

**Village of Sauk Village**

Board Meeting of the Mayor and Corporate Authorities

Municipal Center

**21801 Torrence Avenue**

**Sauk Village, Illinois**

**Tuesday, May 10, 7:00 p.m.**

**1) CALL TO ORDER:** Mayor Derrick Burgess called the meeting of the Corporate Authorities to order at 7: 04 p.m.

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

**Roll Call:** Present: Trustees: Bell, Coleman, Grant, Jasinski, Sapp (remotely), and Williams  
Absent: None

**Staff Present:** Dir. Vavrik, Chief Barrett, Director Finch, Chief White

**Others in Attendance:** Clerk Marva Campbell-Pruitt  
Eng. Melanie Arnold, Atty. Samuelson, Commissioner Pondexter

**2) EXECUTIVE CLOSED SESSION**  
There was no Closed Session

**3) MOTION TO RECONVENE REGULAR BOARD**

#### 4) APPROVAL OF MINUTES

- a) Approve the Journal of Proceedings of the Committee Meeting for April 19, 2022

Trustee Jasinski moved, and Trustee Bell seconded

##### **On Roll Call**

AYES: Trustees: Bell, Coleman, Grant, Jasinski, Sapp, Williams

NAYS: None

##### **Motion Carried**

#### 5) PUBLIC COMMENT

- A. Jones requested assistance with issues with a neighbor. Police Chief White has been involved.

Mayor Burgess' Responded that the Chief would take the contact information and would assist with a resolution.

#### 6) REPORTS OF OFFICERS

- a) Mayor - Derrick Burgess:

- i. Announced the need to renew Commissions for the Zoning Board of Appeals for
  - I. Commissioner Todd
  - II. Commissioner Farmer
  - III. Commissioner Pondexter

The Village Clerk administered the oath of office to them, Commissioner Todd and Farmer's Commission expires April 2024. Commissioner Pondexter's Commission will expire April 2023.

- ii. Invited everyone to attend the Memorial Day Ceremony on May 30, 2022, at 11:00 a.m.
- iii. Reported that the Governor's directives towards COVID is unchanged, and municipalities may establish their policy. The mask wearing policy for Sauk Village had not changed.

- b) Village Clerk - Marva Campbell-Pruitt:

- i. Announced that Vehicle and Animal License sales would start on Monday, May 16, 2022.

- c) Village Administrator – Mayor Derrick Burgess announced that Dir. Finch would serve as the Interim Administrator

- d) Village Treasurer: Director Anthony Finch reported:

- i. The Line of Credit (\$500,000) was paid
- ii. The Cash Balances

- e) Corporation Counsel – Atty. Amber Samuelson, Ancel Glink had no report.
- f) Village Engineer –Melanie Arnold, Robinson Engineering reported:
  - i. 2022 RBI/2020 CDBG Resurfacing Program status
  - ii. Sauk Pointe Industrial Park Street Sign Project coordination efforts and the pending recommendation for Payout 1
  - iii. 2021 CDBG Resurfacing Program bid documents were being finalized and would be presented at the next Committee Meeting.
    - I. Mayor Burgess thanked the Engineer for the assistance with CN repairs.

## **7) REPORTS FROM DEPARTMENTS**

- a) Police Department - Chief Malcolm White reported:
  - i. CFS- 523
  - ii. Arrests 16
  - iii. Citations issued since January – 1100
- b) Fire Department – Chief Stephen Barrett reported
  - i. Calls for Service – 106 of which there were sixteen within a twelve-hour period
  - ii. The Department participated in one parade
  - iii. One new Engineer was hired
  - iv. The logistics and dates for the Golf Outing, and the need for sponsorship.
- c) Emergency Management Agency – Director Allen Vavrik reported:
  - i. Calls for Service – 17
  - ii. Fire Department assists – 16
  - iii. Police Department assist – 1
- d) Finance Department – Interim Director Dr. Viviann Jones reported:
  - i. The first Budget Review Special Meeting would convene May 14<sup>th</sup> from 11:00 a.m. – 3:00 p.m.
  - ii. There would be an audit update on Thursday, May 12<sup>th</sup>
- e) Public Works Department – Director Anthony Finch reported:
  - i. A Status Report was highlighted identifying staff accomplishments towards:
    - I. Light repairs -6
    - II. Street sign installations, tree grindings , road bumps,
    - III. Upcoming activities: street repairs for Carlisle Estates, Notices for the sidewalk and curbs program, fault meters, staff training, water

shut offs to start the following week repairs to the Lincoln Lansing drainage ditch.

