

VILLAGE OF SAUK VILLAGE

COMMITTEE OF THE WHOLE

**Journal of Proceedings
TUESDAY JUNE 6, 2017 7:00 PM
SAUK VILLAGE MUNICIPAL CENTER
21801 TORRENCE AVE
SAUK VILLAGE ILLINOIS**

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 7:00 p.m.

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

2. Renewal and Authorization for Mayor to entertain Agreements with Kane McKenna & Associates for TIF Audits and General Consulting Services.

- Mayor Burgess presented two agreements for discussion concerning TIF audits and consulting services with Kane McKenna & Associates. After introducing the agreement and scope of the same, questions were entertained with subsequent responses by the Mayor.
- Trustee Zupon questioned if the two documents were one and the same Mayor Burgess stated that they were not, and that the second document was consultative and insures all work be in compliance.
- Trustee Grant asked if we usually use this company and how to break down the different rate structure? Mayor Burgess replied that this is the company used previously and that he has a preference to deal with the administrator or vice-president as that is the known contact and the rates are less.
- Mayor Burgess shared further that funds for payment comes from the TIF Fund and informed the trustees that, "We are trustees for the TIFs."
- Trustee Zupon stated that she, "wants it in writing that Mary is an officer and we pay at the rate stipulated." Meanwhile Trustee Grant requested a copy of the rates paid last year from Director Mohan.
- Trustee Brewer stated that this is an item for which they are uninformed. She asked to have an in-depth session on TIFs, construction and the number of full-time jobs provided, how much property and sales taxes are generated.
- Mayor Burgess informed that questions relative to full-time/part-time has never been asked, but was sure many are part-time employees and that we are not privy to that information, however they must report to the federal government. Trustee Brewer then asked why it is included in the literature? Mayor Burgess will inquire.

- Trustee Brewer asked if we are informed when the scope of their work changes.
- Mayor Burgess reported that it his plan to look to increase TIF Meetings as they generally do not conduct them and advised that not to look for all of them to be in attendance. He stated that we have representation at meetings, and that we receive approximately \$200,000.00 in service allotment annually.
- Mayor Burgess asked that this item be placed on the agenda for voting.

3. Discuss Ordinance amending Municipal Code 78-19 (Charges) of Article II (Water) of Chapter 78 (Utilities) of Village Code (Ordinance 17-005) (Amending the water rates)

There was a mix-up with the designation of Ordinance Numbers. After considerable discussion on the actual ordinance to review, discussion continued.

***Note new or amended ordinances and resolutions will not have a number until they have been voted on approved at a Board Meeting.**

- Mayor Burgess referred to page 2 of the ordinance to bring back the water rate to \$7.50 from \$6.50. This amount will be placed on the agenda.
- Trustee Grant offered that the previous administration calculated and stated the loss of revenue because of lowering the rate and asked if we are continuing to anticipate that loss or if we could expect the original annual increase by raising the rate. Mayor Burgess advised that May, June and possible July 1st will be the months impacting the usual revenue to the water fund.
- Trustee Jones discussed the actual number on savings per household with the change of \$1.00. He stated at minimum it would be \$102.00 every 2 months and that it would not be that much of a difference.
- Trustee Grant asked, if the ordinance is approved, will we make certain that the funds will be put aside as intended? Mayor Burgess replied, it is already itemized and, added that Springfield must let go of the funds needed for the budget. He further shared how funds are received from the state. He spoke of how we can borrow the funds at 3% if we wish; and that we receive sales tax and some real estate funds.
- Trustee Zupon stated that we must set up another general ledger to direct funds specifically for infrastructure.
- Mayor Burgess agreed, but stated that right now we need funds to make payroll.
- Trustee Brewer shared that though we take the funds and the one dollar will help us... past practice has been to use the funds for payroll. Residents must know that we are using funds to supplement payroll. To which Trustee Zupon stated that the funds should not be used to pay bills and that we cannot continue to do what was done in the past.
- Any funds raised should be designated for infrastructure. Adding people to the payroll--- we have cut fluff off the budget and services. However, must retain some to be efficient.
- Mayor Burgess asked that this item be placed on the upcoming meeting agenda.

4. Ordinance Amending Municipal Code 2-234 Appointments, term and vacancy (Village Treasurer)

- Mayor Burgess expressed the desire to bring back the position of Village Treasurer as the Finance Director has been filling that role in the absence of the treasurer.
- Trustee Zupon stated that as we never got rid of the position, there is no need to bring it back.
- Trustee Grant asked if the treasurer will be required to attend meetings and provide report? The answer is, Yes.
- *This ordinance need not be presented, rather an appointment by the Mayor is needed at the next Board Meeting.

