

**VILLAGE OF MAYWOOD  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING MINUTES  
TUESDAY, NOVEMBER 20, 2018**

**1. Call to Order**

The Regular Board Meeting of Tuesday, November 20, 2018 was called to order by Viola Mims, Village Clerk at 7:04 p.m. in the Council Chambers at 125 South 5<sup>th</sup> Avenue, Maywood, IL 60153.

**2. Roll Call**

Upon roll call by Viola Mims, Village Clerk, the following answered **Present:** Mayor Edwenna Perkins (via call-in), Trustees H. Yarbrough, I. Brandon, A. Sanchez and K. Wellington. **Absent:** Trustees M. Lightford and R. Rivers. **There being a Quorum Present, the meeting was convened.**

**Motioned by Trustee Sanchez and Seconded by Trustee Wellington to select Trustee H. Henderson as Mayor pro tem in place of Mayor Edwenna Perkins who is present via call-in.**

**Discussion:** None

**Ayes:** Viva Voce (by the voice) Mayor Perkins, Trustee(s) H. Yarbrough (pro tem), I. Brandon, A. Sanchez and K. Wellington

**Nays:** None

**Abstain:** None

**Absent:** Trustees M. Lightford and R. Rivers

**Motion Carries**

**Staff Attendance:**

Willie Norfleet Jr., Village Manager  
Valdimir Talley Jr., Police Chief  
Craig Bronaugh, Fire Chief  
Lanya Satchell, Director of Finance  
John West, Public Works Director  
Michael Jurusik, Village Attorney  
Bill Peterhansen, Village Engineer

**3. Invocation**

Chief Valdimir Talley gave the invocation.

**4. Pledge of Allegiance to the Flag**

Everyone remained standing and recited the Pledge of Allegiance to the Flag of the United States of America.

**5. Approval of minutes for the Village Board Meeting held on Tuesday, November 13, 2018.**

**Motioned by Trustee Brandon and Seconded by Trustee Sanchez to approve the minutes for the Regular Board Meeting of Tuesday, November 13, 2018 with corrections.**

**Discussion:** Clerk Mims made changes to: Item 7 – Line 2 of additional comments - change "be not to not be", Item 8B – Last sentence - change Clerk Mims comments to "recommended the PIN numbers are read to identify the property by addresses, and Item 11 – Correct 4<sup>th</sup> bullet point to: "suggested a review of the NLC trip to be added to the next agenda for discussion."

**Ayes:** Mayor Perkins, Trustee(s) H. Yarbrough (Mayor pro tem), I. Brandon, A. Sanchez and K. Wellington

**Nays:** None

**Abstain:** None

**Absent:** Trustees M. Lightford and R. Rivers

**Motion Carries**

**6. Oaths, Reports, Proclamations, Announcements and Appointments****A. Finance Management Report(s):**

1. Approval of Village of Maywood Warrant List No. 200461 through November 14, 2018 in the total amount of \$154,477.64.

**Motioned by Trustee Brandon and Seconded by Trustee Sanchez to approve Warrant List No. 200461 through November 14, 2018 in the amount of \$154,477.64.**

**Ayes:** Mayor Perkins, Trustees H. Yarbrough (Mayor pro tem), I. Brandon, A. Sanchez and K. Wellington

**Nays:** None

**Abstain:** None

**Absent:** Trustees M. Lightford and R. Rivers

**Motion Carries**

**B. Mayor's Report and Theme: "A shift is coming; things are changing in our favor, when the people get a mind to work."**

1. Update and status report on property at 415 Roosevelt Road, Maywood, IL 60153 (old car dealership).

Attorney Jurusik reported hearings will be conducted on the tax deed petitions during mid-April with the Court issuing tax deed orders to the Village by the end of April or early May 2019.

**Information Only**

**7. Public Comments:**

**Comments from the Public** – Comments were made by the following individuals: W. Hall, T. Dorris and T. Rand.

**Response to Public Comments** – Mr. Norfleet. Comments are available upon request in the Clerk's Office.

**8. Village Manager's Report:**

- A. Discussion and consideration regarding MPD Proposal No. 24 to publicly recognize police officers receiving their certifications from the Board of Fire and Police Commission in the Village of Maywood.

