

**VILLAGE OF MAYWOOD  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING MINUTES  
TUESDAY, SEPTEMBER 19, 2017**

**1. Call to Order**

The Regular Board Meeting of Tuesday, September 19, 2017 was called to order by Mayor Edwenna Perkins at 7:00 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, Trustee(s) H. Yarbrough, Sr., I. Brandon, A. Sanchez, K. Wellington and R. Rivers (7:05 p.m.). **Absent:** Trustee M. Lightford. **There being a Quorum Present, the meeting was convened.**

**Staff Attendance:**

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

**3. Invocation**

Ms. Tywana Rand 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 of Trustees Regular Board Meeting Tuesday, September 5, 2017.**

**MOTIONED BY TRUSTEE BRANDON AND SECONDED BY TRUSTEE SANCHEZ TO APPROVE THE MINUTES FOR THE VILLAGE BOARD OF TRUSTEES REGULAR BOARD MEETING OF TUESDAY, SEPTEMBER 5, 2017 WITH CORRECTIONS.**

**Discussion:** None

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

**Nays:** None

**Abstain:** None

**Absent:** Trustee(s) M. Lightford and R. Rivers

**MOTION CARRIES**

**6. Oaths, Reports, Proclamations, Announcements and Appointments**

**Announcements**

- Mayor Perkins thanked participants for the outcome of Bataan Day and made other announcements of public interests
- Trustee Wellington thanked all participants for the success of the Maywood Fest
- Trustee Sanchez thanked Radio Station 107.9 for the donation of 300 book bags to Lincoln School
- Trustee Brandon made announcements of public interest

**A. Mayor's Report and Theme: "A SHIFT IS COMING; THINGS ARE CHANGING IN OUR FAVOR WHEN THE PEOPLE GET A MIND TO WORK.": -**

- 1. An updated presentation by Sam Hill concerning Leadership Development Basketball Program. If program is approved, he is requesting utilization of the Multi-purpose gymnasium (200 South 5<sup>th</sup> Ave.). The proposed time frame is for 3 days per week, 4 hours per day. It is a six week program.**

Mr. Hill reported the dates for occupancy will be June 11 through July 28, 2018 from 10:00 a.m. to 2 p.m. with breakfast being served at 9:30 a.m.

**Discussion:** Trustee Brandon asked if there were any conflicts. Mr. Norfleet responded no. Trustee Rivers asked there will be weight training. Mr. Hill responded no. Mayor Perkin commented this item is listed on the agenda under new business and suggested, per the attorney, to hold the vote until then.

**PRESENTATION ONLY**

**2. Presentation by Tywana Rand for the Beautification Committee.**

Ms. Rand presented a proposal for Celebration of Christmas at the Metra Train Station. The date of event would be Friday, December 1, 2017 from 4:30 – 5:30 p.m. at 5<sup>th</sup> Avenue and St. Charles Road with refreshments at the Maywood Fine Arts Building. The cost to decorate a 30 foot spruce tree and the train is listed at \$3,210.00. Ms. Rand is seeking donation of the tree, table settings for serving purposes and volunteers (Mr. & Mrs. Clause).

**MOTIONED BY TRUSTEE RIVERS AND SECONDED BY TRUSTEE YARBROUGH TO APPROVE THE WARRANT LIST NO. 200435 THROUGH AUGUST 9, 2017 IN THE TOTAL AMOUNT OF \$1,730,810.71.**

**Discussion:** None

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

**Nays:** None

**Abstain:** None

**Absent:** Trustee M. Lightford

**MOTION CARRIES**

**3. Discussion concerning Triton College needs pursuant to TIF.**

Mayor Perkins mentioned a surplus of \$250,000 in the TIF Fund that will expire December 31<sup>st</sup> and is seeking Board approval to grant the funds to Triton College for training purposes.

