda items and materials are desired on Wednesday and by Thursday so that meeting materials are prepared by noon on Friday.
 - Notification of Attorney presence is needed in advance for meeting materials, and advance notice to the Mayor is needed.
 - Provided the Village issued phone number (708 -921- 3662) and asked that it be used to call and text.

Trustee Brewer stated that the copying limit for Trustee should not be 100.

Mayor Burgess asked if there should there be a limit of copies imposed.

Trustee Grant stated that the Clerk should not have a limit, but the Trustees should.

Trustee Bell stated no limit

Trustee Jasinski stated no limit for the Clerk, but it is okay for Trustees

Trustee Todd stated that she makes copies at home; that no one should have a limit, and if there is a problem, communication should be with that individual.

Trustee Williams stated that the Clerk and Trustees should have no limit, as a trustee, she anticipates needing access to making numerous copies, but all could provide a monthly report of usage.

Trustee Brewer stated no limit for either.

The consensus for the Clerk to make unlimited copies was six. The consensus for the Trustees to make unlimited copies was three - three. Mayor Burgess concluded by stating that he review the monthly report provided by the passcodes entered, and he would like to see the limit for Trustees continued and if needed, consult the Mayor to increase the limit.

Trustee Jasinski stated that she experienced the copier being utilized extensively and how it impacts staff.

Trustee Brewer mentioned the postage machine but was asked to save that discussion for another time.

Trustee Debra Williams responded:

- Roberts Rules of Order is needed, and as the Clerk is the OMA officer, she should be allowed to speak to offenses.
- The Attorney's will be at each Board Meeting and should receive meeting materials

Trustee Debra Williams spoke to the following agenda items:

- Recommendation for Cross Training – Trustee Williams stated that only certain employees could perform a job function, and in their absence, the task is not completed. Thus, cross training is necessary as others should be versed on varying operations.
- Ordinances
 - An ordinance was presented limiting how much we pay attorneys. She asked, why are we paying an International Law attorney exorbitant fees for an FOIA. She suggested that the Village should not seek counsel for more than \$200.00 per hour before it comes to the Board.

Mayor stated that a first/one-time Atty would not give a rate for less than \$200.00. He asked why limit the Village in an instance where defense from an outside counsel is required; Would we not want a qualified Atty? Our Atty could not represent the Village on a case. Trustee Grant asked if the fee was negotiable and was informed that the Ordinance cites the need to come before the Board if fees exceed \$200.00.

Mayor asked if anything should be changed on the ordinance; hearing no response, it was agreed that the ordinance would be placed on the agenda for action.

- An ordinance was presented for a policy for the content and processes for Accounts Payable. Invoices are vague, and all vendors must provide a detailed accounting of services.

Discussions:

Trustee Grant agreed that invoices should be detailed, and Dept. Heads should not sit on invoices, resulting in late fees. Trustee Jasinski stated that the invoices sit on the back table. Mayor Burgess stated that sometimes the funds were unavailable. Trustee Grant stated that those invoices should be scanned to the aging report and reflected as such. It was decided that supplies should be itemized, as when an order is placed, it comes with itemization. Trustee Grant asked how the policies would be communicated and coordinated? Mayor Burgess would inform the Dept. Heads to request itemized billing. It was agreed that the ordinance would be placed on the agenda for action.

PRESENTATIONS OF ITEMS RECOMMENDED TO BE PLACED ON THE AGENDA FOR ACTION AT THE NEXT REGULARLY SCHEDULED VILLAGE BOARD MEETING

- Mayor Burgess discussed the recommendation of the Village Engineer Jim Cznarik based upon the review of the bids received May 28, 2019, for the 2019 MFT/CDBG Resurfacing Project for \$291,000.00. He identified Iroquois Paving Corporation as the low bid. It was 1% higher than the estimated construction cost of \$287,922.00. He provided an itemized bid tabulation, including a detailed cost estimate, and, the procedures required leading up to the start of the project. This item will be on the agenda for action. A consensus was taken to inform Jim the following day, so as not to miss the deadline, but we should still vote on it next week.
- Trustee Linda Todd asked to post-pone discussion of the review of the Ordinance for Standing Committees to the next Committee of the Whole meeting.

- **PUBLIC COMMENT**

J. Cast was concerned about Accounts Payable availability. She asked if the Clerk could have a few copies after the Board Meeting the night that it is approved.

P. Couch thanked the Police for their efforts on behalf of an instance where there was an active shooter. A home has not paid a water bill since October. Republic stated that they only get a report once a year for homes requiring garbage pick-up; she asked who is responsible for sending the report.

D. Morehead, a seven-year resident, had sent several letters to cut down a tree that is infested with termites, the tree is dead. It is a safety issue. It is located at 1805 222nd Street.

J. Schack <sp> spoke on the change of mood, and that the lack of hostility was impressive. He suggested a change in the meeting format so that residents offered feedback.

Y. Lewis had been submitting a complaint about a large pothole in front of her driveway. The pothole has extended to her driveway. Payment of taxes should assure that the work is completed.

B. Sterns asked how many liquor licenses are still available? She agreed with the Mayor's statement that the Mayor should be respected. She respects the position but does not respect the person. She spoke of the Mayor's family members; the wife and daughter actions demonstrate that they do not respect themselves or the Mayor by their actions on social media.

M. Escobedo spoke on Social Media and how the Mayor's family talk about residents in the Village. Leaders should be able to control their family and employees. She spoke of the disrespect shown to the clerk and Trustee Brewer. Your family. Rude to residents.

B Hopkins. Agreed with the gentleman. The discussions gave her information regarding what is going on.

Mayor's Responses:

Branches and tree are a concern. Mayor will make certain that the tree is removed.

A/P can not be distributed until after it is approved. If an item was removed at the Board Meeting, the report could not be distributed as it would need to be reprinted and would then be available on Wednesday

Mayor spoke to Kevin about potholes. They are looking to acquire equipment to assist with street repairs. The Department is looking to solicit funds from the state to assist.

Comment about the votes. We vote on the second and fourth Tuesday. During Committee Meetings, the information is provided for feedback later.

The compliment provided would be communicated to the Police Chief.

Spoke of the different liquor licenses. There is one left for gaming that may be utilized. There will be a new license on the agenda for the banquet facility.

EXECUTIVE SESSION

Trustee Todd moved, and Trustee Grant seconded a motion to recess to an Executive (closed) session at 8:20 p.m. All were in favor.

Mayor Burgess reconvened the Committee Meeting at 8:58 pm with all trustees responding present

GENERAL COMMENTS FROM MAYOR & TRUSTEES

Trustee Grant had no comment

Trustee Jasinski reported the committee is looking for volunteers on housing

Trustee Bell announced the next meeting for June 17th at 11:00 a.m.

