

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF SAUK VILLAGE, HELD IN THE SAUK VILLAGE MUNICIPAL CENTER NOVEMBER 17, 2009.

CALL TO ORDER

Mayor Towers called the meeting to order at 7:00 pm.

Present On Roll Call: Trustees Anderson, Benson, Burgess, and Williams

Absent: Trustees Hanks and Myers

Mayor Towers asked the Board if Item # 4 could be moved up on the agenda; the Board agreed.

4. Discussion of Frankie's Hot Dogs (Regarding paving lot compliance)

Frank Briggs asked where the Board stood on opening Frankie's hot dog stand. Mr. Briggs stated that he has done everything he could but County is not responding. County stated that they were not there when the septic system was fixed. The water has been inspected and approved by Will County and Trustee Myers has seen the proof as well. Mr. Briggs stated that he operated this business for 15 years before County closed them; there were never any complaints or issues with the hot dog stand. Mr. Briggs stated that the Board was concerned with the driveway; the gravel driveway has been replaced with a dustless surface. Mr. Briggs stated that Trustee Benson and Code Enforcement Director Jasinski have both called County but they will not respond. Trustee Burgess asked what the water source was; the water comes from a private well west of the property. Trustee Burgess stated that the health department shut Frankie's down when the property was annexed two years ago and the Village does not have a health inspection department. Mr. Briggs stated that he is in full compliance, has passed the dye test and has the proper food licenses and a health inspection is not required for opening the stand; he believes County will come once the stand is open. Mayor Towers asked if the County is required to inspect the property. DH Jasinski stated that the Village does have an agreement to inspect all food establishments, including restaurants and grocery stores; the agreement with Cook County expires this month. Mr. Briggs stated that he gave the Mayor copies of the Will County test stating that the water is good. DH Jasinski stated that County did contact her and stated that they were running behind and they would fax a list of what they were looking for Mr. Briggs to have completed; that list has not been received.

Mr. Briggs stated that County closed him due to a bad dye test and they did give him a long list of issues to address; it is impossible for him to accomplish all of them. Mayor Towers asked Attorney Vasselli to contact Cook County to discuss this issue. VA Vasselli stated that he will discuss the renewal of the agreement and this issue with County. DH Jasinski's concern was who would be responsible if someone gets sick if the Cook County Health Department does not inspect.

1. Village Financial Matters

a. Public Hearing on Appropriation Ordinance

Village Attorney Vasselli stated for the record at 7:17 pm no one has left the boardroom since the meeting started at 7:00 pm; all elected and appointed officials are still in the boardroom at 7:25 pm when the public hearing on the Appropriations Ordinance convened. This public hearing was published and posted pursuant to statute. VA Vasselli asked if anyone had any objection to the publication or posting of the statement. No objection stated. VA Vasselli stated that he did see a copy of a 12 month appropriation and an 18 month budget and appropriation placed on file and made conveniently available at the front desk of the Village Hall

and on file with the Chief of Staff, Village Treasurer and the Chief Financial Officer; copies are available. VA Vasselli asked if there were any objections to the posting of the documents in draft form and subject to change as pursuant to statute. There were no objections.

VA Vasselli stated that DH Sterrett and VT Carmichael worked to present this revised version of the appropriation that was passed on July 28, 2009. This revised version does take into account the amount of \$500,000.00 which the Village is trying to borrow and shows both a 12 month and an 18 month appropriations summary; the 12 month period reflects the new fiscal year. VA Vasselli asked DH Sterrett for comments relating to this memorandum or the November 24, 2009 passage of the ordinance.

DH Sterrett mentioned changes to the previous document included the possible receipt of a working cash bond, accounts payables that are still being held and paying for the new fire truck in installments rather than a lump sum payment; a possible bond for the TIF district is also included. VA Vasselli stated that there have been discussions regarding TIF's 2&3 with no bond terms at this time but does look solid. DH Sterrett stated that the Utility Tax did not include capital purchases on the original 12 month budget but will now be included in this 18 month budget for the purchase of 2 police cars, annual payment for the street sweeper and tools for ESDA and Police. One third of the Cop's grant is also included in the revenue. The Cops grant has been accepted; the Village will pick up the liability of the new officer after three years. The Police and Fire Commission is reviewing the candidates in the academy.

VA Vasselli also stated that he has discussed the need to file the Pension reports with the Finance Officer and the Treasurer; also stating that the Police Pension has a sizable balance. This is a work in progress and any questions or changes can be addressed to DH Sterrett; the draft copy will be kept on file.

