

COMMITTEE OF THE WHOLE MEETING
MAYOR AND BOARD OF TRUSTEES OF THE
VILLAGE OF SAUK VILLAGE, ILLINOIS
21801 TORRENCE AVENUE, SAUK VILLAGE, ILLINOIS
January 2, 2024, 7:00 PM

The complete Minutes will be sent via Email

CALL TO ORDER CALL TO ORDER

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

On Roll Call

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

Absent: None

Others in Attendance: Clerk Marva Campbell-Pruitt, Mr. Tim Williams, Calene Zabinski

1. DISCUSSIONS & PRESENTATIONS

- **Trustee Debra Williams**

- Internal Auditor Calene Zabinski attended the meeting and provided the following update: She referenced a report given August 2023, where Trustees asked that she provide greater finance details of revenue. She has sought the following with no results
 - Access to reports from Paylocity so that she could provide payroll information
 - Property tax documents from the Treasurer.
 - Copies of bank statements, but reported not seeing any from May 2023 to the present'
 - Sheldon Fox has not received documents to complete Bank ReconciliationsShe reported that she, nor Sheldon Fox could proceed without access to the systems, and that Mr. Tim Williams is her point of contact, therefore she sends email requests to him, and he reports that he has forwarded them to Renee Lewis

Mayor Burgess responded that they could review files but can not have access to the systems and that they would receive copies of the documents.

Calene responded that she had been making requests for three-four weeks to no avail and that she had been with the Village since July. She requested a View Only access to Paylocity as is the case with Cassell. She also informed the Board that Baker Tilley could not start on the audit without Bank Recs. She and Seldon Fox were prepared to move forward.

Mayor Burgess mentioned that the proposal submitted by L. Williams and her were not approved by the Board. He recounted and stated that since L. Williams proposal was not approved, that it was inclusive of the one she presented.

The Board was informed that her agreement did not need amending as it stipulates the time, she would dedicate to audit preparation and that it was approved on August 22nd.

Trustee Williams refuted much of what Mayor Burgess stated and suggested that Sheldon and Calene manage the outstanding details needed, and that the Finance Director should provide the records needed.

Trustees made several comments:

- A request was made for a checklist to determine who would assume responsibility for the various components of each task
- As Calene and Sheldon were engaged to do the job, provide them access and documents to be successful
- The Mayor Burgess and Tim Williams were called upon to lead in getting the requests completed
- The history of the current interim fin director's work history was discussed, and the responsibilities expected, yet not fulfilled

The discussions concluded with the following determinations:

- Authorize Calene to approve audit prep
- Meet with Trustees and Fin. Dir.
- Identify the steps Needed
- Hire a Senior Accountant to assist Kelly and Fin. Dir.
- Determine if another consultant is needed or hire someone
- A copy of Sheldon Fox is needed

○ Financial Reports-

- Update FY 21, 22 and 23 Audits - Tim Williams reported that he had no updates on finance matters:
- Update FY 24 Budget

Trustees questioned when the budget would come back for review. Mayor Burgess will speak to the Fin. Dir. To schedule another review.

It was requested that Trustees meet with dept. heads individually. Mayor Burgess advised that the budget would be given, but Trustees would not meet with the dept. heads.

The next steps are to post in the paper and conduct a Budget Hearing

- Update 2023 Treasurer Report

Trustee Williams questioned if the Treasurer's report had been filed in October 2023

A PBC list was provided by the auditor

• **Interim Village Administrator Timothy Williams**

- An Ordinance Adopting Regulations For Scheduled Transportation Services

Mr. Tim Williams provided a historical perspective on migrants from Chicago being dropped at varying locations without notice. It presented as public health and safety issues. The ordinance presented would curb non-authorized companies from illegal drop offs and provide for redirection back to Chicago.

Questions from Trustees were fielded concerning where migrants would be temporarily housed and the time limits; if we had a comprehensive plan that involved the Fire and police departments. The plan was requested.

Another questioned why the Village could not upgrade vacant properties and make them livable for migrants. Mayor Burgess asked Trustee Sapp to research the possibilities.

If migrants are dropped, the Village would engage Cook County for assistance.

This item would proceed to the next Board Meeting for consideration of being adopted.