Trustee Todd announced the Ordinance Review would meet June 17th at 4 p.m. She announced the Sauk Village Golf Outing on June 29th. Persons can golf or sponsor.

Trustee Williams met with a representative from Commissioner Donna Millers Office to plan a recycling event on 8/17 and Senior Trip Tickets for Brookfield Zoo. She wanted the Seniors to participate. She will seek parking passes.

Social Media Ordinance was not on the agenda as requested. She inquired if it covered the internet and print mediums. She mentioned the Ordinance as important as we must be careful with what we put out and as representatives of the Village. Inaccurate information is disseminated. She mentioned several things read in the paper that is in the process for which the Board is unaware and that the Board needs to discuss it as a Board rather than information hitting social media. We are creating a hostile environment, and we are responsible for what we put out. SVI page should have been shut down. It is not the official page representing the enter Village. Should have been shut down years ago. She stated that the So. Suburban news does not provide factual information.

Mayor Burgess countered, that little was mentioned when another paper defamed his family. He does not see a hostile environment... he sees folks doing their jobs well. He stated that if a person uses the logo and call you whatever on Facebook, they can.

Mayor Burgess stated that the IHDA grant application had been completed and that it must be administrated, and that it is not an easy task... He stated that he does not bring commerce to the attention of Trustees until there are greater assurances.

ADJOURNMENT

Mayor Burgess called for a motion to adjourn at 9:15 p.m.

Trustee Williams moved, and Trustee Bell seconded. All were in favor.

/s/Mayor Derrick N. Burgess

/s/Village Clerk Marva Campbell-Pruitt

Journal of Proceedings
Village of Sauk Village
Committee of the Whole
Village Board of Trustees
21801 Torrence Avenue, Sauk Village, IL 60411

Tuesday, June 18, 2019, at 7:00 pm

CALL TO ORDER

Mayor Derrick Burgess called the meeting to order at 7:00 p.m.

On Roll Call

Present: Trustees Bell, Brewer, Grant, Jasinski, Todd, Williams

Absent: None

Others in Attendance: Director Tonya, Clerk Marva Campbell-Pruitt

DISCUSSION ITEMS

- 1.) Update of Ordinances providing for the Issuance of General Obligation Bonds - Robert P. Vail, Lou Vitullo, and Phil Kenna, provided a financing Summary for the \$2,500,000.00 General Obligation Bond (Alternate Revenue Source), Series 2019a, \$3180,000.00 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2019B. The complete summary will be attached to the certified copy of the minutes.

- 2.) How to Obtain Documents – Trustee Jasinski shared the experience with attempts to collect information from varying areas with no response. She asked if there was a process for collecting the information. Mayor Burgess assured that those items are on his desk and would be provided. Trustee Williams asked for contracts and executive session updates for collective bargaining. Mayor Burgess advised that an Executive Session is planned for the following week for updates.

- 3.) Update on Forensic Audit – Trustee Bernice Brewer announced the following:
 - RFP/RFQ for the Forensic Audit deadline had been extended.
 - Funds should not exceed beyond \$150,000.00. It is projected that funds would come from Departmental budget lines and the Line of Credit.
 - It is expected that it be included in the budget.

Mayor Burgess asked about the scope of the Audit. It was suggested that the Audit take into consideration the prior operations of the Police Pension fund and that it should be included additional years

Trustee Grant stated that the issue was not a two-year problem. He asked how the Trustees would feel about extending the audit to include multiple years. He recommended that Brewer extend it to 4 – 5 years. Trustee Williams agreed to extended years. When asked where the funds would be derived, the Trustees engaged in numerous dialogues.

Trustee Brewer was asked to invite the persons to provide a presentation once responses were received. Trustee Grant asked to find \$200,000.00 where to cut so that funds could be earmarked. Trustees asked that this item be tabled until July 1st.

4.) Revising the Senior Center Policy and Procedures /Senior Center Maintenance – Trustee Brewer:

- Led the discussion highlighting concerns and allegations that have arisen and the need for investigations. She stated that recommendations for improvement would be made. She asked for all financial documents and that the policy be made available. Mayor Burgess stated that there had been no changes to the policy since she had presented it for approval
- Trustee Williams requested that Blue Grass be allowed every Sunday. And they should be accommodated. She further stated that the area was left unkempt after a previous event and that party should not be reimbursed. Mayor Burgess stated that Blue Grass' access would be accommodated as much as possible.
- Trustee Brewer mentioned the Senior Advisory Committee was charged with an OMA Violation, issued by the PAC over the use of the Senior Center for a meeting. The Chairman agreed that the violation was valid. May need to look at the political policies and activities. Mayor had received a notice and that the Advisory Committee acknowledged the violation and took corrective measures

5.) Job Descriptions for Village Administrator – Trustees Brewer and Williams: Trustee Williams presented three and Brewer presented one Administrator possible job descriptions. It was approved. Asked for financial records, and want the position posted. Mayor stated that an Administrator is not needed. Trustee Williams mentioned that she had requested that the Finance Director and Parks and Rec position be placed on the agenda. She stated that the Board wants an administrator as soon as possible. Trustee Grant stated that the Trustees had not seen the job descriptions. And they must decide where to cut so that he/she could be paid. Trustee Williams reiterated the areas for which the Board of Trustees had voted. Trustee Brewer mentioned the areas the Trustees had voted and have asked for an Administrator and Forensic Audit.

6.) An Ordinance Amending Section 18–29 Fee Schedule of the Sauk Village Municipal Code - Trustee Linda Todd spoke to the Fee Schedule. It deals with gaming machines at \$150.00. It was brought to increase to \$500.00 this year and \$1,000.00 next year. Upon research, she discovered that they are not responsible for more than \$25.00. The Ordinance would revert the amount back to the required amount. Refunds must be provided. This item will be on the next Board agenda for a vote.

7.) IML Conference and Digital Documents – Clerk Marva Campbell-Pruitt:

- Started the discussion about documents to be presented digitally for meeting materials. She stated if the Trustees decided that they desired them by e-mail, copies would not be made. She asked the Trustees to reflect on how they wish to receive materials. There were no comments.
- Presented the IML Conference materials and hotel accommodations – The Village Clerk asked the Trustees to return the information form by the following week so that she can register them for the conference and hotel.
 - i. Trustee Grant stated that some Trustees failed to show, and it was his opinion that Trustees pay for their hotel expenses and be reimbursed. He stated that a report of what was learned should

be reported. The Village Clerk shared that she provides their entire packets and \$300.00 per diem for which receipts must be presented. The difference must be paid back to the Village. If Trustees are no-shows, they must refund registration fees as well.

