

**The Regular Meeting Minutes Of The Board Of Trustee For The Village Of University Park, Will And Cook Counties Illinois, Held Tuesday, February 23, 2010 At #90 Town Center Drive, In The Village Of University Park.**

**A. CALL TO ORDER**

Mayor McCowan called this regular meeting of the Board of Trustees to order at 8:05 p.m.

**B. ROLL CALL**

Mayor:	Alvin R. McCowan	Present
Trustees:	Sharon A. McGuire	Present
	Oscar H. Brown, Jr.	Present
	Vivian E. Covington	Present
	Keith Griffin	Present
	Joseph E. Roudez, III	Present
	Larry B. Brown	Present

Also present were Interim Village Manager/Finance Director David Sevier, Village Treasurer James Ellis, Fire Chief Chuck Exner, Deputy Police Chief Greg Box, Executive Liaison Johnna Townsend, Public Works Director Jerry Townsend, Parks & Receptions Director Robert Graham, Economic Development Director Kimberly Porter, Cable Studio Manager Christel Allen, Golf Club Manger/PGA Golf Pro Paul Blockoms, and Village Deputy Clerk Kellye Kidd

**C. PLEDGE OF ALLEGIANCE**

Mayor McCowan led the audience in the pledge of allegiance to the Flag of the United States of America.

**D. READING OF MINUTES**

Trustee Oscar Brown moved, Trustee Covington seconded a motion that the Board approved the Tuesday, February 09, 2010 minutes be tabled until the next regular Board of Trustees meeting to be held March 9, 2010.

Ayes: Trustees McGuire, Oscar Brown, Covington, Griffin, Roudez and Larry Brown.  
Nays: None.

***Motion to approve carried.***

## **E. NON-DISCUSSION AGENDA**

### **E-1: Village Manager's Report**

Mayor McCowan asked for department reports during this time.

Cable Studio Manager, Christel Allen, reported that the adult classes will take place March 6, 13, and 20, 2010 and the Young Broadcasters classes will be March 7, 14, and 21, 2010 for ages 10 - 13. The audio problems are being addressed with the assistance of Comcast and bull tickets are still available for April 6, 2010. The cost is \$25 per person.

Parks & Recreation Director, Robert Graham, reported that the first parent & child dance is scheduled for Saturday, March 6, 2010 from 7:00 pm – 10:00 pm at the University Golf Club & Conference Center. The cost is \$15 per couple, \$5 each additional attendee.

Public Works Director, Jerry Townsend, reported that he completed and distributed a spreadsheet listing pending road improvements along with a five-year capital improvement project plan to the Board.

Fire Chief, Chuck Exner, reported the approval of the \$110,000 grant from the Assistance to Firefighters Grant to replace equipment (this is the fourth grant the Fire Dept. has received in eight years). Item 2-d on the agenda is an intergovernmental agreement for the 9-1-1 telephone system board. If this item is approved it will allow access to other grants – approximately \$13,000 for the Fire Dept. and \$11,000 to the Police Dept. Also, March 9, 2010 the department will be receiving donated pet oxygen masks from the Invisible Fence Co.

Village Manager, David Sevier, reported that the Board will receive the updated proposed Village Policy along with the current policy for review. Feedback is needed for revisions to prepare for the first reading vote on the next agenda. The Finance Committee reviewed the entire 2011 budget at the previous committee meeting. The Board revisions are requested to also prepare for the first reading vote at the next Board Meeting. There will be a special Finance Committee Meeting Monday, March 1, 2010 at 90 Towncenter Dr., 7:00 pm.

Trustee Covington submitted the following for the minutes:

*During the Finance meeting there was a discussion on creating Policies, Procedures and Regulations. These issues will affect the Elected Officials and the Finance Committee. It is appalling that we have not had a documented nor*

Village Manager's Report continued

*updated process for many years. We must have due diligence as soon as possible.*

*However, we were happy to move forward at last evening's Finance Meeting by voting to have Village Mgr. David Sevier to begin writing the necessary policies and procedures immediately. Also I feel the Board can create a logical procedure that will set the tone for a structured environment of management.*

Trustee Larry Brown mentioned that he met with Manager Sevier regarding the proposed budget. He asked Manager Sevier to clarify the process of recommendations and changes to the budget. Manager Sevier answered that he would like all Board recommendations, but changes can be made up to 30 days after the first reading approval.

## **E-2: Mayor's Report**

The Mayor decided to forgo his report because his comments pertain to one of the items on the agenda.

## **E-3: Committee & Commission Reports**

Trustee Griffin announced that the Public Safety Committee met last Wednesday to discuss the repair of University Pkwy. from Crawford Ave. to Steger-Monee Rd. which is scheduled to take place spring 2010.

Trustee Covington reported on the upcoming Black History Month Events to take place at 90 Towncenter this weekend. She will be giving an update to the post office request within the next six months.

Trustee McGuire reported that the Census job application and testing is still taking place at 90 Towncenter Dr. and the items needed for the testers. She thanked staff for the success of the 2010 Censes kick-off and the successful chambers/business group meeting with local businesses.

