Journal of Proceedings

SAUK VILLAGE BOARD MEETING
OF THE
CORPORATE AUTHORITIES
TUESDAY, July 11, 2017

SAUK VILLAGE MUNICIPAL CENTER
21801 TORRENCE AVENUE SAUK VILLAGE, ILLINOIS

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:	Trustees: Brewer, Grant, Jones, Tates, Todd and Zupon
Staff Present:	M. Escobedo, Treasurer; A. Vavrik, EMA Director; M. Rao, Director of Finance; J. Wiszowaty Director of Economic Development; K. Weller, Director of Public Works; M. Klopp, Administrative Assistant
Public Attendees:	**23**

Executive Session:

Trustee Zupon moved and Trustee Todd seconded the request to recess to Executive (Closed)Session to discuss personnel matters, updates of pending litigation and real estate, with action to be taken.

On Roll Call Vote
Ayes: 6 - Trustees Brewer, Grant, Jones, Tates, Todd, Zupon
Nays: 0
Motion carried

Reconvene Regular Board Meeting:

It was moved by Trustee Brewer and seconded by Trustee Todd to reconvene the Regular Meeting of the Corporate Authorities at 7:20 p.m.

The vote to reconvene was Unanimous.

Public Comment:

- J. Glaze: questioned the qualifications of Mary Klopp, Mary Escobedo & Joe Wiszowaty; asked their pay rate; and why they were hired behind closed doors. She asked why a liquor license was refused to a restaurant. She further asked why email is not going to everyone who signed up for it, and why it is not being utilized to its full potential.
  (a) Response(s): Mayor Burgess stated that he felt all three appointments were qualified and that their salaries are in the budget. Lastly, he stated that no restaurant requested a liquor license.

- J. Clark: Commented on the motion to approve Accounts Payable and asked about the dates stated. She spoke on the Railroad Noise reduction, and asked about the disbursements.
  (a) Response(s): Mayor Burgess stated that the date is wrong, should be 11-Jul, not 31-Jul. The funding is from CN funding. Residents choose from various options to help with the noise reduction from the trains.
- L. Washington questioned the procedure of going through the Mayor's assistant to speak to the Mayor. She stated that she had talked to Mary last week regarding the Human Relations Commission meeting, but she has yet to hear back from the Mayor. She has a group who wants to meet, and was told to use the Community Center. She spoke of discrimination and a possible lawsuit.
- R. Lupian: Asked about Caps to get Benches, and if we plan to do something similar for the parks? She asked if the activity for the 15th will occur?
  (a) Response(s): Mayor Burgess stated that Trustee Zupon will address the Caps Program. Activity for the 15th will be covered in the Parks & Recs report.
- J. Cast – Spoke on the 4th of July – no fireworks nor Anniversary celebration; she asked where are the funds collected, and how much?
  (a) Response(s): Mayor Burgess replied, that there will not be a 4th of July Program as we couldn't plan. Regarding the 60th anniversary, funds were collected, yet were not turned over, so, he can't answer as to where those funds went.
- M. Pearson: Asked for an update on roads being fixed; asked why businesses allowed to park in front of houses on garbage collection day were not ticketed while residents are fined?
  (a) Response(s) Mayor Burgess stated that repair of roads is ongoing, the crews are out fixing potholes. He advised that there will be more activity as new crews are hired.
- H. Ayres: Stated that in 2012 a house burned down on Poplar Lane, and sat for five years. Yesterday a new For Sale or Rent to Own, sign went up. He asked, "If the Village doesn't know who owns the house, why is it someone else able to sell the house?"
  (a) Response: Mayor Burgess stated that there's a scam going through the Village where people are trying to rent or sell homes they have no right to. Also, the Village is trying to find out who owns some homes.

Approval of Minutes:

a. Trustee Tates moved and Trustee Brewer seconded a motion to approve minutes of the Board Meeting Proceedings of May 23, 2017.
Upon Roll Call vote, the following voted:
Ayes: 0
Nays: 5 - Trustees Brewer, Grant, Jones, Tates, Todd
Abstention: 1 - Trustee Zupon
Motion Failed

b. Trustee Todd moved and Trustee Tates seconded a motion to approve minutes of the Special Meeting proceedings of May 23, 2017.
Upon Roll Call vote, the following voted:
Ayes: 0
Nays: 5 - Trustees Brewer, Grant, Jones, Tates, Todd
Abstention: 1 - Trustee Zupon
Motion Failed

Reports of Officers:
Mayor Burgess announced that the Senior Center will be opened Monday through Friday from 9 a.m. – 5 p.m. He stated if anyone were interested in having access on the weekends, that they should contact him.