- f) Community Development – Director Antonio Cooper reported:
  - i. The next Zoning Meeting/Hearing would be held on May 18<sup>th</sup>
  - ii. Business Licenses receipts- \$41,000
  - iii. The Logistic Center’s plans for seven acres

**8) REPORTS OF STANDING COMMITTEES AND TRUSTEE COMMENTS**

- a) Public Health & Safety - Trustee Gary Bell announce the next meeting to be held on 5/19
- b) Ordinance Review - Trustee Arnold Coleman announced the next meeting to be held 5/23
- c) Budget, Finance & Audit - Trustee Rodrick R. Grant had no report
- d) Housing and Intergovernmental Relations - Trustee Sherry Jasinski had no report
- e) Public Services - Trustee Larry Sapp announced the previous meeting, and a Pasta Event on 6/17
- f) Community Development - Trustee Debra Williams announced the Blood Drive, and the need to update the code, and a moment of silence was requested for Fire Fighter, Chris Robinson.

**9) Reports Of Committees And Commissions**

- a) Senior Advisory Committee – Chairman Emmett Farmer announced the next meeting on May 12<sup>th</sup>, Game Night, and a Bowling Event.
- b) Fire and Police Commission – Chairman Francine Anderson was not present
- c) Zoning Board of Appeals Commission – Chairman Charles Pondexter announced the Public Hearing planned for May 18<sup>th</sup>. He requested business cards and Commission Cards for he and the other Commissioners.

**10) PRESENTATION OF ORDINANCES AND RESOLUTIONS**

MAYOR BURGESS CALLED FOR MOTIONS ON THE FOLLOWING:

- i. An Ordinance Approving the Sale and Conveyance of Real Properties located at 1600 217<sup>th</sup> Place Sauk Village, Illinois, and 21754 Peterson Avenue, Sauk Village, Illinois

Trustee Jasinski moved, and Trustee Coleman seconded

**On Roll Call**

AYES: Trustees: Bell, Coleman, Grant, Jasinski, Sapp, Williams

NAYS: None

**Motion Carried**

- ii. An Ordinance Amending Chapter 2 “Administration” of The Municipal Code of The Village of Sauk Village, Illinois Authorizing The Retention By The Board of Trustees of Legislative Special Counsel

Trustee Jasinski moved, and Trustee Williams seconded

Discussions ensued:

The language presented was not that as intended

The Executive and Legislative branches are designed to ensure equal representation.

The Ordinance was not intended to usurp the authority of the Executive Board.

Section 2:85 as proposed was read.

Trustees Jasinski and Williams rescinded the motion and second.

- iii. A Resolution Approving a Marketing Agreement with BRT Outdoor, LLC.

Trustee Jasinski moved, and Trustee Bell seconded

**On Roll Call**

AYES: Trustees: Bell, Coleman, Grant, Jasinski, Sapp, Williams

NAYS: None

**Motion Carried**

- iv. A Resolution and Approving the Agreement with MSI (DACRA) - for Municipal Stickers, Parking Permits, and Animal Tags

Trustee Jasinski moved, and Trustee Bell seconded

**On Roll Call**

AYES: Trustees: Bell, Jasinski

NAYS: Trustees Coleman, Grant, Sapp, Williams

**Motion Failed**

- v. Resolution Accepting a Grant From the Illinois Housing Development Authority’s Strong Communities Program

Trustee Bell moved, and Trustee Coleman seconded

**On Roll Call**

AYES: Trustees: Bell, Coleman, Grant, Jasinski, Sapp, Williams

NAYS: None

**Motion Carried**

**11) UNFINISHED BUSINESS**

None

**12) NEW BUSINESS**

**A) Financial Matters:**

- i. Approve Accounts Payable, and Payroll Disbursements in the Combined Amount of and authorize the Finance Department to Remit Payments.

