

**JOURNAL OF PROCEEDINGS  
COMMITTEE OF THE WHOLE MEETING  
MAYOR AND BOARD OF TRUSTEES OF THE  
VILLAGE OF SAUK VILLAGE, ILLINOIS  
21801 TORRENCE AVENUE  
SAUK VILLAGE, ILLINOIS  
November 21, 2023, 7:00 PM**

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**1. CALL TO ORDER**

Trustee Coleman called the meeting to order at 7:02 p.m.

Trustee Williams announced that in the absence of the Mayor Burgess a roll call vote to appoint Trustee Coleman as Mayor Pro Tem.

Trustee Burns motioned and Trustee Carter seconded the motion to appoint Trustee Coleman Mayor Pro Tem

On Roll call

Ayes: Trustees: Burns, Carter and Williams

Nays: Johnson

**ROLL CALL**

On Roll Call

Present: Trustees: Burns, Carter, Coleman, Johnson and Williams

Trustee Sapp was included remotely 7:04pm

Absent: None

**2. DISCUSSIONS & PRESENTATIONS**

**Interim Village Administrator Timothy Williams**

**B& F Code Construction- Ordinance Amending and Adopting Building and Technical Code-Rich Piccolo**

Village Administrator Williams introduced B& F Code Construction representative Rich Piccolo who spoke on the Ordinance Amending and Adopting Building and Technical Code.

The ordinance was amending codes that have been in place since 2006. The building codes are normally updated every three years. This amendment updates the 2006 code as applicable with the 2021 Building and Technical Code. It was determined that the item would be placed on the Board agenda. If approved by the board, it takes 1 ½ years to amend the code except in the case of emergency. The Code Department and Safebuilt should begin 30 days after final amendment.

This will not affect existing structures. The inspectional services process was discussed but does not apply in this instance. The Property Maintenance Code has been adopted previously.

### **Responsible Operator in Charge Agreement**

Village Administrator Williams stated the Water Operator in Charge has resigned. Until a new staff member is in place, Robinson Engineering representative Melanie Arnold presented a Responsible Operator in Charge agreement to be used in the interim. The agreement states that Robinson Engineering will provide two operators qualified in the level needed to act as the Responsible Operator in Charge for a sum of \$7,000.00 per month (10-15 hours per week) to be paid on a quarterly basis as needed for the term of one year with a 30 -day termination clause the village may implement with the quarterly sum prorated. These operators met with the former WOIC and village employees. It was determined which day to day operations would be handled by Robinson and which would be handled by village staff.

Trustee Burns stated the village was aware that the previous operator was nearing a milestone and could be retiring. Village Administrator Williams stated that there were rumors, but it only became official recently.

Trustee Burns stated that employees approaching a milestone should be asked if they are considering retirement well in advance so staff can be hired.

VA Williams stated the job description for a Class C operator is under review and the job is posted. This agreement will be moved to the next agreement.

Trustee Williams stated the

### **Trustee Debra Williams**

Trustee Williams stated these items will be readdressed at another time, in view of the fact, that the Mayor and the Village Administrator were not in attendance at that time.

Illinois Funds was previously moved forward for more information. The mayor is not present. Please move this forward.

Sauk Village Website- several website corrections were sent to IT. A new website company was hired. The front page was changed but the outdated info still needs to be removed. Some website changes have been made.

### **Security and Decorum on Village Buildings and Grounds**

Due to recent events that have caused safety concerns, counsel will be asked to prepare ordinances to repair all broken cameras and install additional cameras. Also, an ordinance should be prepared regarding all weapons brought into the board room or municipal buildings and grounds being illegal. If board members feel threatened, they should have the ability to attend remotely. Contact the attorney if you have any questions.

Trustee Burns stated people have threatened public officials. Anyone participating in physical or verbal attacks, particularly if weapons are in place, will no longer be able to participate in any committees.

Trustee Sapp concurred with the above comment regarding safety concerns.

### **3. PUBLIC COMMENTS- NONE**

### **4. GENERAL COMMENTS BY TRUSTEES & MAYOR**

- i. Trustee Williams- Two items that were requested for the agenda were removed by the mayor. Five FOIA requests were submitted and denied for various reasons- need more time, need to be narrowed down, etc... There is an additional five days for the FOIAs to be answered.

Job descriptions and salaries were requested because we are seven months into the new budget, and we are working off last year's budget until one is approved. There are several staff members whose salaries have not been approved or their position and salary are not included in the last budget. Some of these are interim positions that may be paid at different rates than previous staff or the position was eliminated with no discussion of salaries held on incoming staff.

Secondly, the hiring of Calene Zabinski and Seldon Fox to conduct audit prep was removed. On August 22, 2023, the board approved by majority, after several attempts to prevent this action, to move forward. All vetoes and overrides were completed. The mayor refused to move forward with the board's actions. It was previously stated that if the mayor did not move forward with the desire of the board there would be legal action. The audits have been delayed way too long. It was improper of the mayor to bring another option to the table after the board's approved options were ready to get started.

It has been discovered that the village has been on Stop Pay with the Department of Transportation for failing to turn in audits from 2018, 2019 and 2020 even though village staff has been noticed. One grant was lost, and we are not eligible to apply for any others until we are in compliance.

The next Blood Drive is December 16<sup>th</sup> at the McConathy Public Library along with their Santa event from 10am -2pm. Covid and flu shots as well as work force related resources will also be on hand.

The Village Clerk is looking for donations for holiday baskets. A list of items needed is in the hallway.

Thanks to the Village Clerk, Eastern Stars, fellow board members, the Community Services Committee, and others on a great Senior Thanksgiving meal. Great job!

Happy Thanksgiving!

- ii. Trustee Carter- No Comment
- iii. Trustee Johnson- No Comment
- iv. Trustee Burns- The Public Services Committee meeting has been rescheduled from November 28<sup>th</sup> to November 30<sup>th</sup> at 7pm in the rotunda.
- v. Trustee Sapp- No Comment
- vi. Mayor Pro Tem Coleman- The Ordinance Review Committee will meet November 27<sup>th</sup> at 7pm in the rotunda and wished everyone a Happy Holiday and stated the budget will not be rushed. The sooner we get the budget, the sooner we can review the budget and approve the budget.

## 5. EXECUTIVE CLOSED SESSION

None

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## 6. ADJOURNMENT

Having completed the business of the day, Mayor Pro Tem Coleman called for a motion to adjourn the meeting at 8:05 p.m. Trustee Burns moved, and Trustee Carter seconded. On roll call, the motion carried unanimously.

Recorded by Trustee Debra Williams