**Discussion:** Trustee(s) Brandon, Yarbrough and Sanchez made comments and/or raised questions. Trustee(s) Wellington and Rivers sought clarity on what is actually being proposed. Mayor Perkins responded Triton is seeking information from the Village Attorney who has yet to respond. Attorney Jurusik responded he has not been engaged to speak with Triton responsive but it available to meet to discuss the matter.

**DISCUSSION ONLY**

**4. Presentation of a letter from Village of Maywood resident, Ms. Favor**

The presenter was not present at the meeting

**NO ACTION TAKEN**

**B. Manager's Report(s)**

**1. Discussion and approval of documents indicating a desire to move forward with the Roadway Classification of 19<sup>th</sup> Avenue to Collector Route from Madison Street to St. Charles Road. By applying to the North Central Council of Mayors (NCCM) for Classification of this roadway, the Village would be eligible to receive federal funding for future roadway improvements.**

Mr. Peterhansen gave a review on future improvements at 19<sup>th</sup> Avenue from Madison Street to St. Charles Road with the intentions to received federal funding on to assist with the budget. The area is Collectors Route with 3300 cars per day and a Village owned street. The approximate cost is \$3 million, with federal funds over \$2 million and the Village would utilize the general fund, grants and/or CDBG for its 30% share.

**MOTIONED BY TRUSTEE YARBROUGH AND SECONDED BY TRUSTEE BRANDON TO APPROVE MOVING FORWARD WITH THIS PROJECT.**

**Discussion:** None

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

**Nays:** None

**Abstain:** None

**Absent:** Trustee M. Lightford

**MOTION CARRIES**

2. **Discussion and approval regarding repair of a sinkhole in the pavement within the intersection of First Avenue and Roosevelt Road at an overall estimated cost of \$45,000.00.**

**MOTIONED BY TRUSTEE BRANDON AND SECONDED BY TRUSTEE YARBROUGH TO APPROVE THIS ITEM AND TO WAIVE THE BID PROCESS.**

**Discussion:** None

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

**Nays:** None

**Abstain:** None

**Absent:** Trustee M. Lightford

**MOTION CARRIES**

3. **Discussion and approval of Maywood Police Department Proposal #23 regarding seizure of a 2013 motor vehicle that occurred in an armed vehicle matter (MPD #17-01588). The vehicle has low mileage and suitable for use as a tactical vehicle and can be satisfied for \$10,000 or less based on Blue Book value.**

Chief Talley explained the vehicle has 35,000 miles and state seizure funds would be utilized money.

**MOTIONED BY TRUSTEE SANCHEZ AND SECONDED BY TRUSTEE YARBROUGH TO APPROVE THIS ITEM.**

**Discussion:** Attorney Jurusik commented that a surplus ordinance for the sale of the 2004 vehicle.

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

**Nays:** None

**Abstain:** None

**Absent:** Trustee M. Lightford

**MOTION CARRIES**

4. **Discussion and approval of payment to Maple Management LLC, RAE LIFT to replace the inoperable vertical wheelchair lift, located at Maywood Police Station, 125 S. 5<sup>th</sup> Avenue in the amount of (\$26,114.00), Escrow #4 Expired St. Charles TIF.**

**MOTIONED BY TRUSTEE YARBROUGH AND SECONDED BY TRUSTEE RIVERS TO APPROVE THIS ITEM.**

**Discussion:** None

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

**Nays:** None

**Abstain:** None

**Absent:** Trustee M. Lightford

**MOTION CARRIES**

#### **C. Village Attorney's Report(s)**

1. **Discussion and approval regarding Liquor Control Commission Recommendations pursuant to the Village of Maywood Local Ordinance. All required procedures were met by Khushbu Patel (Purchaser of 49% of Stock) and presented at the Local Liquor Control Commission Meeting September 12, 2017.**

**MOTIONED BY TRUSTEE BRANDON AND SECONDED BY TRUSTEE YARBROUGH TO APPROVE THIS ITEM.**

**Discussion:** None

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

**Nays:** None

**Abstain:** None

**Absent:** Trustee M. Lightford

**MOTION CARRIES**

## 7. Finance Management Report(s)

- A. Approval of Village of Maywood Warrant List No. 200437 through September 13, 2017 in the amount of \$531,355.89.**