Trustee Williams moved, and Trustee Jasinski seconded

**On Roll Call**

AYES: Trustees: Bell, Coleman, Grant, Jasinski, Sapp, Williams

NAYS: None

**Motion Carried**

**B) Action Items**

- i. Approve and authorize the Mayor to sign an agreement with BRT, LLC.

It was Determined that the Resolution previously approved, granted the authority.

- ii. Approve and authorize the Mayor to sign a software agreement with MSI (DACRA) utilizing the option for MSI (DACRA) for the mail service.

No motion made as the Resolution failed.

**13) GENERAL COMMENTS FROM MAYOR BURGESS**

Mayor Burgess stated that mistakes should not be dwelled upon

**14) ADJOURNMENT**

Having completed the business of the day, Mayor Burgess called for a motion to adjourn the meeting at 8:29 p.m.

Trustee Bell moved, and Trustee Williams seconded. On roll call, the motion carried unanimously.

/s/Marva Campbell-Pruitt, Village Clerk

/s/Derrick Burgess, Mayor

## Journal of Proceedings

Village of Sauk Village  
Special Board Meeting  
21801 Torrence Avenue  
May 16, 2022

- I. Call to Order – The Honorable Mayor Derrick Burgess  
The special meeting was called to order by Mayor Derrick Burgess of the Village of Sauk Village to approve the Resolution and Agreement/ Contract and Resolution for the Bright Star Ambulance Services on May 16, 2022, at 6:50 p.m.

Notice was issued in accordance with the Illinois Open Meetings Act

- II. Roll Call  
Present: Trustees Bell, Coleman, Grant, Jasinski, Sapp (remote by telephone), Williams  
Absent: None

- III. Mayor Burgess called for a Motion to Approve a Resolution for BrightStar Ambulance Services, Approve the Contract/Agreement for BrightStar Ambulance Service, and Authorize the Mayor to sign the Agreement.

On Roll Call:

Ayes: Trustee Bell, Coleman, Grant, Jasinski, Sapp, Williams

Nays: None

Absent: None

### The Motion Carried

- IV. General Questions and Comments of the Board  
There were none
- V. Public Comment  
There were none
- VI. Adjournment  
Having completed the business of the day, Mayor Burgess requested a motion to adjourn at 6:52 p.m. Trustee Bell moved, and Trustee Coleman seconded. The motion was approved unanimously.

/s/Marva Campbell-Pruitt  
Village Clerk

/s/Derrick Burgess  
Mayor

# Journal of Proceedings

Village of Sauk Village  
Special Committee Meeting  
21801 Torrence Avenue  
May 16, 2022  
6:30 p.m.

- I. Call to Order – The Honorable Mayor Derrick Burgess  
The special meeting was called to order by Mayor Derrick Burgess of the Village of Sauk Village to discuss the Contract and Resolution for the Bright Star Ambulance Services on May 16, 2022, at 6:30 p.m.

Notice was issued in accordance with the Illinois Open Meetings Act

- II. Roll Call  
Present: Trustees Bell, Coleman, Grant, Jasinski, Sapp (remote by telephone), Williams

- III. Discussion of the Contract/Agreement for BrightStar Ambulance Service  
Fire Chief Barret led the discussion and addressed the penalty clause in the contract for early termination. He stated that the clause serves to protect both parties.

Trustees questioned and commented on the following:

- Why agree to the clause if the Attorney advised against it?
- Why was there an extension as the contract was to be for two years?
- The education for staff stipulated in the previous contract did not materialize
- The Billing, with BrightStar responsible, require correcting before signing. Discussion of the Village’s capability to assume billing would be discussed later.
- The notice for termination of the contract must be extended to stipulate a 90-day notice
- Late Payment would be considered at 60-days after the net term
- Scheduling of EMT’s should consider the need for no IMRF or benefits
- A minimum of one staff should have at minimum eighteen months of experience

- IV. Review a Resolution for BrightStar Ambulance Services  
There were no discussions or questions

- V. General Questions and Comments of the Board
- Trustee Grant acknowledged the daunting task and was thankful for the likely resolution.
  - Trustees Bell, Coleman, Jasinski each expressed thankfulness to having averted a negative impact.