The 18 month budget document runs through November 2010 and will prevent having to be reviewed by any new administrations in the month of April. Future fiscal years and appropriations will be every twelve months. There is no statutory time limit on the working budget; changes can be made at any time to reflect revenue and expenses. Further discussion on specific budget items continued.

Audience participation: Mike Bartnicki referred to the budget with questions on specific line items. Mr. Bartnicki also asked why the public was not granted a copy of the memo dated 11/13/09; a copy will be placed at the front desk now that the final touches are complete. VA Vasselli asked that all questions regarding the memo dated 11/13/09 be addressed to DH Sterrett, Chief of Staff Corley, the elected officials or himself; all necessary documents have been placed on file in the appropriate time frame.

Mayor Towers asked for further comments. Hearing none the public hearing was closed at 7:55 pm with all of the same officials present.

On roll call: Trustee Anderson, Benson, Burgess and Williams present

Trustee Hanks and Myers absent.

b. Working Cash Fund Tax Levy Loan

DH Sterrett and Kane, McKenna are still working with 5 banks; 5 year cash projection and financials have been provided. The working cash fund will be supported by levy predicated on statute that allows a working cash bond draw of \$700,000.00; \$125,000.00 already utilized- draw will not exceed \$575,000.00.

c. TIF Certificate Draw # 73

COS Corley presented TIF Certificate Draw #73 in the amount of \$24,958.93 which includes bills from Kane, McKenna and Baxter, Woodman. VA Vasselli stated for the record that the Village Attorney does not have

any bills included in that amount. Trustee Burgess would like to see TIF money also go toward grants for new businesses.

2. Ordinances & Resolutions

a. An Ordinance Authorizing and Approving an Intergovernmental Agreement for the Village of Sauk Village, Illinois (Cook County Health Inspectional Services)

This ordinance refers to a long standing agreement with Cook County Health Inspectional Services. It was agreed to place this item on the agenda for vote next week.

b. An Ordinance to Require the Reasonable Maintenance of all Properties Subject to Future Redevelopment Agreements for the Village of Sauk Village, Illinois

This ordinance was requested by Trustee Burgess. This will apply to commercial and mixed use residential. The Board agreed to pass this on to Trustee Myers for further review.

c. An Ordinance Making Appropriations for all Corporate Purposes for the Village of Sauk Village, Counties of Cook and Will, State of Illinois, for the 2009/2010 Fiscal Year

This is a legislative act that approves **approximately** \$44,000,000.00 for the 12 month period. Sections A & C as written will be placed on the agenda for vote next week. ~~Section B will need to be presented to the Ordinance Committee.~~

3. Definition- Clarification of the Term “DRAFT”

a. Definition of DRAFT

b. Process and procedure for the taking of minutes and how the word “DRAFT” should appear on minutes and legislation

COS Corley submitted a packet of information regarding meeting procedures. It is stated that a draft is a preliminary or outline of minutes. COS Corley stated that she reviewed this with VC Williams and a Trustee. The Board agreed to continue to examine the information provided and develop a meeting procedures policy that suite this Board and the Illinois Open Meetings Act. COS Corley stated that some council members she spoke with said that their meetings are recorded on discs; our Board meetings are taped. COS Corley stated that the Village Clerk has asked that corrections to the minutes be submitted to her prior to the meeting. VC Williams thanked COS Corley for researching a meeting policy; there is currently no such policy in place. VC Williams also read from the information that a draft is a plan or a sketch- preliminary outline. VC Williams spoke with six Clerks at random and all clerks stated their procedure is the same being used by VC Williams; minutes are submitted in Board packets and all corrections are given to the Clerk by phone, email or other written communication prior to the meeting. This is the procedure followed by previous Sauk Village Clerks. Timely passage of minutes is important. VC Williams stated that the two sets of minutes (9/2/09 and 10/20/09) that were tabled at the November 10, 2009 Board meeting will be resubmitted with one change from Mayor Towers that will appear in bold. VC Williams stated that all future minutes will be in non verbatim form. VC Williams stated that tapes and detailed written notes will be available by request. Verbatim verbage will be used when “for the record” is stated and when meeting information including days and times are discussed. Confrontation and non business related items will be excluded. VC Williams asked for the Board’s support in providing corrections prior to the meeting so minutes will be passed timely.

Trustee Williams explained that the word draft appears on documents that have not been approved as final and draft documents will continue to be presented to the Board.