Clerk Campbell-Pruitt reported that she attended the IML new officers' training; she provided handouts to Trustees and advised that she has three (3) resource books in her office available for review. She spoke to the e-News comment and other communication outreach activities. There were no FOIA Requests during the last thirty- day period.

Treasurer Escobedo reported that current year to date report is as of April 30, 2017, and that the total revenue was $19,654,644.04

Attorney– No Report, not present

Engineer Jim Czarnik read and provided a written report that will be attached to certified minutes.

Reports of Departments, Committees and Commissions:
Fire Chief Stoffregen read and provided a written report for the Fire Department, the activities and statistics that occurred over the last two weeks. The report will be attached to the certified minutes. He advised all to check on neighbors because of the weather conditions.

Police Chief Kowalski – Absent

EMA Director Vavrik reported of bad weather and that loose items in yards should be secured. He informed that EMA had been called out to Cook County to assist with a fatal accident in unincorporated Glenwood. He stated also that they are looking for new members.

Director Wiszowaty read and provided a written Economic Development report that will be attached to the certified minutes.

Public Works Director Weller read and provided a written report that will be attached to the certified minutes.

Finance Director Rao reported that he completed a Second Quarter Department of Commerce grant report and a Cops Grant report. He stated further that Village Stickers prices have doubled and that the Police Department would be pursuing those without valid stickers.

Community Development – Absent

Reports of Trustees and Standing Committees:

Public Services
Trustee Brewer thanked Kevin Weller for helping at the Senior Center and Jim Czarnik for infrastructure information. She further stated that financial information is needed.

Senior Committee
Trustee Brewer reported that the policy & procedures were submitted to the Board for review, she is awaiting feedback from the Board. Those changes will then have further review and then an Ordinance drafted.

Budget & Finance
Trustee Grant informed of a planned meeting next Wednesday 7pm at Village Hall.

Parks & Recreation
Trustee Jones reported that he attended a block club party which included a blood drive. He informed that Summerfest, intended for July 15th, had been cancelled. Trustee Jones reported that the Corn & Dog Roast is planned for September 16, 2017 from 11 am – 5 pm.

Housing
Trustee Tates reported that the committee did not meet last month. He stated that the committee is restructuring to account for the new standards and objectives for the Housing Committee. He stated that there are many housing issues and that many are addressed by Code Enforcement. He stated a need to work with businesses that are unkempt.

Intergovernmental
Trustee Tates stated that the committee did not meet last month, but that recommendations regarding Night Court will be provided to the Mayor.

Ordinance Review
Trustee Todd reported that the next meeting was planned for July 24, 2017 at 6:30 p.m. She stated the committee would address two ordinances: the Standing Committees and the Travel Expense ordinances.

Beautification
Trustee Todd thanked Kevin Weller and Public Works staff for fixing the wall at 394 & Sauk Trail that was damaged after an accident. They repaired the wall within three days. She thanked Smits for donated flowers to replace those that were destroyed during the accident. Trustee Todd used two student workers during the summer to help combat weeds and litter.

Public Safety
Trustee Zupon informed of the scheduled meeting for Wednesday, August 2, 2017 at 6pm at Village Hall. They will discuss permanent meeting dates and the intents of that committee.

Unfinished Business
Mayor Burgess stated that the two documents, Strategic Plan for Progress and the Finances and Procedures manual are scheduled to be on the agenda for Tuesday's Committee meeting and on the following Board meeting agenda to approve.

New Business
Trustee Zupon motioned and Trustee Grant seconded a motion for approval of the Accounts Payable and Payroll Disbursements dated July 11, 2017 for $256.757.28.
Upon a roll call vote, the following voted:
Ayes: 4 - Trustees Grant, Jones, Tates, Zupon
Nays: 2 - Trustees Brewer, Todd
Motion Carried

General Comments and Discussion of the Mayor and Board of Trustees
Trustee Todd: No Comment

Trustee Brewer: Stated a desire to discuss a memo that she wrote requesting financial reports. She also asked why it's not available via the website; she expressed her unwillingness to approve payments from 2013 without documentation.

Trustee Tates: Asked about the seed money for the blankets Cathy Boettcher is making; he informed that containers for raffle tickets are at his desk and that Mrs. Boettcher is making blankets for each branch of the armed forces. He stated that he has collected some, and reminded others to donate funds.

Trustee Jones: Stated that he attended the Roberts No Excuse Foundation's Summer event and that the free event was spectacular. He was disheartened by the lack of participation.

Trustee Zupon: Stated that the Aging report is available from Mohan, and that he can provide all the invoices and information going back to 2013. She further stated that events need to be communicated / advertised to garner participation.

