

**Minutes Of The Regular Meeting Of The Board Of Trustee For The Village Of University park, Will And Cook Counties Illinois, Held Tuesday, July 27, 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 8:04 p.m.

**B. ROLL CALL**

Mayor:	Alvin R. McCowan	Present
Trustees:	Sharon A. McGuire	Present
	Oscar H. Brown, Jr.	Arrived at 8:15 p.m.
	Vivian E. Covington	Arrived at 8:07 p.m.
	Keith J. Griffin	Arrived at 8:10 p.m.
	Joseph E. Roudez, III	Present
	Larry B. Brown	Present

Also present were Interim Village Manager/Finance Director David Sevier, Village Attorney Boyd, Village Treasurer James Ellis, Deputy Police Chief Gregory Box, Public Works Director Jerry Townsend, Cable Studio Manager Christel Allen, Interim Parks & Recreation Director Keely Childress, Economic Development & Code Enforcement Director Kimberly Porter, Executive Liaison Johnna Townsend and Deputy Village 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 McGuire moved, Trustee Roudez seconded a motion that the Board approved minutes of the regular meeting of the Board of Trustees held Tuesday, July 13, 2010 and Tuesday, July 20, 2010 as presented.

Trustee Covington questioned the omission of her remarks submitted to Village Clerk Jones and Trustee Larry Brown noted a correction to the Village Manager's report in the July 13, 2010 minutes relating to sex offenders and parolees, who are monitored by the Department of Corrections of the Will County Adult Probation Office, not the Sheriff's Office.

**Roll call for approval of minutes**

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

**Motion to approve carried.**

**E. NON-DISCUSSION AGENDA**

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

Interim Village Manager Sevier distributed a draft of the July, 2010 Departmental Communication pamphlet to the Board. The welcome packet is still being drafted. He will contact the Senior Citizen Committee when the draft is completed for their input. He reported that the vehicle labeling quotes and drawings will be in the mailboxes of each Board member. He also mentioned that the increase in Freedom of Information Act (FOIA) requests has overwhelmed the staff and Clerk. Additional needed staff to assist in FOIA requests may need to be discussed in the near future.

Trustee McGuire suggested hiring personnel from a temporary agency to assist in answering the FOIA requests and taking minutes for all the committee and commissions meetings.

Trustee Griffin asked if the fire truck fund supported grant is in the budget, was the purchase of the truck brought to the Finance Committee, who is responsible for maintaining the creek between Brittany Woods and Sandra Oaks, and is the private matter concerning Ms. Clemons being addressed at the Police Department.

Manager Sevier answered that grant funding cannot be anticipated and therefore is not in the budget. The five-year equipment and vehicle replacement report displays the departmental need. Grant awards ease the financial burden to replace safety equipment. Manager Sevier needs to verify the location of the creek between Brittany Woods and Sandra Oaks before he can state who is responsible.

Mayor McCowan asked Trustee Griffin to discuss the Ms. Clemons concerns with the Village Manager privately at another time.

Trustee Covington asked about the status of restitution payments received from Joshua Lydick and the parameters of non-payment violations, if "The Village of" wording will be added to the letterhead, and if the University Parkway Food Mart business violations that were reported to her are being investigated. Trustee Covington also voiced her concern with promotions, raises, job vacancy postings, and any Union violations by placing temporary staff in positions that are not posted to the public. She would like to see the Board names listed on the Departmental Communication.

**Village Manager's Report continued**

Manager Sevier reported that a report will be made of payment received by Joshua Lydick and the Will County Court Department will be contacted if payment arrangements are not met. Manager Sevier replied that it is the intent to post all open positions, but temporary staff is brought in to fulfill the day-to-day operations. Also, "The Village of" wording will be added to all literature

Deputy Chief Box replied that Sgt. Stroud will investigate the business practices at the food mart. Deputy Box will also assist in contacting the Will County Adult Probation Office if Mr. Lydick's is in violation.

Trustee Oscar Brown asked about the retention pond repairs on Regent Road.

Director Townsend responded that this is a developer issue. The developer will be contacted and fined if the current situation continues.

Trustee Griffin asked what the timetable is for the light repair on Sandra Drive.

Manager Sevier stated that the light repair is an on-going project, the lights on Sandra Drive are not being ignored.

