

**Journal of Proceedings
of
SAUK VILLAGE
Corporate Authorities**

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

**TUESDAY, August 8, 2017
7:00 PM**

CALL TO ORDER: Mayor Derrick Burgess called the meeting of the Corporate Authorities to order at 7:06 p.m.

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

Roll Call: Upon Roll Call of the Board of Trustees the following were
Present: Trustees: Brewer, Grant, Jones, Tate, Todd and Zupon
Absent: None

Staff Present:	Treasurer Mary Escobedo	Director Mohan Rao	Director Kevin Weller
	Engineer Jim Czarnik	Chief Robert Kowalski	Director Joseph Wiszowaty
		Chief Al Stoffregen	Adm. Asst. Mary Klopp

Public Attendees: 24

Approval of Minutes:

Trustee Todd moved and Trustee Brewer seconded a motion to approve the Committee of the Whole Meeting Proceedings of June 6, 2017.

- a. Comment: Trustee Zupon stated that the minutes lacked a time of adjournment and the vote count is incorrect.

Upon Roll Call vote, the following voted:

Ayes: Trustees Brewer, Grant, Jones, Todd

Nays: Trustees Tate, Zupon

Motion Carried

- **A motion to approve minutes for the Executive Session Meeting of June 6 was removed from the table.**
- Trustee Todd moved and Trustee Brewer seconded a motion to approve the Journal of Proceedings for the Regular Board Meeting of June 13, 2017

Upon Roll Call vote, the following voted:

Ayes: Trustees Brewer, Grant, Todd

Nays: Trustees Tate, Zupon

Abstention: Trustee Jones

Motion Carried

PUBLIC COMMENT

- J. Glaze, thanked the men of Public Works and the Police Department who assisted her son in a medical emergency. She discussed the case of the books that had to be disposed of because they were not properly packed for moving. She also discussed the missing book racks and waste of space at the Senior Center. Mayor advised that it is not wasted space as the Center is opened daily.
- R. Ketcham: Thanked the Board for the return of Blue Grass and discussed the type of music they played. She discussed the Senior Book Loan program and how it accommodated the seniors.
- K. Boetcher discussed a fight she witnessed and stated that Homeland Security are our first responders and that we should acknowledge the importance of them saving a life and the training required.
- J. Cast referred to questions asked previously that required research. She stated that she is an advocate of the SVPD and asked about the status of mold removal in the police station. She inquired about a plan so that it does not occur again. She then asked about the vests for the police officers. She complimented ESDA.

Mayor Burgess responded by stating that the mold had been removed and new walls were erected as the space would be the new home of Homeland Security. He referred the update on the vest to the Police Chief.

- D. Cameron spoke of her sidewalks and how uneven they are and that there are snakes populating her property as a result.

Mayor Burgess stated that there is a schedule for sidewalk repair.

REPORTS OF OFFICERS

Mayor Burgess announced that four bids for service contracts were received.

i) The Board received one bid for the cleaning service for the municipality. The **ReJuv Services** Bid was received August 7, 2017 for \$2200.00 monthly. The Bid included a job specification; notice that the company would furnish supplies; and duties and intervals for cleaning three areas:

- (a) Village Hall, three days a week for \$870.00
 - (b) Police Department, five days a week for \$966.00 monthly
 - (c) Community Center, three days a week for \$435.00 monthly
- Mr. Slattery of Baxter and Woodman was available to assist with opening bids involving WinPak Way and to insure that procedures were followed. As Mayor Burgess opened each bid the following was noted:

1. Gallagher Asphalt: The Bid had all the required components inclusive of the:

- Signature Page
- Bond Bid
- Apprenticeship & Training
- Affidavit completed correctly

The amount of the bid was \$177,606.31

2. D Construction: The Bid had all the required components inclusive of the:

- Signature Page
- Bond Bid
- Apprenticeship & Training
- Affidavit completed correctly

The amount of the bid was \$192, 501.00

3. Iroquois Paving Company: The Bid had all the required components inclusive of the:

- Signature Page
- Bond Bid
- Apprenticeship & Training
- Affidavit completed correctly

The amount of the bid was \$226,323.02

Mayor Burgess announced the bids for WinPak Way would be referred to Baxter and Woodman for their recommendation and that a special meeting would be called for August 15, 2017 to take action to accept bids.