Trustee Grant: No Comment

Mayor Burgess informed of the budget hearing on July 25, 2017 at 6:00 p.m., prior to the Board meeting. He asked to be informed if any trustee wished to acquire a cell phone. Trustee Tates asked that the subject of cell phones be included on the upcoming Committee meeting agenda.

Adjournment
Trustee Todd moved and Trustee Jones seconded a motion to adjourn the meeting at 8:46. The decision was unanimous.

[redacted]
Mayor Derrick N. Burgess

[redacted]
Village Clerk Marva Campbell-Pruitt

Journal of Proceedings

VILLAGE OF SAUK VILLAGE

COMMITTEE OF THE WHOLE
TUESDAY JULY 18, 2017 7:00 PM
SAUK VILLAGE MUNICIPAL CENTER
21801 TORRENCE AVE

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.

1. **CALL TO ORDER**
Mayor Derrick Burgess called the meeting of the Committee of the Whole to order at 7:17 p.m.

2. On Roll Call, those present: Trustees Brewer, Grant, Jones, Tates, Todd and Zupon

3. **PRESENTATIONS**

A. An Ordinance for the 2017-2018 Budget Appropriations
Mayor Burgess provided an overview of the proposed budget with the following:
- Appropriations, 18 Million Dollars
- Asked if there were questions, informed that it will come to vote next week. The Budget Hearing will take place next week directly ahead of the Regular Meeting.
- Back exhibits page provides revenue and expenditures. If there are questions or concerns please inform Mayor. **To Be Placed on Agenda**

B. Ordinance Approving 2017-2018 Call Pay Schedule for Sauk Village's Fire Department and Emergency Management Agency personnel
- Mayor Burgess discussed the on-call pay rates for the Fire Department and EMA personnel. He stated that the rate of pay had not changed for six to seven years and suggested that the rate be increased by one dollar for each position.
- The rate increase would be effective once the budget passes.
- **To be placed on the agenda**.

C. Resolution Adopting the Strategic Plan for Progress

- Mayor Burgess stated a need to go over a few things on the Plan and asked that it be delayed for another couple of weeks.
- **Do Not put on Agenda**

D. Trustee Todd stated that the committee discussed the Standing Committee Ordinance, but not the Expense Reimbursement Ordinance. She provided the following input regarding Standing Committees:

- Suggested that the Housing and IGR Committees be two separate standing committees. Mayor Burgess explained that the committees are intertwined in that some grants require coordination between the two.
- Suggested that Director Weller and the Engineer firm be on the Public Service Committee.
- Suggested that Public Safety work with the Police Department, Fire Department and EMA. Trustee Zupon expressed that she is okay with how ordinance is written and that it is okay to communicate with them. She asked if there are weekly safety meetings.
- Suggested that ordinances from 2013 to present, be codified to bring us up to date and that they be in one central location. She stated that all ordinances should be submitted to the Clerk. The Village Clerk will research the cost and what needs to be done.

Trustee Todd recommended a delay on the vote on the Expense Reimbursement Ordinance as the committee must meet to review it. Mayor Burgess advised that the ordinance must be amended before the IML Conference; there is No meeting August 1st and that it will be **It will be on the meeting agenda on August 15.**

Trustee Zupon questioned the language of the description for the Parks and Recs Committee stating it being responsible for all community events. She asked that the language be re-worded to reflect 'most', not 'all'.

Trustee Zupon offered suggestions on the Expense Reimbursement Ordinance. She stated the need to get rid of per diems and ask for receipts for reimbursements. Mayor Burgess stated that the policy does not ask individuals to pay up front. They receive a set amount upfront, submit receipts and funds not spent must be returned.

E. Mobile Phones for Trustees

- Mayor Burgess asked which trustees required a mobile phone. Trustee Brewer asked that her land-line be removed and that she would only use the mobile phone. Mayor Burgess stated that the land-line would not be removed.

Trustee Tates asked if anyone other than Trustee Brewer desired a mobile phone. No one responded.

F. Student Governance Opportunities

- Clerk Campbell-Pruitt introduced plans for Student Governance Day. She stated that there will be two. One for students from School District 168 assuming leadership seats at a School Board meeting and the other with students residing in Sauk Village attending various schools who will assume leadership seats at a Municipal Board meeting. Mayor Burgess asked about financing and the intended role of the Board. The Clerk stated that the committee is at the start of plan development and additional information is forthcoming.

G. Senior Advisory Council

Trustee Brewer had questions pertaining to Senior Advisory – What direction, where do we go from here? **Place on the <u>Committee Meeting</u> for August 15th.**

Mayor Burgess asked if the policy was finalized. Trustee Brewer stated that she is awaiting input from Trustees Tates and Zupon. Mayor asked if more time is needed .... If it needs to be corrected and re-presented to the Board. She asked that it be placed on AGENDA as it is presented.