- Village Clerk Marva Campbell-Pruitt
 - Temporary Solicitation Permit

2. PUBLIC COMMENTS –

3. GENERAL COMMENTS BY TRUSTEES & MAYOR

4. EXECUTIVE CLOSED SESSION

- Motion to Recess to Closed Session to Discuss Personnel Matters, Update of Pending Litigation, Collective Bargaining Matters, Review Executive Board Minutes, Real Estate, or Employment and Compensation as needed (5ILCS) 120/2 (c) (2021)
- Reconvene Committee of the Whole Meeting

5. ADJOURNMENT



JOURNAL OF PROCEEDINGS

Village of Sauk Village

Board Meeting of the Mayor and Corporate Authorities

Municipal Center

21801 Torrence Avenue, Sauk Village, Illinois

Tuesday, January 9, 2024, 7:00 p.m.

1. Call to Order

Mayor Burgess called the meeting to order at 7:05 p.m.

a. Pledge of Allegiance:

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

b. Roll Call:

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

Absent: None

Staff Present:

Interim Village Administrator Williams, Interim Director Lewis, Fire Chief Barrett, Police Chief White

Others in Attendance:

Clerk Marva Campbell-Pruitt, Atty. Silverman (remotely) He signed off before the meeting concluded

Mayor Burgess announced the amended Ordinance Adopting Regulations For Scheduled Transportation Services. The change noted was the changed hours prohibiting drop-offs was from 1:00 a.m. – 5:00 a.m.

- There was an issue with the tape recorder. Recordings started at 8:04 p.m.

2) EXECUTIVE CLOSED SESSION

NONE

3) APPROVAL OF MINUTES

- a) Approve the Journal of Proceedings for the Board Meeting of December 12, 2023

Trustee Johnson moved, and Trustee Carter seconded a motion

Corrections to be made were on Item 6d; 10 motions; and 8c.

On Roll Call

AYES: Trustees Burns, Carter, Coleman, Johnson, Sapp, Williams

NAYS: None

ABSENT: None

Motion Carried

- b) Approve the Journal of Proceedings for the Committee of the Whole Meeting of December 19, 2023

Trustee Johnson moved, and Trustee Carter seconded a motion

Corrections were requested for how the Mayor reported on the continuation of the Facebook E-news Page. Though a request to review the recordings was noted and the Clerk advised that the minutes do not require verbatim responses, Mayor Burgess provided clarity on his statements regarding the Facebook E-news page.

On Roll Call

AYES: Trustees Burns, Carter, Coleman, Johnson, Sapp, Williams

NAYS: None

ABSENT: None

Motion Carried

c) Approve the Notes for the Budget Workshop on December 11, 2023

An amended set of minutes were provided to remove items from a previous meeting. It was suggested to change the wording from Meeting Notes to Minutes.

Trustee Johnson moved, and Trustee Carter seconded a motion

On Roll Call

AYES: Trustees Burns, Carter, Coleman, Johnson, Sapp, Williams

NAYS: None

ABSENT: None

ABSTENTION:

Motion Carried

4) PUBLIC COMMENTS

- D. Smith recommended a training on the social media policy and commented on potential lawsuits as a result of being blocked on that page and that of another Trustee.
 - Mayor Burgess' Responded that as only comments were made, there could be no response.

5) REPORTS OF OFFICERS

a) Mayor - Derrick Burgess:

- i. Advised others to be careful in the snowstorm; plowing takes place as soon as possible; no parking after two inches of snow
- ii. The mask policy may be reinstituted

b) Village Clerk - Marva Campbell-Pruitt

- i. Announced that some Lynwood residents would use the Community Center as their polling place
- ii. Announced the Judicial Forum planned for February 22nd
- iii. Provided the Recycling Schedule
- iv. Provided Trustee Pay Schedule

c) Interim Village Treasurer – Mr. Louis Williams was not present

d) Corporation Counsel – Ancel Glink Attorney Silverman spoke of the amended Ordinance Adopting Regulations For Scheduled Transportation Services and that a 2/3, Super Majority vote was needed to adopt it. Once adopted, the ordinance would take place immediately.