REPORTS OF DEPARTMENTS, COMMITTEES AND COMMISSIONS:

- Deputy Fire Chief Ed Myers read and provided a written report for the Fire Department, listing the activities and statistics that occurred over the last two weeks. The report will be attached to the certified minutes. He further invited everyone to attend the Pancake Breakfast.
- Police Chief Kowalski read and provided a written report for the Police Department, listing the activities and statistics that occurred over the last two weeks. The report will be attached to the certified minutes. In addition to his report, Chief Kowalski thanked Walgreens, Steve LaRock, Mary Klopp and Nicole Welsh as well as others involved for the roles they played on National Night Out. He provided an update on the vests in response to public comment. He stated that the Department purchased seven vests and that each officer has a new vest. He is awaiting a response from the Justice Department to assist with the cost of the vests. They purchased vests for two South Suburban Team members as well. He further stated the vest will expire in July 2018.
- EMA Director Vavrik provided no written report. He spoke of a search and rescue of an elderly gentleman. He thanked the police and fire departments for their assistance.
- Director Joseph Wiszowaty read and provided a written Economic Development report that will be attached to the certified minutes. Mayor Burgess gave acknowledgments for the sale of land located west of I-394 and south of Sauk Trail. Director Wiszowaty asked if Mr. Pruitt could be added to a future agenda to discuss Solar Energy and Projects.
- Public Works Director Weller read and provided a written report that will be attached to the certified minutes. Mayor Burgess gave the Public Works Director Kevin Weller kudos as many residents stated that they can see a difference in Village, they can see a change, that the lawns that were not previously taken care of are starting to get cut.
- Finance Director Rao provided a verbal report, and vowed to submit the written copy to the Clerk. He stated that the Finance Department had filed basic and quarterly comps report and that we have billed about \$11,672.00 that has been permitted by the Department of Justice on July 7th. The second report for one month was submitted and that there would be an extension until August of 2018. He further reported that the grant report had been submitted by Robinson Engineering and the audit would be wrapped up soon.
- Director Rao reported that the second installment of the tax levy is due by August from Cook County, and that we can expect the second installment to be on the ledger soon. He stated that the water sewer accounts receivable has been reduced by approximately \$200,000. That means we have collected more money than before, as of 4-

30-2017 there was a balance of approximately \$500,000 and at the time of reporting, the balance was approximately \$300,000. Lastly, he requested approval for two hand checks, as the invoices were not received on time. One check is for R and R Maintenance for auto repairs in the amount of \$2,340. The other check would be for SMART for ESDA department in the amount of \$100. The motion for approval will be made under new Business at the time of approval of Accounts Payable.

- Director Sherry Jasinski read and provided a written report on code enforcement, court cases, liens and property maintenance violations. She mentioned that we had received ownership of sixteen properties obtained through the “no cash bid program.”

Reports of Trustees and Standing Committees:

Public Services Committee	Trustee Brewer expressed a need for information from Robinson Engineering to ascertain facts about the infrastructure. Mayor Burgess asked to use caution when contacting them for budgetary reasons and to at least keep a lid on the amount of contacts.
Senior Committee	Trustee Brewer notified the Board that the VFW will no longer use the Senior Center. She provided an update on the books and racks that were removed from the Senior Center. She stated that the racks were donated to a teacher at Rickover and that Mr. Harvey delivered books to the library. Trustee Brewer also stated the Senior Center is open from 9 – 5 daily.
Budget & Finance Committee	Trustee Grant informed that the committee met with Director Mohan Friday, and were powering through the finance policy procedures with hopes to have something to the Board shortly. He stated that there are hopes that a vote can be taken on its approval at the second board meeting in September. He then informed that the next meeting is planned for August 23 rd at 7pm.
Parks, Recreation & Youth Services	Trustee Jones provided an update on the Corn & Dog Roast. And that flyers are available. He notified the Board that the Summer Camp ended a week earlier than anticipated because of funding. Mrs. Denson had been funding the program. The children were attending for free. He stated that there were lessons learned for next year and will attempt to work out bugs and present the program again.
Housing and Intergovernmental Services	Trustee Tates reported that he had no report.
Ordinance Review Committee	Trustee Todd reported that the committee established a regular meeting schedule and that they will meet the fourth Monday of each month at 6:30 p.m. at Village Hall. The next meeting is August 28 th .
Beautification Committee	Trustee Todd reported that she put out the same plea every week... a need for volunteers. She thanked the Bloom Township student workers Trustee Todd thanked whomever assisted with cleaning up the site at I 394. Mayor Burgess added a footnote for Trustee Todd. He spoke of young workers from Bloom Township aiding her, and stated that she has done a wonderful job in front of this building, the Police Department, and the Community Center.
Public Safety Committee	Trustee Zupon reported The Public Safety Committee had its first meeting Wednesday, August 2nd at Village Hall. They talked about their goals; next steps and agreed to meet the first Wednesday of each month. Their next meeting is planned for September 6 th .

UNFINISHED BUSINESS

- Mayor Burgess entertained a motion to approve the Expense Reimbursement Policy. It was moved by Trustee Todd and seconded by Trustee Jones to approve an Ordinance Amending Section 2.181 "Expense Reimbursement Policy" D ("Maximum Allowable Expenses") and E (Approval of Expenses") of Division 1 "Generally" of Article IV "Officials and Employees" of Municipal Code of the Village of Sauk Village Cook and Will Counties, Illinois.

Trustee Zupon questioned the enumerations on the Last page of the Ordinance. She asked for clarification and if there were two section Ds as noted on the document, or if a correction is needed to reflect "D, E and F". She asked if the motion required amending. The Mayor stated that the motion he requested was correct. Upon further discussion, Trustee Zupon amended the motion and Trustee Todd seconded the motion to approve the Ordinance Amending Section 2.181 "Expense Reimbursement Policy" D ("Maximum Allowable Expenses") and E (Approval of Expenses") of Division 1 "Generally" of Article IV "Officials and Employees" of Municipal Code by changing, the item list to D, E, and F.

Upon Roll Call vote, the following voted:

Ayes: Trustees Brewer, Grant, Jones, Todd

Nay: Trustees Tates

Abstention: Trustee Brewer

Motion Carried

- Mayor Burgess asked that Board Members submit any changes to the Strategic Plan as the completed Plan will be incorporated into procedures. Brewer stated that they were expecting a revised plan. The Mayor stated that once recommended changes were submitted, the compiled document would be forthcoming. Trustee Grant asked for a deadline. It was established that the deadline would be at the end of the month and that all recommended changes should be e-mailed to the Mayor.
- Trustee Brewer asked about unfinished business not listed on the agenda. She was advised that for items to be on the agenda, items must be provided to the Clerk by Wednesday or Thursday the week preceding a Committee Meeting. She was further advised that she can provide agenda items.

NEW BUSINESS

- a. Mayor Burgess entertained a motion to approve Accounts Payable and Disbursements. It was moved by Trustee Todd and seconded by Trustee Zupon to Approve all Accounts Payable and Disbursements Dated August 8, 2017 in the amount of \$256,211.16 as per Sauk Village policy.

There was much discussion as Trustee Brewer asked about funds paid to:

- a. The Owens Group and that the HR person being paid 6,000.00. Trustees Zupon and Grant attempted to explain the budget, line items, and how they are consistent with the expenses to be paid. Mayor Burgess stated that the position is used to provide structure; we use her more to offset employee relations, safety training, an employee manual, and Risk Management. He further stated that the contract has been in force for a year and a half. Mayor Burgess asked that Trustee Brewer connect with Director Rao and Trustee Grant in advance to get answers to questions.
- b. Computers and Edge Consulting/Gerald Pyke. She noted different line items and was informed that the varying lines corresponds with which department is being served. When asked about equipment, she was advised that the equipment was for the Mayor and Community Development.

