

SPECIAL MEETING

CALL TO ORDER The Special Meeting was called to order at 6:09 p.m. by Mayor Jones.

ROLL CALL

YEAS: 6 ALDERMEN: Navarrete, Wilson (6:23 p.m.), Tillman, Williams, Gardner (6:35 p.m.), Smith.

ABSENT: 1 ALDERMEN: Patton

Also present were Mayor Jones, City Clerk Dr. Nyota T. Figgs, City Treasurer Tarka, Deputy Clerk Jessica Coffee, Deputy Clerk Quentin Dailey, Attorney Sterk, Police Chief Kolosh.

PUBLIC COMMENT None

<u>CT Invoice</u> <u>Payments</u>	<p>There was a lengthy discussion regarding the CT Invoice that was removed from a past agenda in April 2024. There was a brief discussion regarding a violation received for City Hall not having a Handicap ramp and sufficient restrooms. The council discussed the cost and design for the remodeling of the Clerk's office.</p>
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Recess There was a brief recess taken at 6:22 p.m. so Treasurer Tarka could obtain the Expenditure report.

Alderwoman Wilson Alderwoman Wilson entered the Special meeting at 6:23 p.m.

Return to the Regular Order of Business The city council returned to the regular order of business at 6:25 p.m.

City Treasurer Tarka City Treasurer Tarka reported that there was \$900,000.00 in the Budget for the remodeling line item (Account # 1099-52640) The current expenditure amount is \$345,203.00.

Approve Payment For CT Invoice Alderman Tillman moved, seconded by Alderman Smith to approve Camburas & Theodore (CT) Invoice 24-0267 for the amount of \$3,578.10 also to approve invoice 24-0268 in the amount of \$3,750.00 and direct the City Treasurer to remit payment to CT from account number 1099-52640.

ROLL CALL

YEAS: 6 ALDERMEN: Navarrete, Wilson, Tillman, Williams, Gardner, Smith
NAYS: 0 ALDERMEN: None
ABSENT: 1 ALDERMEN: Patton

MOTION CARRIED

Regular City Council Meeting Agenda June 27, 2024 The city council had a brief discussion regarding Thursday June 27, 2024 Regular City Council Meeting agenda.

Alderman Gardner Alderman Gardner entered the Special meeting at 6:35 p.m.

2024 Budget Dates Schedules Mayor Jones commented regarding potential Budget Meeting dates. Finance Chairman Alderman Gardner, City Treasurer Tarka, Mayor Jones and John Kasperek will have a meeting on June 28, 2024 to finalize the schedule. The potential dates are July 08, 09, 10, 15, and the 22nd.

Remote Participation Mayor Jones commented regarding his concern with the Remote Participation Ordinance conflicting with the Elected Officials Ordinance. Mayor Jones suggested amending the Remote Participation Ordinance to include Special and Committee of the Whole meetings. The council requested the attorney's legal opinion regarding including the City Clerk and the City Treasurer in the Remote Participation Ordinance.

Amend Remote Participation Ordinance Alderman Tillman moved, seconded by Alderman Smith to direct the City Attorney to revise the Remote Participation Ordinance to include a limit of four meetings per calendar and to also include Special Meetings and Committee of the Whole meetings in addition to Regular City Council meetings in Section 8.

(Res.#24-19)

(See attached page 2A)

ROLL CALL

YEAS: 5 ALDERMEN: Navarrete, Tillman, Williams, Gardner, Smith
NAYS: 1 ALDERMEN: Wilson
ABSENT: 1 ALDERMEN: Patton

MOTION CARRIED

2023-2024 Credit Policy There was a lengthy discussion regarding the 2023 2024 Credit Card Policy.