Questions

When questioned, Atty Silverman stated that the Mayor has the authority to not place items on the agenda. He also stated that the Mayor has the authority to not call a motion that is on the agenda.

c) Zoning Board of Appeals Commission – Chairman Charles Pondexter

8) **PRESENTATION OF ORDINANCES AND RESOLUTIONS**

a) An Ordinance Adopting Regulations For Scheduled Transportation Services

Trustee Johnson moved, and Trustee Carter seconded a motion

On Roll Call

AYES: Trustees Burns, Carter, Coleman, Johnson, Sapp, Williams

NAYS: None

ABSENT: None

Motion Carried

- Though a unanimous vote was cast, the Mayor was called to vote, and he voted Aye.

9) **UNFINISHED BUSINESS**

10) **NEW BUSINESS**

a) **FINANCIAL MATTERS:**

- i. Approve Transfers, Payroll, Accounts Payable Distributions in the Combined Amount of \$ 498,346.29, and authorize the Finance Department to Remit Payments

Trustee Johnson moved, and Trustee Carter seconded a motion

A motion to **amend** the motion to deduct \$41,015.00 and strike the \$498,346.29, and replace it with \$457,331.29 was made by Trustee Coleman and seconded by Trustee Williams

On Roll Call

AYES: Trustees Burns, Coleman, Sapp, Williams

NAYS: Trustees Carter, Johnson

ABSENT: None

Motion Carried

Motion to Approve Transfers, Payroll, Accounts Payable Distributions in the Combined Amount of \$457,331.29, and authorize the Finance Department to Remit Payments

Trustee Coleman moved, and Trustee Williams seconded a motion

On Roll Call

AYES: Trustees Burns, Carter, Coleman, Johnson, Sapp, Williams

NAYS: None

ABSENT: None

Motion Carried

b) **PETITIONS, AGREEMENTS, AND ACTION ITEMS**

None

11) **REPORTS OF STANDING COMMITTEES AND TRUSTEE COMMENTS**

- a) Public Health & Safety - Trustee Aretha Burns announced the meeting for the last Friday in January
- b) Budget, Finance & Audit – Trustee Eugene Carter announced the meeting for 1/16 at 6:00 p.m.
- c) Ordinance Review - Trustee Arnold Coleman announced the meeting for 1/26 at 7:00 p.m.
- d) Public Services - Trustee Raven Johnson announced a meeting for 1/17 at 7:00 p.m.
- e) Housing and Intergovernmental Relations - Trustee Diane Sapp announced a meeting for 1/29 at 7:00 p.m.

- f) Community Development - Trustee Debra Williams announced a meeting for 1/24 at 10:00 a.m.; a Blood Drive on 2/24 and 5/25
- i. Questioned if camera footage was available
 - ii. Acknowledge Nat'l Law Enforcement Appreciation
 - iii. Reported on the following:
 - i. The Internal Auditor was asked to be on the agenda, but it was denied. Trustee Williams read the report instead. The report will be provided to the Clerk for inclusion to the minutes.

The Village Clerk was allowed to provide an addendum to the Clerk's Report as she acknowledged all of the many volunteers, Trustees, Board President Tammy Jones, who hosts an annual Toy Drive to distribute toys and other members of the Community Partners Team, Chief Barrett, and the Gas N' Wash for their donations and helpfulness towards Holiday Cheer. She expressed appreciation to an organization, Be Encouraged Now, Inc. in Lynwood who provided many coats, hats, knitted wear and toys, the Lambda Tau Omega Chapter of Alpha Kappa Alpha, Sorority, and provided kudos to the DJ (though not mentioned, DJ Flick) who kept everyone pumped and engaged. It was a stupendous success as we served more than 135 residents, the most ever.

12) GENERAL COMMENTS FROM MAYOR BURGESS

- Acknowledged Trustee Sapp for ???
- Announced that Village Hall is Closed on 1/15 and now business could be conducted
- The Payroll Report in the system does not allow for Read Only privileges, therefore, the Internal Auditor would have total access of records
- He appreciated how the meeting transpired and expressed a desire that future meetings would continue in the same way to conduct the business of the Village

13) ADJOURNMENT

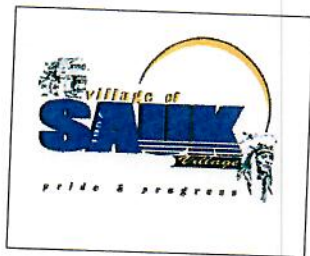
Having completed the business of the day, Mayor Burgess called for adjournment at 8:30 p.m. Trustee Johnson moved, and Trustee Williams seconded. The motion passed unanimously.