It was agreed that the per diem would not change, and if reimbursements were not made, that amount would be deducted from the Trustee's monthly check.

Though suggested by Trustee Grant for Trustees pay for their hotel expenses, Mayor Burgess stated that we would look to pre-pay the cost through billing and those who are no-shows, their funds would be deducted from the monthly pay as well.

PRESENTATIONS OF ITEMS RECOMMENDED TO BE PLACED ON THE AGENDA FOR ACTION AT THE NEXT REGULARLY SCHEDULED VILLAGE BOARD MEETING

- Resolution to Approve SEBIS Direct Proposal For the Production of Utility Billing for the Village of Sauk Village – Clerk Marva Campbell-Pruitt asked that the proposal be read with the agreement that the resolution comes before the Board for action at the following meeting as Mr. Finch was unaware that he was responsible for the follow-up with the company after the presentation.
 - Trustee Jasinski asked that it be tabled and ask the representative to return for another presentation as she wanted to know who would be responsible for the day-to-day implementation and how it would impact staff
 - Mayor Burgess stated his perception of how the process would commence and that the company would be asked to return within two weeks.
 - Trustee Brewer asked about the monthly fees and was told by Trustee Grant how to make the calculations as presented in the proposal.
 - Trustee Williams requested Kevin Weller's input.

PUBLIC COMMENT

Mr. Pondexter spoke about the Forensic Audit, the positions discussed, and asked, where the funds would be derived. He stated we do not need to waste a lot of funds on the Forensic Audit.

K. Boetcher spoke of a way to collect funds by enforcing the laws towards walking in the street and the pet licensing policy. That revenue could be used to increase ESDA staff. She stated the need for volunteers.

D. Morehead announced that no one had contacted her about the tree. It will fall and hurt someone, and there will be a lawsuit. Mayor Burgess stated that he would seek an update.

T. Hawkins stated she was not notified of the change in the water billing; the potholes. She stated that the bickering was ridiculous, and discussions should occur without animosity.

R. Christian spoke on the lights out on Cornell; and suggested that the audit cover six years.

E. Farmer responded to comments on the Senior Center. He informed that Ms. Tina, the renter stated that the event ran late. He provided an inspection. He mentioned the failure of Blue Grass to communicate with directly to him, but with others. They should contact him. The committee must vote on the decision for weekly occupancy of the center.

M. McKinley moved back to the Village recently and had concerns with the new ordinances and lack of communication.

L. Kimbrel spoke of how color was brought up consistently; commended Public Works and thanked them as her trees were cut down.

B. Sterns relayed a positive experience at the window when she got her village sticker and dog licenses and that she enjoyed talking with that staff and stated she deserves lunch. Meanwhile, she had a complaint about the staff working in the first window.

F. Williams spoke of water, stickers, and taxes. He spoke of contracts and how to negotiate them and asked that the Board act as adults.

B. Tamley is an investor with nine properties. He stated that the inspection process is terrible. He cited his experiences as the electrician was paid 1,000.00 to view three properties, the inspector passed him verbally, only to be extorted afterward. Independent inspections should be open to others as well. Tonya is respectful.

A Smith, a 20-year resident, spoke on vacant houses, lawns that are over 8ft. She asked if the village was responsible for cutting the grass. She asked if we would take care of things.

Mayor's responses:

ESDA - The Village has been reaching out to volunteers

Water Billing will be revisited in a couple of weeks. It has not been decided. Residents would pay less.

Potholes are being addressed as he spoke to PW to get a machine so that we can resurface streets.

Lights out will be addressed the next day

Ordinances are not targeting anyone. It is putting policy in place. Extortion is an extreme charge.

Grass and trees in abandoned homes is being addressed through a grant. The landscaper has not completed its first pass. Will try to get someone to remove that tree. Mayor will be inspecting areas.

GENERAL COMMENTS FROM MAYOR & TRUSTEES

Trustee Grant announced the preliminary review for the budget with Mr. Finch and that the first meeting would occur the following day. It would be a tough budget to make sure that we do not overspend. The Budget was based upon actual revenue.

Trustee Bell reported that the Safety Committee had a meeting that morning. Multiple investors have the same complaint, so it should be investigated.

Trustee Jasinski announced that the Committee would start meeting on July 10th at 7:00 p.m. in Village Hall.

Trustee Brewer announced that Public Service would host ComEd and Nicor on July 19th for Energy Assessments for residents. She announced that Bloom Township's program would be back in operation.

Trustee Todd announced that the Ordinance Review Committee would meet on June 24th in the Rotunda. She announced that she was looking for volunteers.

Trustee Williams announced the 8/17 recycling event planned, and that the Public Events Committee would meet 5 p.m. on Thursday.

Trustee Williams read a written statement regarding J. Wiszowaty. She had promised to let residents know when it was resolved. She provided a historical perspective of the charges and clarified all intentions. She advised that clarity would be provided in the other case as well.

Mayor Burgess invited everyone to the Grand Opening of the Gas and Wash at 10:30 on June 28th. He stated that they were looking for people to fill some position.

MOTION TO RECESS TO EXECUTIVE SESSION

Trustee Williams asked for, and the Mayor called for a motion to recess to Executive (closed) Session at 9:27 p.m. to discuss personnel matters in accordance to (5ILCS) 120/2 (c) (2018)

Trustee Williams moved, and Trustee Bell seconded. All were in favor.

The meeting was reconvened at 10:22 p.m. by the Village Clerk

ADJOURNMENT

Trustee Williams moved, and Trustee Bell seconded to adjourn the meeting at 10:23 p.m. All agreed.

/s/Mayor Derrick N. Burgess

/s/Village Clerk Marva Campbell-Pruitt

Summary

SPECIAL MEETING OF THE CORPORATE AUTHORITIES Committee Meeting VILLAGE OF SAUK VILLAGE

Sauk Village Municipal Center
21801 Torrence Avenue
Sauk Village, Illinois
(708) 758-3330

Wednesday, June 19, 2019
6:30 pm

The special meeting was called by Mayor Derrick Burgess of the Village of Sauk Village. Notice was issued in accordance with the Illinois Open Meetings Act.

Call to Order

The Special Meeting of the Corporate Authorities was called to order promptly at 7:30 p.m. by Mayor Derrick Burgess.

On Roll Call - Present were: Trustees Bell, Brewer, Grant, Jasinski, Todd, Williams

The lead for discussions was turned over to Interim Finance Director Anthony Finch who provided an introduction to the documents distributed to the Trustees and the Mayor.

- Director Finch explained the content in the columns as Line items, proposed income, and projected budget.
- Director Finch stated that the proposed 2019 - 2020 budget had been sent to Department Heads a couple of weeks prior for their input.
- Village Trustees presented questions and recommendations concerning varying lines and services, and they were answered by the Director and or Chairman of Budget and Finance

He then discussed line items by departments and highlighted the differences and provided justifications.

