

COMMITTEE OF THE WHOLE
JULY 10, 2017
Meeting Held at Roselle Village Hall
Council Chambers
31 S. Prospect
Roselle, IL. 60172

7:25 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, Pat Watkins, Natalie Engel, Victor Ramirez, and Patty Burns.

2. APPROVE PREPARED AGENDA

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

Upon voice vote: **MOTION CARRIED.**

3. CITIZEN COMMENTS/QUESTIONS – None

4. ANNEXATION OF 23W744 PINE AVENUE – Pat Watkins

A public hearing to consider the request is scheduled for July 24, 2017 at 7 pm. This single family home has a failed septic and the owners are petitioning to annex for the purpose of connecting to Village sewer and water. They have agreed to install the required public sidewalk along their frontage. The annexation agreement requires that the sewer, water and sidewalks be completed within 6 months. Upon annexation, the street address will be 380 W. Pine Ave.

Staff directed to proceed with annexation.

5. PAPERLESS AGENDA DISCUSSION – Jason Bielawski

At the June 26, 2017 Committee of the Whole meeting, the Village Board concurred with staff's recommendation to implement a digital (paperless) agenda process whereby agendas and other correspondences to the Village Board and management will be made available through the Village's website and will be accessed through Village provided computers. Providing the agenda and other correspondence digitally will reduce direct costs associated with paper, binding, copier/printer toner, as well as vehicle fuel for delivering agenda packets to the Village Board. Indirect cost savings are expected from reducing the current labor intensive process of copying and collating paper agenda packets every two weeks as well as larger documents such as the annual proposed budget binder.

Staff was directed to present additional information on three options of computers that the Village could issue to the Board of Trustees. Information on the Microsoft Surface Pro, Lenovo Miix tablets as well as the HP Chromebook was provided. Of the three

computers, staff recommends the Lenovo Miix tablet. The tablet exceeds the Surface Pro in many specifications such as storage, RAM, and processor and is \$1,500 less in total cost for 7 tablets. Having a Microsoft-based tablet is preferred by Village IT staff as these tablets are easier to support and troubleshoot and would allow Trustees to more easily access Village email and save documents locally to the tablet as the Chromebook relies heavily on saving documents and accessing programs in the cloud.

Trustee Devitt supports the using the least expensive option, which is the Chromebook.

Trustee Pransky agreed with Trustee Devitt.

Trustee Berkshire stated that he has experience with Chromebook and is not a fan. He prefers a windows based tablet, such as staff recommended.

Trustee Trejo agreed with Trustee Berkshire.

Trustee Domke agreed with Trustee Berkshire.

Trustee Pileski stated that he will defer to staff's recommendation.

Staff was directed to begin the purchasing process of the Lenovo Miix tablets.

Staff was also directed to develop a policy that governs the expectations, use, maintenance, repairs, supports, and updating etc. for Village Board use of the tablet for review by the Board. Mayor Maglio and Trustee Berkshire would like to have the policy in place, approved and signed by all Village Board members before the new tablets are distributed.

Trustee Berkshire stipulated that the policy should include a waiver that elected officials will not be allowed to submit for reimbursement for internet expenses.

6. ELECTED OFFICIAL PARTICIPATION IN IMRF (CONTINUED FROM JUNE 12, 2017 VILLAGE BOARD MEETING) – Mayor Maglio

The Village Board continued a discussion from its June 12, 2017 meeting regarding a Resolution related to participation by elected officials in the Illinois Municipal Retirement Fund. IMRF requires that all units of government with elected official positions participating in IMRF pass new resolutions re-affirming that those positions meet the IMRF hourly standard. Regardless of the date of any existing IMRF resolution regarding eligibility of elected officials, a recertifying resolution must be adopted by the governing body before September 1, 2017. If IMRF does not receive a recertifying resolution by this date from a governing body, its elected officials will no longer be eligible to participate in IMRF.

When the present Clerk and Mayor were first elected into office, the state statute required 600 hours of service per year to qualify for IMRF benefits. That requirement has since been increased to 1000 hours (for any newly elected officials).

Attorney Knippen provided an opinion that the Village Clerk and Mayor positions are meeting the hours required to be included in IMRF by state statute. If the Village Board wishes to change the scope of the Clerk's position and the Mayor's position by reducing their respective hours needed to fulfil their position, this must be done by ordinance and would be effective for any future new Clerk or

Mayor. By reducing the hours worked to below 1000 hours/year, those positions could then be excluded from IMRF for those future elected positions.

Trustee Pileski noted that the Clerk's ordinance outlines specifically the hours expected to fulfill the position (at least 30 hours per week). He would like the Mayor's ordinance to do the same. He would like the ordinance to outline the Mayor's role and time commitment. This provides transparency as well as clarity in discussions such as this.

Trustee Devitt stated that both the Clerk and the Mayor meet the required hours to be included in IMRF by state statute. He would like to move on from this discussion at this time.

Trustee Trejo added that he would like the Board to consider looking at the Clerk's ordinance and Mayor's ordinance and reducing the hours so the Village has a choice about whether to re-certify or not. Trustee Trejo noted that philosophically, he does not approve of elected officials receiving any benefits such as retirement, and he would like to see it eliminated.

Trustee Pileski added that he would like to see the Clerk's and Mayor's ordinance better aligned with the state statute.

Staff was directed to bring back the recertification ordinance to the next Village Board meeting for approval.

7. STRATEGIC INITIATIVE FOR ECONOMIC DEVELOPMENT – TARGETED SITES AND USES – Pat Watkins

A Strategic Initiative identified in the 2016-2018 Strategic Plan for the Economic Development priority is to identify targeted sites and uses in order for staff to focus its economic development efforts.