**MOTIONED BY TRUSTEE BRANDON AND SECONDED BY TRUSTEE YARBROUGH TO APPROVE THIS ITEM.**

**Discussion:** None

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

**Nays:** None

**Abstain:** None

**Absent:** Trustee M. Lightford

**MOTION CARRIES**

- B. Approval of Village of Maywood Open Invoices Report as of September 13, 2017 in the total amount of \$2,376,551.89.**

**INFORMATION ONLY**

- C. Presentation and approval of Amendment pursuant to Ordinance concerning Illinois Department of Commerce, Village of Maywood, Initial Determination Letters – NEW POLICIES.**

Ms. Satchell mentioned this item relates to Omnibus Agenda Item C and D. Based on a single audit there were unresolved issues with document retention due to staff turnovers during in 2010 and 2011 (CDBG Grants and the Summer Work Program). It was recommended to update Village ordinances for the competitive bid procedure and the retention policy with staff training.

**INFORMATION ONLY**

## 8. Omnibus Agenda

- A. MOTIONED BY TRUSTEE WELLINGTON AND SECONDED BY TRUSTEE BRANDON FOR THE APPROVAL OF THE OMNIBUS AGENDA ITEMS A – CC, WITH THE EXCEPTION OF ITEM A.**

**DISCUSSION:** None – Trustee Wellington read the Omnibus Agenda Items B – M.

**B.-A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A THIRD PARTY ADMINISTRATOR AGREEMENT BETWEEN THE VILLAGE OF MAYWOOD AND INSURANCE PROGRAM MANAGERS GROUP CLAIMS MANAGEMENT SERVICES, L.L.C. RELATIVE TO THE GENERAL LIABILITY (PROPERTY AND CASUALTY) PROGRAM AND WORKERS' COMPENSATION ADMINISTRATOR AGREEMENT (MAY 1, 2017 TO MAY 1, 2018) C.-AN ORDINANCE AMENDING TITLE III (ADMINISTRATION), CHAPTER 36 (FINANCE AND TAXATION), SECTION 36.08 (CONTRACTS AND PURCHASES) OF THE MAYWOOD VILLAGE CODE RELATIVE TO COMPETITIVE BIDDING PROCEDURES. D. RESOLUTION APPROVING A RECORD RETENTION POLICY FOR THE VILLAGE OF MAYWOOD. E. ORDINANCE AUTHORIZING THE DISPOSAL OF SURPLUS PERSONAL PROPERTY OWNED BY THE VILLAGE OF MAYWOOD (FIRE DEPARTMENT 2006 FORD E-350/MEDTEC AMBULANCE). F. APPROVAL OF PAYMENT TO ACCU-TRON COMPUTER SERVICE FOR COMPUTER CONSULTING SERVICES IN THE VILLAGE OF MAYWOOD FOR THE MONTH OF SEPTEMBER 2017 IN THE AMOUNT OF \$6,300.00. G. APPROVAL OF PAYMENT TO AMALGAMATED BANK OF CHICAGO FOR THE VILLAGE OF MELROSE PARK SERIES 1998A BOND DUE FOR SEPTEMBER 2017 IN THE TOTAL AMOUNT OF \$16,416.41. H. APPROVAL OF PAYMENT TO H&H ELECTRIC COMPANY FOR STREET LIGHT MAINTENANCE REPAIR ON SEPTEMBER 29, 2016 FOR THE VILLAGE OF MAYWOOD PUBLIC WORKS DEPARTMENT IN THE TOTAL AMOUNT OF \$17,258.10. I. APPROVAL OF PAYMENT TO HACKIE CEMENT CORPORATION FOR SEWER COLLAPSE REPAIRS AT 2ND AVENUE AND MAPLE ST., 307 SOUTH 2ND AVENUE AND 4TH AVENUE AND CHICAGO AVENUE FOR THE VILLAGE OF MAYWOOD PUBLIC WORKS DEPARTMENT IN THE AMOUNT OF \$45,980.00. J. APPROVAL OF PAYMENT TO MID-AMERICAN WATER, INC. FOR THE PURCHASE OF TEN (10) HYDRANTS WITH VALVE PARTS IN THE AMOUNT OF \$39,390.00. K. APPROVAL OF PAYMENT TO WIGIT'S TRUCK SERVICE FOR VEHICLE MAINTENANCE, REPAIRS, PARTS AND SERVICE FOR THE VILLAGE OF MAYWOOD PUBLIC WORKS DEPARTMENT IN THE AMOUNT OF \$5,330.72. L. APPROVAL OF PAYMENT TO THE 2544 COMPANY FOR SECURITY FOR THE MAYWOOD SUMMER FESTIVAL DURING THE DATES OF SEPTEMBER 15, 16**