Chief Talley and Commissioner Clay presented Certificates and the Policeman's Oath to Officers Donna Herrera and Janette Santoyo and Kyle Rice who was promoted to Sergeant.

**No Action Required**

- B. Consideration regarding MPD Proposal No. 25 to make presentation pursuant to the Investigation Unit Program to capture records from citizens and aid police officers in recovering property and identifying burglars in the Village of Maywood.

Officers Lizet Ochoa and Christopher Mullaney gave a presentation on Leads Online an investigative tool that helps track stolen property, identify burglars and assist in their apprehension. The police officers gave suggestions on how residents can make their properties more secure.

**Discussion:** Trustees Sanchez and Wellington made comments and/or raised concerns. The officers and Chief Talley responded to their concerns.

**Information Only**

- C. Discussion and consideration regarding MPD Proposal No. 26 to approve additional repairs for a tactical patrol 2014 Dodge vehicle purchase from State 1505 account for utilization in patrol for vice/narcotic operations.

Chief Talley is seeking Board approval for a repair amount, payable with seizure monies that exceeds his and the Village Manager's approval authority.

**Motioned by Trustee Sanchez and Seconded by Trustee Brandon to approve.**

**Discussion:** None

**Ayes:** Mayor Perkins, Trustee(s) H. Yarbrough (Mayor pro tem), I. Brandon, A. Sanchez and K. Wellington

**Nays:** None

**Abstain:** None

**Absent:** Trustees M. Lightford and R. Rivers

**Motion Carries**

- D. Discussion and consideration regarding MPD Proposal No. 27 to request approval for expenses and purchase of firearm equipment through the Federal 1505 Account in the amount of \$48,500.

Chief Talley is seeking approval to use Federal 1505 from seizure monies to purchase firearm equipment.

**Motioned by Trustee Sanchez and Seconded by Trustee Brandon to approve and to waive the bid process.**

**Discussion:** None

**Ayes:** Mayor Perkins, Trustees H. Yarbrough (Mayor pro tem), I. Brandon, A. Sanchez and K. Wellington

**Nays:** None

**Abstain:** None

**Absent:** Trustees M. Lightford and R. Rivers

**Motion Carries**

- E. Discussion and consideration regarding American Recycling and Disposal LLC's quote be accepted and executed to perform spoil/concrete debris removal in the amount of \$23,750.00 and waive the bid process.

Mr. West is recommending the local vendor American Recycling and Disposal LLC's quote be accepted.

**Motioned by Trustee Brandon and Seconded by Trustee Wellington to approve and to waive the bid process.**

**Discussion:** None

**Ayes:** Mayor Perkins, Trustees H. Yarbrough (Mayor pro tem), I. Brandon, A. Sanchez and K. Wellington

**Nays:** None

**Abstain:** None

**Absent:** Trustees M. Lightford and R. Rivers

**Motion Carries**

- F. Discussion and consideration concerning Village of Maywood outdated Email and Office 2007 System. Mr. Marvin Savage has requested an upgrade to Microsoft Office 365 that will allow staff to function at a more productive level.

Mr. Norfleet reported that Mr. Marvin Savage is requesting the Village to update their Microsoft Office program to improve efficiency and compatibility for IT purposes.

**Discussion:** Trustee Brandon suggested an audit of the IT Department to determine everything needed for the Village. Mr. Norfleet responded a consultant was contacted and recommends the purchase of the upgrade.

**Motioned by Trustee Sanchez and Seconded by Trustee Brandon to approve Microsoft Office 365 and to waive the bid process.**

**Discussion:** None

**Ayes:** Mayor Perkins, Trustees H. Yarbrough (Mayor pro tem), I. Brandon, A. Sanchez and K. Wellington

**Nays:** None

**Abstain:** None

**Absent:** Trustees M. Lightford and R. Rivers

**Motion Carries**

## 9. Village Attorney Report

- A. Memorandum dated November 14, 2018 from Klein, Thorpe and Jenkins, Ltd regarding use of public funds and approval process for eligible donations of Village funds to private entities, for-profit organizations, not-for-profit organizations and community-based groups.

