

JOURNAL OF PROCEEDINGS

Village of Sauk Village

Board Meeting of the Mayor and Corporate Authorities

Municipal Center

21801 Torrence Avenue

Sauk Village, Illinois

Tuesday, January 11, 2022, 7:00 p.m.

1. CALL TO ORDER – Honorable Mayor Derrick Burgess

CALL TO ORDER: Mayor Derrick Burgess called the meeting of the Corporate Authorities to order at 7:03 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, and Williams
Absent: None

Staff Present: Administrator Wiszowaty, Dir. Vavrik

Others in Attendance: Clerk Marva Campbell-Pruitt

Eng. Jennifer Printz, Atty. Raines, Consultant Douglas

2) EXECUTIVE SESSION CLOSED SESSION

All Trustees voted by consensus to move the Executive Closed Session to the end of the Agenda.

3) APPROVAL OF MINUTES

a. MOTION TO APPROVE THE FOLLOWING MINUTES :

- i. Approve and Hold Minutes of Executive Closed Sessions for the Following Dates:
 1. October 19, 2021
 2. November 16, 2021

Trustee Williams moved, and Trustee Jasinski seconded

On Roll Call

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

NAYS: None

Motion Carried

- ii. Approve the Journal of Proceedings of the Board Meeting for November 23, 2021

Trustee Jasinski moved, and Trustee Bell seconded

On Roll Call

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

NAYS: None

Motion Carried

- iii. Approve the Journal of Proceedings of the Board Meeting for December 14, 2021

Trustee Williams moved, and Trustee Bell seconded

On Roll Call

AYES: Trustees: Bell, Coleman, Sapp, Williams

NAYS: None

ABSTENTION: Trustees Grant and Jasinski

Motion Carried

- iv. Approve the Journal of Proceedings of the Special Board Meeting for December 28, 2021

Trustee Bell moved, and Trustee Jasinski seconded

On Roll Call

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

NAYS: None

ABSTENTION: Trustee Jasinski

Motion Carried

4) PUBLIC COMMENT

None

5) REPORTS OF OFFICERS

- a. Mayor - Derrick Burgess reported:

- i. The Village Hall, Rotunda, and the Senior Center had been sanitized. Anyone, including employees entering, must be masked. Patrons dining in restaurants must show evidence of vaccinations and testing.
- ii. Open Gym participants must be vaccinated or have taken a test within two days of entry. All youth must be masked.
- iii. There is engagement with conducting a Baseball Program and the sign-up for the Baseball Program run by Mr. Green.
- iv.

- b. Village Clerk - Marva Campbell-Pruitt had no report.

- c. Village Administrator - Joseph Wiszowaty provided a verbal report as follows:

- i. Announced a full agenda for the next Committee Meeting along with the intended topics for discussion
 - ii. Developing RFPs for Summer Mowing and Repaving of streets
 - iii. The Dardur initiative and Ordinance would be presented in February
 - iv. The Code Enforcement Officer wrote 792 citations that netted \$135 615.00. Hopeful that the new software would provide greater notifications to ensure attendance at Court and fine payments
 - v. Employees and family members would be administered COVID tests, if needed, at no charge on Thursdays
- The Village Clerk requested the written report for greater clarity in drafting the minutes and inclusion in the certified minutes. It was promised to be delivered that night.
- d. Village Treasurer – Mayor Burgess, read the report in Mr. Finch’s absence. The report will be included in the certified minutes.
 - e. Corporation Counsel – ShawnTe Raines, Ancel Glink had no report.
 - f. Village Engineer – Jennifer Printz reported that
 - i. The firm had drafted a letter for CNN to follow through with repairs for leveling the roadway at the railroad tracks

6) REPORTS FROM DEPARTMENTS

- a. Police Department - Chief Malcolm White was not present
- b. Fire Department – the Village Administrator read the report as the department was on field assignments.
 - i. Calls for Service – sixty-eight, and no major incidents
 - ii. The Fire House is open for Emergency Warming Shelter
- c. Emergency Management Agency – Director Allen Vavrik provided a written report to be filed with the certified minutes. He read:
 - i. Calls For Service – 10 and two assists
- d. Finance Department – Trustee Grant read the report in the director’s absence that requested approval of Accounts Payable and Payroll for \$225,444.99
 - 1. The Aging Report was questioned and deferred to the Finance Director.
- e. Public Works Department – Director Anthony Finch was absent. There was no report
- f. Community Development – Director Antonio Cooper was absent. There was no report