AND 17, 2017 IN THE AMOUNT OF \$5,600.00. **M. APPROVAL OF PAYMENT TO R. W. DUNTEMAN COMPANY TO REMOVE AND DISPOSE OF CONCRETE/DEBRIS (RWD JOB NO. 1736) IN THE VILLAGE OF MAYWOOD FOR THE PUBLIC WORKS DEPARTMENT IN THE AMOUNT OF \$29,350.00.**

**Discussion:** None

**Ayes:** Mayor Perkins, Trustee(s) H. Yarbrough, I. Brandon, A. Sanchez, K. Wellington, M. Lightford and R. Rivers

**Nays:** None

**Abstain:** None

**Absent:** None

**MOTION CARRIES**

- A. **A MOTION TO APPROVE THE PAYMENT OF AN ARBITRATION AWARD DATED FEBRUARY 29, 2016 IN FAVOR OF ROBERT JAY IN THE AMOUNT OF \$106,128.13.**

**MOTIONED BY TRUSTEE WELLINGTON AND SECONDED BY TRUSTEE YARBROUGH APPROVE THIS ITEM OF PAYMENT ARBITRATION IN THE AMOUNT \$106,128.13.**

**Discussion:** Mayor Perkins commented that the process was not done properly.

**Ayes:** Trustee(s) H. Yarbrough, I. Brandon, A. Sanchez, K. Wellington and R. Rivers

**Nays:** Mayor Perkins

**Abstain:** None

**Absent:** Trustee M. Lightford

**MOTION CARRIES**

**9. New Business:**

- A. **License and Release, Hold Harmless and Indemnification Agreement for Non Exclusive, Temporary Use Permit for use of Village-Owned property (Village Property: Rear Lot Area at 1100 South 11<sup>th</sup> Avenue Property from September 2017 to 2018 (Bucs Football Storage Trailer), with a cover memo dated September 13, 2017 from Klein, Thorpe and Jenkins, Ltd.**

**MOTIONED BY TRUSTEE BRANDON AND SECONDED BY TRUSTEE WELLINGTON TO APPROVE THIS ITEM.**

**Discussion:** None

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

**Nays:** None

**Abstain:** None

**Absent:** Trustee M. Lightford

**MOTION CARRIES**

- B. **License and Release, Hold Harmless and Indemnification Agreement for Non Exclusive, Temporary Use Permit for use of Village-Owned Property (Village Property: Gymnasium and Weight Room Use, 200 South 5<sup>th</sup> Avenue). (Sam Hill Leadership Development Basketball Program – Summer 2018).**

Mr. Norfleet made a correction that Temporary Use Permit does not include the use of the weight room.

