

COMMITTEE OF THE WHOLE
APRIL 23, 2018
Meeting Held at Roselle Village Hall
Council Chambers
31 S. Prospect
Roselle, IL. 60172

7:30 P.M.

Chaired by Mayor Maglio

PRESENT: Mayor Maglio, Trustees Berkshire, Devitt, Domke, Pileski, Pransky and Trejo.

OTHERS PRESENT: Jeff O'Dell, Jason Bielawski, Jim Knippen, Steve Herron, Roman Tarchala, Dan Anderson, Mark Bozik, Pat Watkins, Tom Dahl, Victor Ramirez, and Patty Burns.

2. APPROVE PREPARED AGENDA

Motion by Trustee Devitt, second by Trustee Trejo, to Approve the Agenda as Presented.

Upon voice vote: **MOTION CARRIED.**

3. CITIZEN COMMENTS/QUESTIONS – None

4. PARKING TICKET ADJUDICATION SOFTWARE

In an effort to continue leveraging technology to improve village services and work processes across all departments, the Police and Finance Departments have been working on a project to replace the current parking ticket/adjudication software that the Police Department currently utilizes. The current software has the ability to print tickets in the field and provide all of the notices and scheduling for adjudication. At a minimum, any replacement software has to perform both functions, citation issuance, and adjudication.

Tyler Technologies, the parent company of Munis, has two solutions to replace the current software. Brazos Electronic Citation Software can operate on any device and issue a citation on any type of violation – parking violations, ordinance violations, and code enforcement violations.

Brazos/Incode will allow our Community Development and Fire Departments to issue warnings and citations in the field rather than having staff come back to the office, prepare letters, and track the violations. This software will also allow the Finance Department to streamline the payment process which is currently a two-step and sometimes three-step process for processing a ticket payment. In addition, by having the ability to show someone the pictures taken by Village staff, we can cut down on the time spent having the person go back and forth between Village Hall and the Police Department to discuss the ticket they received.

Trustee Devitt suggested that staff provide some comparables for the Board to review. *Other vendors take a percentage of the collection. This program caps the price.*

Trustee Berkshire asked if the company offers a 30 or 60 day trial. *No.*

Trustee Domke asked if this item was budgeted and did staff know about this program at budget time. *No, it was not budgeted.*

Mayor Maglio asked if there are any hardware costs associated with this new program. *No, only if expanding.*

Trustee Devitt wondered if there were any neighboring communities' using this software. *No, Roselle is the first in IL to use.*

Staff was directed to proceed as recommended.

5. ROSELLE SISTER CITIES ASSOCIATION INCORPORATION

Over the last several months, staff have been working closely with members of the Roselle Sister Cities Commission in their effort to incorporate the organization. Mayor Maglio met with the leaders of the Commission last December to inform them of the Village Board's request that the Commission become its own legal entity. Since then, leaders of the Commission have met with representatives of the State of Illinois Sister Cities Association to learn more about the process for incorporating with the Illinois Secretary of State's Office and becoming a 501(c)(3) organization as designated by the Internal Revenue Service.

As the Commission moves forward with the incorporation process, it is necessary that the Village Board confirm its future commitment to a Roselle Sister Cities Association. That commitment will be reflected in a Memorandum of Understanding (MOU) whereby the Village Board and a future Sister Cities Association Board of Directors approve an agreement. That agreement would be approved once the Roselle Sister Cities Association has its Articles of Incorporation approved by the State of Illinois Secretary of State's Office and the newly formed organization has obtained its Employer Identification Number enabling it to open its own bank account.

The Memorandum of Understanding would contain the following items.

- The Village of Roselle will dissolve its Sister Cities Commission Fund and return any remaining funds to the newly formed Roselle Sister Cities Association.
- The Roselle Sister Cities Association would be authorized to use the Roselle Village Hall for meeting and storage space.
- The Roselle Sister Cities Association would be authorized to use the Village's logo on various public relations documents.

- The Roselle Sister Cities Association will designate a representative to coordinate with a Village staff member release and posting of various Sister Cities public relations and other communications on Village of Roselle publications.
- The Mayor will appoint a Village Trustee to serve on the Roselle Sister Cities Association Board of Directors.
- The Mayor of the Village of Roselle becomes an ex-officio member of the Roselle Sister Cities Board of Directors.
- The Roselle Sister Cities Association will make a \$1,500 donation to the Village of Roselle for its use to reforest the community.

The Board was satisfied with the direction staff was taking with this issue. The only change was a request to remove the last bullet point from the MOU. Staff was directed to proceed with this change.

6. EXECUTIVE SESSION - None
7. CITIZEN COMMENTS/QUESTIONS - None
8. OTHER BUSINESS – None
9. MOTION TO ADJOURN COMMITTEE OF THE WHOLE MEETING.
Motion by Trustee Trejo second by Trustee Pileski to Adjourn Committee of the Whole at 7:53 p.m.
Upon Voice Vote: **MOTION CARRIED.**