7) REPORTS OF STANDING COMMITTEES AND TRUSTEE COMMENTS

- a. Public Health & Safety - Trustee Gary Bell announced the meeting on January 20, 2022.
- b. Ordinance Review - Trustee Arnold Coleman had no report
- 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 meeting was canceled because of COVID concerns
- f. Community Development - Trustee Debra Williams provided the following report:
 - i. Announced that the committee meeting was rescheduled to Thursday of that week
 - ii. Provided the Schedule and timelines of COVID- Related activities at the Library and the Blood Drive on February 5, 2022, in the Senior Center

iii. Announce the availability of free at-home testing that could be requested

8) Presentation Of Ordinances And Resolutions

NONE

9) Reports Of Committees And Commissions

- a. Senior Advisory Committee – Chairman Emmett Farmer read the following report:
 - i. Announced the next meeting planned for the upcoming meeting
 - ii. Times for Game Night had changed
 - iii. The 2022 events were not scheduled pending the outcome of COVID
- b. Fire and Police Commission – Chairman Francine Anderson was not present
- c. Zoning Board of Appeals Commission – Chairman Charles Pondexter was not present

10) UNFINISHED BUSINESS

NONE

11) NEW BUSINESS

I. FINANCIAL MATTERS:

Deferred To Later

12) GENERAL COMMENTS FROM MAYOR BURGESS

NONE

13) EXECUTIVE SESSION (IF REQUIRED)

Mayor Burgess asked for a motion to recess to Executive Closed Session to discuss personnel matters at 7:35 p.m.

Trustee Bell moved, and Trustee Coleman seconded

On Roll Call

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

NAYS: None

Motion Carried

- a) Motion to reconvene Regular Board

The Regular Board Meeting reconvened at 8:27 p.m. with one action to be taken.

- 14) Approve Accounts Payable, Disbursements, and Payroll in the combined totals of \$235,144.99, and authorize the Finance Department to remit payments.

Trustee Sapp moved, and Trustee Jasinski seconded

On Roll Call

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

NAYS: None

Motion Carried

15) ADJOURNMENT

Having exhausted the business of the day, Mayor Burgess called for a motion to adjourn the meeting at 8:30 p.m.

Trustee Bell moved, and Trustee Coleman seconded. A roll call vote was requested. All Trustees voted AYE. The motion carried.

/s/Derrick Burgess, Mayor

/s/Marva Campbell-Pruitt, Village Clerk

**COMMITTEE OF THE WHOLE MEETING
MAYOR AND BOARD OF TRUSTEES OF THE
VILLAGE OF SAUK VILLAGE
THE MUNICIPAL BUILDING
21801 TORRENCE AVENUE
SAUK VILLAGE, ILLINOIS**

January 18, 2022 - 7:00 PM

1. CALL TO ORDER

Mayor Burgess called the Committee of the Whole Meeting to order at 7:00 p.m.

2. Roll Call

On Roll Trustees: Bell, Coleman, Grant, Jasinski, Sapp, Williams

Absent: None

Others in Attendance: Village Clerk, Marva Campbell-Pruitt, Village Administrator, Wiszowaty,

3. PRESENTATIONS AND DISCUSSION

Marva Campbell-Pruitt, Village Clerk

The Clerk introduced Donna Smith and Jason Smith. They discussed the following and informed the Mayor and Trustees that the purpose of the presentation was to request a consensus to move the appropriate Commission.

- **Proposed Emergency Shelter For DCFS Wards**

Donna Smith introduced the team. She provided her experiences and spoke to the operations and needs for an Emergency Shelter. She told of the urgency of the need for such housing as there are few such facilities. She identified one location of interest, a home at 1840 Reichert, which they wish to purchase. If used, the area would need to be re-zoned to R3. If the property at 1800 Luella were considered, there would be no need to re-zone. If required, a consensus was made to refer this to the Zoning Board once the organization was ready to proceed.

Joseph Wiszowaty - Village Administrator

Introduced the following Class 8 Designations that are up for renewal.

- **Class 8 Renewal Presentations**

- a. **WINPAK**, represented by Verros Berkshire, Atty. Diamanlopoulis requested a recommendation from the Village to maintain the 10% tax credit. He provided the specifics required to be included in the Resolution
Trustees questioned how waste products were handled and why so few residents were under employment. In addition, the business would be asked to share employment opportunities. Trustees also asked who prepared the Resolution and noted that the Attorney and firm were excluded and the need to have the Exhibits for review. Accordingly, this item was recommended to advance to the next Board Meeting for adoption consideration.