- A review of the second page illustrated anticipated revenue. It was noted that page 2 does not provide solid figures as the Civic software did not capture figures from Dec – April.
- He referenced the salary page to show how it relates to the figures on page 2 He advised that ADP and Civic do not sync.
- Elected Officials

- lines remained flat
 - The Line Items were questioned for the Beautification Committee, and the Senior Center as the figures presented did not meld. They would both to be researched and discussed at a subsequent meeting.
- The following line items were highlighted:
 - Professional Services increased
 - Publications & Memberships Increased
 - Printing decreased

Lines by Department

- Public Works
 - Utilities, construction, and supplies decreased by 50%
- Police Dept.
 - Budget factored for two additional officers
 - Anniversary raises and retro pay was not included as union contracts have yet to be negotiated
 - The Budge includes part-time officers. two current and two additional
 - Anticipating over-time expenses going down
 - Facility Maintenance should increase as they require a new HVAC Unit. (Village Hall will require a new system as well)
 - Academy Training expenses
 - Finch recommended extra payment for the Police Pension and Fire Pension (at least \$50,000.00)
- Emergency Management Administration (ESDA)
 - Concern was expressed that a director position was not in the budget, but no employees
 - Would add \$8,000.00 for the Director and remaining for on-call employees
 - Professional development must be increased to \$1,000.00
 - Professional Services leave at 2,500.00
 - Vehicle Repair should revert to \$1500.00
 - Clothing to 500.00
- Fire Department
 - Increased funds for Fire Department Administrator
 - Seeking a grant for tools and equipment. If not received, must allocate for the Breathing apparatus
 - Check on IMRF payment from last year
 - Facility Maintenance for \$62.00????
 - Need \$200,000.00 for an apron and Roof
- Parks & Playgrounds
 - Add funds (\$20,000.00 for the P/T Director
 - Supplies will need to be bumped up as all parks are in disrepair. Consider \$25,000.00 per park

Audit and Insurance

- Forensic Audit @ \$150,000.00 may not be sufficient. It was recommended to insert Consider \$250,000.00 – \$300,000.00

Motor Fuel Tax

- Revenues may increase to \$250,000.00
- MFT doubled this year will impact the Village.

Water Department

- The amount owed for IEPA Payment must be checked.
- IMRF fees increased lacking the months to be identified the CIVIC
- Trustees were advised not to bank on the State Capital Assistance. Can always amend the budget if the funds come in. It was advised that it be removed from revenue for \$500,000.00
- A suggestion was made to increase the OT from \$30,000.00 as four months are missing from the actual expenses
- IMRF is up, but wages are down because the split between water and sewer as was done in the past.
- Transfers 1.2 mil short. Will seek direction from the Trustees for direction
- IT and CIVIC will need to figure how to capture the .05 for the separate line item for the sewer.
- It was agreed that Sewer and Water should be combined on the printed bill
- The Sewer Study was an unfunded mandate that caused a rate increase to \$45,000.00.
- The transfer of \$100,000.00 from sewer are automatic transfers to the general fund for payment

Other Comments

- Budget is inclusive of all the Villages funds. It will not show funds to MFT.
- When revenue and expenses are compared, a two mil deficit is noted for the General Fund.
- Should try to present a balanced budget. Must cut items.
- Operating expenses must be paid. Must make decisions on what to cut.
- Police Chief's salary cap was questioned. It must be researched
- Anticipate paying a Village Administrator \$100,000.00
- New positions should be created by ordinance with Board Approval. The Fire Department hiring was done without notification of duties and salaries.
- A recommendation was made to identify sources under the Professional Services

The meeting ended at ___ p.m.

Next meeting was scheduled for the following Wednesday with Department Heads at 6:30 p.m.

/s/Mayor Derrick N. Burgess

/s/Village Clerk Marva Campbell-Pruitt

Village of Sauk Village

JOURNAL OF PROCEEDINGS

**Regular Board Meeting
of
the Corporate Authorities and Honorary Student Officials
Village of Sauk Village**

**SAUK VILLAGE MUNICIPAL CENTER
21801 TORRENCE AVENUE
SAUK VILLAGE, ILLINOIS**

**Tuesday, April 23, 2019
7:00 PM**

Call to Order: Mayor Derrick Burgess called the meeting of the Corporate Authorities to order at 7:00 p.m.

Pledge of Allegiance: Samantha Swan led the constituency in reciting the Pledge of Allegiance.

Roll Call: Present: Trustees: Brewer, Carter, Grant, Todd, and Zupon
Absent: Trustee Tates

Staff Present: Director/Treasurer Anthony Finch
Director Joseph Wiszowaty
Fire Captain Dennis Synowiec
Police Chief Malcolm White
Engineer Jim Czarnik
Director Kevin Weller
Director Allen Vavrik

Others in Attendance: Village Clerk Marva Campbell-Pruitt

Public Attendees: 43

Trustee Zupon moved, and Trustee Carter seconded the motion to approve the 2019 Student Governance Day.

On Roll Call, the following voted:

Ayes: Trustees Brewer, Carter, Grant, Todd, Zupon

Nays: None

Absent: Trustee Tates

Motion carried

Clerk Marva Campbell-Pruitt administered the oath to all Trustees, student officials, and officers stating their approval to participate in the Student Governance Day meeting. Students from Rickover Junior High School were sworn into office in the appointed roles.

MOTION TO RECESS TO EXECUTIVE SESSION

There was no Executive (closed) session.

Consent Agenda 1

- 1) **Samantha Swan** called for a Motion to Approve the Following Consent Agenda (1) for Executive (Closed) Session Meetings Minutes and to Release Them. Dates of minutes already considered were removed.

Trustee Zupon moved, and Trustee Grant seconded the motion to approve the Consent Agenda for the following dates:

- a) Dec 5, 2018
- b) June 13, 2018
- c) August 14, 2018

On Roll Call, the following voted

Ayes: Trustees Brewer, Carter, Grant, Todd, Zupon

Nays: None

Absent: Trustee Tates

Motion carried

- 2) **Samantha Swan** called for a Motion to Approve the Following Consent Agenda (2) for Executive (Closed) Session Meetings Minutes and to HOLD them.

Trustee Zupon moved, and Trustee Todd seconded the Motion to Approve the Consent Agenda 2 after removing dates of minutes already considered. The following dates were considered in the motion:

- a) June 5, 2018
- b) October 10, 2017
- c) December 5, 2017

On Roll Call, the following voted

Ayes: Trustees Brewer, Carter, Grant, Todd, Zupon

Nays: None

Absent: Trustee Tates

Motion carried

3) APPROVAL OF MINUTES

Samantha Swan called for a Motion to Approve the Journal of Proceedings for the Board Meeting of March 12, 2019.

