

Minutes Of The Regular Meeting Of The Board Of Trustees For The Village Of University Park, Will And Cook Counties Illinois, Held Tuesday, September 12, 2017 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 7:11 p.m.

B. ROLL CALL

Mayor:	Vivian E. Covington	Present
Trustees:	Elizabeth Williams	Present
	Paula C. Wilson	Present
	Theaplise Brooks	Present
	Curtis McMullan II	Present
	Milton C. Payton	Present
	Oscar H. Brown, Jr.	Present

Also present were Village Attorney John Wise, Interim Village Manager/Police Chief John Pate, Village Treasurer Devon Dilworth, Public Works Director Gary Richardson, Deputy Fire Chief Brian Chellios, Parks and Recreation Program Supervisor Neva Jenkins 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. APPROVAL OF MINUTES

Trustee Payton moved, Trustee Brown seconded a motion to approve minutes of July 11, 2017 and August 8, 2017.

Motion To Table Minutes:

Trustee Brooks moved, Trustee Brown seconded a motion to table minutes of July 11, 2017 and August 8, 2017.

Ayes: Trustees Williams, Wilson, Brooks, McMullan, Payton, Oscar Brown, and Mayor Covington.

Nays: None.

Absent: None.

Motion To Table Carried.

E: General Public Comments

Mr. Robert Travis addressed the Mayor and Board regarding a Toast Master program in the surrounding area, noting that it is a good speaking tool, especially for our officials.

Mrs. Bettie Wayne asked the Trustees to explain their duties.

Trustee Williams responded that she looks at the needs of the Village, and how to best get things done, and right now she is working on the parking issue.

Trustee Wilson responded that as agreed in the Board retreat she is working with interim Manager Pate on lighting for the Village.

Trustee Brooks responded that he is working on public safety issues.

Trustee McMullan responded that he attends meeting and training, monitor and assist his colleagues in running the Village, noting that in 2009 he championed the health club for our kids, and has contacted banks in an attempt to bring them to the Village.

Trustee Payton responded that he spends a lot of time with the Village finances, economic development, Youth Development Center formerly called the Kids Health Club; interacts with residents regarding their concerns and has served as Board Liaison to many committees.

Trustee Brown responded that technically the Trustees are legislators and policymakers responsible for the policies and procedures of the Village, noting that in addition to the technical duties, he has drafted and presented for approval an ordinance relating to the police department commander, and Village hiring ordinances and resolutions.

Mayor Covington responded that she works with the Board of Trustees and does everything such as hiring; she travels at her own expense seeking federal funding; she brought in equipment for the kids health club; she sits on a number of Boards and committees such as the transportation committee, and the Black Mayors.

Ms. Debbie Stroud, University Park Senior Citizens Committee Chair addressed the Board and announced that the Senior Citizen's Committee Annual Fun Day on Wednesday, August 30th was very successful, and those who did not attend missed out on delicious foods and fun. She thanked the public works department, the police department, fire department, and Mrs. Mary Truss all of their assistance in making this a success. She appealed to the Mayor and Board to consider once again putting funds in the budget if possible to assist the Senior Committee. She thanked Trustees Williams and Oscar Brown, and Village Clerk Dee Jones for attending and participating in the fun event, and those individuals who gave a contribution in support of the event. She also complimented Mayor Covington for every year recognizing and feeding our first responders on September 11th.

Mayor Covington commented that she was unable to make the event, and donated \$60.00.

Ms. Katrina Johnson gave a status report of the tree situation, stating that at the town hall meeting she offered her help diagnosing the tree problem, and that she is a professional biologist and is once again offering her skills set to the Village. She reported that they did a survey of the trees and the results were that there is total devastation of ash trees, which are infected with the Emerald Ash Boar, stating that at least 61 counties in the state have the same problem. She stated that the University Of Illinois Department Of Agriculture recommends that all the affected trees need to be taken down, and that this is also a safety issue. She suggested that the Village form a Tree Committee, and to contact the Forrester in Homewood for best practices and to do an inventory of the disease trees.

Trustee McMullan commented that he feels the Village needs to partner with the Illinois Department of Agriculture and Ms. Johnson to deal with this tree situation.

Trustee Payton proposed an intergenerational gardening program, and asked Ms. Johnson if she would assist with these programs.

