

**Minutes Of The Regular Meeting Of The Board Of Trustee For The Village Of University Park, Will And Cook Counties Illinois, Held Tuesday, August 23, 2011 At #90 Town Center Drive, In The Village Of University Park.**

**A. CALL TO ORDER**

Mayor Covington called this regular meeting of the Board of Trustees to order at 7:07 p.m.

**B. ROLL CALL**

Mayor:	Vivian E. Covington	Present
Trustees:	Elizabeth Williams	Present
	Oscar H. Brown, Jr.	Present
	Milton C. Payton	Present
	Keith J. Griffin	Present
	Joseph E. Roudez, III	Present
	Larry B. Brown	Present

Also present were Village Manager Lafayette Linear, Village Attorney Ivan Tomic, Village Treasurer Devon Dilworth, Deputy Fire Chief Brian Chellios, Deputy Police Chief Gregory Box, Public Works Director Jerry Townsend, Parks & Recreation Director Keely Lewis-Childress, Golf Club General Manager Paul Blockoms, Executive Liaison Johnna Townsend, Cable Studio Manager Eddie Pearson, IT Jeff Kensey, Economic & Community Development Director Kim Porter, and Village Clerk Dorothy R. Jones

**C. PLEDGE OF ALLEGIANCE**

Mayor Covington 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 Larry Brown seconded a motion that the Board approves minutes of the special meeting held July 7, 2011; minutes of a regular meeting held July 12, 2011 and July 26, 2011 as amended to reflect the following corrections: Trustee Larry Brown referred to page 4 of minutes of July 12, 2011 and noted that he, not Trustee Oscar Brown was thanked for support of the softball program, and Trustee Oscar Brown referred to page 7, paragraph 1 of minutes of July 12, 2011 and noted that Exhibit B as referred to was not attached.

**Reading of Minutes continued:**

Ayes: Trustees Williams, Oscar Brown, Payton, Griffin, Roudez and Larry Brown.  
Nays: None.  
Absent: None.

***Motion Carried to Approve, as Amended.***

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

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

Village Manager Lafayette Linear reported that he and Staff are beginning the process for filling various vacant positions, and that some new procedures will be put in place; He is reviewing financial and legal cost; He is moving forward with the interview process to fill the positions for Police Chief and Finance Director; PACE contract is moving forward, and will be presented at the next agenda.

Trustee Roudez referred to the rash of vandalism to convertible vehicles at the METRA Station and suggested that our police department request additional assistance from METRA and other agencies.

Trustee Payton asked if there are cameras in the parking lots at the METRA.

Deputy Chief Box responded that he has made requests to METRA officials, and that he would follow up on the progress.

Trustee Griffin asked Manager Linear if he had set up meetings with the Clorox Company; Requested status of the 2009 Audit; status of vehicle inspection check reports for public works vehicles; asked why were Parks & Recreation vehicles being parked in the parking lot of the police department, and if there are cameras are installed in that area. He also asked if the village has been notified that Clorox is hiring.

Manager Linear responded to Trustee Griffin noting that he has not yet scheduled a meeting with Clorox; relating to the 2009 audit, he stated that more work needs to be done, and that he agreed to hold off until the new finance director is hired; vehicles are parked at the police department due to the amount of vandalism that has occurred recently.

Deputy Chief Box stated that the police department has a camera with 360 degree lenses, but he does not see the need for cameras in that area.

Mayor Covington voiced her concern with the parking of a boat on village property without permission or knowledge of village officials, and commented on tree removal.

**Village Manager's Report – continued:**

Manager Linear thanked Public Works Director Townsend for the immediate removal of the trees.

Trustee Payton stated that there are two dead trees in his area.

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

Mayor Covington reported on the numerous meetings and events she has attended with various board members and staff, including meetings with Ms. Bola Ulano of CMAP, Mr. Tony Perry of Perry Real Estate Group, GSU President Elaine Mammon where they discussed GSU producing signage for the METRA Station that would promote University Park as a college town. She also reported that Clorox is using Excel as the hiring agency for employment.