- Trustee Sapp questioned if the Board would vote to accept the contract.

VI. Public Comment

- J. Burgess suggested that the Board review the contract and performance after one year.

VII. Adjournment

Mayor Burgess requested a motion to adjourn at 6:45 p.m.

Trustee Jasinski moved, and Trustee Williams seconded. The motion was approved unanimously.

/s/Marva Campbell-Pruitt  
Village Clerk

/s/Derrick Burgess, Mayor

## Journal of Proceedings

Village of Sauk Village  
Special Board Meeting  
21801 Torrence Avenue  
May 16, 2022

- I. Call to Order – The Honorable Mayor Derrick Burgess  
The special meeting was called to order by Mayor Derrick Burgess of the Village of Sauk Village to approve the Resolution and Agreement/ Contract and Resolution for the Bright Star Ambulance Services on May 16, 2022, at 6:50 p.m.

Notice was issued in accordance with the Illinois Open Meetings Act

- II. Roll Call  
Present: Trustees Bell, Coleman, Grant, Jasinski, Sapp (remote by telephone), Williams  
Absent: None

- III. Mayor Burgess called for a Motion to Approve a Resolution for BrightStar Ambulance Services, Approve the Contract/Agreement for BrightStar Ambulance Service, and Authorize the Mayor to sign the Agreement.

On Roll Call:

Ayes: Trustee Bell, Coleman, Grant, Jasinski, Sapp, Williams

Nays: None

Absent: None

### The Motion Carried

- IV. General Questions and Comments of the Board  
There were none
- V. Public Comment  
There were none
- VI. Adjournment  
Having completed the business of the day, Mayor Burgess requested a motion to adjourn at 6:52 p.m. Trustee Bell moved, and Trustee Coleman seconded. The motion was approved unanimously.

/s/Marva Campbell-Pruitt  
Village Clerk

/s/Derrick Burgess  
Mayor

# SPECIAL COMMITTEE MEETING OF THE VILLAGE OF SAUK VILLAGE

Sauk Village Municipal Center  
21801 Torrence Avenue  
Sauk Village, Illinois

## Meeting Notes

Budget Review Meeting

**May 21, 2022**

**11:00 a.m.**

Call to Order – The Honorable Mayor Derrick Burgess provided notice in accordance with the Illinois Open Meetings Act for a Special Meeting to allow Department Heads to discuss their proposed budgetary requests. The meeting was called to order at 11:05 a.m.

**Note: As requested items were not approved at the time of the meeting and during the meeting, the costs for items were not included in the notes but are reflected in the budget presented for review.**

Director Jones was called upon to provide an overview of the process for the day and appealed to everyone that the document presented was a working draft. She asked that hand-outs be distributed after the review and to focus on the financial elements of the budget.

I. Budget Presentation and Discussion by Departments for The FY 2022-2023 Budget

- Fire Department – Chief Barrett

The line items are correct regarding the Total wages of \$588,344.02

- a) Fringe Benefits increased . There are plans to break out and segregate all benefits. There is only one full-time employee included in FICA Taxes. The Finance Dir. Will add \$110.000 for a total of \$190.00
- b) Revenue for the 1050 Billing
- c) The over budget stemmed from maintenance and payments made in 2020. \$31,000 payment from that prior FY was paid in 2021
- d) For consideration, as the 2000c bond was paid, consider a bond for a new facility.
- e) The budget year for new autos purchased was questioned.
- f) Publications and Memberships increase was questioned. The rationale was that funds would be spent for fire prevention for the schools. Smoke detectors, IGA and increase in dues.

Dr. Jones asked that all suggestions be sent by email, so they are incorporated into the second round of review.