## **E-4: Reports Of Other Officers**

Reports were given under the Village Manager's Report.

## **F. DISCUSSION AGENDA**

### **F-1: UNFINISHED BUSINESS**

**F-2: NEW BUSINESS**

**F-2a:**        *First reading – Ordinance Adopting A Redevelopment Agreement Pertaining To Redevelopment Site No. 2a In Amended Redevelopment Project Area Number V (Clorox Services Company)*

Trustee McGuire moved, Trustee Covington seconded a motion that the Board approves the first reading.

Ayes:        Trustees McGuire, Oscar Brown, Covington, Griffin, Roudez and Larry Brown.

Nays:        None.

***Motion to approve carried***

**F-2b:**        *First reading – Ordinance Adopting A Second Addendum To Redevelopment Agreement Pertaining To Redevelopment Site No. 1 In Redevelopment Project Area Number V (Commerce Center Park I, LLC and Clorox Services Company)*

Trustee Roudez moved, Trustee Covington seconded a motion that the Board approves the first reading.

Ayes:        Trustees McGuire, Oscar Brown, Covington, Griffin, Roudez and Larry Brown.

Nays:        None.

***Motion to approve carried***

**F-2c:**        *First, Second and Third Readings – Ordinance Providing For The Issuance of Not To Exceed \$6,500,000 General Obligation Bonds, Series 2010 Of The Village Of University Park, Will and Cook Counties, Illinois, Establishing The Parameters Of The Terms Therefore, And Providing For The Levy And Collection Of A Direct Annual Tax Without Limitation As To Rate Or Amount Sufficient For The Payment Of The Principal Of And Interest On Said Bonds*

Trustee Roudez moved, Trustee McGuire seconded a motion that the Board approves the first, second and third readings.

Trustee Griffin asked for clarification of the bond interest rate. Rick Lites of Loop Capital replied that the interest rate is unknown until the product is priced in market. The rate language gives the pricing parameters, but the Board can still vote to not accept the rate when the product is returned with the actual rate for final approval. Trustee Larry Brown requested the record to state that this is not the final bond approval. Manager Sevier stated that the Board will see this instrument at least twice to approval the interest rate and the use of funding.

Roll call for item F-2c.

Ayes: Trustees McGuire, Covington, Roudez, and Larry Brown.  
Nays: Trustees Oscar Brown and Griffin.

***Motion to approve carried***

**Ordinance Number 2010-08.**

***F-2d: First, Second and Third Readings – Ordinance Authorizing The Execution Of An Intergovernmental Agreement Between The Village Of University Park And The Will County 9-1-1 Emergency Telephone System Board For The Funding Of A 9-1-1 Surcharge Reallocation***

Trustee Covington moved, Trustee Roudez seconded a motion that the Board approves the first, second and third readings.

Ayes: Trustee McGuire, Oscar Brown, Covington, Griffin, Roudez, and Larry Brown.  
Nays: None.

***Motion to approve carried.***

**Ordinance Number 2010-09.**

***F-2e: Resolution Authorizing The Publication Of A Request For Alternative Proposals To Purchase A Vacant Parcel Of Real Estate Located In The Governor's Gateway Industrial Park (TIF 2) Redevelopment Project Area (16.23 +/- Acres Generally Located At The Northeast Corner Of Hamilton And Palmer Avenues Pins: 21-14-17-403+001-0000 And 21-14-17-403-005-0000)***

Trustee Roudez moved, Trustee McGuire seconded a motion that the Board approves the resolution.

Ayes: Trustee McGuire, Oscar Brown, Covington, Griffin, Roudez, and Larry Brown.  
Nays: None.

***Motion to approve carried.***

**Resolution Number 2010-05.**

***F-2f: Resolution Authorizing And Directing Negotiations With Omar Medical Supplies, Inc. Regarding The Promotion Of Economic Development***

Trustee Roudez moved, Trustee Larry Brown seconded a motion that the Board approves the resolution.

The Mayor commented that Omar Medical Supplies, Inc. is located in the Industrial Park and this resolution will allow the Village to begin negotiations with the projected

Item F2-f continued

business expansion. The expansion will bring jobs to the area along with keeping the business located in University Park.

Trustee Brown agreed that keeping this company in University Park will be beneficial.

Ayes: Trustee McGuire, Oscar Brown, Covington, Griffin, Roudez, and Larry Brown.

Nays: None.

**F-2g: Bills Payable**

Trustee Covington moved, Trustee McGuire seconded a motion that the Board approves the listing of the General Operating Expenses that the Village of University Park has incurred for the last two (2) weeks from February 10, 2010 to February 23, 2010 in the following funds:

General Operation Fund	\$ 77,543.12
Road and Bridge Fund	\$ 9,223.32
Town Center Operations	\$ 4,664.80
University Golf Club	\$ 19,944.74
Capital Project Fund	\$ 1,961.77
Motor Fuel Tax Fund	<u>\$ 9,096.83</u>
<b>Total</b>	<b>\$122,434.58</b>

Trustee Griffin motioned a vote to separately approve check number 69065. Trustee Larry Brown seconded the motion.