CITY OF CALUMET CITY, COOK COUNTY, ILLINOIS

RESOLUTION 24-19

A RESOLUTION ADOPTING PROCEDURES FOR REMOTE PARTICIPATION

WHEREAS, the Open Meetings Act's definition of a "meeting" permits attendance of members of the corporate authorities of the public body at public meetings by a means other than physical presence; and

WHEREAS, the CITY OF CALUMET CITY seeks to adopt a policy that conforms to the requirements of the Open Meetings Act, 5 ILCS 120/7, to permit attendance by a means other than physical presence; and

WHEREAS, the CITY OF CALUMET CITY desires to permit attendance of City Council members at meetings by means other than physical presence in compliance with the Open Meetings Act; and

WHEREAS, the CITY OF CALUMET CITY finds that it is necessary that any existing ordinances, resolutions, or policies be amended to redefine the term "meeting" to include electronic gatherings as defined in Section 120/1.02 of the Open Meetings Act.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF CALUMET CITY as follows:

SECTION 1: Recitals. The above-stated recitals are incorporated herein by reference.

SECTION 2: Definition of Meeting. The term "meeting" as used in any existing CITY OF CALUMET CITY resolutions, ordinance or rules shall be defined to mean, "Any gathering, whether in person or by video or audio conference, telephone calls, electronic means (such as, without limitation, electronic mail, electronic chat and instant messaging), or other means of contemporary interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business" or such other definition as shall be contained within the state statutes.

SECTION 3: Amendment of Previous Terms. The definition of "meeting" set forth in Section 2 shall supersede and replace any other definition used in any previous or existing ordinance, resolution, or policy.

SECTION 4: Remote Participation Policy. The CITY OF CALUMET CITY hereby adopts the Remote Participation Policy, attached hereto, that permits a member of the public body to attend and participate in any meeting of a public body as defined in the Open Meetings Act from a remote location via telephone, video, or internet connection provided that such attendance and participation complies with the policy and any applicable laws.

SECTION 5: Effective Date. This Resolution shall be in full force and effect from after its passage, approval, and publication in pamphlet form in a manner provided by law.

Passed by the Corporate Authorities of the CITY OF CALUMET CITY, COOK COUNTY, ILLINOIS, on July 08, 2024, pursuant to a roll call vote as follows:

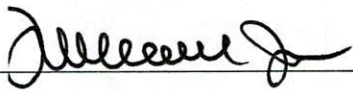
AYES: 5 Wilson, Tillman, Williams, Gardner, Smith

NAYES: 1 Navarrete

ABSTAIN: None

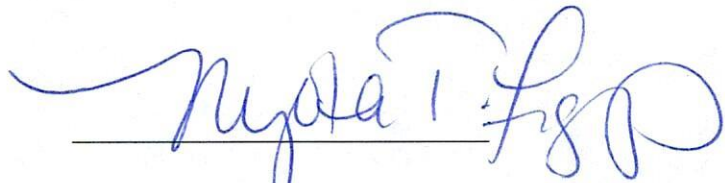
ABSENT: 1 Patton

Approved by
this 24th day of June, 2024



Mayor Thaddeus Jones

ATTEST:



City Clerk Dr. Nyota T. Figs

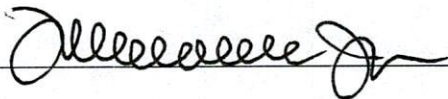
CITY OF CALUMET CITY

REMOTE PARTICIPATION POLICY

- Section 1. Policy Statement.** It is the policy of the CITY OF CALUMET CITY that a member of the City Council (or any committee associated with the CITY OF CALUMET CITY which is subject to the provisions of the Open Meetings Act) may attend and participate in any open or closed meeting of that covered body from a remote location via telephone, video, or internet connection, provided that such attendance and participation complies with this policy and any other applicable laws.
- Section 2. Prerequisites.** A member of the City Council corporate authorities as defined in 65 ILCS 5/1-1-2(2) will be provided the opportunity to attend an open and closed meeting from a remote location if the member meets the following conditions and a majority of a quorum of the Council votes to approve the remote attendance:
- (i) The member must notify the City Clerk and Mayor at least 24 hours before the meeting unless advance notice is impractical.
 - (ii) The member must meet one of four reasons described herein why he or she is unable to physically attend the meeting, including either:
 - (1) the member cannot attend because of personal illness or disability;
 - (2) the member cannot attend because of employment purposes or the business of the City of Calumet City;
 - (3) the member cannot attend because of a family or other emergency; or
 - (4) the member cannot attend because of unexpected childcare obligations.
 - (iii) A quorum of the City Council must be physically present at the location of the meeting as posted in the meeting notice.
- Section 3. Voting Procedures.** After roll call, a vote of the City Council will be taken, considering the prerequisites set forth in Section 2, on whether to allow an off-site City Council member to participate remotely. The City may require proof that the member cannot attend because of the reason cited by the member requesting to participate remotely. All of the members physically present are permitted to vote on whether remote participation will be allowed. A vote may be taken to permit remote participation for a stated series of meetings if the same reason applies in each case. Otherwise, a vote must be taken to allow each instance of remote participation.
- Section 4. Quorum and Vote Required.** A quorum must be established by members physically present at any meeting before it can be considered whether to allow a member to participate in the meeting remotely. A vote of a majority of a quorum will be necessary to decide the issue. For the meeting to continue there must always need to be a quorum physically present.

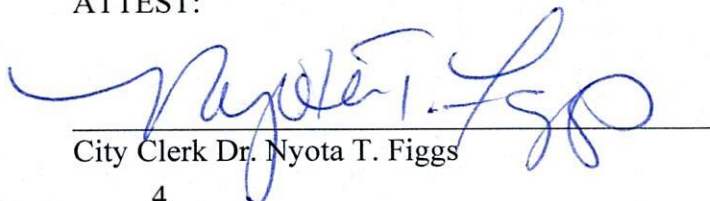
- Section 5.** **Minutes.** The member participating remotely will be considered an off-site participant and counted as present by means of video or audio conference, for that meeting if the member is allowed to participate. The meeting minutes of the City of Calumet City will also reflect and state specifically whether each member is physically present, present by video, or present by audio means.
- Section 6.** **Rights of Remote Member.** Nothing in this policy creates a right of an absent member to participate remotely. The member permitted to participate remotely will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The remote member will be heard, considered, and counted as to any vote taken. The name of any remote member will be called during any vote taken, and his or her vote counted and recorded by the Secretary and placed in the minutes for the corresponding meeting. A member participating remotely may leave a meeting and return as in the case of any member. Notwithstanding anything to the contrary contained herein, no member may attend meetings remotely more than four (4) times in a calendar year.
- Section 7.** **Roll Call Vote.** All votes taken at meetings where a member is attending remotely will be by roll call vote.
- Section 8.** **Meetings.** The term “meeting” as used in this Policy refers to any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purposes of discussing public business.
- Section 9.** **Closed Meetings.** A quorum of the City Council members must be physically present at any closed meeting. Members participating remotely will otherwise be entitled to participate in closed meetings by video or audio conference if permitted by the physically present members.

This policy is effective this 24th day of June 2024.



Mayor Thaddeus Jones

ATTEST:



City Clerk Dr. Nyota T. Figgs

Alderman Gardner Alderman Gardner requested there only be one credit card for the City Of Calumet City.

Alderman Navarrete Alderman Navarrete moved, to amend the 2023-2024 Credit Card to include language that would require all credit cards to be turned in; motion failed due to lack of a second.

MOTION FAILED

Approval of 2023-2024 Credit Card Policy Alderman Tillman moved, seconded by Alderman Williams to approve the 2023-2024 Credit Card Policy as presented.

(Res.#24-20) (See Attachment 3A)

ROLL CALL

YEAS: 5 ALDERMEN: Wilson, Tillman, Williams, Gardner, Smith
NAYS: 1 ALDERMEN: Navarrete
ABSENT: 1 ALDERMEN: Patton

MOTION CARRIED

Motion for Closed Session Alderman Smith moved, seconded by Alderman Wilson to enter into executive session at 7:25 p.m.

MOTION CARRIED

Executive Session The council met in executive session from 7:25 p.m. to 8:19 p.m.

Return to Regular Order Alderman Smith moved, seconded by Alderman Williams to return to the regular order of business at 8:19 p.m.