Village Clerk Dee Jones responded to Mrs. Wayne that statutorily she is the Keeper of the records and the Village seal, but that there are more than 200 duties of the Municipal Clerk, and that since the retirement two years ago of Deputy Clerk Sue Sanfratello she does all of those clerical functions that includes preparing and disseminating the agendas, preparing, maintaining, signing and sealing all Village ordinances, resolution, business license, and is The Freedom Of Information Officer and the Open Meeting Act Officer. She attends meetings of Clerk's organizations, and works closely with the Mayor, Board of Trustees, Village Manager, attorney, department heads and staff keeping them updated on legislative changes etc. She stated that she is everyone's Clerk, and the open door of communication between residents and the Village government providing her services with the neutrality and impartiality, she also stated that although the clerk's position is part time her day begins early in the morning.

Presentation by American Legion Post

Mayor Covington informed the public that she had invited Commander Robert Davis of the American Legion Post and his associates to make a presentation that would help our veterans.

Commander Robert Davis stated that he was in the military 34 years, having retired from active duty 2007. He stated that he and Captain Ron Carter obtained a grant of \$1.2 million in 2015 to provide housing and needed assistance for veterans, noting that they formed a housing complex known as Veterans Village, and they are now looking to expand services for more than a nine month period. Therefore, they are proposing a comprehensive program for land in University Park. He introduced Mr. Ron Carter to give an overview of what their plans are, and a brief bio of his background and experiences.

Mr. Ron Carter stated that he is a former LA Laker National Basketball Player, a real estate broker who worked with the Director of Empowerment Zone with the City of Chicago and Chicago State University. He stated that there are many funding opportunities for projects, and they are looking specifically at the Cityscape property, that they want to demolish and build a 72 Unit veterans complex geared towards home ownership for veterans. He made a request to Mayor Covington that she send a letter to the Will County Land Bank to remove the PIN number of Cityscape from the for-sale list by September 19, 2017. He also noted that Chicago State University has \$5 million in grants for trade skill training that could be used to train veterans and ex-offenders to return to the workforce.

Mayor Covington stated that she would contact Mr. Larry Walsh, Will County Board Chairman, and then they could go to Will County.

Mr. Chuck Norman, contractor of this project stated that he has worked on similar facilities in other cities and states, and did a PowerPoint presentation of other facilities he has built, and stated that they employ veterans.

Mr. Kevin Jones commented that they met with Mayor Covington regarding the economic devastation and thanked the Mayor for her support.

Mrs. Marilyn Crockett voiced her concerns, and questioned the type of occupants that would be living in the facility such as ex-offenders.

Mr. Davis responded that this facility would be for veterans of high integrity looking to help themselves and their families, and not a home for ex-offenders.

Trustee Brooks commented that he has four family members who were recipients of this type of program and knows how beneficial it can be. He asked to know the name of this project. Mr. Davis responded that it is the Center for Veterans Affairs.

F-1: UNFINISHED BUSINESS

F-1a: 3rd Readings – Ordinance Amending Section 210-01 and 210-02 of Chapter 210, of Title Four, of Part Two of Codified Ordinances of the Village of University Park Changing the Regular and Committee Of The Whole Meeting Dates of The Board of Trustees and Adding a Consent Agenda

Trustee Brooks moved, Trustee Wilson seconded the motion to approve third reading of this ordinance.

Trustee Payton voiced his concerns that this could affect the public's right for input on items on the agenda, and allow the bills to be paid only once a month. He also questioned how items could be pulled from the agenda.

Attorney Wise responded that any item could be pulled from the agenda, and put on for action as a separate item.

Motion To Table

Trustee Payton moved, Trustee Brown seconded a motion to table this ordinance.

Ayes: Trustees Williams, Brooks, McMullan, Payton, Oscar Brown, and Mayor Covington.
Nays: Trustee Wilson.
Absent: None.

Motion To Table Carried.

F-2: NEW BUSINESS

F-2a: First Reading – An Ordinance amending Section 440-09 of Chapter 440, of Title Eight, of Part Four of the Codified Ordinances of the Village of University Park Prohibiting Overnight Parking on Streets Without a Permit.

Trustee Brooks moved, Trustee Brown seconded a motion to approve first reading of this ordinance.

Trustees Williams voiced her concerns with parking on both sides of the street on Burnham Drive and the safety of our children boarding and unloading school buses.

F-2a: continued:

Interim Manager/Police Chief Pate responded that this item was brought forward because of ordinance changes in 2014 that the Adjudicator has stated cannot be enforced due to the lack of proper signage, and the inability of Officers to accurately discern 1000 feet from a fire hydrant when writing tickets.

Trustee Brown questioned the permit, and fees, and suggested that when this item brought back for action, it should be for second readings only on the next agenda.

Ms. Debbie Stroud asked if there is monitoring of calls for overnight parking.