Attorney Jurusik gave a summary of the approval process and eligible expenses under the Expense Approval Policy for Village officials as follows:

1. public funds, property or credit shall only be used for public purposes
2. Section 36.06 (Use of Public Funds) expenditures must be pre-approved by the Board of Trustees
3. expenditures in support of events, activities and charities organized by, sponsored by or conducted by nonprofit organizations or businesses that support or benefit the Village as a whole that are not political or campaign related and not principally for private purposes
4. policy covers business expenses that are directly related to the performance of the public office
5. no checks issued for the types of expenditures covered without pre-approval by the affirmative vote of a majority Village Board
6. a request for Expenditure Form should be completed and submitted
7. use of Village officials own funds on items and activities they believe to be reimbursable without pre-approval are at the official's own risk.

**Discussion:** Trustees Sanchez and Wellington sought clarity on the approval process. Attorney Jurusik responded an expense form should be completed and submitted to finance/manager's office for agenda placement for Board approval. Mr. Norfleet responded the form should be sent to the manager's office for processing. Mr. Norfleet also recommended that the Board stipulate that the finance/manager's office should not process any requisitions from any Board member without Board approval to avoid having to address this issue again. Clerk Mims sought clarity on requests for donations to churches with anniversaries and pastor's birthday, Cotillions and the request for approval to make donations being approved by the Board prior to making the donation. Attorney Jurusik responded church events should be for the Village as a whole and not for a private purpose. Trustee Yarbrough commented that requests for funds should be approved by the Board.

**Information Only**

**10. Omnibus Agenda Items:**

**A. Motioned by Trustee Sanchez and Seconded by Trustee Wellington for the approval of the Omnibus Agenda Items A – H:**

**A.** Ordinance enacting a Policy Statement expressing a commitment to encourage the Development of Business entities and the hiring of individuals with disabilities within the West Regional Enterprise Zone. **B.** A Resolution of the Village of Maywood Authorizing the execution and delivery of a Master Governmental Lease-Purchase Agreement and Supplement No. 613939-400 thereto with respect to the acquisition, purchase, financing and leasing of certain equipment for the public benefit; authorizing the Execution and Delivery of documents required in connection therewith; and authorizing the taking of all other actions necessary to the consummation of the transactions set forth in the Master Governmental Lease-Purchase Agreement and Supplement No. 613939-400. (Purchase and Lease of 2016 E-One Aerial Ladder Model CR100 Fire Truck). **C.** Resolution Approving the Agreement between the Village of Maywood and the Edwin Hancock Engineering Company for furnishing of Professional Engineering Services for the 2<sup>nd</sup> Avenue and Washington Boulevard Roadway Improvements Project and for the Appropriation and Expenditure of CDBG Funds and General Funds to pay for the project and to pay for the Preliminary and Design Engineering Services and Construction Engineering Services related to the project. (Project Area: 2nd Avenue from School Street to Washington Boulevard, and Washington Boulevard from 2nd Avenue to 1st Avenue). **D.** An Ordinance authorizing certain expenditures from the Madison Street / 5th Avenue Tax Increment Financing Redevelopment Project Area Fund to pay for two garage doors for the Village of Maywood Public Works Department and Award of Contract to House of Doors, Inc. (Project: Purchase and Install Two Garage Doors for the Village of Maywood Public Works Department Contractor and Contract Price: House of Doors, Inc.). **E.** Approval of payment to City of Chicago Department of Water for water services received from September 17, 2018 through October 17, 2018 provided by the City of Chicago in the amount of \$290,358.54. **F.** Approval of payment to Edwin Hancock Engineering for engineering services rendered during the period ending September 30, 2018 pursuant to Madison Street LAFO (1st Avenue to Des Plaines Road) for the Village of Maywood Public Works Department in the amount of \$87,561.00. **G.** Approval of payment to Scot Decal Company, Inc. for the 2019 Vehicle Stickers and Business License Decals for the Village of Maywood in the amount of \$5,956.87. **H.** Approval of payment to Wigit's Truck Service for vehicle maintenance, repairs, parts and service for the Village of Maywood Fire Department in the amount of \$6,083.36.