The opportunities include vacant buildings, vacant sites, and redevelopment opportunities. The list entails different levels of tasks depending on the cited opportunity. Some listed opportunities are purely recruitment efforts where there are existing buildings ready to be filled (#'s 2, 4, 6, and 10). Other opportunities include vacant land (#5 and 8) or redevelopment opportunities (#'s 1, 3, 7, and 9). The redevelopment opportunities require assembly and/or further capital expenditure in order to produce the opportunity. Thus; these are more involved and have a much longer project life than the first two categories or vacant land and buildings. The top ten sites are:

1. Village site (Roselle Rd. and I-390)
2. Coach House (300 N. Roselle Road)
3. Roselle & Nerge (northeast corner)
4. Toyko Grill (920 Lake Street)
5. Salerno's outlot (east of 450 W. Lake Street)
6. Teddy B's (103 Irving Park Rd.)
7. Town Center expansion – West Irving Park Road
8. Transit Oriented Development – E. Irving Park Road
9. Town Center Expansion – Southwest
10. Plum Grove Plaza (731-799 Nerge)

Trustee Devitt questioned why some of the vacant parcels on Nerge and Roselle Road were not on the priority list. *Because they are out of Village control.*

Trustee Domke asked if there is any lot available in Roselle that can accommodate a food store, such as Whole Foods. *The corner of Nerge and Roselle Rd is the only option. Staff has spoken with Whole Foods. They feel they are built out to the max in Illinois and are now focusing their efforts in other states.*

Trustee Domke questioned whether staff was following the DuPage county Lake St. Corridor plan or our own Comprehensive Plan. *A combination of both.*

Trustee Berkshire suggested staff look for a strong bakery such as Turanos, as an opportunity for empty spaces.

8. 2016-2018 STRATEGIC PLAN STATUS REPORT #2 – Jeff O’Dell

The Village Board adopted its 2016 – 2018 Strategic Plan on August 8, 2016. The Strategic Plan identified the four Strategic Priorities as Fiscal Sustainability, Effective Governance, Infrastructure, and Economic Development. Since its adoption, the Village Board and staff have continued to make significant progress on the various Action Items designed to measure success.

At the January 23, 2017 COW meeting, staff provided the Village Board with Status Report #1 outlining progress on the various Action Items. The purpose of Status Report #2 is to update the Village Board on progress since that meeting in January. Additionally, there are 3 policies previously approved by the Village Board. Mayor Maglio would like to discuss and review these policies at a future COW meeting in August to insure that the policies reflect the values and expectations of the Board.

Natalie Engel, Economic Development Coordinator, updated the Board on Economic Development strategies. The Business District and TIF Redevelopment plan is under wraps. Staff is working on parking agreements to provide additional parking in the downtown area. Development of a business survey and business newsletter is underway. The website and Facebook page are providing additional outreach.

Trustee Domke asked if Natalie hears or is aware of any businesses in trouble. *No, most problems are easily solved.*

9. CPSM POLICE OPERATIONS AND DATA ANALYSIS REPORT – Jeff O’Dell

An ad-hoc committee comprised of Mayor Maglio, Trustee Domke, Assistant Administrator Bielawski, and Village Administrator Jeff O’Dell worked with representatives of the Center for Public Safety Management (CPSM) and Chiefs Herron and Tarchala over the last 10 months to complete an operational analysis of the Roselle Police Department. The Village has used an outside consultant to complete a similar analysis of all other departments in an effort to ensure operational efficiency and effectiveness.

CPSM was selected to complete the study of the Police Department after a Request for Proposal process was conducted. 10 local and national consulting firms submitted proposals. After a thorough review of each firm's proposal, the ad-hoc committee interviewed three firms and then recommended the Village Board retain the services of CPSM to complete a study. CPSM's methodology for its evaluation included a comprehensive data analysis, interviews of the Village Board, focus groups involving community members and sworn/civilian members of the department, and an onsite visit to observe operational and administrative functions.

CPSM has made it a priority to point out in the report and in interviews with the Ad-hoc committee that the Roselle Police Department is a modern police agency, well managed, and responsive to community needs. The consulting team noted the department's exceptional relationship with the community and that department members are professional and enthusiastic about their jobs and proud of their good reputation in the community. The consulting team also noted that interviews with department members were open and honest reflecting a culture of trust and mutual respect between department leadership and staff.

There are 36 recommendations for consideration. The consultant notes that these recommendations are offered to enhance the operation of the Roselle Police Department, and in no way, are a reflection of any deficiencies. Filling vacancies to the authorized staffing levels is the 1st priority before moving forward with the other recommendations.

Police Chief Herron was asked to provide his list of priorities from the list of recommendations to be discussed at a future meeting.

Trustee Berkshire suggested that the best approach would be to get the most doable recommendations done and implemented, so they can be removed from the list. *Many of those recommendations are already in the process of being implemented.*

Trustee Berkshire stated that the amount of time to vet and bring a new officer on board is tremendous, and he did not realize the amount of time it took. This process needs to be accelerated when possible. He would like the Board to be updated on the status of the hiring process at the first meeting in August.

10. EXECUTIVE SESSION - None
11. CITIZEN COMMENTS/QUESTIONS - None
12. OTHER BUSINESS – Trustee Berkshire shared that he was approached by someone asking about the Village's Opt Out decision, and told that there may be litigation attempts made to block these Opt Out ordinances. He wants all Trustees to be aware if someone calls them about this issue.
13. MOTION TO ADJOURN COMMITTEE OF THE WHOLE MEETING.
Motion by Trustee Devitt second by Trustee Berkshire to Adjourn Committee of the Whole at 8:45 p.m.
Upon Voice Vote: **MOTION CARRIED.**