Mrs. Bettie Wayne stated that she does not agree with this ordinance change.

Trustees Payton suggested that there is no parking on bus routes.

Trustee Brooks questioned the reasons for restoring and enforcing the 2 – 6 am parking ban.

Ayes: Trustees Williams, Wilson, Brooks, McMullan, Payton, Oscar Brown, and Mayor Covington.

Nays: None.

Absent: None.

Motion To Approve 1st Reading Carried.

F-2b: First, Second, and Third Readings – Ordinance Authorizing The Execution Of an Intergovernmental Agreement By and Between The Village of University Park, Will and Cook Counties, Illinois, And the Will/Grundy Major Crimes Task Force for Membership In the Task Force

Trustee Wilson moved, Trustee Brooks seconded a motion to approve this ordinance.

Ayes: Trustees Williams, Wilson, Brooks, McMullan, Payton, Oscar Brown, and Mayor Covington.

Nays: None.

Absent: None.

Motion To Approve Carried

Ordinance Number O 2017 – 21

F-2c: Resolution of the Village of University Park, Will and Cook Counties, Illinois Authorizing and Approving the Execution of Business Signature Cards and Related Bank Documents with Midland States Bank

F-2c: continued:

Trustee Brooks moved, Trustee Payton seconded a motion to approve this resolution.

Ayes: Trustees Williams, Wilson, Brooks, McMullan, Payton, Oscar Brown, and Mayor Covington.
Nays: None.
Absent: None.

Motion To Approve Carried

Resolution Number R2017 – 14.

F-2d: Resolution of the Village of University Park, Will and Cook Counties, Illinois Authorizing the Execution of an Agreement by and Between Ed Greene, D/B/A Green Tree Service, and the Village of University Park for the Removal of Trees

Trustee Brooks moved, Trustee McMullan seconded a motion to approve this resolution.

Mayor Covington stated that she wants to see three bids, and asked to know why local contractor PTL was not used for this project.

Public Works Director Richardson replied that PTL's equipment for tree access is only 45', and that some of these trees are up to 100'.

Interim Manager/Police Chief Pate responded that this is for emergency action to remove 50 trees that are the most vulnerable, especially near our schools.

Ayes: Trustees Williams, Wilson, Brooks, McMullan, Payton, Oscar Brown, and Mayor Covington.
Nays: None.
Absent: None.

Motion To Approve Carried

Resolution Number R2017 – 15.

F-2e: Motion To Approve The Settlement In Case No. 16 CV 11056 In The Amount Of \$10,000.00

Trustee Brooks moved, Trustee Brown seconded a motion to table this item.

Ayes: Trustees Williams, Wilson, Brooks, McMullan, Payton, Oscar Brown, and Mayor Covington.
Nays: None.
Absent: None.

Motion To Table Carried.

F-2f: Bills Payable (Paid & Payable)

Trustee Brooks moved, Trustee McMullan seconded a motion to approve the following bills payable list of critical general operating expenses that the Village has occurred from August 4, 2017 through September 12, 2017. The following funds will be charged:

General Fund Account	\$288,559.15
Road and Bridge Fund	\$ 7,610.88
Town Center Fund	\$ 6,163.96
Capital Fund	\$ 967.70
IRH Development	<u>\$258,268.00</u>
TOTAL	\$561,569.69

Trustee Wilson questioned the payment to IRH, and stated that she wants a copy of the contract and their fee schedule.

Ayes: Trustees Brooks, McMullan, Payton, Oscar Brown, and Mayor Covington.
Nays: Trustee Wilson.
Absent: None.
Abstained: Trustee Williams.

Motion To Approve Carried.

G. Mayor's Report

G-1: Financial Consultant Update from IRH Developments

Mr. E. Lamar Rogers apologized for his earlier lack of composure in responding to Treasurer Dilworth, and stated that they are reconstructing our Village records, and noted that TIF VI has been turned over to the attorney because the PIN number does not match, nor do signatures match anyone on staff. He gave the following report, and a copy to the Board:

IRH Development financial staff is working with Village finance personnel in a cooperative plan to complete required reconciliations and required reports to the Illinois Comptroller and the Bureau of Local Roads and Streets promptly. Gary Richardson and E. Lamar Rogers shall meet with Ami Wenz, Documentation Technician on Wednesday, September 20th to review all expenditures by the Village from 2011 forward and to plan for any adjustments required to conform to IDOT requirements.

The integration of IRH staff with Village personnel has been a smooth and cooperative transition. The Village allocated three workstations (with system access) in their Finance Department for IRH staff, with another to be added shortly. At IRH request, the Village IT director is also looking into the feasibility of remote system access for IRH for further reconciliation work to be performed at IRH offices, which shall allow for quicker transition to Village assumption of internal operations.