Trustee McGuire commented about the Department Communication pamphlet and asked who receives the pamphlet.

Manager Sevier responded that the public has access to the pamphlet upon Board approval.

Mayor McCowan stated that "the Village of" is a designation omission, not a name change.

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

Mayor reported that the FOIA requests have increased the workload of staff and the Clerk. He wants the public to be aware of the potential added expense if additional hiring is necessary to meet the FOIA requirements. The Mayor stated that if any committee and commission need to have an executive session, the Clerk's office must be contacted prior to the session. The Clerk must make arrangements to attend or schedule a Deputy Clerk. Minutes or recordings are required for executive sessions.

Trustee Covington remarked that committee and commissions are to support department heads, executive sessions are not necessary since decisions are not made – with the exception of the Fire and Police Commission. Meetings are for discussions only.

## **E-2a: Proclamation – Family Fling Day**

Mayor McCowan read the proclamation.

Trustee Griffin moved, Trustee Covington seconded a motion that the Board approves this proclamation.

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

Nays: None.

**Motion to approve carried.**

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

Trustee McGuire reported on her attendance of Will County Center for Economic Development seminar followed by an informative meeting with three staff members. She recapped the information with the public and announced the upcoming Business After Hours meeting with area businesses, special guest speakers and elected officials.

Trustee Covington reported on her work with Governors State University for interns to receive college credits for work completed at the cable studio with State Representative Lisa Dugan's assistance. She mentioned a Cook County rent assistance program, (312) 603-1006, and her weekly Human Services meeting in preparation of this year's Family Fling. Trustee Covington gave a special thank you to Applied Systems for computers that will be used next year by the Young Broadcasters.

Trustee Roudez reported on his work with Congresswoman Debbie Halvorson on the Village technical research center, Will County Executive Larry Walsh to help with jobs skills for residents, and upcoming family movie nights at the golf club and park locations.

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

Public Works Director Townsend announced that the five-year paving project was awarded to Iroquois Paving, and road salt was awarded to the Village at \$59.76/ton for 1900 tons.

Trustee Covington inquired about the branch removal on Wright Rd. Director Townsend thought the branch had been moved, but he will visit the site again.

Economic Development and Code Enforcement Director Porter urged the public to contact Code Enforcement and Police Department of any witnessed wrongdoings or violations.

**Reports of Other Officers continued**

Trustee Covington asked if real estate agents are required to contact Code Enforcement when work or visits are conducted at vacant homes.

Director Porter responded it is not required and agents do not contact the Village.

Cable Studio Manager Allen encouraged the public to place early orders of the 2010 Family Fling footage at (708) 534-3211. Young Broadcaster's registration has begun, classes will begin in September.

Manager Sevier reported that the Village has 10 Illinois Yes Grant employees working in various departments.

Parks & Recreation Director Childress reported receiving \$3000 of merchandise and three staff workers from the Illinois Action for Children grant. She requested the public to report any illegal dumping that is taking place at the parks to Code Enforcement or the Police Department.

**F. DISCUSSION AGENDA**

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

None.

**F-2: NEW BUSINESS**

**F-2a: *First, Second, and Third Readings – Ordinance Amending Chapter 1430 Entitled "Elevator Safety Standards" Of Title 2 Of The Building and Housing Code***

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

Trustee Oscar Brown asked who and how this was going to affect the Village. He also wanted to know if the deadline could be changed from 2015 to 2013 and what is the cost impact.

Mayor McCowan asked if the effective businesses could receive notice of the ordinance requirements.

Trustee Covington asked how many businesses would be affected by this ordinance.

Trustee Larry Brown does not agree that the deadline should be reduced.

**F-2a continued**

Director Porter responded that four businesses would be affected with the greatest impact to Thornwood House. She is not sure if the date can be changed because the mandates are from the IL State Fire Marshall. She will contact the affected businesses.

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

Nays: None.

**Motion to approve carried**

**Ordinance Number 2010-35**

**F-2b: First, Second and Third Readings – Ordinance Authorizing The Acquisition Of A Jacobsen Cushman Turf-Truckster From Burris Equipment For Use At The Golf Course**

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

Trustee Larry Brown asked for competitive quotes and addressing the reasons to borrow or rent the equipment.

Mayor McCowan asked about finding the funding for the equipment.