MOTION CARRIED

Mayor's Replacement Vehicle Mayor Jones stated "there were two vehicles on the lease. The Cadillac has been removed from the lease the Cadillac is a personal vehicle that I financed and removed there is no contract with the city. I currently own the Cadillac and at the request of Alderman Gardner, I have all of the personal details with the Cadillac in my name, my wife's name. Also the only vehicle for the Mayor's account will be the 2023 Yukon Denali which is on the agenda for this Thursday so I'm asking for the

**THE CITY OF CALUMET CITY
COOK COUNTY, ILLINOIS**

RESOLUTION NUMBER 24-20

**A RESOLUTION ESTABLISHING A CREDIT CARD
USAGE POLICY FOR CITY OFFICIALS AND EMPLOYEES
OF THE CITY OF CALUMET CITY**

**THADDEUS JONES, Mayor
NYOTA T. FIGGS, Clerk**

**DEJUAN GARDNER
MICHAEL NAVARRETE
JAMES PATTON
ANTHONY SMITH
DEANDRE TILLMAN
RAMONDE WILLIAMS
MONET WILSON
Aldermen**

Published in pamphlet form by authority of the Mayor and City Council of the City of Calumet City on 6/ /2024

RES.#24-20
Special Meeting June 24, 2024

RESOLUTION NO. 24-20

**A RESOLUTION ESTABLISHING A CREDIT CARD USAGE POLICY
FOR CITY OFFICIALS AND EMPLOYEES OF THE CITY OF CALUMET CITY**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF CALUMET CITY, COOK COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, AS FOLLOWS:

Section 1. The Credit Card Usage Policy in the form attached hereto as Exhibit A is hereby adopted as the City's Credit Card Usage Policy.

Section 2. If any section, paragraph, clause or provision of this resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this resolution.

Section 3. All resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. This resolution shall be in full force and effect from and after its passage, approval and publication as provided by law.


ADOPTED this ____ day of June 2024, pursuant to a roll call as follows:

	YES	NO	ABSENT	PRESENT
Gardner	X			
Navarrete		X		
Patton			X	
Smith	X			
Tillman	X			
Williams	X			
Wilson	X			
(Mayor Jones)				
TOTAL				

APPROVED by the Mayor on June 24, 2024.

ATTEST:


Dr. Nyota T. Figgs
CITY CLERK


Thaddeus Jones
MAYOR

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION

I, NYOTA T. FIGGS, DO HEREBY CERTIFY that I am the duly qualified and elected Clerk of the City of Calumet City, Cook County, Illinois, and that as such Clerk I do have charge of and custody of the books and records of the City of Calumet City, Cook County, Illinois.

I DO HEREBY FURTHER CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 24-____, "A RESOLUTION ESTABLISHING A CREDIT CARD USAGE POLICY FOR CITY OFFICIALS AND EMPLOYEES OF THE CITY OF CALUMET CITY," adopted and approved by the Mayor and City Council of the City of Calumet City, Illinois on June ____, 2024.

IN WITNESS WHEREOF, I have hereunto affixed my hand and the Corporate Seal of the City of Calumet City, Cook County, Illinois this ____ day of June 2024.

NYOTA T. FIGGS
City Clerk
City of Calumet City
Cook County, Illinois

EXHIBIT A

CITY OF CALUMET CITY CREDIT CARD USAGE

City of Calumet City ("City") will issue City credit cards to certain Employee or elected officials for use in their jobs. This policy sets out the acceptable and unacceptable use of such credit cards. The use of a credit card should not circumvent the City's Purchase Policies.