Mayor Covington commended Master Sgt. Latica Wayne for her service to our country, and stated that Ms. Wayne had to return to duty, but we would be joined by her family later in the meeting.

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

Trustee Williams reported that the correct date that she attended a meeting with IDOT was August 5, 2011.

Trustee Payton reported that at the last HSSEC meeting there were at least twenty volunteers there. He commented on the postponement of the family fling due to weather, and asked if there would be objections from the Board in continuing certain events and activities on Labor Day weekend.

A straw poll of the Board indicated that there were no objections to continuing Family Fling on Labor Day weekend.

Mayor Covington stated that Clowning Around had agreed to return for a minimal additional fee, and that Aqua Water Company donated \$500.00 to the Village for family fling.

Mr. Robert Travis reported on meetings of the IT/Cable Commission noting that they have been working on IT policies and procedures that they will be presenting in the near future, and they will follow-up with policies and procedures for the Cable Studio. He also noted that major cable equipment needs to be replaced, and that the expected date for first line of Streaming Live is January 12, 2012

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

Deputy Police Chief Greg Box reported on Project Shield, and reported that the Police Department responded to 243 calls for service this month; newly commissioned Officer Gentile has completed his field training and is now on his own, and the remaining newly commissioned Officers are still working with the Field Training Officer.

Mr. & Mrs. Wayne, parents of Leticia Wayne thanked Mayor Covington and the Board for recognizing the service of their daughter. Mr. Wayne noted that they have two daughters in the military. Leticia is an officer in the army and has been with the army for fourteen years, and another daughter for ten years. He also stated that one of the daughters just returned from Iraq and would be home for fifteen days before she is re-deployed. They asked for continued support for military personnel.

Public Works Director Jerry Townsend reported that he has been in contact with representatives from PACE regarding permits needed from Will County for the proposed bus shelters in University Park.

Trustee Griffin commented on the need of flushing fire hydrants, and asked Mr. Townsend if Aqua has a schedule for flushing them.

Public Works Director Jerry Townsend responded that he would contact Aqua and request a schedule.

Parks & Recreation Director Keely Childress reported that Senior Fun Day is tomorrow the 24<sup>th</sup> and announced that anyone needing a ride to contact her office; Youth wrestling clinic would be held at Crete-Monee High School, and the cost is \$10.00 per individual; and that seniors are invited to be part of Senior Bowl on September 21, 2011 at Lakewood Bowl in Richton Park beginning at 9:00 a.m. and those interested in attending should contact her office at 534-6456.

Golf Club General Manager Paul Blockoms reported that the Saturday and Sunday Breakfast/Brunch menu has been expanded with many new entrees; Women Golf Association of University Golf Club would be hosting a "Rally For The Cure" – "Real Men Wear Pink" on Sunday, and that the new dance floor had been installed.

Mayor Covington commented on the need for valet parking at the golf club. Golf Club Manager stated that he is checking into the matter and would report back when he had more information and options.

Fire Department Deputy Chief Brian Chellios reported that the fire department responded to 29 calls for service. 17 EMS calls, and 12 fire and smoke related; Lights in the fire bay have been replaced, and he reminded everyone that school has begun, and asked drivers to slow down around our kids.

**E-4: Reports Of Other Officers – continued:**

Mayor Covington asked Deputy Chief Brian Chellios if the Board is in compliance with NIMS training. He responded that he would check into the matter, however, if update training is needed it could be done, possibly on-line.

Economic & Community Development Director Kim Porter reminded residents that as the summer season ends, those with swimming pools should drain and cover them to prevent injuries.

Village Treasurer Devon Dilworth reported that he will meet with the finance committee very soon, and that they are looking for new members.

Village Clerk Dee Jones reported that early voting next year will be greatly enhanced with new procedures that would be computerized, making the process easier and faster. She noted that University Park is one of only 17 municipalities in Will County that make early voting available to residents.

**F. DISCUSSION AGENDA**

**F-1: UNFINISHED BUSINESS**

**F-1a: Second and Third Readings – An Ordinance Authorizing The Execution Of An Agreement Between The Village Of University Park And Robinson Engineering As Village Engineer**

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

Trustee Oscar Brown asked if the current firm of CMT Engineers was notified and given an opportunity to submit a proposal.