5. Discuss Strategic Plan for Progress

- Mayor Burgess asked for questions concerning the Strategic Plan.
- Trustee Jones asked, "What are we voting on?"
- Trustee Zupon asked, "Why do we have to vote on it?"
- Mayor Burgess asked the trustees to review the goals as they are similar to a comprehensive plan and informed trustees that there would be a recommendation to vote on the plan after a period of review.
- Trustee Tate stated that it is a good idea to look at it and review, ask questions, determine if we wish to revise and update it to meet the needs of the Village.
- Trustee Zupon stated there are very specific items to execute, i.e. roads, etc., and asked how can you do so without a budget?
- Trustee Tate stated to review the document and vote it up or down.
- Trustee Zupon stated that the document is a guideline but it is not set in stone and should be a work in process if that is the case.
- Mayor Burgess stated that we can change the document as things will happen. He expressed that a guide is needed to direct how we will proceed and that the Board can add and detract from it.
- Trustee Brewer referred to Item C of the document on strong neighborhoods, stating, "there are not specific activities. It is very general." Mayor Burgess stated that it goes in further detail later and provides a blue print. It has a plan. Trustee Brewer stated that it is, "A Great plan, No money."
- Mayor Burgess spoke of volunteers and encouraged diversity and cooperation. He shared that Chief Kowalski has a plan for a program he wishes us to adopt. Perhaps we should wait to hear his vision. It was suggested to ask him at the next board meeting his projected plan.

- Mayor Burgess made an appeal and challenged the Board to make a difference and to show that we are working together and have met some of the goals.
- Trustee Todd agreed, but asked for the Comprehensive Plan from 1999. She stated further that the document sounds like campaign literature, and that it needs to be changed from the Burgess Plan to the Village Plan.
- Trustee Zupon suggests taking the years off and replace them with phases!

6. Discuss Financial Policies and Procedures

- *Mayor Burgess asked that this document be reviewed and for Trustees to make recommendations for change as we need a policy and procedures in place.*
- *Trustee Grant stated that he will provide his feedback and suggested that Mohan and the new treasurer review and provide feedback as well. He stated that many items in the policy have been approved through ordinances, but there are others in need of ordinance review.*
- *An item on page 4 was discussed concerning reference of the budget officer as usually it is finance director. This is redundant.*

7. Review & Discuss Language of Ordinance 17-006

- *There was discussion on the existing ordinance referencing Honorary Designations. Trustee Tates asked that it be revisited because of some of the items being requested.*
- *Trustee Tates spoke of some of the tenets of the existing ordinance and how the violation of Ordinance Book 2-72 speaking towards, "voting on something one has direct interest and could benefit." He spoke of double-standards and questioned the number of signatures required.*
- *Trustee Zupon asked, "where do we want to go with it?" She would like to see it rewritten.*
- *In summary, the Board wishes to repeal the ordinance. It was agreed the Ordinance Committee would review and present recommendations. Trustee Todd stated that there was a policy from years ago,*

8. Item Purchases for Village Hall – Trustee Tates led this discussion.

- *He discussed the broken wings and other areas of need for our flags. He wishes to have flags depicting all branches of the military. He has priced out the cost of the flags and asked for consideration to make the purchases by Veteran's Day.*
- *Trustee Zupon asked, "Why five embassy sets, when are we talking about the budget?"*
- *This item will be explored further*

9. Ordinance Amending Chapter 6. Article II of the Village of Sauk Village Municipal Code, Alcoholic Beverages- Licenses

Mayor Burgess advised that this ordinance discusses Parlors and the differences between the various types of licenses.

Questions asked included: How much revenue is generated; how do we regulate age related restrictions and how the R3 impact other establishments? It was agreed that additional research is

needed. Mayor Burgess stated that it only applies to gaming locations! This item will be placed on the agenda.

10. EXECUTIVE SESSION – Discussion of Personnel Matters (5 ILCS 120/2(c) permits public bodies to hold closed meetings for specific items)

Trustee Brewer moved and Trustee Todd seconded a motion to recess to an Executive (Closed) Session.

