

**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  
**March 7, 2023, 7:00 PM**

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**1. CALL TO ORDER**

Mayor Burgess called the meeting to order at 7:04 p.m.

**2. ROLL CALL**

On Roll Call

Present: Trustees: Bell, Burns, Coleman, Grant, Jasinski, and Williams

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**3. DISCUSSIONS & PRESENTATIONS**

**i. Cliff Taylor**

Mr. Taylor of Insure Source presented proposal and efforts to secure insurance for the Village. He highlighted the trends in the industry and presented options. He will continue to explore alternate companies until the last minute. He will return on March 21<sup>st</sup> with final options and a vote would be taken at a Special Board Meeting on that date.

**ii. Director Anthony Finch**

- Proposed Fee Changes to the Community Center Rental Contract
  - Spoke of the changes of fees. He presented a proposal and shared why the changes were needed. The floors, lighting and ceilings require updating. Plans for updates is projected for the winter. How deposits would not be refunded was mentioned.
- Employee Travel Expense to Conduct Village Business
  - The employee handbook was referenced as it relates to the topic of staff using the Village cars when needed. Want to modify the handbook to address the issue.
    - Questions
      - Send a copy of the handbook to Trustees
      - A query was presented if Dir. Finch could make the deposits on his way home. This was not favored.
      - Deposits during the day was recommended via a vehicle -owned car.
      - It was not safe to share who and how funds are transported, and it would not be the same
      - Funds should be deposited daily. Need a standard policy and procedures with staff signoffs. Accountability is essential and four options would be
      - Vehicle Car, police escort, Director approval to use own car
- Cleaning Contract Update

- A new RFP will be created at the next committee meeting. An additional \$800 would be added. Cleaning up of the community center would be thoroughly delineated in the new contract. Cleaning of the jail cells can not be added to the current contract as a rider
    - Board does not have to cancel current contract before a new RFP is presented.
    - If no bidders, may need to re-bid.
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  - Financial Updates
    - Discussions ensued if Dir. Finch could take over finances. He can if other items are re-assigned. Trustee Williams presented a listing of concerns relative to lack of bank recs, misinformation of when the audit would be conducted and other issues relating to thief, and misappropriation of funds. It was disclosed that the front office staff are working on finances. Posting of positions was requested. A financial update was requested every two weeks. Staff re-organization was questioned.
- iii. Trustee Aretha Burns discussed proposed events being planned by the Public Services Committee. She was not requesting additional funds but could present four events with the funds remaining from the previous Music Fest that was postponed. She wanted Juneteenth weekend for a parade honoring fathers, a Father's Day BBQ Contest, BBI Entertainment will provide staging for 9,000.00 per event, and entertainment, a House Music Fest, and an All- White Dinner Party, and one joint Back-to-School Festival on September 2<sup>nd</sup>. She was asked to present contracts and the Budget for the Summer Series.
- Contracts in place???? Paperwork is required
  - Funds from last year does not automatically transfer to the current year, the annual budgeting process must follow.
  - Asked to see what was spent from the previous event,
  - Trustee Burns assured that there were no additional funds requested. The events can occur from the remaining funds in the current budget of \$44,000
  - Mayor Burgess asked to see the balance in writing, what deposits are needed and that contracts must be brought to the Board for approval before moving forward
- iv. **Director Antonio Cooper**
- Discussed the Sauk Trail and Torrence Avenue Corridor Study RFP, as RTA had increased the rate for which the Village would need to be obligated. Director Cooper and Mayor Burgess assured that this project is separate from the previous one approved. The study does not ensure that grants would be derived, but, if provides greater opportunities.
  - Resolution for Sauk Trail and Torrence Avenue Corridor Study
- v. **Trustee Gary Bell**
- Street Signs Designations were requested for staff who have served the Village for many years. The previous method to secure signs should be relaxed. Forego the requirements of Elected officials. May need to change the code or exceptions made . Referred to the Ordinance Committee for review.

#### 4. PUBLIC COMMENTS

P. Brennan expressed concern that only two Village Officials attended the funeral services for Art Johnson

L. Sapp addressed the discrepancies in the Finance Department and how questions are asked, but not addressed. He questioned the \$10,000 funds taken, what happened to the individual in question, he questioned the \$78,000 and if the Mayor knew and when?

#### Mayor Burgess' Responses

- Apologized for not being able to attend the services because of obligations, but recognitions will be researched.
- Funds given to the holiday event should not have been transferred
- Could not attest to \$78,000, but the other is under investigation and cannot be discussed.

### 5. GENERAL COMMENTS BY TRUSTEES & MAYOR

- Trustee Jasinski– no report, expressed personal condolences to the Johnson family
- Williams announced the deadline for Sauk Talk items
  - Need to recognize long-term employees
  - Memo has been distributed announcing missing funds
  - Allegations must be investigated and decide if one or two forensic audits are needed and wish to bring back to the table.
  - Trustee Coleman provided condolences to the family, was out of town. A date for a meeting is forthcoming
- Trustee Grant expressed condolences. Questioned the discussion of new budget software. Review the other outstanding invoices. Must understand the finances and start with goals to accomplish
- Trustee Burns expressed that elected officials should be mandated to attend services, expressed condolences
- Trustee Bell ESDA and he were paid no funds for years but answered the call to save a life. Commented on other harm as he served. Hoped we could figure out something
- Mayor Burgess reiterated his condolences to the Johnson family and the great accomplishments noted despite the unfair treatment. Flowers were sent. He spoke on the previous audit that did not produce major findings. He cautioned to be careful with what is requested. The next audit is t

### 6. EXECUTIVE CLOSED SESSION

None

### 7. ADJOURNMENT

Having completed the business of the day, Mayor Burgess called for a motion to adjourn the meeting at 9:30 p.m. Trustee Bell moved, and Trustee Williams seconded. The motion carried unanimously.

/s/Marva Campbell-Pruitt, Village Clerk

/s/Derrick Burgess, Mayor