- Emergency Management Agency- Director Allen Vavrik requested staff.  
Key focal areas:
  - a. An office space is needed. The garage on Sauk Trail is condemned. It has no electricity, heat or bathroom facilities
  - b. Need new vehicles. The current ones are 1990 and 1999 vehicles. The cost for repairs would be \$8,000 and \$10,000
  - c. Personnel is needed. He requires one to two additional staff.
  - d. EMA is on the 1050 Billing, yet no funds are attributed to EMA
  - e. Phone lines in the EMA budget are not attributed corrected. That department has no phone lines
  - f. Uniforms are needed to attend ceremonies and funerals
  - g. A copier code will be assigned to EMA

Mayor Burgess suggested to stay away from used vehicles and the 1050 funds must be allocated to EMA

The session recessed at 12:50 and reconvened at 1:00 p.m.

- Community Development Department- Antonio Cooper  
Reviewed the items requested and provided justification. He requested:
  - a. \$16,400 for a part time code enforcer to focus on grass, garbage, and property maintenance violations
  - b. Move the p/t assistant to full time.

It was suggested that the p/t staff would not use overtime to work on Saturdays, rather alter the work schedule

- c. Vehicle Expenses were needed for repairs
- d. Uniforms Required

Grants will be moved from that budget and placed on a separate spread sheet.

- Public Works Department- Public Grounds and Streets, Sewers, Water - Anthony Finch
  - a. Pointed out that the budget was reduced.
  - b. Reviewed requested figures and provided justification. Some figures requested were place holders and the need for a generator
  - c. Utility fees should increase to \$1,9000,00
  - d. Desire to hire two staff who would be dedicated to overseeing the fire hydrants.
  - e. Stated he may need to request an additional \$70,000.00
  - f. Transfer \$400,000.00 as the ambulance services should be handled on a separate sheet.

- g. He answered questions concerning some budget lines items
    - 1. Landscape supplies, computers were under general supplies.
    - 2. \$850,000.00 not received from the previous year
    - 3. ITRON was not used
  - h. EMT & Ambulances budget for \$320,00 is in both that budget and the Fire Dept's budget
  - i. Professional services funds requested as a result of outstanding invoices
  - j. Under Sewer under Equipment and Maintenance – one bill to repair street sweeper for \$30,000.00
  - k. Under Professional Services invoices can be expected to increase the amount to \$60,000.00
  - l. Other Contractual Services are targeted for curb and street repairs.
  - m. He suggested increasing vending fees and requesting additional funds from TIF 3
- Police Department- Chief Malcolm White
 

Provided an overview and provided justification for items not included in the proposed budget. He cited:

Fleet Issues, shortages and the taxing of vehicles as they are now scheduled. There are vehicle shortages

Other items:

    - a. Computer IT costs would be under General Funds until they could be borne by the department
    - b. Over-time is high, but requires converting to individual cases
    - c. Two-line items held the same description-remove 352
    - d. He provided rationale for several line items
      - a. Radars, radio repair cost increases
      - b. Increased training and memberships
      - c. Rents/leasing and monthly dues with Starcom and Motorola radios.
  - Elected Offices – Clerk Marva Campbell-Pruitt was called to respond to questions and provided justifications on a case-by-case basis.
    - The main topic was budgets for the Standing Committees. It was proposed that each would be budgeted for \$1,300.00
    - Line items discussed were Special Events, Community Events (the Clerk discussed the events under that budget line and requested that the requested \$1,500. Be allocated) Senior Center. Consideration was made to consider a budget of up to \$1500 for standing committees.

Dir. Jones would make the needed changes and distribute them either Saturday or Sunday.

- Public Comment  
Was not called
- Adjournment

The meeting was adjourned at approx. 4:00 p.m. by common consent with notice that it would be reconvened on Monday, May 23<sup>rd</sup> at 6:00 p.m.

/s/Marva Campbell-Pruitt, Village Clerk

/s/Derrick Burgess, Mayor

# **SPECIAL COMMITTEE MEETING**

## **OF THE VILLAGE OF SAUK VILLAGE**

Sauk Village Municipal Center  
21801 Torrence Avenue  
Sauk Village, Illinois

### **Meeting Notes**

Budget Review Meeting

**May 23, 2022**

**6:00 p.m.**

Call to Order – The Honorable Mayor Derrick Burgess provided notice in accordance with the Illinois Open Meetings Act for a Special Meeting to allow for discussion and budget review for Finance and Administration budgetary requests. The meeting was called to order at 6:20 p.m.