Manager Linear responded that they were not. However, they would finish the projects that they were working on.

Ayes: Trustees Williams, Oscar Brown, Payton, Griffin, Roudez and Larry Brown.

Nays: None.

Absent: None,

**Motion Carried For Approval**

**Ordinance Number O2011-23.**

**F-1b: Second and Third Readings – Ordinance Amending Title Six Of The Administration Code To Add New Chapter 233 Establishing A Department Of Human Resources**

**F-1b: continued:**

Trustee Payton moved, Trustee Larry Brown seconded a motion that the Board approves second and third readings of this ordinance.

Trustee Roudez voiced his concerns with the urgency of this item, and stated that he still feels that this item should be discussed at a Board Retreat, or that a workshop is scheduled. He also asked if there are funds in the budget to fund this department.

Mayor Covington responded that she asked for Board members to give her available dates at the last meeting, but no suggestions had been made. She stated that this is not a position, that they would not be hiring anyone, but they are creating the department for future needs. She voiced her concern with the enormous amount of attorney fees for labor cost, and commented that creating this department would be less costly.

Trustee Roudez stated that he is uninformed on the process, and asked Mayor Covington if by creating this department if the authority of the village manager would be decreased.

Village Attorney Ivan Tomic responded that this would not decrease the authority of the village manager, and that there would be no impact on the budget, because the Board is voting to create, not fund a project at this time, and that they are not looking at funding for at least four to five month, and the statutory authority of the village manager would not be diminished.

Trustee Roudez again voiced his concerns with the urgency of creating this department, and stated that he does not disagree with the possible need of the department, but he needs clarity on the project.

Trustee Payton referred to the twenty-five years that he spent in Corporate America, and stated that he knows the benefits of a Human Resources Department, and that he takes objection to delaying funding this department, because we need to move forward. However, he stated that he feels tonight should be amended to second reading only, because he has some concerns with some of the language in the ordinance. Trustee Payton referred to page 2, section 233.01 – appointed/hired; 233.03 Duties of Director and stated that he feels that the language is overly broad and some duplications should be eliminated. He referred to Section 8; grievance process, and paragraph 4 and voiced his concerns with Union Contracts.

Manager Linear responded that the ordinance needs some tweaking, that could be done.

**F-1b: continued:**

Trustee Larry Brown commented that due to issues with certain items, he agrees with Trustee Roudez and suggests that we do second reading only tonight, then workshop this item for clarity, because the public needs to know what the perimeters of this department are, and who will deal with collective bargaining.

**Motion To Amend Main Motion**

Trustee Larry Brown moved, Trustee Payton seconded a motion that the Boards to amend to second reading only tonight, and hold workshop prior to final reading of this ordinance.

Ayes: Trustees Payton, Griffin, Larry Brown and Mayor Covington.  
Nays: Trustees Williams, Oscar Brown and Roudez.  
Absent: None.

**Motion To Amend To Second Reading Carried.**

Trustee Griffin referred to statement of Attorney Tomic relating to funding in four to five months and voiced his concern with funding this item.

Mayor Covington re-iterated the cost charged by the present labor attorney for fax and phone calls. She stated this is like an empty box that does not cost anything now.

Trustee Payton responded to Trustee Griffin, and stated that we would save money with a HR Department.

Trustee Williams asked to know the status of the labor attorney.

Trustee Oscar Brown asked if the labor attorney did any work for the fees he charged, and if the HR person would be able to represent the Village in court cases.

Attorney Tomic responded that there will be times when there is a need for the attorney, but this would save money and avoid some grievances and lawsuits.

**F-2: NEW BUSINESS**

**F-2a: First Reading – Ordinance Amending Chapter 271 Of The Administration Code Entitled “Board Of Fire And Police Commissioners”**

Trustee Larry Brown moved, Trustee Griffin seconded a motion that the Board approves first reading of this ordinance.

**F-2a: continued:**

Trustee Roudez voiced his concern with adding more Commissioners to this Board stating that the five commissioners are working fine and are putting more officers on the streets.