Trustee Brewer ended the discussion by assuring that she is not accusing anyone, she is simply asking about the money and stated that it is her responsibility.

Upon Roll Call vote, the following voted:

Ayes: Trustees Grant, Jones, Todd, Bates, Zupon

Nays: None

Abstention: Trustee Brewer

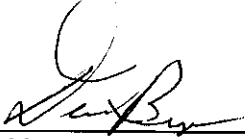
Motion Carried

GENERAL COMMENTS & DISCUSSION

- Trustee Todd announced that Crossroads church would give 200 book bags in August. She stated that individuals must register on-line to receive the book bags and school supplies.
- Trustee Bates provided notification that he needed two tables to accommodate the Flags Fundraiser Initiative at National Night Out (N. N.O.). He reported that there is an investor wanting to enter into a contract to cut grass at vacant houses and that he could provide board up service. Trustee Bates stated that the investor could provide specifics for what he can do and the amount. He referenced Trustee Brewer's concept of residents cutting grass in lieu of a discount on the water bill and asked her to provide information from her contact. Mayor Burgess offered that a presentation can be made during his committee meeting report. He advised that presenters should be certain to entertain all requirements, i.e., cross T's and dot I's prior to the contract's presentation.
- Trustee Jones advised of a volunteer sheet on the back table and asked people sign up for the Corn and Dog Roast.
- Trustee Zupon stated that the proceeds from the sale of walking tacos, snacks and beverages sold at the National Night Out (N.N.O) would go towards Cops on the Top.
- Trustee Grant reminded trustees of the need to complete the Open Meetings Act (OMA) training by the next day.
- Mayor Burgess announced that the Back to School Bash is August 17th 4:00 p.m. – 6:00 p.m. He thanked everyone for participating in National Night Out (N.N.O.) and the great support shown, and stated, "hopefully, we will get volunteers for the Corn and Dog Roast event as well."

ADJOURNMENT

Trustee Bates moved and Trustee Grant seconded a motion to adjourn the meeting at 8:40. The decision was unanimous.



Mayor Derrick N. Burgess



Village Clerk Marva Campbell-Pruitt

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

Tuesday August 22, 2017
6:30pm

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

Journal of Proceedings for the Special Meeting. 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

1. The Special Meeting of the Corporate Authorities was called to order promptly at 6:30 p.m. by the Honorable Mayor Derrick Burgess.
2. On Roll Call - Present were: Trustees Brewer, Grant, Jones, Todd and Zupon. Trustee Tates entered the meeting at 6:32 p.m.

3. PUBLIC COMMENT

B. Hopkins rose to speak and deferred her question for the Regular Board meeting.

H. Parker ask for information on the lease and was informed that the subject would be discussed in the following proceedings.

4. NEW BUSINESS AND BOARD ACTION

❖ Leasing Agreement

Mayor Burgess addressed the agreements received. He informed that the Village could secure leases for the police department service vehicles. He discussed the parameters of two separate proposals. After discussion, questions and answers, Trustee Todd motioned and Trustee Grant seconded a motion to accept the leasing agreement with Old Plank Bank owned by Win Trust with the interest rate of 4.20% subject to establishing an account and maintaining a deposit with an average daily balance not less than \$100,000.00.

On Roll Call vote:

Ayes: 5 - Trustees: Grant, Jones, Tate, Todd, Zupon

Nays: 0

Abstention: 1 – Trustee Brewer

Absent: 0

Present: 0

Motion Carried

5. GENERAL COMMENTS OF MAYOR AND BOARD OF TRUSTEES

❖ Trustee Grant asked that the details on the vehicles to be leased be made available the next day.

6. ADJOURNMENT

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

ATTEST:



Derrick N. Burgess, Mayor



Marva Campbell-Pruitt, Village Clerk