**Discussion:** None

**Ayes:** Mayor Perkins, Trustees H. Yarbrough (Mayor pro tem), I. Brandon, A. Sanchez and K. Wellington

**Nays:** None

**Abstain:** None

**Absent:** Trustees M. Lightford and R. Rivers

**Motion Carries**

**11. New Business:** None

**12. Old Business**

- A. A Resolution determining the estimated Village of Maywood Property Tax Levy for year 2018, with one (1) page Village Staff Recommendation of Ranges for Estimated 2018 Property Tax Levy, and a cover memo dated November 14, 2018 from Klein, Thorpe and Jenkins, Ltd. This item was discussed prior to Item #8.

Ms. Satchell reported the recommendation of herself and the Village Manager of a 5% increase to improve Village services (Corporate Fund). This increase would not incur a raise in residential tax based on an increased equalized assessed evaluation of over 13%. Trustees Sanchez, Brandon, Wellington and Mayor Perkins sought clarifications and raised concerns regarding the increase and the benefit it will have for the Village and the effect on Village residents. Ms. Satchell responded the benefits to the Village include infrastructure improvements, availability of Village match dollars, being able to meet litigation issues, contractual agreements, worker's compensation and liability insurance and other Village obligations. Mr. Norfleet stated he would bring a calculation sheet to show more details at the next meeting for the Tax Levy Public Hearing.

**Motioned by Trustee Wellington and Seconded by Trustee Sanchez to accept a Resolution determining the estimated Village of Maywood Property Tax Levy for Year 2018 with the one page Village Staff recommendation.**

**Discussion:** None

**Ayes:** Trustees H. Yarbrough (Mayor pro tem), A. Sanchez and K. Wellington

**Nays:** Mayor Perkins and Trustee I. Brandon

**Abstain:** None

**Absent:** Trustees M. Lightford and R. Rivers

**Motion Carries**

B. Notice of Proposed Real Estate Tax Levy

**13. Board of Trustees Comments**

- Trustee Brandon sought clarity on how to proceed with the Committee for the Bushwood property. Mayor Perkins responded that Trustee Brandon brought this matter forward for consideration and that Trustee Brandon is the Chair for this Ad Hoc Committee.
- Trustee Brandon recommended the public be involved in the budget process. Attorney Jurusik responded the public can be involved via Public Comments.
- Trustee Sanchez inquired about the status on the installation of a water meter for water usage by the Village. Mr. Norfleet responded it is 98 to 99% complete.
- Trustee Wellington suggested the Board work together and come up with ideas, individually or collectively, with the assistance of the Village Manager to organize a Calendar of Events for the Village of Maywood. Trustee Wellington stated that she would be the lead person for a Committee.
- Mayor Perkins and Trustee Sanchez gave brief summaries of their trip to the NLC meeting.

**14. For Information Only:** None

**15. Closed Meeting Session:** None

**16. Adjournment**

Trustee H. Yarbrough (Mayor pro tem) and the Board of Trustees adjourned the November 20, 2018, Regular Board Meeting with a Motion by Trustee Sanchez and a Second by Trustee Wellington at 9:59 p.m. in the Village of Maywood Council Chambers.

**The Vote was affirmed unanimously by the Board of Trustees at 9:59 p.m.**

  
 \_\_\_\_\_  
**Edwenna Perkins, Mayor**



  
 \_\_\_\_\_  
**Viola Mims, Village Clerk**

Cc: Mayor Perkins  
Board of Trustees  
Village Clerk, Viola Mims