Mayor Covington stated that this is at the request of Trustee Liaison Larry Brown.

Trustee Liaison Larry Brown stated that the work of the Fire & Police Commissioners is challenging for five individuals, and that there is a need for a secretary who is a member of that Commission, not a member of staff. He also referenced the statutory duties and powers of the Fire & Police Commissioners, and noted that they should act independent of the Village Board of Trustees, and should not be politically influenced.

The Board discussed the advantages and disadvantages of increasing the number of Commissioners.

Trustee Larry Brown called the Question, Trustee Griffin seconded the motion.

Ayes: Trustee Payton, Griffin, Larry Brown and Mayor Covington.  
Nays: Trustees Williams, Oscar Brown and Roudez.  
Absent: None.

***Motion To Call The Question Failed To Carry.***

Fire & Police Commissioner Theo Brooks addressed the Board and made a passionate plea that the Board re-consider adding more members to that Board. He voiced concerns noted by members of the Fire & Police Commissioner and their desire to appoint people as by State Statue and Village Ordinance. He stated that they were not aware that this item was up for discussion, and stated that the five individuals now on the Board are well trained and educated in the procedures of this commission, noting that there are three seasoned police officers and one attorney with a combined 100 years of experience, and they do not need any help. He further stated that previous commissioners all walked away due to the political interference by the Village Board.

Trustee Oscar Brown asked how Trustee Larry Brown would know the needs of the Commissioners, and asked if he attended regular meetings.

Commissioner Brooks responded that Trustee Liaison Larry Brown has only attended two meetings in the past 13 months.

**Roll Call On Main Motion:**

Ayes: Trustees Payton, Griffin, Larry Brown and Mayor Covington  
Nays: Trustees Williams, Oscar Brown, and Roudez.  
Absent: None.

**Motion To Approve First Reading Carried.**



**F-2b: First, Second, and Third Readings - Ordinance Accepting The Lowest Responsible Bid For A New Roof On The Pole Barn And Roof Repair On The Main Office Building At Riegel Farm**

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

Trustee Payton questioned the lifetime limited warranty, and suggested that Manager Linear and Public Works Director Townsend look into a thirty year warranty, and define what the limited warranty covers. Mr. Linear and Townsend indicated that they would.

Trustee Roudez asked if they looked into Green Technology.

Ayes: Trustee Williams, Oscar Brown, Payton, Griffin, Roudez, and Larry Brown.  
Nays: None.  
Absent: None.

**Motion To Approve Carried**

**Ordinance Number O2011-24.**

**F-2c: Motion To Amend The 2011 Meeting Calendar To Specify That Village Board Meetings Will Begin At 7:00 P.M.**

Trustee Roudez moved, Trustee Griffin seconded a motion that the Board approves this motion to amend meeting schedule.

Ayes: Trustees Williams, Oscar Brown, Payton, Griffin, Roudez and Larry Brown.  
Nays: None.  
Absent: None.

**Motion To Approve Carried.**

**F-2d: Bills Payable**

Trustee Roudez moved, Trustee Griffin 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 August 10, 2011 to August 23, 2011 in the following funds:

General Operation Fund	\$ 85,439.93
Road & Bridge	\$ 22,164.73
Towncenter Operations	\$ 2,623.3
University Golf Club	\$ 59,370.27
Capital Project Fund	\$ 7,329.43
Payroll Fund	\$ 1,082.49
<b>Total</b>	<b>\$178,010.08</b>

**F-2d:Bills Payable – continued:**

Trustee Griffin referred to check numbers 74008 – AT&T Credit Card; 74035 – ComEd; 74050 – Heritage, and 74070 – PNC and asked for clarity.

Manager Linear responded that he would check into check numbers 74008 – AT&T Credit Card; 74035 – ComEd and report back. However, check number 74050 – Heritage is for fuel for village vehicles, and check number 74070 is for lease payments.

Trustee Oscar Brown asked if payment for Empires for Sunday's game is included.

Keely Childress responded that we are waiting for paperwork from the Empires.

Ayes: Trustees Williams, Payton, Griffin, Roudez ad Larry Brown.  
Nays: Trustee Oscar Brown.  
Absent: None.