Trustee Zupon moved, and Trustee Todd seconded the Motion to Approve the Journal of Proceedings of March 12, 2019, with the time to reconvene from Executive Board being 7:26 and adjournment at 8:59.

On Roll Call, the following voted

Ayes: Trustees Brewer, Carter, Grant, Todd, Zupon

Nays: None

Absent: Trustee Tates

Motion carried

4) Public Comment

- P. Couch commended the students for doing a fine job. She thanked them and stated it was pleasant to see them.
- D. Leak thanked the Mayor, Trustees, Clerk, and staff for this opportunity. She acknowledged the Board Members and newly elected member, PTO president, and her staff from all the schools in CCSD 168 who were in attendance.
- J. Cast congratulated all the young adults. She thanked the Fire Dept. and Association for involving the PLAN Group in the Easter Breakfast Opportunity. She thanked Dir. Williams of the library for providing books for distribution. She expressed disappointment in not being asked to work with the Village's Easter Egg Hunt.
- D. Williams congratulated the students and staff from Rickover and showed appreciation for continuing the program and the Village Sticker Contest. She thanked students for serving.

5) Reports of Officers

- **Mayor's Report** - Samantha Swan Read the Mayor's Report:

"The duties, roles, and responsibilities of the Mayor are as follows:

- To act as the Chief Executive Officer of the Village
- To run the Village Board Meetings
- Oversee day to day operations of the Village
- Oversee financial decisions
- Future planning for the Village
 - Network with other municipalities
 - Implement programs for current and future use

The Mayor manages public safety services such as police and fire departments as well. I also oversee Public Works, EMA Department, Finance Department, and Code Department.

In the case of a tie during a vote with the Board of Trustees, the Mayor breaks the tie and has the final decision.

The term of office is four years.

In summary, the duties and methods of election or appointment may vary widely based on the size of the locality and local traditions and laws.”

We are proud to recognize a new Sergeant. The Village Clerk Campbell-Pruitt administered the Oath of Office and David Melnyczenko was sworn in as a new Sauk Village Sergeant.

- **Village Clerk’s Report** - Robert Brown read the Clerk’s report:
 - “Congratulations to the new Board Trustees. They were certified today, April 23rd, 2019 by the Cook County Clerk’s office. She welcomed Debbie Williams, Sherry Jasinski, and Gary T. Bell. A New Trustee Orientation is scheduled for May 4, 2019. See Clerk Pruitt for more details. You will take an Oath of Office at the May 14th Board Meeting!
 - Time is running out for completing and submitting the Statement of Economic Interest before the May 1st Deadline.
 - The finalists for the Vehicle Sticker Contest were announced, and their artwork unveiled.
 - Fourth Place winner was Isabell Davilla
 - The Third-Place winner was Hope Mensing
 - The Second-Place winner was Kamma Williams
 - First Place Winner and whose artwork would be on this year’s vehicle stickers and the parent will receive a free sticker. Congratulations to Semaj Jones.
 - An announcement for a Village Tour, Luncheon and Awards Ceremony for all students who participated in the Student Governance Days at both School District 168 and tonight’s Municipal program, and the four finalists for the Vehicle Sticker contest was made for Thursday, April 25, 2019.
 - The first Seventh and Eighth Grade Dinner Dance for any student who resides in the Village was announced. It was a semi-formal affair and will be held in the Community Center. Tickets are \$2.00 each. Please see Ms. Jones for tickets.

Village Engineer’s Report - DeJa Walker read the report: “As you may recall, bids for the Elevated Tank Riser Replacement project were recently opened. Only one bid was received, and this bid significantly exceeded the engineer’s estimate for the project. This situation was discussed with the Mayor and Public Works Director, and it was decided that the best course of action is to rebid the project. In order to keep the elevated tank online during the peak water demand period during the summer, the project rebid will be timed so that construction starts no earlier than September. Therefore, bids will be opened during the first board meeting in July, and then the project will be awarded during the second board meeting in July if the bid results are satisfactory.”

6) Reports of Departments

- **Treasurer and Finance Report** - Ja’Qira Barnes read into the record the Treasurer and Interim Finance Director’s and reported the cash balances for April 18, 2019.

Cash Balances for April 18, 2019

	4/18/2019	
Cash Balances	Balance	Ending Bal
At First Midwest Bank		
General Fund-Special	\$1,054,028.93	\$1,054,028.93
Available Cash	<u>\$1,012,911.00</u>	\$1,012,911.00
Total Unrestricted cash	\$2,066,939.93	
 Outstanding checks	 \$46,636.84	

For Accounts Payable and Payroll, the amounts represent payment for payroll, purchases, supplies, equipment, and services rendered. The total distributions are \$296,328.97

- **Fire Department - Timothy McElroy read the report of the Fire Department; he reported:**
 - “The fire department responded to 41 calls for service for the period April 4, 2019, thru April 17, 2019. The most serious was a vehicle fire on Burnham Ave. A car rear-ended another and burst into flames. Fortunately, the driver was able to get out with help of some other motorists.
 - The pancake breakfast with the Easter Bunny on Palm Sunday was a success. Turnout was lighter than normal due to the bad weather but those who came enjoyed a wonderful breakfast. The children were happy to see the Easter Bunny. We thank the PLAN group for providing books for the children.

- The fire department provided station coverage for Beecher on April 19 while they hosted an active shooter drill.”
- **Police Department** - Demara Collins read the report for the Police Department:
 - **“CalCom Report:** For a period between **04/09/2019 thru 04/23/2019** the police department received 433 calls for service.
 - **Police Arrest Summary:** During that same period the Sauk Village Police Department had a total of **23** arrests.
 - **Victim Resources:** On **04/16/2019**, the Sauk Village Police Department entered into a Law Enforcement Victim Outreach Agreement with the Crisis Center of South Suburbia. The Crisis Center of South Suburbia is a non-profit community organization that provides emergency shelter and other essential services for individuals and families victimized by domestic violence. Additionally, their organization provides additional training and information for law enforcement personnel and the general public.
 - **Police Staffing:** Sauk Village candidates for the spring class of the Chicago Police Academy have entered the final stages of the hiring process. Successful candidates will begin their 728 hours of mandatory law enforcement training on Monday, May 13, 2019.
- **Emergency Management Agency** - Nyla Whitaker read the following **Emergency Management Agency** report:
 - “From the time period of April 9th to April 15th, 2019, EMA responded to 11 calls of service as follows:
 - * 5 Auto Accidents
 - * 1 Gas Leak Investigation
 - * 2 Vehicle Fires
 - * 1 Electrical Fire
 - * 1 Smoke Investigation
 - * 1 Assist Other Agency ~ Crete Fire Department for a structure fire.
 - I'd like to take a minute to remind everyone about "SCOTT'S LAW" also known as THE "MOVE OVER" LAW.
 - * Scott's Law was named after Lieutenant Scott Gillen of the Chicago Fire Department who was struck and killed by an intoxicated driver while assisting at a crash on the Dan Ryan Expressway.
 - * This law applies to ALL vehicles that display flashing EMERGENCY LIGHTS, including commercial trucks and cars. This law is NO LONGER LIMITED TO AUTHORIZED EMERGENCY VEHICLES ~ POLICE, AMBULANCES, FIRE OR EMERGENCY MANAGEMENT AGENCY VEHICLES.
 - 1) REDUCE YOUR SPEED