11. RECONVENE COMMITTEE OF THE WHOLE MEETING

The meeting reconvened at 8:10, with all Trustees present

12. PUBLIC COMMENT

- a. T. Jones thanked the Village for cutting the grass as asked on 223rd Street; she asked that information pertaining to education in the Plan be shared with her; she commented on the shooting that took place in front of her home; the delay in responses of the police department and that parking should have been illegal.
- b. J. Glaze commented on the hiring of an administrative assistant without posting the position; she expressed concern that everyone has yet to vacate the Senior Center; why Trustee Brewer gave reporter conflicting information; and she spoke of the multi-level support provided by neighboring law enforcement.
- c. L. Washington spoke about illegal parking in her immediate community; police lack of responsiveness and delays when called about wrong doings; liquor licenses; hiring of treasurer and Economic Director; and the Human Relations Commission being locked out of the building and cannot meet.
- d. C. Boetcher – asked for a copy of the Plan; asked why she was told that we cannot get Lake Michigan water; inquired about how many and what positions were filled; asked what are the plans for abandoned homes; and she offered to assist with fundraising for the flags.

13. ADJOURNMENT

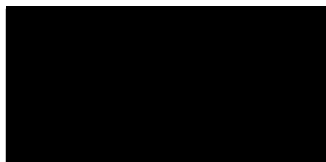
Mayor Burgess asked for a motion to adjourn. The motion was made by Trustee Todd and seconded by Trustee Jones.

A Voice Vote was taken.

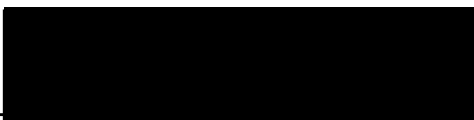
Ayes – 6

Nays – 0

The meeting adjourned at 9:04 p.m.



Mayor Derrick Burgess



Village Clerk Marva Campbell-Pruitt

Journal of Proceedings

SAUK VILLAGE BOARD MEETING
OF THE
CORPORATE AUTHORITIES
TUESDAY, June 13, 2017

SAUK VILLAGE MUNICIPAL CENTER
21801 TORRENCE AVENUE SAUK VILLAGE, ILLINOIS

- 1) **CALL TO ORDER** – The Honorable Mayor Derrick Burgess called the meeting to order at 7pm
 - a) The Mayor led the constituency in reciting the Pledge of Allegiance
 - b) Roll Call
Upon Roll Call – Present were: Trustees Brewer, Grant, Tate, Todd and Zupon. Absent – Trustee Jones.
 - c) Trustee Zupon moved and Trustee Todd seconded the request to recess into Executive (Closed) Session to discuss personnel matters, updates of pending litigation and real estate, with action to be taken.
On Voice Vote
Ayes: 5 - Trustees Brewer, Grant, Tate, Todd, Zupon
Nays: 0
Absent: Trustee Jones
Motion carried
 - d) The Mayor called to reconvene the Regular Board Meeting at 7:47 p.m.
It was moved by Trustee Zupon and seconded by Trustee Todd. Unanimous Decision. Trustee Jones Absent.

2) Public Comment

There was no comment from the public.

3) Approval of Minutes

Trustee Grant moved and Trustee Todd seconded a motion to approve minutes of the Committee Meeting proceedings of May 16, 2017.

On Roll Call vote:

Ayes: 4 - Trustees Brewer, Grant, Tate, Todd

Nays: 0

Abstention: 1 - Trustee Zupon

Absent: 1 – Trustee Jones

Motion Carried

4) Reports of Officers

- a) Mayor's Report - Mayor Derrick Burgess
 - Mayor Burgess made the appointment to fill the vacancy for the Village Treasurer position. Mary Escobedo was so appointed. Village Clerk Campbell-Pruitt proceeded to Swear-in Mary Escobedo by administering the Oath of Office.
 - Mayor Burgess thanked everyone who were involved and attended the Memorial Day event. He thanked the Boy Scouts Troop 152. The Village received a card and acknowledgement of the tree dedication from the Penley Family relating to the tree / rock dedicated in PFC Shane Penley's memory.
 - Sam's Club will be at Village Hall for anyone wishing to sign up for a membership next Wednesday.

- b) Village Clerk – Marva Campbell-Pruitt spoke on the following topics:
 - Thanked the Committees and Commissions who responded to the request to provide information regarding who’s on each and their expiration dates; a report was submitted to the Mayor on June 5th regarding this information
 - The Village website is undergoing a revamping
 - Facebook page will be forthcoming, will use one of the existing pages
 - IT resource working on Windows 10; be patient with him until he gets through everything on his list
 - FOIAs – will put them on the website again, please be patient as they work to get that info on the website. She reiterated that in many cases, a FOIA is not needed, a phone call or email would be sufficient. A FOIA was received today that was previously asked of the former Village Clerk, but because of the delay in responding, a notice was sent to the IL Attorney General.
 - Waiting for information for updating the website
 - New Officials training – several attended; they provided lots of good info.
 - IML Conference – registration opened yesterday
 - Starting to Bind minutes from the past 5 years
 - Listing of ordinances and resolutions are being put together in a fashion that can be sorted alphabetically AND in numeric order
- c) Village Attorney – Not present
- d) Village Engineer Jim Czarnik provided updates on:
 - The resurfacing meeting, work planned to start next week tentatively, with hopes for completion at the end of August
 - Sewer cleaning, that is in the process of scheduling and a reconstruction meeting