***Motion To Approve Carried.***

**G. GENERAL PUBLIC COMMENTS**

Mr. Steve Allen thanked Mayor Covington for a beautiful family fling parade and commented that Trustees should stay in their lanes and let the Mayor do her job. He asked to know why so many questions are asked about checks, and wonders why these questions are not asked of the manager prior to the meetings, and noted that this Board seems to be in confusion again.

Mr. Robert Travis voiced his concerns with the following: More lighting for the parking lot at the golf club; more complete agenda packets for the public; New roof needs Air Terminals due to the type of material; and he questioned the fact that check numbers are not on invoice, and stated that the check totals do not equal amounts listed.

Mrs. Kim Sanders invited everyone out to meetings of 201-U School Board, especially the budget meeting scheduled for September 19, 2011 at 6:30 p.m. at Crete Middle School. She noted that representative from this village is almost zero, so there is little input into what happens with our kids' education, and the cuts last year really hurt our children, and they are looking at capital grants for funding. She emphasized the fact that the elected representatives cannot do it alone, but the community can make a difference.

Ms. Sandra Heard asked for clarification of the 2009 audit, and asked if the 2008 audits has been completed; She stated that applications for jobs at Clorox are on-line; asked if a date for the next finance committee meeting has been set; and if the finance committee would be able to review the revised budget.

**General Public Comments – continued:**

Mr. James Jakes asked if village vehicles had been labeled as directed, and stated that he is disturbed with the demeanor of Board members and how they treat each other, while professing Christianity. He stated that he is tired of this type of action and that he wants them to take care of the business of the village.

Mrs. Yolanda White asked when scholarship awards are available, because her daughter had not received one that she was approved for.

Mrs. Star Lawson commented that she encourages the Board to move forward and establish the HR Department because village employees need someone they can trust to help them. She stated that employees are held hostage by past administration, and that she is a certified EEOC professional and knows that employees should not be afraid to talk to elected officials.

**H. BOARD CAUCUS**

Mayor Covington suspended the meeting from 9:10 p.m. to 9:22 p.m. to allow the Board to caucus, and the following responses were given to concerns raised.

Responding to concerns raised by Mr. Travis relating to full agenda packets for the public, Village Clerk Dee Jones stated that to protect the integrity of the process, and eliminate some changing the documents prior to Board approval, only agenda cover sheets would be available and posted on the website.

Manager Linear responded to Mr. Travis relating to air terminals for the roof stating that this type of roof does not require such; and that the amounts do equal total listed. Responding to concerns of Ms. Heard relating to the audit he stated that 2008 is complete, but they are working on 2009 audit.

Mayor Covington responded to Ms. Heard relating to Clorox, and stated that individuals can go to the village website for information on Excel application process at [www.university-park-il.com](http://www.university-park-il.com). She also stated that she has scheduled a Business After Hours at the Golf Club to bring the business community and the Board together. Relating to the numerous questions asked at meetings, she stated that each Friday after the Board meeting she, the Village Manager, Clerk, Attorney and a Trustee meet to set the agenda for the upcoming meeting, and that the agenda is delivered to the Board at least one week prior to the meeting, and they are asked to discuss items of concern prior to the meeting with her, the manager or attorney.

Relating to labeling all village vehicles, Manager Linear noted that it would not be cost effective to label older model vehicles. However, these vehicles are not being used for personal use.

Village Treasurer Devon Dilworth stated that the next meeting of the finance committee would be September 26, 2011.

Relating to additional lighting at the golf club, Mayor Covington stated she would ask Manager Blockoms for his recommendation. However it is not being considered at this time.

**I. ANNOUNCEMENT OF SCHEDULED MEETINGS**

**J. TRUSTEES' COMMENTS**

**K. EXECUTIVE SESSION**

None.

**L. ADJOURNMENT**

Trustee Larry Brown moved, Trustee Roudez seconded a motion to adjourn the regular meeting of the Board of Trustee at 10:03 p.m.

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

*Respectfully Submitted,*

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*Dorothy R. Jones, CMC  
Village Clerk*

/drj