- b. **STAG Sauk Village, LLC** represented by Eugene L. Griffin & Associates, LTD provided information on the nature of the firm’s business and informed the Board they requested support to secure a Class 8 Property Incentive Renewal. He and his associate highlighted the projected improvements and the benefit to the Village with \$280,00.00 taxes per year to the taxing entities.

Trustees questioned the number of residents employed and if there were current job openings that could be shared on the Village’s website. That information will be provided later. The exhibits were not included in the Resolution and would need to be provided. This item was recommended to advance to the next Board Meeting for adoption consideration.

- **CMAP Partnership Resource, Opportunity & Impact (ROI)** - Patrick Day spoke on the ROI, a five-month project to partner with CMAP to provide technical assistance. There is a need to develop a work plan and secure an MOU. No local match is involved as 1.6 million dollars is expected for Illinois, and CMAP would facilitate the grant-funded through the federal government and the McArthur Foundation. This item was recommended to advance to the next Board Meeting for adoption consideration if the Resolution was provided.
- **Metropolitan Planning Council- Water Loss Report** presented by Justin Keller, who provided an analysis of the water audit based upon the American Water Works Association’s M36 Methodology. Recommendations for “next steps” for developing a water loss control program were discussed, along with a summary of a Water Loss Plan and recommendations to address the issues. The “next steps” included identifying the targets using field measurements and physical inspections.

The response to the consumption decrease was explained as Bloom moved to the utilization of Lake Michigan water, which resulted in less consumption. Yet, there was no explanation for residential consumption. The net findings were that the Village must stop the loss of water so that the IDNR would approve efforts to assist.

- **Proposed Development and Rezoning Property US 30**, presented by Zafar Sheikh, discussed the development and re-zoning of purchased property. The intent is to build stores on the location, and commercial zoning is required. There was a consensus to refer the request to the ZBA. The Village Administrator requested that it be placed on the Board agenda as they have their inspectors.
- **Renewal of Agreement with Cook County Department of Public Health** The Village Administrator explained the purpose of an annual agreement as the Village does not have inspectors. Therefore, this item was recommended to advance to the next Board Meeting for adoption consideration.

CDBG & MFT Road Project for 2022

Melanie Arnold of Robinson Engineering provided a brief overview of the proposed projects. She spoke of CDBG Funds that allow for the repavement of six streets. CDBG Grant provided \$150,00.00, and the Rebuild Illinois authorization is needed. In addition, she requested to be on a February Board Meeting agenda.

Marva Campbell-Pruitt - Vehicle Licenses

The Village Clerk discussed vehicle licenses, and it is time to prepare. It was decided to involve the students and conduct an art contest to determine the winners. First – third place winners would receive a monetary prize, and the first-place winner’s parent would receive a complimentary village sticker. Discussions ensued to:

1. Reverse the Ordinance that allowed for a delay in sales and enforcement. The Deadline would revert to July 1st.
2. Place a notification in the Water Bill
3. Consideration to move to online payments
4. The need to aggressively enforce compliance

PUBLIC COMMENT

- L. Todd reported that Tornado’s has a sign and driveway opened. Neither went before the ZBA; she thanked the VA and IT Consultant for their roles in ensuring proper billing on the garbage bill and asked about mandated vaccinations for employees.
 - **Mayor Burgess’ responses**
 - The business’ driveway did not come before the Board for approval and would be checked the following day, and the needed actions would be taken.
 - The Village is providing weekly testing services for staff

GENERAL COMMENTS BY TRUSTEES & MAYOR

- Trustee Williams inquired about the business and its zoning requirements. She announced that the Library would provide vaccinations, boosters, and testing each Friday. In addition, a blood drive, vaccinations, and testing would occur at the Senior Center in February.
- Trustee Jasinski announced a Housing Meeting on Thursday at 2:00 p.m.
- Trustee Sapp announced that the Public Services Committee would meet the second Monday in February.
- Trustee Bell announced the cancellation of the Public Safety Committee over the last two months.
- Trustees Grant and Coleman had no comments.

CLOSED SESSION

Trustee Bell moved, and Trustee Coleman seconded a motion to recess to Closed Session at 9:18 p.m.. All Trustees approved.