5) Reports of Departments, Committees and Commissions

- a) Finance & Administration

Director Rao reported:

 - Village stickers due by June 30th and if not, the fees will be doubled.
- b) Fire Department

Chief Stoffregen reported:

 - The Department responded to 30 calls
 - 3 fire alarms
 - 6 AMB/PD Assist
 - 3 accidents
 - 2 gas leaks
 - 3 vehicle Accidents 3
 - The Cooling Center will be open with Mayoral approval
- c) Police Department

Chief Kowalski reported:

 - In the past 2 weeks, responded to 650 calls with 51 arrests
 - June 4th street parking on Plum Creek – resulted in a shooting
 - Parking permission will be monitored by the Chief
 - June 6th a female was paying for services at Marathon, someone grabbed her keys and stole her vehicle – taking off on IL394. Be aware of your surroundings; look at people in the face. The car was recovered in the city of Chicago
 - June 8th 224th Ct – saw a person break out of a window; the person was apprehended

- PD receives anonymous tips; the info is disseminated and officers will work on that info. They've made at least 12 arrests in the past few months as a result.
- 6-Jun Special Olympics – Torch Run participation by the Dept.
- Correction on Cop on Top Program – forgot to thank Allen Vavrik.
- Received two notes of appreciation – Officer Sassano, letter from the Truancy officer at BTHS. 2) Officer Luke – 20-May incident where resident fell, called 911 for assistance. Officer Luke provided assistance.

d) Emergency Management Agency

Director Vavrik reported:

- Nine calls with the FD
- One AOA (assist other agency)
- He is working with Will County about a plan (for the trustees, but not clarified)
 - Trustee Tates asked a question Director Vavrik to report on an incident where he removed a tattered American flag from Popeyes. They asked Trustee Tates to take care of the tattered flag.

e) Public Works

Not present

f) Community Development

Sherry Jasinski reported:

- Update on liens and that she will file twelve the next day.
- There are \$166,740.75 in outstanding liens
- We have \$99,830.16 paid when people purchase homes/property
- Night Court calls had 96 tickets on the June docket, 90 no shows, so fines doubled. Four were found liable, Two, not guilty
- There is a new business - Herr Display(?)

6) Reports of Trustees and Standing Committees

a) Trustee Brewer

No report

b) Trustee Grant reported:

He attended the SSMMA workshop, and that it was very informative.

The Budget and Finance Committee meeting is planned for next Wednesday, 7pm at Village Hall.

c) Trustee Jones – not present

d) Trustee Tates reported:

- Removing the flag – may reach out to Boy Scout Troop 152 for assistance with destroying it If not, he will reach out to Steger. Would prefer to take care of the flag within the community.
- A proposal to buy new flags –he contacted 3 branches of the military about donating flags & associated equipment. Two said no, one said theirs is tattered, as well. Will consider fundraising as proposed by a resident.
- Gaming ordinance – We can look at surrounding communities' ordinances so we're not reinventing the wheel; had a handout for the Board
- Memorial Day observance – It was his first time coordinating the event. He referenced the program the volunteers put together. He thanked the Mayor and his family for attending. Trustee Tates expressed that he was disappointed about people acting out during the observance. He stated that he reached out to BTHS, who provided a student who played Taps for us, Javier Seguro (sp?), he's 16, wants to be a professional musician. He sent a letter to the BTHS band director and someone else to show his

appreciation for Javier's participation. He thanked the veterans who attended, the Penley's, and Public Works for cleaning up the area prior to the event. He further stated that he has ideas for the Veteran's Memorial.

- There will be a Housing & Intergovernmental meeting on June 28th at 7pm. The committee will be reorganizing a bit, additional information is forthcoming.

e) Trustee Todd reported:

- There is an Ordinance Review Meeting on June 29th 7pm at Village Hall
- Discussing when to have standing meetings
- Beautification – no meeting scheduled, need volunteers
- The mayor reiterated the need for volunteers

f) Trustee Zupon

- Stated that she is accumulating information to formulate the, "Goals of the Public Safety Committee." She asked for those interested in volunteering to reach out to her

7) Unfinished Business

- a) Mayor Burgess stated that this item serves as a headliner for Trustees to request unanswered/incomplete agenda items previously discussed but not brought to closure.
- b) Mayor Burgess stated that he continues to seek feedback of the Review of the Strategic Plan for Progress and Review of the Finances and Procedures Policies.

