

Minutes Of A Special Meeting Of The Legislative And Operations Committee For The Village Of University Park, Will And Cook Counties Illinois, Held Monday, June 17, 2013 At #90 Town Center Drive In The Village Of University Park

A. CALL TO ORDER

Chairman Joseph Roudez called this special meeting of the Legislative And Operations Committee to order at 6:13 p.m.

B. ROLL CALL

Members:	Trustee Oscar H. Brown, Jr.	Present
	Trustee Keith J. Griffin	Present
	Trustee Larry B. Brown	Absent
Chair	Trustee Joseph E. Roudez, III	Present
Mayor:	Vivian E. Covington	Absent (arrived at 6:34 PM)

Also present were Village Manager Lafayette Linear, Village Attorney Stewart Diamond, Interim Finance Director Joe Jones, IT Director Deryl Bolton, Cable Studio Manager Eddie Pearson, and Village Clerk Dorothy R. Jones.

C – 1: Presentation From AIS, Inc., On IT And Other Services It Can Make Available To The Village. Possible Action By The Committee For Recommendation To The Village Manager Or Independent Contractor Contract For Village Board Action.

Committee Member Trustee Griffin introduced AIS representative Ania Jabtonowski for a presentation to the committee.

Ms. Jabtonowski gave a brief presentation to the committee noting that they want to be partners with the village of University Park and that they are a technological firm; she noted that she is a web account executive with several years in the business, one of the things that they do is to determine how websites are developed and that they would love to showcase our parks on a broader market. This would include online registration and graphic artistic awareness of the amenities in the village.

Janine, also a member of the AIS Firm commented that she is a Sales and Service Executive with the company and one of the advantages of the village considering their service is that they work on a flat hourly rate, no long-term contract, and they are project-based.

Committee member Griffin commented that he wants all locations under one website with one host this would include the golf course and other sites.

Village Manager Linear asked that AIS also forward information to him relating to their proposed services, and once he receives the information he will set an appointment with our IT Director Bolton and AIS so they can know what we have in our IT Department and how they would proceed differently.

Committee Member Oscar Brown asked AIS if they could do live streaming of the Board Of Trustee meetings, and also asked the number of years they had been doing this type of work. He also commented that he wants a copy of the cost charged by Civic Plus when AIS gives us a quote.

Ms. Jabtonowski responded that they could, and they can also do what is called Live Chat if the village has someone to monitor the project. She also noted that she has been with the company for 3 years and that they also contract out to other vendors some of the work that they do not do; however, the village would only have one contact, which would be AIS.

Janine responded that she has 14 years experience in the technological field.

Mayor Covington posed questions relating to the years of experience, the cost of this transition, and issues relating to administrative rights.

Janine responded that their rates range from \$125 per hour and upwards.

C – 2: Presentation From Tower Contracting, LLC On Its Landscaping And Other Services It Can Make Available To The Village. Possible Action By The Committee For Recommendation To The Village Manager Of Independent Contractor Contract For Village Board Action.

A representative from Tower Contracting addressed the committee and stated that their main objective is to bring together foot traffic with municipal operations, and proposed using the Town Center as the focal point as they did in Barrington. They also suggested using the website for surveys for residents to get their opinion heard, and also make it more user-friendly.

Jennifer showed a PowerPoint of New Lenox rail train for development of retail, commercial, and residency. She also showed multifamily housing in preparation for new train station in South Holland and proposed plans for Shorewood.

The committee discussed the timing that it would take to get this project underway, up and going. Jennifer responded that it takes years to complete the task, and from 12 to 18 months to start the master plan with Tower Contracting Developers.

Mayor Covington asked the cost of rendering, and commented that we can get these services from DECCA at no cost to the village; that we have our own Comprehensive Plan that simply needs to be updated.

Ms. Chere'se Williams voiced her concerns with the retention ponds and mosquito control.

Mr. James Bell asked Tower Contracting if they could incorporate their plan into the village's comprehensive plan. Jennifer responded that they could move it faster.

C – 3: Discussion And Recommendation Regarding The Termination Of The Monthly Village Newsletter.

Trustee Oscar Brown began the discussion stating that perhaps we could have a more web-based newsletter at a much smaller cost, and that he would suggest September 2013 is the deadline for publishing the newsletter in its current form.

Ania suggesting blogging as a way to drive people back to the website.

Relating to blogging and preserving the integrity of the website, Attorney Diamond asked AIS representatives how they would deal with the situation when everyone have different views on how to best proceed.

Ania responded that they could disable some areas, monitor the website and keep negative comments out.

Mayor Covington voiced her concerns that removing the newsletter would be a disservice to seniors and others that use the newsletter, and that she wants it to continue and remain in the same format. She also voiced her concern with social media and her concerns with FCC regulation and requirements.