#### **On Roll Call**

Present: Trustees Bell, (Remote) Coleman, Grant, Jasinski, Sapp, Williams

Absent: None

Mayor Burgess turned over the meeting to Interim Director of Finance, Dr. Jones.

Dr. Jones reviewed the procedure and process that would govern the discussion. The following ensued:

- There were significant budgetary changes in personnel.
  - The recommendation that Dir. Finch’s position title be changed to Director of Operations
  - Salary changes were different to compensate for the following incentives through April.
    - Finch - \$142,000
    - Jones - \$135,962
    - Nevels - \$60,000
    - Lewis - \$75,000

A Trustee stated that increased salaries should only be realized after the budget and its deficits are rectified.

- Dir. Finch’s salary for the Treasurer position was questioned. The recommended pay for \$12,000 was not received
- A breakdown of expenses, per vendor was requested. Therefore, show the amounts by services, i.e., Contractual Services, Professional Services, and other Contractual Services.

- True allocations are noted, but IT Services were spread throughout the varying departments.
- Fire & Police Commissions were to be moved from the Elected Officers budget back to Administration
- A Budget of \$2,096,712 in deficient would not be passed
- It was questioned how auditing as listed as revenue and not an expense – this will be researched.
- It was asked where was the property tax for ambulance services? This will be researched
- Upcoming timelines:
  - Department Heads would be asked to report the funds collected at a Committee Meeting in July
  - The first draft budget would be presented on May 31, 2022
  - The second draft budget would be presented soon thereafter
  - Any recommended revisions should be sent to Dr. Jones
  - It was projected that the budget would be approved on June 28, 2022
  - The proposed budget must be posted for public review and the notice of the hearing must be published in advance.

Public Comment – There was none

The meeting adjourned at 8:20. It was moved by Trustee Jasinski and seconded by Trustee Williams. The motion carried by a unanimous vote.

/s/Marva Campbell-Pruitt, Village Clerk

/s/Derrick Burgess, Mayor



## Village of Sauk Village

Board Meeting of the Mayor and Corporate Authorities

Municipal Center

21801 Torrence Avenue

Sauk Village, Illinois

Tuesday, May 24 2022, 7:00 p.m.

**1) CALL TO ORDER:** Mayor Derrick Burgess called the meeting of the Corporate Authorities to order at 7: 04 p.m.

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

**Roll Call:** Present: Trustees: Bell (Remote by Phone), Coleman, Grant, Jasinski, Sapp, and Williams  
Absent: None

**Staff Present:** Dir. Vavrik, Chief Barrett, Director Finch, Chief White

**Others in Attendance:** Clerk Marva Campbell-Pruitt  
Eng. Melanie Arnold, Atty. Samuelson

Mayor Burgess asked for a Moment of Silence for the victims impacted by the Texas Massacre in Uvalde, TX

### 2) EXECUTIVE CLOSED SESSION

Mayor Burgess called for a motion to recess to Closed Session at 7:06 p.m.to review previous minutes of closed session meetings and to discuss Personnel.

Trustee Williams moved, and Trustee Coleman seconded. On roll call the motion unanimously carried.

### 3) MOTION TO RECONVENE REGULAR BOARD

The meeting reconvened at 7:24 p.m. by a motion from Trustee Sapp and a second from Trustee Coleman. On roll call the motion unanimously carried and with all trustees responding present.

### 4) APPROVAL OF MINUTES

a) Approve the Journal of Proceedings of the Board Meeting of April 26, 2022

Trustee Jasinski moved, and Trustee Sapp seconded

**On Roll Call**

AYES: Trustees: Bell, Coleman, Grant, Jasinski, Sapp, Williams

NAYS: None

**Motion Carried**

- b) Approve the Journal of Proceedings for the Special Meeting of April 28, 2022