- 2) CHANGE LANES IF POSSIBLE
- 3) PROCEED WITH DUE CAUTION

* An authorized EMERGENCY vehicle, under the "SCOTT'S LAW" includes ANY vehicle authorized by law to be equipped with oscillating, rotating and or flashing lights under Section 12-215 of this code, while the owner or operator of the vehicle is engaged in his or her official duties.

* So please when you see an emergency vehicle please slow down and be cautious.”

- **Public Works** - Salvador Corona read the following report:
 - “Our next scheduled street sweeping for 2019 will begin on Monday, May 6th. Residents are reminded that local ordinance prohibits parking on the streets between the hours of 7:00 A.M. and 3:30 P.M. during the day of your garbage pickup.
 - The next scheduled hydrant flushing will be on the north side of town. This area is located north of Sauk Trail & west of Torrence extending to Carlisle Estates. Flushing will begin at 8:00 A.M. on May 6 and will continue through the day finishing up at 8 pm, any hydrants unflushed will be completed the next day. Residents should refrain from washing light colors for 24 to 36 hours after flushing.
 - The first branch pickup for 2019 will begin May 6th and end on Friday, May 17th. Residents are asked to have limbs out no later than Sunday, May 12th. Please stack branches neatly in the same direction this will help with the pickup. No piles will be picked up after these dates. NO EXCEPTION.”

Economic Development - Danarius Reed read the following report:

“I am pleased to report that the Village’s Comprehensive Plan is on tonight’s agenda for adoption.”

Human Resources - Ms. Torrin Turner read the Report provided by HR.

9) Reports of Trustees and Standing Committees

- **Public Services Committee** – Stephanie Estrada read the following report, “As of April 2019, there are 80 fire hydrants out of service. We will be aggressively looking for water and MFT Funds to address repairs and replacements of the fire hydrants. I will be checking with Kevin Weller of Public Works and Mr. Finch, Finance Director, to determine the best course of action.”
- **Budget & Finance Committee** - Trustee Sienna Holloman read the following report: “Budget & Finance Committee did not meet in the month of April, but we will have a meeting in May. At the May committee meeting I would like to discuss with the committee what we can do or help to do to in order to bring down the number of

deficiencies we have based on the most recent audit that was presented to the board. Also, budget preparation is still ongoing as I am assisting the interim finance director with preparation of the budget. With, no further comments. “

- **Housing/ Intergovernmental Relations Committee**- Trustee Grant was absent. Dana Lara stated, “Thank you, Mayor, I have no report.”

- Ordinance Review Committee – Alecia Turner read the following report:

“The ordinance review committee meets only when we have ordinances brought to our Committee. At this time, we have no ordinances to review so no meeting has been scheduled. Our committee is always looking for volunteers.”

- **Public Safety Committee - Sabel Raymond read the** Public Safety Committee by stating that the Committee “may review and make recommendations to the Village Board on matters relating to public safety policy in areas of Police, Fire, and Emergency Management. The Committee may also serve as a neighborhood networking resource for reducing crime and increasing education by interfacing with the Police Department and residents.

The Public Safety Committee meets on the first Wednesday of the month, here at Village Hall at 6 p.m. and she announced the next Public Safety meeting for Wednesday, May 1st.”

- **Committee Outreach Committee** - Jonyae Carter reported that the Community Outreach Committee did not have a report.

10) Reports of Committees and Commissions

- **Senior Advisory Committee** - Angelina Swan asked residents to remember the Game Night every 1st & 3rd Friday from 5 pm - 9 pm.

11) New Business

- a) Samantha Swan called for a Motion to Approve Accounts Payable and Disbursements dated April 23, 2019, for \$296,328.97.

Trustee Grant moved, and Trustee Carter seconded the motion.

- Comment: The report was revised, and Trustee Grant requested that the report be provided in a timely manner. Asked for clarification concerning an IRS fine from 2016. It is due by May 15th.

On Roll Call, the following voted:

Ayes: Trustees Carter, Grant, Zupon

Nays: Brewer, Todd

Absent: Trustee Tates

Motion carried

- b) Samantha Swan called for a Motion to Approve an Ordinance Adopting the 2019 Comprehensive Plan for Sauk Village.

Trustee Zupon moved, and Trustee Carter seconded the motion.

On Roll Call, the following voted:

Ayes: Trustees Brewer, Carter, Grant, Todd, Zupon

Nays: None

Absent: Trustee Tates

Motion carried

- c) Samantha Swan called for a Motion to Approve a Resolution of to Enter into an Agreement with Enbridge Energy Limited Partnership.

Trustee Zupon moved, and Trustee Carter seconded the motion.

Comment: Trustee Brewer asked for further discussion at the following Committee Meeting

On Roll Call, the following voted:

Ayes: Trustees Carter, Grant, Todd, Zupon

Nays: None

Absent: Trustee Tates

Abstention: Trustee Brewer

Motion carried

- d) **Samantha Swan called for a motion** to Approve the Recommendation of the Zoning Board of Appeals/Planning Department for three Sign Variances for Lenny's Gas-N-Wash.

Trustee Zupon moved, and Trustee Carter seconded the motion.

On Roll Call, the following voted:

Ayes: Trustees Brewer, Carter, Grant, Todd, Zupon

Nays: None

Absent: Trustee Tates

Motion carried

12. Adjournment

Mayor Burgess offered commentary before the meeting concluded. He thanked individuals who assisted with the Easter Egg Hunt. He acknowledged M. Klopp, J. Burgess, Trustees Zupon, Bates and Grant; and Clerk Marva Campbell-Pruitt.

He thanked the parents representing students and the staff of CCSD 168 for their roles in both Student Governance Days.

Trustee Zupon move and Trustee Brewer seconded a motion to adjourn. All were in favor; the Motion carried; the meeting adjourned at 7:53.