/s/Marva Campbell-Pruitt
Village Clerk

/s/Derrick Burgess
Mayor

MEETING CANCELLATION

There was no
Committee of the
Whole Meeting
On Tuesday,
January 16, 2024



JOURNAL OF PROCEEDINGS

Village of Sauk Village

Board Meeting of the Mayor and Corporate Authorities

Municipal Center

21801 Torrence Avenue, Sauk Village, Illinois

Tuesday, January 23, 2024, 7:00 p.m.

1. Call to Order

Mayor Burgess called the meeting to order at 7:09 p.m.

a. Pledge of Allegiance:

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

b. Roll Call:

Present: Trustees: Burns, Carter, Coleman, Johnson, Sapp (Remotely) and Williams

Absent: None

Staff Present:

Interim Village Administrator Williams, Interim Director Lewis, Chief Barrett, Chief White, Director James

Others in

Attendance:

Clerk Marva Campbell-Pruitt

2) EXECUTIVE CLOSED SESSION

- a) Motion to Recess to Closed Session to discuss Employment (5ILCS) 120/2 (c) (2021) was moved to the end of the agenda.

3) APPROVAL OF MINUTES

- a) Approve the Journal of Proceedings for the Special Board Meeting of December 22, 2023

Trustee Johnson moved, and Trustee Carter seconded a motion

On Roll Call

AYES: Trustees Burns, Carter, Coleman, Johnson, Sapp (Remotely) Williams

NAYS: None

ABSENT: None

ABSTENTION:

Motion Carried

- b) Approve the Journal of Proceedings for the Committee of the Whole Meeting of January 2, 2024

Trustee Johnson moved, and Trustee Carter seconded a motion

On Roll Call

AYES: Trustees Burns, Carter, Coleman, Johnson, Sapp (Remotely) Williams

NAYS: None

ABSENT: None

ABSTENTION:

Motion Carried

- c) Approve the Journal of Proceedings for the Board Meeting of January 9, 2024

Trustee Johnson moved, and Trustee Carter seconded a motion
On Roll Call

AYES: Trustees Burns, Carter, Coleman, Johnson, Sapp (Remotely) Williams

NAYS: None

ABSENT: None

ABSTENTION:

Motion Carried

4) PUBLIC COMMENT

NONE

5) REPORTS OF OFFICERS

- a) Mayor - Derrick Burgess announced the following events:

- i. Town Hall Meeting on the Restorative Justice Court – January 30th
- ii. Basketball Game – January 26th

- b) Village Clerk - Marva Campbell-Pruitt reported:

- i. She attended The Violence Prevention Coordinating Council's monthly meeting via ZOOM. They meet the fourth Tuesday of each month during this period. The topic will be on Gun Violence

- c) Interim Village Treasurer – Mr. Louis Williams:

- i. The Treasurer's Report has not been filed. It is dependent upon the Interim Finance Director
- ii. The Surety Bond would be available at the next Board Meeting in three weeks (2/13/2024)

- d) Corporation Counsel – Ancel Glink Attorney, not present

- e) Village Engineer – Mrs. Melanie Arnold, Robinson Engineering, not present

- f) Interim Village Administrator – Mr. Timothy Williams had no report yet, he:

- i. Welcomed new Public Works Director, D. James and answered the question that Public Works staff are still cleaning the facilities, and that the RFP was sent for Legal Posting

6) REPORTS OF DEPARTMENTS

- a) Police Department - Chief Malcolm White reported:

- i. Calls for Service 380 Arrest 16
- ii. Chat with the Chief Special Guest was a Court Advocacy Group by South Suburban on Domestic Violence

- b) Fire Department – Chief Stephen Barrett reported:

- i. Calls for Service – 115
- ii. Announced a CPR Class on 2/7
- iii. Provided weather-related safety tips

*PBC report
MFT app occurred
2/23/24*

*Surety Bond
2/13/24*

*South Sub.
Website update*

- c) Finance Department – Interim Director Renee Lewis – No Report
Trustees requested the following documents by the end of the week:

- PBC List
- Revised Budget
- Aging Report that contains outstanding invoices, not items on the Accounts Payable