Trustee Jasinski moved, and Trustee Bell seconded

**On Roll Call**

AYES: Trustees: Bell, Coleman, Grant, Jasinski, Sapp, Williams

NAYS: None

**Motion Carried**

- c) Approve the Journal of Proceedings of the Committee Meetings of May 3, 2022

Trustee Jasinski moved, and Trustee Bell seconded

**On Roll Call**

AYES: Trustees: Bell, Coleman, Grant, Jasinski, Sapp, Williams

NAYS: None

**Motion Carried**

**5) PUBLIC COMMENT**

All questions and comments must be directed to the Mayor. Each speaker may comment on any matter concerning the business of the Sauk Village Municipality. Each speaker is allowed **one opportunity** to speak for up to three (3) minutes and may not engage in debate, counter-replies, or rebuttals

**6) REPORTS OF OFFICERS**

- a) Mayor - Derrick Burgess:

- i. Announced that offices would be closed
- ii. Invited all to the Memorial Day Ceremony
- iii. Reiterated the mask mandate

- b) Village Clerk – Marva Campbell-Pruitt

- i. Reported the number of stickers sold during the first week of sales. She will report monthly going forth.

- c) Village Treasurer – Anthony Finch

- i. Reported that restricted Funds totaled \$821,459 and Unrestricted Funds totaled \$1,614,566

- d) Corporation Counsel – Atty. ShawnTe Raines, Ancel Glink had no report

- e) Village Engineer –Melanie Arnold, Robinson Engineering:

- i. Presented Contract Books for the 2022 RBI CDBG Grant
- ii. Announced the 2021 CDBG IDOT Resolution on that nights’ agenda

## **7) REPORTS FROM DEPARTMENTS**

- a) Police Department – Chief Malcolm White
  - i. Reported seventy-five Calls for Service
  - ii. Thirty Arrests
  
- b) Fire Department – Chief Stephen Barrett
  - i. Reported seventy-seven Calls for Service
  - ii. Announced his election as vice-president of MABAS
  - iii. Announced the Golf Outing
  - iv. One officer passed the DIVE Certification
  
- c) Emergency Management Agency – Director Allen Vavrik
  - i. Reported fourteen Calls for Service
  - ii. Assists with other departments – seven
  
- d) Finance Department – Interim Director Dr. Viviann Jones
  - i. Reported that the audit was on-going
  - ii. Announced the RFP for a new Audit Firm
  
- e) Public Works Department – Director Anthony Finch
  - i. Provided a written report that captured the activities of the department
  - ii. He was asked to repair the lighting on the Municipal Sign
  
- f) Community Development – Director Finch Reported:
  - i. The collection of funds from business licenses was projected at \$47,000
  - ii. The Zoning Board Hearing was successful

## **8) REPORTS OF STANDING COMMITTEES AND TRUSTEE COMMENTS**

- a) Public Health & Safety – Trustee Gary Bell
- b) Ordinance Review – Trustee Arnold Coleman announced the next meeting.
- c) Budget, Finance & Audit – Trustee Rodrick R. Grant had no report.
- d) Housing and Intergovernmental Relations – Trustee Sherry Jasinski had no report
- e) Public Services – Trustee Larry Sapp reported that the committee met and that an event was planned for June 17, Talent & Taste
- f) Community Development – Trustee Debra Williams reported that twelve individuals contributed blood at the Blood Drive , thanked volunteers, and solicited committee members

## **9) Reports Of Committees And Commissions**

- a) Senior Advisory Committee – Chairman Emmett Farmer presented and read a report.
  - i. Next Advisory Meeting would be June 9<sup>th</sup>.
  - ii. Announced the Bowling, and Casino events.
  
- b) Fire and Police Commission – Chairman Francine Anderson was not present
- c)
- d) Zoning Board of Appeals Commission – Chairman Charles Pondexter

- i. A Recommendation to approve a Zoning Variance from Residential to Commercial and Request the Attorney to Review and Draft an Ordinance

**10) PRESENTATION OF ORDINANCES AND RESOLUTIONS**

- a) A Resolution to Appropriate Funds of the Motor Fuel Tax Funds Maintaining Streets and Highways Under the Applicable Provisions of the Illinois Highway Code Sec.21-00042-00R-S and the accompanying Engineering Services Agreement

Trustee Jasinski moved, and Trustee Williams seconded

**On Roll Call**

AYES: Trustees: Bell, Coleman, Grant, Jasinski, Sapp, Williams

NAYS: None

**Motion Carried**

**11) UNFINISHED BUSINESS**

NONE

**12) NEW BUSINESS**

**A) Financial Matters:**

- i. Approve Accounts Payable, and Payroll Disbursements in the Combined Amount of \$321,182.39, and authorize the Finance Department to Remit Payments.