/s/Mayor Derrick N. Burgess

/s/Village Clerk Marva Campbell-Pruitt

Journal of Proceedings

**Regular Board Meeting
of
the Corporate Authorities
Village of Sauk Village**

**SAUK VILLAGE MUNICIPAL CENTER
21801 TORRENCE AVENUE
SAUK VILLAGE, ILLINOIS**

**Tuesday, June 25, 2019
7:00 PM**

1. Call to Order: Mayor Derrick Burgess called the meeting of the Corporate Authorities to order at 7:00 p.m.

Pledge of Allegiance: Mayor Derrick Burgess led the constituency in reciting the Pledge of Allegiance.

Roll Call: Present: Trustees: Bell, Brewer, Grant, Jasinski, Todd, and Williams
Absent: None

Staff Present: Eng. Jim Czarnik Fire Captain Dennis Interim Director ZaTonya
Synowiec McCoy
Police Chief Malcolm White

Others in Attendance: Village Clerk Marva Campbell-Pruitt, Attorney Mike McGrath
Public Attendees:

2. MOTION TO RECESS TO EXECUTIVE SESSION

Mayor Burgess called for a motion to recess to Executive (closed) Session at 7:02 p.m. to discuss Pending Litigation by (5ILCS) 120/2 (c) (2017) Trustee Williams asked to include Personnel Issues to the agenda.

Trustee Williams moved, and Trustee Jasinski seconded.

On Roll Call:

Ayes: Trustee Bell, Brewer, Grant, Jasinski, Todd, Williams

Nays: None

Motion Carried

3. MOTION TO RECONVENE REGULAR BOARD MEETING

Mayor Burgess requested a motion to reconvene the Board meeting at 8:45 p.m.
Trustee Bell moved and Trustee Todd seconded.

Roll Call: Trustee Bell, Brewer, Grant, Jasinski, Todd, Williams

4. APPROVAL OF MINUTES

Mayor Burgess asked for the following motions:

- a) Motion to Approve Journal of Proceedings for the May 14, 2019 (1)Regular Board Meeting.

Trustee Williams moved, and Trustee Bell seconded

On Roll Call:

Ayes: Trustee Brewer, Grant, Todd,

Nays: None

Abstain: Trustees Jasinski, Bell, Williams

Motion Carried

- b) Motion to Approve Journal of Proceedings for the May 14, 2019 (2) Inaugural Board Meeting.

Trustee Williams moved, and Trustee Bell seconded

On Roll Call:

Ayes: Trustees Bell, Brewer, Grant, Jasinski, Todd, Williams

Nays: None

Motion Carried

5. PUBLIC COMMENT

J Cast asked who would be over Parks and Recs and expressed concerns that there are no programs for the youth.

T. Jones stated the need for a better way to handle interviews as the current process is an injustice to residents.

D. Johnson spoke on behalf of her real estate client concerning J. Rogers, who had inspected her property. The client, J. Salazar, then spoke and stated that she was told that the Village was corrupt, and all previous investigations were null. She named a previous staff member who had approved the inspection. She had no receipts from the previous inspection and is now asked to reapply for all permits for the entire house and pay \$350.00.

Mayor Burgess Responses

Parks and Recs – We do not have a current director; he is monitoring it but has someone working on a volunteer basis.

The Interview Process - It was the first time for that experience where the entire Board conducted interviews. He was notified that day that it would take place.

Regarding speaking about a former staff, He has regretted the review of the inspector, as the statement is libelous. He stated that the property must be under control and that it can be handled the next day properly. He further advised that the Village does not receive funds from inspections...it goes to the company.

6. REPORTS OF OFFICERS

- a. Mayor's Report - Mayor Derrick Burgess
 - i. Deferred his comments to the Interim Economics Director
- b. Village Clerk – Marva Campbell-Pruitt
 - i. Creative Arts Program – reminded the Board of Mr. Mack's program and asked that the Clerk's office be allowed to reconnect with him.
 - ii. A Holiday Thanksgiving Luncheon will be hosted November 29th
- c. Village Engineer – Jim Czarnik reported on the rebid of the elevated riser tanks project.
- d. Treasurer's Report – Mr. Anthony Finch was not present.

7. REPORTS OF DEPARTMENTS

- a. Finance & Administration – Interim Director Anthony Finch was not present.
- b. Fire Department – Chie Dennis 32 calls for service the remainder of the report will be filed with the certified minutes.
- c. Police Department – Chief Malcolm White reported that there were 465 calls and 18 arrests. He reported that the Department had been given access to Bloom Trail for testing for qualifications towards employment. The complete report will be filed with the certified minutes.
- d. Emergency Management Agency - Director Allen Vavrik, was not present.
- e. Public Works – Director Kevin Weller was not present.
- f. Comm/Econ Development – Interim Director Tonya McCoy Introduced herself as the Interim and invited everyone to the Grand Opening for the Gas N Wash

8. REPORTS OF TRUSTEES, STANDING COMMITTEES AND COMMENTS

- a. Trustee Gary Bell announced the next meeting being 7/16/2019 at 11:00. He asked that an agenda item, Honorary Signs and designations be added on the next Committee Meeting.
- b. Public Services Committee - Trustee Bernice Brewer reported on a scheduled Energy program to be conducted July 19th with ComEd and Nicor.
- c. Budget & Finance Committee- Trustee Rodrick R. Grant reported on plans to discuss cost savings initiatives and asked to be on the agenda for a subsequent meeting to discuss how to utilize funds from the Gas and Wash. He highlighted that the only change to Accounts/Payable change was an increase in funds for the insurance.
- d. Trustee Sherry Jasinski reported that her committee would meet July 10th.

- e. Ordinance Review Committee - Trustee Linda L. Todd announced that the committee would meet July 8th. The committee met the previous day and are working on an ordinance for dog kennels. The committee will discuss the Standing Committees at the next meeting
- f. Trustee Debra L. Williams asked to change her vote to abstain for approval of the minutes for the first meeting on May 14th. She met the committee to discuss monthly workshops in August and Sept on a Saturday. She announced a recycling event planned and confirmed. Looking for twenty 9-13-year-old youth on robotics. Mentoring Youth through Technology. Hosting a brunch with local officials and the next meeting is July 18th at 5:00 p.m.

9. REPORTS OF COMMITTEES AND COMMISSIONS

- a. Senior Advisory Council – Chairman, Emmett Farmer reported that the next meeting is Jul 11th, not as was stated on the calendar. He announced other upcoming activities, i.e., the Senior Potluck Lunch on July 16th and a Medicare Awareness program.

10. NEW BUSINESS

- a. Motion to Approve Payroll, Accounts Payable and Disbursements in the amount of \$320, 255. 63.