- d) Community Development – Vacant

- e) Public Works – Director Dante' James shared his insights on water main breaks

When asked, Mayor Burgess commented on positions to be filled in Public Works and the Finance Department. The Compensation Report filing is undetermined

7) REPORTS OF COMMITTEES AND COMMISSIONS

- a) Senior Advisory Committee – Chairman Emmett Farmer announced the standard events that occur by day and time
- b) Fire and Police Commission – Chairman Francine Anderson
- c) Zoning Board of Appeals Commission – Chairman Charles Pondexter

not present

8) PRESENTATION OF ORDINANCES AND RESOLUTIONS
None

9) UNFINISHED BUSINESS
NONE

10) NEW BUSINESS

a) FINANCIAL MATTERS:

- i. Approve Transfers, Payroll, Accounts Payable Distributions in the Combined Amount of \$441,049.46, and authorize the Finance Department to Remit Payments

Trustee Johnson moved, and Trustee Carter seconded a motion

Trustee Coleman moved and Trustee Williams move to amend the motion to strike \$48,815.00 and to replace the amount for \$409,204.46

On Roll Call

AYES: Trustees Burns, Coleman, Sapp (Remotely) Williams

NAYS: Trustees Carter, Johnson

ABSENT: None

ABSTENTION:

Motion Carried

Trustee Coleman moved and Trustee Williams seconded the motion to Approve Transfers, Payroll, Accounts Payable Distributions in the Combined Amount of \$409,204.46, and authorize the Finance Department to Remit Payments

On Roll Call

AYES: Trustees Burns, Coleman, Sapp (Remotely) Williams

NAYS: Trustees Carter, Johnson

ABSENT: None

ABSTENTION:

Motion Carried

b) PETITIONS, AGREEMENTS, AND ACTION ITEMS

None

11) REPORTS OF STANDING COMMITTEES AND TRUSTEE COMMENTS

a) Public Health & Safety - Trustee Aretha Burns

- i. Announced the committee meeting on the last Friday of the month at 7:00 p.m., i.e., 1/26
- ii. Made a statement and requests that Trustees who are liaisons should be included and informed when departments have meetings

b) Budget, Finance & Audit – Trustee Eugene Carter

- i. Announced the committee meeting at 7:00 p.m. on 2/20

c) Ordinance Review - Trustee Arnold Coleman

- i. Announced the committee meeting at 7:00 p.m. on 2/26

d) Public Services - Trustee Raven Johnson

- i. Announced the committee meeting at 7:00 p.m. on 1/24
- ii. Mention the invoice from Odelson & Sterk for \$5,000 on the November Acct's Payable and stated that she had received no information

e) Housing and Intergovernmental Relations - Trustee Diane Sapp

- i. Announced the committee meeting at 7:30 p.m. on 1/29

f) Community Development - Trustee Debra Williams

- i. Announced the committee meeting at 12:00 p.m. on Thursday
- ii. Announced a Blood Drive at the Library on 2/25

12) GENERAL COMMENTS FROM MAYOR BURGESS

Mayor Burgess asked Department Heads to include Trustees in meetings when Possible.

- 13) Motion to Recess to Closed Session to discuss Employment (5ILCS) 120/2 (c) (2021) was moved to the end of the agenda

Trustee Johnson moved, and Trustee Carter seconded a motion to recess to Closed Session at 8:00 p.m.

On Roll Call

AYES: Trustees Burns, Carter, Coleman, Johnson, Sapp, Williams

NAYS: None

ABSENT: None

Motion Carried

- a) Motion to Reconvene Regular Board Meeting

Trustee Johnson moved, and Trustee Coleman seconded a motion to reconvene the Board Meeting of January 23, 2024, at 8:30 p.m. Trustees Burns, Carter, Coleman, Johnson, and Williams responded present to the roll call.

14) ADJOURNMENT

Having completed the Business of the day, a motion to adjourn was called.

Trustee Burns moved, and Trustee Williams seconded the motion to adjourn at 8:31 p.m. Trustees Burns, Carter, Coleman, Johnson, and Williams responded present to the roll call.