Ayes: Trustees Covington, Griffin and Larry Brown

Nays: Trustees McGuire, Oscar Brown, Roudez and Mayor McCowan.

***Motion to approve failed.***

**Roll Call on Bills Payable**

Ayes: Trustees McGuire, Oscar Brown, Covington, and Roudez.

Nays: Trustees Griffin and Larry Brown.

***Motion to approve carried.***

## **G. GENERAL PUBLIC COMMENTS**

Mr. Steve Allen asked Trustees Griffin & Larry Brown to mention the projects and contributions since being a Board member. He also asked Village Manager David Sevier to mention his future plans and contributions since being Village Manager and asked when summer hiring will begin.

Mr. Robert Travis encouraged the support of the upcoming Black History Month Events.

Ms. Marigold Jones asked if there was a snow removal ordinance mandating homeowners to shovel the sidewalk in front of their homes, what is the Motor Fuel Tax Fund, and clarification of the residency clause for Village staff.

Ms. Bobbie Greer reported on the League of Women Voter's Black & White Gala honoring the 2010 Woman of the Year and Student Essays. The event will be held Saturday, March 27, 2010 at the University Golf Club & Conference Center beginning at 5:00 pm. The cost is \$30 per person. She also thanked Trustee Covington for her personal donation and the Board approving the donation to the Leukemia walk-a-thon fundraiser.

Mr. Tony Perry commended the Board on their professionalism and commitment to the growth of the community.

Ms. Sandra Heard asked the Mayor to clarify what he meant by "political remarks". She thinks the Finance Committee is on the right track for this upcoming budget and she encourages the public to come out and learn about the process. She also wants the Board to keep the rate as low as possible for the approved bond search and if there is going to be a meeting/vote to put the lobbyist services on hold.

Ms. Marilyn Crockett asked for police patrol when Crete-Monee Middles School students are released from school during their commute home. She witnessed 20 – 30 children walking in the middle of the street.

## **H. BOARD CAUCUS**

Mayor McCowan suspended the meeting from 9:15 p.m. to 9:19 p.m. to allow the Board to caucus.

The Mayor reconvened the Board meeting and the following responses were given to concerns raised by residents under general comments:

Responding to Mr. Allen, Trustee Griffin mentioned that he was responsible for the workshop held earlier with Horizon Group and conversations with IKEA. The Mayor responded that he would comprise a list of items that each of the Trustees are committed to completing.

Board Caucus continued

Manager Sevier addressed Ms. Jones' questions. Currently, there is not an ordinance mandating sidewalk snow removal by homeowners. He has asked all homeowners to be neighborly and considerate of pedestrians. Village Manager Sevier explained that The Motor Fuel Tax Fund is allocated for street repair and re-surfacing. He also explained that the residency clause only mandates that the Village Manager lives in town, all other staff must live within 30 miles.

The Board will be diligent in keeping all interest rates low and the Board will meet to discuss future services of the lobbyist.

There are at least two patrol cars on patrol when the middle school students are released from school. Everyone is encouraged to call emergency when needed.

## **I. ANNOUNCEMENT OF SCHEDULED MEETINGS**

## **J. TRUSTEES' COMMENTS**

Trustee Covington submitted the following to be added to the minutes:

For Clarification purposes:

*The Policies, procedures and regulations documentation will require the input of the Finance Committee, Village Manager and Board of Trustees. While reviewing the documentation, I would like to be clear on what is required before completion. My observation from last evening's meeting seems like our baseline for the new policies has been established, and the Lockdown participants (Finance Committee) are ready to provide input in reference to its direction/validity. It also seems to be confirming the need for current standard guidelines and process for each application /SOP (Standard Operating Procedures) and LOE (Level of Effort) , identifying the roles and responsibilities, and who has the RACI (Responsible-Approve/Accountable, Supportive, Consulted, Informed) and a RACI chart should be linked into this process. The RACI chart will be used to centralize each function and/or process to a standard process, creating standard guidelines for project(s) initiatives. We will touch basis on the different areas, identifying at a high level of what artifacts are produced from each project initiative or project initiative request (PIR). Also, we need to determine if these processes are repeatable or non- repeatable , and whether they depend on the strategy or project requirements. It should also identify all of the processes, and identify all of the roles and list them. However, different methods can vary depending on what type of process or procedures is being mapped. The objective is to standardize the pathways to govern the essentials for all task orders. I can canvas the other areas and validate if we are practicing these processes, and/or verify that the projects and policies are current with our new standards. A few years ago, I suggested this and created such a method of process to the Board entitled the "issue log". I would be happy to share more extensively at our next session to give us a better focus.*

**K. EXECUTIVE SESSION**

None

**L. ADJOURNMENT**

Trustee Roudez moved, Trustee Oscar Brown seconded a motion to adjourn the regular meeting of the Board of Trustees at 9:40 p.m.

***Motion to Adjourn Carried By Voice Vote.***

Respectfully Submitted,

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Dorothy R. Jones, CMC  
Village Clerk