Trustee Jasinski moved, and Trustee Coleman seconded

**On Roll Call**

AYES: Trustees: Bell, Coleman, Grant, Jasinski, Sapp, Williams

NAYS: None

**Motion Carried**

**B) Action Items**

- i. Approve the solicitation by an submitting a RFQ for New Auditors

Trustee Jasinski moved, and Trustee Bell seconded

**On Roll Call**

AYES: Trustees: Bell, Coleman, Grant, Jasinski, Sapp, Williams

NAYS: None

**Motion Carried**

- ii. Approve the Health Care Renewal Proposal and grant authorization accept the agreement

Trustee Jasinski moved, and Trustee Sapp seconded

**On Roll Call**

AYES: Trustees: Bell, Coleman, Grant, Jasinski, Sapp, Williams

NAYS: None

Motion Carried

- iii. Approve the Host Site Agreement between Prairie State College for the Opportunity Works Internship Program

Trustee Sapp moved, and Trustee Jasinski seconded

**On Roll Call**

AYES: Trustees: Bell, Coleman, Grant, Jasinski, Sapp, Williams

NAYS: None

**Motion Carried**

**13) GENERAL COMMENTS FROM MAYOR BURGESS**

NONE

**14) ADJOURNMENT**

Having completed the business of the day, Mayor Burgess called for a motion to adjourn at 8:02 p.m. Trustee Sapp moved and Trustee Bell seconded. The motion carried unanimously.

/s/Marva Campbell-Pruitt, Village Clerk

/s/Derrick Burgess, Mayor

Sauk Village Municipal Center  
21801 Torrence Avenue  
Sauk Village, Illinois

## **Meeting Notes**

Budget Review Meeting

**May 31, 2022**

**6:00 p.m.**

Call to Order – The Honorable Mayor Derrick Burgess provided notice in accordance with the Illinois Open Meetings Act for a Special Meeting to allow for discussion of the First Draft of the budget. The meeting was called to order at 6:20 p.m.

### **On Roll Call**

Present: Trustees Bell, Coleman, Grant, Jasinski, Sapp, Williams

Absent: None

Mayor Burgess asked Dr. Jones to discuss the parameters of that day's agenda.

Dr. Jones reviewed the procedure and process that would govern the discussion, and provided a memo outlining line items and next steps. The following ensued:

- The Police Department requested eight vehicles. The possibility for two is feasible
- The Fire Department requested \$50,000 for facility management
- Concerns were noted regarding the vehicle for ESDA. An updated would be provided
- A needed referendum to float a bond could net up to eight million dollars. This must be accomplished in November and then April 2023
- The breakdown of Professions Services, per department by line item was requested.
- The Elected Officers lines require amending, specifically the Corn and Dog Roast and the Deputy Clerk. Remove "other" No consensus was taken for the Deputy Clerk position, most were not in favor.
- The revenue and expenditures summary, by department, along with how each department performs was requested
- The amount of \$697,00 should not be listed as revenue; \$700,000 added to expenses would make a sizeable impact.
- The final budget is possible at the end of June
- A consensus vote was taken towards continuation to plan for the Summer Fest.
  - Results – No- 3; Yes -2; abstain – 1
  
- The next meeting would be scheduled for June 13, 2022

Public Comment:

- R. Tolbeck spoke of the need to coordinate events with surrounding areas and the need to get written commitments for funds
- J. Burgess spoke on streetlights and public services, where and how much funds would be generated and requested.

The meeting concluded at 9:06 p.m. with a motion by Trustee Williams and a second by Trustee Jasinski. The vote was unanimous.

/s/Marva Campbell-Pruitt, Village Clerk

/s/Derrick Burgess, Mayor