Trustee Griffin prefers to purchase the equipment versus financing.

Trustees McGuire and Covington asked if the golf course had the proper funding to purchase.

Village Manager responded that the equipment had been borrowed in the past and is no longer available, along with the additional liability when borrowing equipment. Competitive financing quotes were reviewed and this is the best. Funding for the equipment can come from anticipated fee collections since the golf course does not have the funds available.

Trustee Griffin motioned to amend the ordinance to purchase the equipment instead of leasing.

Trustee Roudez moved, Trustee McGuire seconded a motion that the Board amends to purchase to the Jacobsen Cushman Turf-Truckster from Burris Equipment for use at the Golf Course.

Ayes: Trustees McGuire, Griffin, Roudez, and Mayor McCowan.

Nays: Trustees Oscar Brown, Covington and Larry Brown.

**Motion to approve carried**

**Ordinance Number 2010-36**

**F-2c: Resolution Expressing Appreciation To Melvin Easley For His Dedicated Service To The Village of University Park.**

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

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

Nays: None.

**Motion to approve carried**

**Resolution Number 2010-20**

**F-2d: Resolution Expressing Appreciation To Gordon Smith For His Dedicated Service To The Village of University Park.**

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

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

Nays: None.

**Motion to approve carried**

**Resolution Number 2010-21**

**F-2e: Resolution Authorizing The Execution Of An Elevator Safety Program Agreement With The Office Of The State Fire Marshal.**

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

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

Nays: None.

**Motion to approve carried**

**Resolution Number 2010-22**

**F-2f: Resolution Authorizing The Release Of Executive Session Minutes**

Trustee Covington moved, Trustee Griffin seconded a motion that the Board approves this resolution.

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

Nays: None.

**Motion to approve carried.**

**Resolution Number 2010-23**

**F-2d: Bills Payable**

Trustee McGuire moved, Trustee Roudez 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 July 14, 2010 to July 27, 2010 in the following funds:

General Operation Fund	\$ 83,768.73
Road and Bridge Fund	\$ 13,199.25
Towncenter Fund	\$ 29,094.17
University Golf Club	\$ 58,853.54
Motor Fuel Tax Fund	\$ 1,759.57
TIF II – Industrial Park Fund	\$401,700.18
TIF III – Cicero Industrial Fund	\$ 46,481.83
TIF V – Dralle Industrial Fund	<u>\$ 26,849.71</u>
	<b>\$661,706.98</b>

Trustees Griffin, Covington and Larry Brown had questions concerning some checks and payments. The questions were addressed by the Village Manager.

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

Nays: Trustees Covington, Griffin and Larry Brown.

***Motion to approve carried.***

## **G. GENERAL PUBLIC COMMENTS**

Ms. Sandra Heard reported that the residential assessments have been lowered. Residents should expect a letter and information posted in the local newspaper. She also asked why the Mayor did not support FOIA requests, if the bills list could be given to the Finance Committee before Board meetings, which positions are bonded, and the necessity of rushed decision making with first, second and third readings.

Mr. Robert Travis asked when commission meetings and minutes will be posted on the website and the about term expirations of committee and commission members.

## **H. BOARD CAUCUS**

Mayor McCowan suspended the meeting from 9:34 p.m. to 9:41 p.m. to call for the Board to caucus.

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

Manager Sevier described the negative impact of lowering residential assessments. Accounting practices does not make it possible for the Finance Committee to receive bills list prior to Board meetings. A list of bonded positions will need to be obtained from the insurance company, and first, second, and third readings are often necessary to conduct business in a timely manner.

Mayor McCowan responded that he is very supportive of FOIA's. He was verbalizing the burden to staff, and additional staff may become necessary.

Mayor McCowan also replied that the lack of minutes posted on the website will be addressed, along with the meeting announcements. Ms. Townsend is diligently working on committee and commission members. He expressed his wish to see new residential involvement.

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

## **J. TRUSTEES' COMMENTS**

## **K. EXECUTIVE SESSION**

None.

## **L. ADJOURNMENT**

Trustee McGuire moved, Trustee Covington seconded a motion to adjourn the regular meeting of the Board of Trustees at 9:57 p.m.

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

*Respectfully Submitted,*

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*Dorothy R. Jones, CMC  
Village Clerk*

/drj