5. Miscellaneous from the Board

COS Corley stated that the Mayor received a recommendation from the School Board requesting that he designate November 15th as School Board Member Day (per State lawmakers). Mayor Towers will make a presentation at the next School Board meeting.

COS Corley asked Board members to review the Memorandum of Understanding from CEDA which would allow them to provide housing counseling in the Community Center. (This would be a comprehensive housing counseling program which will include foreclosures and financing information.) This will be placed on the agenda next week.

COS Corley stated that the Property and Casual insurance will be up for renewal in December 2009. COS Corley has been speaking with vendors. Arthur Gallagher assures a \$110,000.00 savings for exclusive broker letter. Other vendor pricing will be included in Board packets. This item will be placed on next week's agenda.

Trustee Burgess stated that the Economic Development Committee met with the Lincoln Meadows homeowners along with Mayor Towers, Trustee Benson and COS Corley to discuss goals and aspirations for the Village. The next Economic Development meeting is December 9, 2009 at 6:30 pm in the Village Hall.

VC Williams stated that she met a resident at the Lincoln Meadows meeting who would like to work with the Website Committee. VC Williams also stated that in view of the weekly financial updates being provided by COS Corley and DH Sterrett she will resume signing checks; payroll checks went out without the third signature and caused some confusion even though two signatures are acceptable to the bank.

Trustee Williams stated that the Sauk Talk is available today and will be posted on the Web for public viewing. Trustee Williams stated that the Public Relations Committee will be investigating fundraising ideas for Student Government Day. Ideas under consideration: Texas Roadhouse, McCare night at McDonald's and a casino bus trip. Flyers are available for the November 27, 2009 casino bus trip. The goal is to raise \$2,000.00 so money budgeted for this event will not have to be taken from that line item. Students and one guest, judges, Board members and department heads usually get free dinner tickets. This may change depending on funds available.

Trustee Benson stated that the Parks & Recreation Committee met Monday, November 16, 2009; they lost two members but picked up four new members. The Christmas Parade will be Saturday, December 12, 2009. The parade will be coordinated by Sandy Cosey and the committee. Trustee Benson stated that Robert Chavez runs the Boxing program and has joined the Parks & Rec Committee. The Parks & Rec committee will talk to the Public Relations Committee about creating their own website. The Boxing program is doing well with over 30 kids. The pageant winners are waiting for dinner with the Mayor- rather than spend Village money on the dinner- they will make dinner for the Mayor.

Trustee Anderson stated that the Senior Committee met Thursday. A presentation was made by Brian Millage from the Cook County Sheriff's Department. Brian would like to bring a presentation about holiday safety and senior safety. Brian will be meeting with senior clubs presidents to set up meetings during their regular meeting times. Trustee Anderson stated that the next senior movie at the Library will be Monday, December 14, 2009 at 1:00 pm. The movie is "Red Rock West"; free refreshments are included. Trustee Anderson thanked Trustee Williams and the Public Relations Committee for keeping the Sauk Talk going even if it can't be delivered in the homes.

6. Questions from the Audience on Agenda Items Only

Jeff Morden asked if there is a cost to signing the agreement with County and if Will County could be used for this purposes. VA Vasselli stated that Will County only makes up about 4-6 acres of Sauk Village so that does not apply; there is no retainer fee from County but there is a bill submitted to the Village per inspection according to square footage or \$60.00.

Mike Bartnicki stated that information on items 2a & 2c that will be presented to the Board for vote next week should also be available for public viewing. VA Vasselli stated that these are still in draft form and will not be submitted until they are final.

Jeff Morden asked if the lot needs to be asphalt or concrete for item #4. Jeff stated that tractor trailers will destroy asphalt; the ordinance calls for asphalt, concrete or dustless material.

Fire Chief Stoffregen asked what the parade hours are. Trustee Benson stated that Police, Fire and ESDA will be notified soon.

Rose Langston also asked for an advance copy of 2a & 2c.

VA Vasselli stated that certain information will not be distributed until they are passed. The agendas are posted on the website and any questions can be asked of the Board or department heads prior to the meeting if needed.

7. Adjournment

Mayor Towers asked for a motion to adjourn.

The motion was made by Trustee Burgess and seconded by Trustee Williams.

Ayes: Anderson, Benson, Burgess, and Williams

Nays: None

Absent: Trustees Hanks and Myers

The meeting was adjourned at 9:07 pm.

Mayor Lewis Towers

Village Clerk Debra L. Williams