

JOURNAL OF PROCEEDING

COMMITTEE OF THE WHOLE MEETING
MAYOR AND BOARD OF TRUSTEES OF THE
VILLAGE OF SAUK VILLAGE, ILLINOIS
21801 TORRENCE AVENUE, SAUK VILLAGE, ILLINOIS
February 7, 2023, 7:00 PM

1. CALL TO ORDER

Mayor Burgess called the meeting to order at 7:04 p.m.

2. ROLL CALL

On Roll Call

Present: Trustees: Bell, Burns, Coleman, Grant, Jasinski, and Williams

3. DISCUSSIONS & PRESENTATIONS

- **Director Anthony Finch**

- A Resolution Authorizing the Sale of Village-Owned Surplus Real Estate 21300 Mark Collins Dr
The Resolution was discussed and there was confirmation that the Village owns the property.

The address of the property was questioned. The Appraisal would be sent to the Clerk for distribution. The next steps would be to change the wording of the Village and Trustees in the Resolution. The posting to the Tribune and included the Resolution on the Board Meeting agenda for consideration of adoption are the next steps.

- Website Redesign Proposals

The following proposals were discussed and exemplified. The three companies were requested to make formal presentations before the Board at a Committee of the Whole Meeting

- Revize
- Frampton
- CivicPlus

Questions asked was if tracking the current traffic to the website is done and who would have access to post to the website.

- Fire Chief Stephen Barrett

- Provided a Review of the proposed BrightStar Contract that comes with two different options.
 - a. Option 1 \$275,000 with one paramedic
 - b. Option II \$420,000 with paramedics and EMTs.

Questions asked was the statement of BrightStar providing an ambulance. The response was that the company would provide use of one as needed. There would be no change to the Termination Clause.

Though the contract was presented, no action is need at the current contract expires in April.

- **Hiring of a Deputy Fire Chief**
 Chief Barrett reported that there is a person of interest he wished to onboard. The individual requests \$5,000 more than what is currently paid. It would be a part-time position with no benefits. Though the position has posted, it changed, the Chief was asked to send it to the Clerk for distribution as it was not posted on the media outlets available.
 Questions ensued regarding the qualifications and the intended person's ability to assist with grant writing for the Village. The hours of actual work were questioned. 9-5 would be the work hours with the time to be split. A background check is required. The item would be on the next Board Meeting agenda
 Other questions centered on others who could be considered. The resolution is required because the salary would change. The budget does not need to be amended as there are sources to pay the difference. The need to go to the Board is not a customary practice, but the budget may need amending.

- **Trustee Debra Williams**

- Trustee Williams discussed and reviewed the Hiring and Spending Freeze Ordinance that was rescinded previously.

Salient points of the previous spending freeze were highlighted that had significant worth regarding the responsibilities that must go forth. She recommended and asked that it be updated and reinstated. Mayor Burgess asked if any components were being violated and what substantiated the need for a spending freeze. The question was that Trustees were not notified when additions to the budget were needed. The responsibilities of the Finance Director were not being fulfilled and there were no parameters stated when the new spending freeze was announced December 2022.

Dr. Jones spoke to defer to Trustee Grant who stated that her premise may have changed since greater clarity was made. She reminded the Board that tax funds had not been received and that the line of credit was drawn, and items purchased that were not in the budget. The Spending Freeze was at the recommendation of the Director of Operation. She shared numerous instances where items were not documented properly, and that updates have been made on the financial system. A Trustees had questions regarding the need for another ordinance and the need for checks and balances. At the conclusion, they determined there was no spending freeze, but protocol should be followed.

- Trustee Williams asked for a review the contract for CSL Sprinkling Cleaning as additional funds is requested. Mayor Burgess avowed that the work was not done, and the company had not been paid \$1,000.00. It being on the Accounts Payable was questioned. Dr. Jones explained that the cleaning of cells was not in the contract. A new contract would be required before changes could go forth. Trustee Williams reiterated certain tenets of the contract that were not followed. Dr. Jones spoke to the actions of the cleaning service.
- Other Discussions/ Questions were raised:
 1. When and under what conditions were considered to determine how much the power-cleaning would cost.
 2. To add \$12,000 more to the budget without approval of the Board, it not being amending and, why the service was not rebid.
 3. The cells and locker rooms should be cleaned daily.
 4. Mayor Burgess will provide an update at the next Committee Meeting.
 5. Director of Operations would be asked to conduct another walk-through with the company

Mayor Burgess asked for a five-minute recess to comply with a requested point of privilege at 9:20 p.m. The meeting reconvened at 9:27 p.m. by a unanimous roll call vote.

- **Director Antonio Cooper**
 - Director Cooper introduced and explained the purpose of the Intergovernmental Agreement for the Provision of Environmental Health Inspectional Services for the period of December 1, 2022, through November 30, 2023.
 1. There was a question regarding Tornado's lack of pricing on food items
This item would be included on the agenda at the next Board Meeting.
- **Director Viviann Jones Consultant**
 - **Consultant Jones provided Financial Updates:**
 - Joint Purchasing Agreement between Clear Gov discussed a web-based system
A representative from Clear Gov discussed a web-based system by teleconference. She provided an overview on budgeting as utilized in other municipalities that would shorten the budgeting process going forth. Dr. Jones recommended the system for \$17,600 and reduce the options/modules covered by Civic.
 - ICE Miller Series 2019AB Rebate Report was discussed along with an explanation of TIFS and Bonds. The October 12th letter assumed that there may be funds due, and December 9th letter clarifies that none are due.
 - Audit Update- The FY21 Audit is in process. There are twenty million dollars' worth of transactions not entered into system. The auditors are expected to be at the Village the week of the twentieth
 - Year-to-Date Budget to Actual Report – Requested questions - the report provided was not accurate and will be re-presented . She was advised that most tax revenue was provided in January and should be in the system. A trustee asked for the revenue portion. It should be made available on the next Friday. A Trustee questioned if the Ordinance to reallocate .50 from the Water Fund was occurring.

4. PUBLIC COMMENTS

None

5. GENERAL COMMENTS BY TRUSTEES & MAYOR

- Trustee Coleman asked if comments could be added at the beginning of the meeting.
- Trustees Jasinski commended Trustee Williams on the Sauk Talk.
- Trustee Grant re-assured Trustee Burns to ask questions
- Trustee Bell asked about the insurance for retirees and if they had been notified.
- Trustee Burns referenced the Music Fest and pending plans and the funds that were allocated. She was referred to the Finance Department. She commended Trustee Williams on the production of the Sauk Talk.
- Trustee Williams reiterated the reason for Public Comment. She asked if there could be two, one at the beginning, another at the end. She discussed deadlines for submission of entries which is on the fifteenth of each month.

6. EXECUTIVE CLOSED SESSION

A Motion to Recess to Closed Session was made by Trustee Williams and seconded by Trustee Bell at 10:55 p.m. to discuss Personnel matters only. Roll call was taken, all Trustees were present, and voted Aye, and the motion carried.

- Reconvene Committee of the Whole Meeting

A motion to Reconvene Committee of the Whole Meeting was moved by Trustee Bell, and seconded by Trustee Williams at 11:55 p.m. Roll call was taken, all Trustees were present, and voted Aye, and the motion carried.

7. ADJOURNMENT

The meeting immediately adjourned with a motion by Trustee and a second by Trustee at 12:00 a.m. by a unanimous vote.