

Minutes Of A Special Meeting Of The Legislative And Operations Committee For The Village Of University Park, Will And Cook Counties Illinois, Held Monday, July 1, 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 6:10 p.m.

B. ROLL CALL

Members:	Trustee Oscar H. Brown, Jr.	Present
	Trustee Keith J. Griffin	Present
	Trustee Larry B. Brown	Present
Chair	Trustee Joseph E. Roudez, III	Present
Mayor:	Vivian E. Covington	Absent

Also present were Village Manager Lafayette Linear, Village Attorney Stewart Diamond, Interim Finance Director Joe Jones, and Village Clerk Dorothy R. Jones.

C – 1: Presentation From *Financial Consultant Severn Trent.*

Committee Chair Trustee Roudez introduced representatives Bob Costar, Chris Miller, and Janet Davis for a presentation to the committee regarding management services for municipal finances and adjudications

Committee Member Trustee Larry Brown asked to know the turnaround time to detect an error, issue an opinion and begin to fix a problem once detected

Bob Costar responded that based on their Association with the company in Sandy Springs it takes approximately 6 months with financials; however, they could, and would do a financial assessment. He stressed the need of the Board to list their priorities and operational needs. They would then work cooperatively with the village manager, and finance director, however they do not replace current staff but would bring in our employees under the umbrella of Severn Trent.

Committee Member Trustee Griffin asked how long it would take for Severn Trent to bring our audits up to date.

Mr. Costar responded that they do not do audits, and that the village would need to employ independent auditors.

Attorney Diamond asked if Severn Trent has worked for any Illinois municipalities; what they charge to assess financials and issue opinions. Relating to our village audits Attorney Diamond suggested Lauterbach And Amen is given audit material from McGladrey to precede with 2009; 2010; 2011 and 2012 audits.

Village Manager Linear commented that at this time he does not really see the need for the services of Severn Trent, and that our finance department is working stringently to bring our finances up to date. He also noted that we are in communications with McGladrey relating to getting access to our records for the 2009 audit.

C – 2: Discussion of Commercial Head Tax Ordinance.

Chairman Roudez began the discussion and asked for status of this ordinance, noting that a letter was to go out to the industrial Park businesses with a reply do by August 1, 2013 with the meeting being scheduled for August 6, 2013.

Committee Member Trustee Griffin commented that there is virtually nothing done for village residents by companies in the TIF district, with all amenities going to the businesses, and that this head tax ordinance would alleviate some of the burden on village residents.

Village Manager Linear commented that the village provides services for all industrial Park companies but the funds mainly go to TIF businesses.

Committee Member Trustee Larry Brown commented that he would also like to see inspection fees increased for industrial Park and commercial businesses based on square footage rather than simple business. He stated that he feels it is unfair for a small business to pay the same as large industrial businesses for inspections and license.

Attorney Diamond responded that the village must show that the services provided causes an increase in the inspection fees, otherwise he does not feel it would hold up in court; however, creating a tax ordinance allows Municipalities the power to can generate funds that has been upheld in the courts.

Unanimous concurrence of the legislative and operations committee is to move forward with this meeting to include industrial Park businesses on August 6, 2013.

C – 3: Discussion of Ordinance Clarifying Appointment Process to Committees

Attorney Diamond explained the current process for pointing community members of boards or commissions, which he stated is in conflict with members of the Board of Trustees. Therefore, they had requested amendments to the process for making those appointments that would basically call for a review of the applications for membership by members of the Board of Trustees, and not just appointments by the Mayor.

Attorney Diamond stated that he would have a draft ordinance prepared for the next legislative and operations committee meeting.

C – 4: Discussion Status Of Appropriation Ordinance And Ordinance Adopting Appropriation System For The Current Fiscal Year

Chairman Roudez began the discussion by noting that since the budget ordinance was not adopted in a timely manner that the village must now pass an appropriations ordinance, but that it first must adopt the appropriations system for the current fiscal year.

Village Attorney Diamond explained the process for adopting the appropriations system and the steps for passing an appropriations ordinance. He noted that in the appropriations ordinance there must be a statement of the maximum amount of funds to be expended by the village in this fiscal year. He also stated that the Clerk would need to publish a public hearing notice this week to allow time for the public to be informed, and that the public hearing and a special meeting could be called on the same date to consider comments from the public and to take action on this item.

C-5: Discussion And Direction To The Village Manager Relating To Employment of Community Relations Director and Phasing Out of Newsletter.

Chairman Roudez began the discussion and commented that he wants to bring back the position Of Community Relations Director and phase out the newsletter in its current form, thereby making the newsletter one of the functions Of The Community Relations Director.

He also stated that the Village Manager is instructed to draft a job description for that position, and that this item is to be brought before the board for authorization.

C-6: Discussion And Recommendation Of An Ordinance Regarding The Appointment Of The Police And Fire Chief.

Chairman Roudez voiced his concern with the manner in which The Police Chief and Fire Chief are appointed. Noting that currently the Fire Chief is hired by the Board of Trustees, and The Police Chief is hired by the Village Manager. He stated that he feels that the Village Manager should have the authority to hire both the Police Chief and the Fire Chief and bring some consistency in that hiring process.

General Public Comments

Ms. Laverne Williams asked if the public could submit suggested ordinance changes or amendments.

Mrs. Mary Truss asked if this committee would be meeting on a regular basis.

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.

Next meeting date to be determined.

Respectfully Submitted

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