/s/Derrick N. Burgess, Mayor

/s/Marva Campbell-Pruitt, Village Clerk

JOURNAL OF PROCEEDINGS

SPECIAL MEETING

OF THE CORPORATE AUTHORITIES

VILLAGE OF SAUK VILLAGE

January 31, 2024

6:00 p.m.

Sauk Village Municipal Center
21801 Torrence Avenue
Sauk Village, Illinois 60411
(708) 758-3330

The Special meeting was called by Trustees: Burns, Coleman, and Williams in accordance with the tenets of the Open Meetings Act to review a budget drafted by Trustees

1. Call to Order

Mayor Burgess called the meeting to order at 6:03 p.m.

a. On Roll Call:

Present: Trustees: Burns, Carter, Johnson, Sapp, and Williams
Absent:

Trustee Coleman joined the meeting, in person at 7:00 p.m.

2. BUDGET REVIEW

Trustee Burns led the discussion and stated that the meeting was called because the budget for this fiscal year is ten months behind.

Mayor Burgess questioned the process of how Trustees coordinated the development of the budget and submitted a revision to the budget previously presented by the Finance Department based upon a prior meeting and Trustees' recommendations.

Trustee Burns negated reviewing the budget presented by the Mayor and discussed the recommended changes that Trustees, (except for Carter and Johnson) were privy for the proposed budget, discussed.

Throughout the course of the discussions, and as Trustee Burns reported, Mayor Burgess questioned and refuted the Trustees' recommended changes, especially concerning decrease

in salaries. They discussed the differences between the proposed budget and the Trustees' proposed budget, including the language that there were no decreases in salary, just no raises.

Certain, not all, specific areas of the budget were discussed, some heatedly, others were a mention:

- MFT, and the fact that it is a separate account, and those funds should not be transferred to the General Fund. At question was if they were ever used, or could they be used to balance the budget. A question for follow up is to determine what and how much was spent from MFT Funds
- Salary of the Interim Village Administrator (VA) opposed to that of the former Director of Operations and the non-approval of salary for the Interim VA. Mayor Burgess advised the VA does not receive benefits, relative to Health Insurance, Vacation Pay or Sick Time. (It is uncertain if there is a contract stipulating these conditions)
- The Interim Finance Director salary should not be at \$98,000 because of lack of performance
- Front office staff should not be provided raises because many have not been employed long, and some have not started
- Police and Fire Commissions expenses were not identified in the budget
- Trustees must justify spending for \$1,000, but there were no justifications on other line items. They were asked to be removed. It was agreed that Trustees' \$1,000 allocations for committees would be considered an allowance, but with stipulations
- The Fire Departments budget showed no reductions or increases in salaries
- The Police Chief's salary has exceeded the contractual amount without a new contract presented to Trustees
- Finance Department's unfilled positions was questioned
- Economic Development \$3000 increase was questioned
- Water Department \$7,000 raises
- ESDA's position on the budget was questioned. If the department was transferred to the Fire Department, why was it not listed under its budget?
- Mayor Burgess asked how they (Trustees cut \$416,000. He repeated stated that the budget should not be balanced on the reduction of salaries of non-union employees, and that consideration should be given to taking away Trustees' stipends of \$1,000 each Responses included salaries should be granted based upon productivity; Salaries require the approval of Trustees

3. PUBLIC COMMENT

None

4. GENERAL COMMENTS OF TRUSTEES AND MAYOR

- Trustee Burns applauded other Trustees for their efforts towards production of the proposed budget.
- Trustee Coleman spoke to the need to cut salaries; the late budget; salaries and increased raises, unbeknownst to Trustees and overspending.
- Trustee Williams challenged Department Heads to cut their budgets by ten percent; stated that unapproved salaries by the Board must end; and the need to honor the retro pay
- Trustees Carter and Johnson had no comment.
- Trustee Sapp's comment, if any was not recorded.
- Mayor Burgess reiterated that the presented budget to reduce salaries would have consequences for which he would not wish to see, but, if Trustees wanted to proceed with the one presented, so be it.

5. ADJOURNMENT

Trustee Williams moved, and Trustee Coleman seconded the motion to adjourn the meeting at 7:40 p.m. The motion was unanimously approved.

Trustees: Burns, Coleman, and Williams, Trustees of the Village of Sauk Village, called the Special Meeting

Notice was issued in accordance with the Illinois Open Meetings Act.