1. Use of City-issued credit cards is a privilege that the City may withdraw at any time, with or without cause. Upon an Employee or elected official's termination of employment with the City of Calumet City, all cards must be returned to the City's Finance Department.
2. The Employee or elected official in possession of the City credit card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel. Card numbers may not be distributed and should not be saved in online accounts. Cardholders must not exceed the credit limits that have been set for their card. Cash advances drawn from credit cards are not allowed.
3. Any credit card the City of Calumet City issues to an Employee or elected official must be used for business purposes only, and for purposes in conjunction with the Employee or elected official's job duties. Employees or elected officials with such credit cards shall not use them for any non-business purpose. Non-business purchases are considered any purchases that are not for the benefit of the City of Calumet City.
4. Business-related expenses, such as food and lodging, while on City approved business travel, may be purchased on the City of Calumet City credit card as long as these purchases are consistent with the City of Calumet City travel and expense reimbursement policy.
5. Any purchases in the amount of \$5,000 or above must be approved by City Council prior to purchase. The Employee or elected official should attach a copy of the approved motion to the receipt and submit them together when submitting receipt(s) to the finance department. Splitting purchases to circumvent credit limits is strictly prohibited.
6. The Employee or elected official or elected official in possession of the credit card is responsible for receiving, printing, and retaining all receipts related to purchases made on the City of Calumet City credit card. If a receipt is lost, a written description of the items and cost of the purchase must be maintained and submitted in the same manner in which a receipt would be maintained and submitted.
7. Receipts along with the Credit Card Expense report need to be turned into the finance department within one week of the credit card statement end date. The Credit Card Expense report receipts should contain a brief description of what the purchase was for and the expense account the purchase should post to. Any receipts for meals and/or entertainment must be attached to a paper that clearly indicates the names of all persons attending the meal or entertainment and the business purpose of such an event.

8. If any Employee or elected official uses a City credit card for a personal purchase in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that Employee or elected official or elected official and will be deducted in full of the Employee or elected official or elected official's next paycheck. Any remaining balance will be deducted from subsequent paychecks until the wage advance is fully repaid. These deductions may not take the Employee or elected official or elected official's wages below minimum wage for the pay period(s) in question. A person is not in violation of this section until a majority vote by the City Council determines that a violation occurred.
9. If any Employee or elected official or elected official uses a City credit card for a non-personal purchase that is not within the scope of the Employee or elected official or elected official's duties or the Employee or elected official's authorization to make business-related purchases, the cost of such purchase(s) will be the financial responsibility of that Employee or elected official. The Employee or elected official will be expected to reimburse the City of Calumet City via deductions from their pay until the unauthorized amount is fully repaid. These deductions will at no time take the Employee or elected official's wages below minimum wage. A person is not in violation of this section until a majority vote by the City Council determines that a violation occurred.
10. In addition to financial responsibility and liability for wage deductions, any purchases an Employee or elected official makes with a City credit card in violation of this policy will result in disciplinary action, up to and possibly including revocation of their card.
11. This policy will remain in effect as long as the Employee or elected official has a City of Calumet City credit card or until a new policy has been issued and which clearly indicates that it is intended to be a replacement for this policy.
12. Requests for credit cards must be submitted in writing and approved by the City Council.

city council to approve that. But also to limit it to April 30th. My term ends April 30th so the city shouldn't be liable for anything outside of my term. It says for 7 equal payments but it should say for 7 equal payments or up until April 30th."

Mayor Jones

Mayor Jones asked the City Treasurer for the numbers regarding the 2023 Yukon Denali.

City Treasurer

" I would need the lease agreement."

Alderman Gardner

Alderman Gardner stated "We need to see a lease."

Direct the City
Attorney

Alderman Williams moved, seconded by Alderman Smith to direct the City Attorney to draft a lease agreement ending April 30, 2025 for the 2023 Yukon Denali.

ROLL CALL

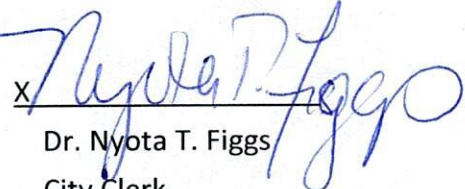
YEAS:	6	ALDERMEN: Navarrete, Wilson Tillman, Williams, Gardner, Smith
NAYS:	0	ALDERMEN: None
ABSENT:	1	ALDERMEN: Patton

MOTION CARRIED

Adjournment

Alderman Patton moved to adjourn, seconded by Alderman Williams at 6:56 p.m.

MOTION CARRIED

x 
Dr. Nyota T. Figgs
City Clerk