Three IRH staff members are currently working in the Village offices under the supervision of John Lindbloom, Senior Accountant. IRH plans to hire additional accounting and clerical staff to support the reconciliation/audit effort. The administrative positions will assist in the general effort of pulling documentation and organizing files and supporting documentation to help the staff accountants in their work, and in preparation for the annual audits.

IRH has reviewed the Village's Management Agreement with Billy Casper Golf, LLC, for the University Golf Club & Conference Center. The agreement calls for the Village to maintain a rolling minimum monthly balance of \$50,000 in the Golf Course Fund, as well as an annual 'Base Management Fee' of \$84,000, payable in monthly installments of \$7,000 (beginning May 2017). To date, reimbursements approaching \$50,000/month have been made to the golf course for the current fiscal year, with no supporting documentation provided, i.e. Statement of Revenues and Expenditures. IRH and Village Staff plans to meet with golf course management on September 21 to discuss financial needs and reporting requirements.

Village and IRH staff received additional Fund Balance training (Tyler Technologies) on August 28 to clarify outstanding questions regarding Fund Balance capabilities. IRH has completed reconciliations of cash accounts for several funds for FY2016. IRH staff accountants are currently reconciling the General Fund and Payroll.

IRH Staff Accountant Daniel Garbah has begun reconciliation work and documentation review of TIF activity (FY2011 to current) in preparation for separate audits of TIF funds (projected audit completion 12/17).

IRH Senior Accountant John Lindbloom is working with Village personnel in the development of the FY2018 budget. A meeting with IRH and department heads will be on September 27/28 (exact date to be determined).

For the previous four weeks, we have been preparing adjusting entries for three funds (Town Center Fund, Road and Bridge Fund and Motor Fuel Tax Fund) we have been working to assure Bank balance agrees with the GL Balance based on the Bank Reconciliations. Based on our review, changes and corrections

are required on some of the adjustments which we are working.

On the TIFs, we have prepared a list of documents and other items needed for the audits. Also, we have printed the Trial Balance and the Balance Sheet for the TIF's from 2010 to 2016 with the Bank Account Details from the GL for analysis.

In the past four weeks, we have completed four bank reconciliations, which are TIF III, TIF IV, TIF V and capital project. Also, we booked journal entries of TIF III and TIF IV according to the bank reconciliation. Currently, we are working on TIF V and capital project J/E.

We are also collecting documents and materials for an external audit. Additionally, we are making adjustments for bank reconciliations based on audit requirements.

Finally, we have organized five bank statements files and created a catalog showing details of each fund information, including fund number, bank account number, fund name and period of bank statements.

G-2: Presentation by Cliff Taylor, President of InsureSource, LLC

Mr. Cliff Taylor, President of InsureSource, LLC gave a brief presentation on his company and the services he would like to provide the Village of University Park to satisfy all of our insurance needs. He stated that he has 25 years in the insurance industry and has done an overall survey of our insurance. He noted that his company specializes in providing insurance, consultation, and insurance loss control to municipality and other governmental agency, and pride themselves in providing the best insurance program possible that the best premium cost possible.

G-3: *Reports Of Appointed Officials*

Parks and Recreation Program Supervisor Neva Jenkins reported that coming out of the Town Hall meeting a youth Summit would be held; that she attended a Youth Summit in Joliet; Director Childress is back and they are organizing programs at Crete Monee Middle School every Thursday from 10 AM to 2 PM, and Adult Card Game Club and Fitness Program for adults; they met with the University Park library to cosponsor Trunk & Treat for Halloween, and they are looking at the social media to get the information out to the public.

H. ANNOUNCEMENT OF SCHEDULED MEETINGS

None noted.

I. EXECUTIVE SESSION

Trustee Wilson moved, Trustee Wilson Brown seconded a motion to move into executive session for purposes of litigation (pending & probable) at 11:06 pm.

Ayes: Trustees Williams, Wilson, Brooks, McMullan, Payton, and Mayor Covington.
Nays: Trustee Brown.
Absent: None.

Motion To Approve Carried.

The Board returned from executive session at 11:56 with nothing to report out.

J. ADJOURNMENT

Trustee Wilson moved, Trustee Brown seconded a motion to adjourn the regular meeting of the Board of Trustee at 11:57 pm.

Motion to Adjourn Carried by Unanimous Voice Vote.

Respectfully Submitted,

*Dorothy R. Jones, MMC
Village Clerk*