The Committee of the Whole reconvened and adjourned at 9:39.

/s/Derrick Burgess, Mayor

/s/Marva Campbell-Pruitt, Village Clerk

JOURNAL OF PROCEEDINGS

Village of Sauk Village

Board Meeting of the Mayor and Corporate Authorities

Municipal Center

21801 Torrence Avenue

Sauk Village, Illinois

Tuesday, January 25, 2022, 7:00 p.m.

1. CALL TO ORDER – Honorable Mayor Derrick Burgess

CALL TO ORDER: Mayor Derrick Burgess called the meeting of the Corporate Authorities to order at 7:05 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, and Williams
Absent: None

Staff Present: Dir. Vavrik, Chief White, Chief Barrett. Dir. Finch., Adm. Wiszowaty

Others in

Attendance: Clerk Marva Campbell-Pruitt
Eng. Arnold, Chairman Farmer

2) EXECUTIVE CLOSED SESSION (IF REQUIRED)

- a) Trustee Sapp moved, and Trustee Coleman seconded a motion to recess to Executive Closed Session at 7:07 p.m. to Discuss Personnel Matters and to review Executive Board minutes. All Trustees except Bell voted aye. The motion carried.
- b) Trustee Williams moved, and Trustee Bell seconded a motion to reconvene the Regular Board Meeting at 7:54 p.m. All Trustees responded present to the roll call.

3) APPROVAL OF MINUTES

a) MOTION TO APPROVE THE FOLLOWING MINUTES:

- i. Approve the Journal of Proceedings of the Committee of the Whole Meeting for December 7, 2021

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 Journal of Proceedings of the Committee of the Whole Meeting for December 21, 2021

Trustee Jasinski moved, and Trustee Coleman seconded

On Roll Call

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

NAYS: None

Motion Carried

4) PUBLIC COMMENT

None

5) REPORTS OF OFFICERS

a) Mayor - Derrick Burgess reported:

- i. Eric Cook from Public Works was presented a plaque and thankfulness
- ii. The DMV has re-opened
- iii. COVID reached its peak. The Village would continue to practice safe practices. All employees must turn in their Vaccination card or submit to weekly testing

b) Village Clerk - Marva Campbell-Pruitt reported:

- i. Shared an experience that meeting packets would be readied on Saturday. There was no paper available for preparation. Requested that the copier be filled. The Village must be mindful that the three entities may not engage in expense sharing. Budgets and expense sharing is not a sanctioned activity and could present as an audit finding
Comment: The program, for which the paper was used was because the Village is in partnership with the entity. It was noted that the Village is charged for each copy printed. It was reported that the library provided

the paper. A request was made to ensure the availability of paper at all times.

- ii. Earth Day, Clean-up planned for April 23rd in partnership with Habitat for Humanities
 - iii. Community Partnership Meeting will occur on February 2nd via ZOOM
 - iv. Health and Resource Fair
- c) Village Administrator - Joseph Wiszowaty reported:
- i. Recapped the Board actions required that night
- d) Village Treasurer – Anthony Finch reported:
- i. Reported Cash Balances for the Restricted and Unrestricted Funds
- e) Corporation Counsel – Ancel Glink had no report
- f) Village Engineer –Melanie Arnold, Robinson Engineering reported:
- i. A committee meeting held last week on upcoming projects
 - ii. CDBG Grant projects are being contemplated. The Village Clerk must be apprised if the responsibility lies with that office
 - iii. MWRD opportunity projects for eligibility seemed promising

6) REPORTS FROM DEPARTMENTS

- a) Police Department - Chief Malcolm White reported:
- i. Calls for Service-272 and Eight Arrests
 - ii. Improving the quality of life for residents and safety, and in doing so, call the police. Do not leave a message if no live contact responds to the call. If you see something, say something
 - iii. Safety tips to prevent car jacking
 - iv. Pet Safety tips
- b) Fire Department – Chief Stephen Barrett
- i. Safety tips for starting cars (do not start inside of the garage) and driving
 - ii. Calls for Service – 95. There were no major incidents
- c) Emergency Management Agency – Director Allen Vavrik
- i. Calls for Service - 11 Assists for accidents, structural fires
 - ii. Tips for driving during emergencies alerts
- d) Finance Department – Director Michelle Royster requested approval of disbursements for \$307,800.54

Question/Comments

Did the amount include the 13,900.00? Should be added to the total amount. When consensus vote is taken, it must be included for vote in open meeting. It would be added to the final amount.