8) New Business

- a) **Trustee Zupon moved and Trustee Grant seconded approval for the renewal and authorization to sign an agreement with Kane McKenna & Associates for TIF Audits.**

Discussion/Questions:

- Trustee Grant asked if it was confirmed who will be the representative and the rate to be charged. Mayor Burgess confirmed that Mary Thompson will be the representative and the Village will be billed at the officer rate.
- Trustee Brewer wants them to come out to give the Board an update on the TIFs and what we should do. History of the Tiffs. They will be asked to attend the next Committee

On Roll Call vote:

Ayes: 5 – Trustees Brewer, Grant, Tate, Todd, Zupon

Nays – 0

Absent – Trustee Jones

Motion Carried

- b) **Trustee Todd moved and Trustee Brewer seconded approval of Kane McKenna & Associates for general consulting services**

On Roll Call vote:

Ayes – 5 – Trustees Brewer, Grant, Tate, Todd, Zupon

Nays – 0

Absent – Trustee Jones

Motion Carried

- c) **Trustee Zupon moved and Trustee Grant seconded Approval of an Ordinance Amending Chapter 6, "Alcoholic Beverages Establishments" of the Village Municipal Code**

On Roll Call vote:

Ayes: 5 – Trustees Brewer, Grant, Tate, Todd, Zupon

Nays – 0

Absent – Trustee Jones

Motion Carried

- d) **Trustee Zupon moved and Trustee Todd seconded Approval an Ordinance Amending Municipal Code 78-19 (charges) of Article II (Water) Chapter 78 (Utilities) of Village Code (amending water rates – back to \$7.50 per 1,000 gallons)**

Questions/Discussions

- Trustee Grant asked how much is left on the loan that caused the rates to be increased? Director Rao responded: There is approximately \$850k left on the loan.
- Trustee Brewer asked is there a separate General Ledger setup for this revenue? Director Rao responded YES, as of June 30th

On Roll Call Vote:

Ayes: 5 – Trustees Brewer, Grant, Tate, Todd, Zupon

Nays – 0

Absent – Trustee Jones

Motion Carried

- e) **Trustee Tate moved and Trustee Grant motioned to Repeal Chapter 66 of the Village Code regarding Provisions for Honorary Designations (Ordinance 17-006)**

Questions/Discussions

- Trustee Brewer requested information she thought Trustee Tate was to provide based on discussion from the past Committee Meeting.
- Trustee Tate stated that information from him was not a deliverable.
- Trustee Todd indicated that the Board could repeal this Ordinance and allow the Ordinance Review Committee write a new ordinance on the subjected issue.

- f) **It was moved by Trustee Tate and seconded by Trustee Grant to approve Accounts Payable and Disbursements for this period.**

Questions/Discussions:

- Trustee Brewer had a question on immediate checks, specifically, the Illinois Public Risk Fund for \$20,000.00. Dir. Rao stated that it was not on the previous accounts payable to pay that bill. Why would payroll be different period to period? Was it because of overtime? Mohan's answer – overtime cause differences in payroll expenses.
- Trustee Todd asked why no notification (email) on the immediate checks and who were the two signatures? Going forth, will Trustees receive notice as stipulated in the policy? Mayor's answer – he took the blame for not informing the Board Going forth, that information will be disseminated.
- Zupon referred to the drug screening charges and asked the cause. Director Rao stated that it is random drug screening of employees.

On Roll Call Vote:

Ayes: 5 – Trustees Brewer, Grant, Tate, Todd, Zupon

Nays – 0

Absent – Trustee Jones

Motion Carried

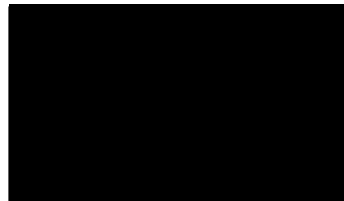
9. General Comments from the Board

Todd- None
Brewer - None
Tates – None
Zupon – None
Grant -None

Mayor Burgess brought forth the following comments:

- The Village is seeking seasonal part time positions for Code Enforcement (1) and Public Works (4)
- We're trying to address the abandoned homes.

10. Trustee Todd motioned and Trustee Zupon seconded the Mayors' call to adjoin the meeting. The meeting adjourned at 8:51 pm.



Mayor Derrick Burgess



Village Clerk Marva Campbell-Pruitt