Village Manager Linear suggested electronic publishing with quarterly hardcopies as a way to cut cost.

C – 4: Discussion And Recommendation On The Re-Establishment Of The Department Of Community Relations With The Director To Be Appointed By The Village Manager, And The Issuance Of Quarterly Newsletter.

The committee briefly discussed bringing back and funding the Department of community relations with the newsletter as one of the responsibilities of that director.

Chairman Roudez commented that this proposal would be more cost-effective and would save the village approximately \$60,000.00 a year.

Committee Member Trustee Griffin made a motion, seconded by committee member Trustee Oscar Brown to bring this item before the committee at their next meeting in ordinance form directing the Village Manager to appoint a Director of Community Relations and terminate the newsletter in its current form.

Ayes: Oscar Brown, Keith Griffin, Joseph Roudez.
Nays: None.
Absent: Larry Brown.

Motion To Approve Recommendation Carried.

Ms. Rose Nettles asked for clarity on this committee, noting that while a finance committee meeting was being held at this same time, at this meeting she noticed in attendance were The Village Manager, The Village Attorney, The Village Clerk a majority of the Board of Trustees and some Department Heads, and asked if this was a legal meeting or some type of board meeting.

Village Attorney Diamond explained that the objective of this committee is to ask for items to be brought before the Legislative And Operations Committee for recommendation for action by the Village Board.

C-5: Discussion And Recommendation Regarding A Modification In The Village Code Under Which Newly-Hired Directors Would Be Required To Live In The Village Unless The Requirement Was Waived By A Vote Of At Least Four (4) Members Of The Village Board.

Chairman Roudez began the discussion and commented that he wants to bring back the domicile ordinance with some amendments. This ordinance would require that all newly hired Directors would be required to live within the corporate limits unless otherwise exempt.

On a motion by member Griffin and a second by member Oscar Brown the committee approved a motion to have Attorney Diamond draft an ordinance for the next legislative and operations committee meeting. This ordinance would require that all newly hired Directors would be required to live within the corporate limits unless otherwise exempt.

Ayes: Oscar Brown, Keith Griffin, Joseph Roudez.
Nays: None.
Absent: Larry Brown.

Motion To Approve Recommendation Carried.

C-6: Discussion And Recommendation Of A Requirement That The Village Manager For This Season Present To The Village Board A Contract Reached By Competitive Bidding To Deal With Grass Cutting, Grass And Weed Cutting On Village Property Or On Property Which Is In Violation Of Village Ordinances And Where Such Cutting Is Not Being Performed By Village-Employed Personnel.

The committee discussed grass cutting of village owned property and that of other property owners within the village that is not maintained.

Chairman Roudez voiced his concern with the manner in which grass cutting is now being handled and stated that he wants this process to go out for competitive bidding.

Village Manager Linear responded that he would go out for RFP; however, in the interim we are using summer workers through the department of public works.

The committee also discussed mosquito abatement and how to best deal with this problem.

C-7: Discussion And Recommendation Of The Appropriation Ordinance For The 2013 Fiscal Year.

Attorney Diamond began the discussion by explaining the difference between a budget ordinance and an appropriations ordinance. He stated that the appropriations ordinance is a list of what the board wants to do if funds are available, and that there are no requirements that the board expend all of the funds that are approved; however, items must be included in the ordinance in order to be spent. He further stated that he hopes to have this ordinance ready for this committee's next meeting.

Mayor Covington voiced her concern that this item is being brought before this committee rather than before the entire Board Of Trustee's, and stated that there were no errors in the drafting of the appropriations ordinance.

Attorney Diamond responded that this was brought before the legislative and operations committee because this committee deals with legislative matters that need to be acted upon.

Chairman Roudez commented that he asked that this item be placed on this agenda to allow adequate discussion before it's brought before the entire board.

Attorney Diamond commented that due to the lack of passing a budget ordinance within the allotted time is why the appropriations ordinance must be passed. He stated that according to state law the appropriations ordinance can be passed up to the last day of the end of the first quarter of the fiscal year, which would be July 31, 2013.

C-8: Discussion And Establishment Of The Regular Meeting Dates For The Legislative And Operations Committee.

Chairman Roudez announced that by consensus of the committee the next meeting Of The Legislative And Operations Committee would be held July 1, 2013 beginning at 6 PM here at number 90 Town Center Drive and would include a presentation from Severn Trent.

General Public Comments

There were no additional comments from the general public.

L. ADJOURNMENT

Committee member Trustee Griffin moved, Committee Member Trustee Oscar Brown seconded a motion that the Board adjourns the special meeting of the Legislative And Operations Committee at 7:50 p.m.

Motion to Adjourn Carried By Voice Vote, Member Larry Brown absent.

Respectfully Submitted

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*Dorothy R. Jones, CMC, RMC
Village Clerk*