Trustees' Input:

- Trustee Todd questioned what is in the policy and stated that she did not see recommended changes. She further suggested that changes need to be discussed prior to voting.

- Trustee Brewer stated that recommended changes were made and asked for requested input. Mayor Burgess stated that any changes made must be reviewed prior to voting.

- It was agreed that this will be an agenda item on August 15.

- Trustee Brewer asked if Ordinance Review is needed to change rates and other aspects of the policy. There were discussions of Licenses and approvals, yet there was nothing finalized.

Mayor Burgess stated that some stipulations were oppressive and asked that it not be so exclusive.

- Trustee Zupon stated that the Senior Center is for Seniors. Residents seeking rental

space should be directed to the Community Center. She stated that there should be a general ledger for the committee.

- Trustee Jones stated that the application process seems long, but from experience, there are some items omitted... ex. Insurance for non-residents, and other of legal items that is required if the Village is to be free from litigation. He stated that Micro-managing is going on! He intends to ask HR for an application for vendors.

- Other discussions: Trustee Zupon stated that a rental agreement was in place previously; there is a difference between village-sponsored events opposed to someone renting a space. Senior committee were asking some groups to provide exorbitant licenses. Mayor Burgess explained what insurance we have and discussed waivers that can be signed. Trustee Jones asked about Blue Grass...are they required to have insurance; he stated that we need a universal application. Mayor Burgess stated that there is a vendor's license at the front office. Trustee Tates stated that HR cannot offset a lawsuit.

- Trustee Brewer restated that the document will be ready and presented on August 15. Mayor Burgess stated that it will be fully discussed and a determination to refer the document to the attorney.

H. Discuss Financial Policies and Procedures

- Trustee Grant stated that the committee will present recommended changes to the document. He stated that he wished to hold for a month so that recommendations from the committee are brought forth.
  Place on Agenda for August 15th

Public Comment

K. Boetcher address the Village's insurance in relation to vendors, and was told, we have building insurance. Others can purchase a waiver from our insurance. There should be an application, a business license; and she asked that we start advertising.

J. Glaze inquired about the wages paid to the three appointees. She stated that they paid by tax funds. She queried if Mary Escobedo had a background check and was informed that Ms. Escobedo had a background check and had to be bonded. She further asked, asked why there was no date of the Night Out, flyer; lastly, Ms. Glaze announced an event on Aug 12th at Crossroads Church

L. Washington made and appeal for MSV, <sic> Board not be on FB talking about people. She expressed displeasure with paying individuals who speak badly about the Village. Ms. Washington read a notice from Chicago Heights on Car Stickers with hopes that the Village will do the same; she spoke on the lack of preparation on agenda items by trustees.

Stephen Shymkus asked if the updated policy and procedures for the Senior Club had been presented as Trustee Brewer has a completed copy from a FOIA request and everything was up to date.

Myna Pearson, a resident and payee of taxes disagreed with the proposal to use the senior building for only seniors.

General Comments
Trustee Tates explained the different colored jars on the dais and informed about ticket sales for the raffle tickets. He requested a volunteer to assist with determining how many tickets would sell for an arm's length. According to Mr. Harvey's arm reach, 20 tickets would sell for $10.00. and r 1.00 for one ticket. Trustee Tates shared the Resident Information Handbook and asked for recommended changes.

Trustee Jones inquired if one could purchase the throws outright, and its cost. He was told it would be $100.00.

Trustee Grant announced that Budget & Finance would meet the next day 7 pm. He informed that he had $20.00 startup money for the blankets for Zupon and stated that residents asked about the Recycling.

Trustee Zupon announced that National Night Out is August 1st 6-8 p.m. at the Albert Welch Park, spoke of initial plans and that she will send updates via the email system

Trustee Brewer announced that the Senior Center is open 9-5 daily. Regarding the infrastructure, she stated that she is receiving information from Jim C. and that she will be looking at the data and would report at the end of August.

Trustee Todd informed that the Ordinance Review Committee will meet on the 24th at 6:30. She made another appeal for volunteers for the Beautification Committee.

Trustee Jones announce the Open Gym on the 29th 11-2pm and the Corn and Dog Roast.

Mayor Burgess announced National Night Out and the expectation that all department heads be there to answer questions. He stated that free smoke detectors will be distributed, the Police and Fire Departments will have robots. He reminded all that there is no Board Meeting Aug 1st.

Adjournment
It was moved be Trustee Zupon and seconded by Trustee Todd that the meeting be adjourned at 8:55p.m. The Voice Vote was unanimous.

[redacted]
Mayor Derrick N. Burgess

[redacted]
Marva Campbell-Pruitt, Village Clerk