Trustee Grant made the motion, because of the lack of a second, the **motion failed**.

Trustee Williams read a multi-level motion to approve Accounts Payable with the removal of various entities. The exceptions noted were payments to the Human Resources consultant over the amount previously approved in the Statement of Work, the Fire Director Administrator, and Interim Community Development Director. The narration and its directives will be on file with the certified minutes

The motion was seconded by Trustee Brewer.

Questions/Comments

- Mayor Burgess stated that opposition of two individuals, he was not asked to see the documentation and that the positions were in the 2018-2019 budget. He asked to be on the record, stating, “If the Board desire to withhold payment for services rendered, that would be on them, and that it is personal.”

On Roll Call:

Ayes: Trustees Jasinski, Williams, Brewer

Nays: Trustees Grant, Todd

Abstentions: Trustee Bell

Motion Carried

- b. An Ordinance Amending Section 18–29 Fee Schedule of the Sauk Village Municipal Code
Trustee Todd moved, and Trustee Bell seconded.

On Roll Call:

Ayes: Trustee Bell, Brewer, Grant, Jasinski, Todd, Williams

Nays: None

Motion Carried

Jacob Howard was appointed to the office of Part-time Police Officer and was sworn in by the Village Clerk.

Mayor Burgess asked that someone inform the payroll clerk of the stipulations for payment for those exceptions in Accounts Payable.

11. Adjournment

Having completed the business of the day and exhaustion of the agenda, Mayor Burgess called for a motion to adjourn at 9:30 p.m.

Trustee Williams moved, and Trustee Bell seconded. All were in favor.

/s/Mayor Derrick N. Burgess

/s/Village Clerk Marva Campbell-Pruitt

Journal of Proceedings

SPECIAL MEETING OF THE CORPORATE AUTHORITIES VILLAGE OF SAUK VILLAGE

Sauk Village Municipal Center
21801 Torrence Avenue
Sauk Village, Illinois
(708) 758-3330

Wednesday, June 26, 2019
6:30 pm

The special meeting was called by Mayor Derrick Burgess of the Village of Sauk Village. Notice was issued in accordance with the Illinois Open Meetings Act.

Call to Order

The Special Meeting of the Corporate Authorities was called to order promptly at 6:30 p.m. by Mayor Derrick Burgess.

On Roll Call - Present were: Trustees Bell, Brewer, Grant, Jasinski, Todd, Williams

NEW BUSINESS

Mayor Burgess stated that the purpose of the meeting was a continuation of the review of the draft 2019-2020 Budget. The discussion was led by Interim Finance Director Anthony Finch.

PUBLIC COMMENT

No Comment

ADJOURNMENT

Trustee Zupon moved and Trustee Todd seconded a motion to adjourn the meeting at 6:52 p.m. The voice vote was unanimous.

/s/Derrick N. Burgess, Mayor

/s/ Marva Campbell-Pruitt, Village Clerk

Summary

**SPECIAL MEETING
OF THE
CORPORATE AUTHORITIES
VILLAGE OF SAUK VILLAGE**

Committee Meeting - Budget

Sauk Village Municipal Center
21801 Torrence Avenue
Sauk Village, Illinois
(708) 758-3330

Wednesday, June 26, 2019
6:30 pm

The special meeting was called by Mayor Derrick Burgess of the Village of Sauk Village. Notice was issued in accordance with the Illinois Open Meetings Act. The purpose of the meeting was a second review the budget.

Call to Order

The Special Meeting of the Corporate Authorities was called to order promptly at 6:30 p.m. by Mayor Derrick Burgess.

On Roll Call - Present were: Trustees Bell, Brewer, Grant, Jasinski, Todd, Williams

Interim Finance Director Anthony Finch presented the adjustments made to the preliminary proposed budget presented the previous week.

The following were discussed and recommended:

- The Supply Budget was discussed as the budget was over spent for the previous year. The Finance Team was asked to share itemized invoices from Amazon
- Pg. one remain the same, except Vendor Machine Licenses were decreased to \$1,000.00 (\$25.00 each); DUI Fines were reduced
- Pg. two was the same
- A Trustee questioned where were the funds from the Oslad Fund, and asked to see the bank balance
- The Compensation Page was reviewed

General Fund Detail

- Trustees questioned the Senior Center's rental as the revenue was very low
- Recommended to removed two add'l part-time police
- Reduce Public Works OT, seek to hire one staff person, remove one of five seasonal workers
- Trustees asked for headers on each page

Elected Officials

- Student Gov't Day would remain the same
- Public Information line item title would be changed to Legal Public Notices

Public Grounds and Buildings

- Facility Main & Supplies
- Facility Maintenance – repairs

Police Department

- Other Rentals and Leases increased to \$30,000.00
- Research the expiration of the 911 Services Agreement

EMA (ESDA)

- Moved Professional Development for \$1,000 from Membership

Fire Department

- Operating supplies decreased from \$10,019.00 to \$600.00. Why? The response is that it was likely coded incorrectly? Allocate \$700.00
- Mayor Burgess mentioned the apron and roof as they are essential repairs for the Fire Department. Must continue to allocate \$200,000.00
- Recommendation to add funds for the Pension Fund to the budget. Consider going 25/75 between fire and police
- Fire and Foreign Fire Fund
- Transfers 2007C Bonds \$65,900.
- Add Air Packs
- Remove Fire Administrator salary of \$40,000.00
- Review Bud's Contract because of the lift assist needs

Parks and Playgrounds

- Add employee Wages for \$20,000.00
- Need another base for the park outside village Hall and on 223rd

Audit and Insurance

- The amount was increased for assistance with Bank Reconciliations and financial assistance

- Forensic Audit bump up to \$200,000.00. Will need to wait for RFPs and would likely to go to another fiscal year
- The question was asked why did the insurance increase. Response: To pay deductibles

Community Development

- The question was asked about the position and who was in it? The Interim Director will check and provide details

MFT

- The amount increased as taxes are increased. Public Works uses those funds.

Water Department

- Added \$20,000.00 for eight (8) additional water Meters/fire hydrants to the \$28,000,00 under Equipment Repair and Maintenance
- Utilities were moved back to \$65,000.00.

Sewer Department

- Pay 29,000.00 twice a year
- Loan forgiveness 650,000.00. IEPA Balance must be checked for clarity
- Need equipment and piping for the .05 increase annually

Update

Police Salary is at \$115,000.00. The contract and Executive Meeting minutes will be checked to determine the salary cap

At the end of the day, Dir. Finch stated that, as is, the budget was \$930,990.00 over the anticipated revenue.

There was no motion to adjourn.

/s/Mayor Derrick N. Burgess

/s/Village Clerk Marva Campbell-Pruitt