- e) Public Works Department – Director Anthony Finch had no report.
- f) Community Development – Director Antonio Cooper was not present.

7) REPORTS OF STANDING COMMITTEES AND TRUSTEE COMMENTS

- a) Public Health & Safety - Trustee Gary Bell had no report, but commented on COVID
- b) Ordinance Review - Trustee Arnold Coleman had no report. The meeting would occur the third week of February
- c) Budget, Finance & Audit - Trustee Rodrick R. Grant- the audit is still in progress. A capital Improvement Plan is being designed. Asked to start planning for the next fiscal year and a budget to actual report.
- d) Housing and Intergovernmental Relations - Trustee Sherry Jasinski reported on the meeting of the previous year. They discussed the contractual ordinance changes. A vacancy list is being drafted. The next meeting was announced for February 17th.
- e) Public Services - Trustee Larry Sapp announced the next meeting on February 7th.
- f) Community Development - Trustee Debra Williams reported
 - i. Since inception, there had been 300 COVID tests and 100 vaccinations administered at the library. The events will move to Saturdays in February. The first one will host a Blood Drive as well at the Senior Center. The next meeting was scheduled on February 8th.

8) Presentation Of Ordinances and Resolutions

- i. A Resolution Supporting the Renewal of a Class 8 Real Estate Tax Assessment Classification for 1111 Win Pak Way (Win Pak)
Trustee Williams moved, and Trustee Jasinski seconded

Question/Comment

- i. If the requested items were not provided, the item should be tabled. The Attorney for Win Pak reported that the items would be provided to a dedicated contact and that there were nine positions listed on the company's website. He provided other information regarding waste management and status of its waste projects.

- ii. When requested information is made, Trustees desired to see a formal report in advance so that it could be digested.
- iii. Consider a site visit
- iv. The motion to table the motion was made, and withdrawn by Trustee

On Roll Call

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

NAYS: None

Motion Carried

- ii. A Resolution Supporting the Renewal of a Class 8 Real Estate Tax Assessment Classification 21399 Torrence Avenue (Stag Sauk Village, LLC)
Trustee Bell moved, and Trustee Jasinski seconded

On Roll Call

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

NAYS: None

Motion Carried

- iii. A Resolution Approving an Intergovernmental Agreement with the County of Cook for the Provision of Environmental Health Inspectional Services
Trustee Sapp moved, and Trustee Jasinski seconded

On Roll Call

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

NAYS: None

Motion Carried

- iv. A Resolution Approving a Memorandum of Understanding Between the Village of Sauk Village, Illinois and The Chicago Metropolitan Agency for Planning for Technical Assistance Under the ROI (Resource, Opportunity, & Impact) Program
Trustee Jasinski moved, and Trustee Sapp seconded

On Roll Call

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

NAYS: None

Motion Carried

9) Reports Of Committees and Commissions

- a) Senior Advisory Committee – Chairman Emmett Farmer
- b) Fire and Police Commission – Chairman Francine Anderson
- c) Zoning Board of Appeals Commission – Chairman Charles Pondexter

10) UNFINISHED BUSINESS

NONE

11) NEW BUSINESS

A) Financial Matters:

Approve Accounts Payable, Disbursements and Payroll in the combined totals of \$321,700.54 authorize the Finance Department to remit payments.

Trustee Williams moved, and Trustee Jasinski seconded

Questions/Comments

- i. Why the invoices for one year (13) for water at the Police Department at once? The matter would be researched
- ii. What was the expense for \$285.00 for inspections? For the Police Department

On Roll Call

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

NAYS: None

Motion Carried

B) Informational Items to be Accepted and Placed on File

- | | |
|----------------------------|--|
| a. Cease & Desist Order | RE: Tornado Food and Tobacco (Drive Through) |
| b. Federal Railroad Admin. | RE: 2021 Quiet Zone Affirmation |
| c. CCDOH Invest in Cook | RE: Extension of and IGA |

12) GENERAL COMMENTS FROM MAYOR BURGESS

Reported that a waiver would be completed for the Baseball Program

Invited Trustees to the Business After Hours

13) ADJOURNMENT

Having completed the business of the day, Mayor Burgess called for a motion to adjourn the meeting at 9:00 p.m.

Trustee Sapp moved, and Trustee Jasinski seconded. The motion carried.

Derrick Burgess, Mayor

Marva Campbell-Pruitt, Village Clerk