**MOTIONED BY TRUSTEE BRANDON AND SECONDED BY TRUSTEE WELLINGTON TO APPROVE THIS ITEM.**

**Discussion:** None

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

**Nays:** None

**Abstain:** None

**Absent:** Trustee M. Lightford

**MOTION CARRIES**

- C. **Consideration and Approval of Request by Maywood Park District for use of Madison Street/Fifth Avenue Tax Increment Financing (TIF) District Funds to pay for Certain Rehabilitation Cost of the Maywood Park District Building located at 809 West Madison Street in the amount of \$285,000.00**

(with related memo dated September 13, 2017 from Klein, Thorpe and Jenkins, Ltd.). This item was discussed prior to Item 7.

**MOTIONED BY TRUSTEE RIVERS AND SECONDED BY TRUSTEE BRANDON TO APPROVE THIS ITEM AND ADOPT A REIMBURSEMENT AGREEMENT BY THE ATTORNEY.**

**Discussion:** Mr. Norfleet recommended that the invoices for payment of services (plumbing, electrical, parking lot and mechanical) are made through the Village instead of sending funds for payment to the park district. An amended motion follows:

**MOTIONED BY TRUSTEE RIVERS AND SECONDED BY TRUSTEE BRANDON TO APPROVE THIS ITEM WITH DIRECT PAYMENT BY THE VILLAGE OF MAYWOOD OF INVOICES FOR THE PLUMBING, ELECTRICAL, PARKING LOT AND MECHANICAL SERVICES.**

**Discussion:** Attorney Jurusik recommended the adoption of a Reimbursement Agreement at the next meeting which will include the direct payment to the contractors with approval of work performed by the village manager and village engineer.

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

**Nays:** None

**Abstain:** None

**Absent:** Trustee M. Lightford

**MOTION CARRIES**

**Announcements**

• **Mr. Norfleet announced the Village of Maywood Fall Clean Up and Republic Services as follows:**

1. October 4<sup>th</sup> – Roosevelt north to I-290; 1<sup>st</sup> Avenue West to 25<sup>th</sup> Avenue
2. October 11 – I290 north to Madison Street; Greenwood west to 21<sup>st</sup> Avenue
3. October 18<sup>th</sup> – Madison north to Railroad Avenue; 1<sup>st</sup> west to 21<sup>st</sup> Avenue
4. October 25<sup>th</sup> – Main Street north to Village limits; Des Plaines west to 9<sup>th</sup> Avenue

• **Trustee Brandon made announcements of public interest.**

**10. Old Business - None**

**11. Public Comment:**

**Comments from the Public** – Comments were made by the following individuals: G. Clay.

**Response to Public Comments** – Mr. Peterhansen responded to public comments.

**12. Closed Session: 8:57 p.m.**

- A.** The appointment, employment, compensation, discipline, performance or dismissal of a specific employee or legal counsel 5 ILCS 120/2(c) (1)).

**MOTIONED BY TRUSTEE BRANDON AND SECONDED BY TRUSTEE SANCHEZ TO ENTER INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING:**

- A.** The appointment, employment, compensation, discipline, performance or dismissal of a specific employee or legal counsel 5 ILCS 120/2(c) (1)).

**Discussion:** None

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

**Nays:** None

**Abstain:** None

**Absent:** Trustee M. Lightford

**MOTION CARRIES**

**REGULAR BOARD MEETING RECONVENED**

**Call to Order**

The Regular Board Meeting of Tuesday, September 19, was called to order by Mayor Edwenna Perkins at 10:00 p.m. in the Council Chambers at 125 South 5<sup>th</sup> Avenue, Maywood, IL 60153.

**Roll Call**

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

**Adjournment**

Mayor Perkins and the Board of Trustees adjourned the September 19, 2017, Regular Board Meeting with a Motion by Trustee Brandon and a Second by Trustee Yarbrough at 10:01 p.m. in the Village of Maywood Council Chambers.

**The Vote was affirmed unanimously by the Board of Trustees at 10:01 p.m.**

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**Edwenna Perkins, Mayor**

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**Viola Mims, Village Clerk**

Cc: Mayor Perkins  
Board of Trustees  
Village Clerk, Viola Mims  
Village Manager, Willie Norfleet, Jr.