



THE MINUTES OF THE MEETING

OF THE BOARD OF TRUSTEES

VILLAGE OF ROSELLE

OCTOBER 10, 2022

Meeting Held at Roselle Village Hall

Council Chambers

31 S Prospect St

Roselle, IL 60172

Streamed Live on YouTube

1) Call To Order

The meeting of the Board of Trustees of the Village of Roselle was called to order at 7:00 PM by Mayor Pileski.

2) Pledge of Allegiance

Led by Mayor Pileski

3) Roll Call

Present (6)

Mayor Pileski, Trustees Della Penna, Domke, Lenisa, Piorkowski, Trejo

Absent (1)

Trustee Berkshire

Also Present:

Village Administrator Jason Bielawski (*Village Clerk Pro Tem*), Village Attorney Michael Castaldo, Finance Director Tom Dahl, Police Chief Steve Herron, Deputy Police Chief Shawn Kooistra, Fire Chief Mark Bozik, Public Works Director Karen Young, Community Relations Coordinator Melissa Brito, and Economic Development Analyst Matthew Galloway

4) Approval of the Prepared Agenda As Presented

Moved by Trustee Domke, seconded by Trustee Trejo
Upon voice vote: **MOTION CARRIED.**

5) Village Board Public Comment

None.

6) Officials and Staff Reports

a) Mayor

- i) Mayor Pileski thanked all the staff for the work that went into putting together the Centennial Open House, Sculpture Unveiling, and Founders Day Festival. People really enjoyed the festival and hope to see it happen again. The Park District and Police have estimated about 3,000 people attended it, which is more than the 4th of July!
- ii) He reminded everyone about tickets for the Centennial Dinner Dance on November 4th, and mentioned that Winterfest is also right around the corner.

b) Village Trustees

No Report.

c) Village Clerk

No Report.

d) Village Attorney

No Report.

e) Village Administrator

No Report.

7) Unfinished Business

None.

8) Approval of the Consent Agenda

- a) **Approved** Village Board Minutes of September 26, 2022
- b) **Adopted Resolution 2022-2573** approving and establishing a temporary purchasing policy for the purchase of Village vehicles and equipment.
- c) **Adopted Resolution 2022-2574** approving and authorizing the purchase of two 2023 Ford Interceptors from Bob Riddings, Inc. pursuant to the Village of Roselle Temporary Purchasing

KEY:

Roselle Red – Ordinance

Light Green – Resolution

Policy and Adopt a Resolution approving and authorizing the purchase of a 2023 Ford Bronco Sport from Currie Motors, Inc. pursuant to the Village of Roselle Temporary Purchasing Policy.

- d) **Adopted Resolution 2022-2575** approving and authorizing the Village of Roselle's participation with the Lake Park Tax Consortium.

Moved by Trustee Trejo, seconded by Trustee Domke
AYES (5) Trejo, Domke, Piorkowski, Lenisa, Della Penna
NAYS (0)
ABSENT (1) Berkshire
Upon roll call: **MOTION CARRIED**

----- *REGULAR AGENDA* -----

9) Community Development (Trustee Wayne Domke)

None.

10) Administration (Trustee Tom Della Penna)

None.

11) Fire (Trustee Cheryl Lenisa)

None.

12) Police (Trustee Lee Trejo)

None.

13) Public Works (Trustee Bruce Berkshire)

- a) **Adopted Resolution 2022-2576** authorizing the final balancing change order for the public works building improvements by and between the Village of Roselle and F.H. Paschen Contractors for a reduction in the contract in the amount of \$130,500.37.

Moved by Trustee Tom Della Penna, seconded by Trustee Trejo
AYES (5) Della Penna, Trejo, Domke, Lenisa, Piorkowski
NAYS (0)

KEY:

Roselle Red – Ordinance

Light Green – Resolution

ABSENT (1) Berkshire
Upon voice vote: **MOTION CARRIED**

- b) **Adopted Resolution 2022-2577** approving and authorizing the execution of an agreement by and between the Village of Roselle and Trane U.S. Inc. for the police department HVAC replacement project (*Joint Purchasing Cooperative – Omnia*).

Moved by Trustee Tom Della Penna, seconded by Trustee Trejo
AYES (5) Della Penna, Trejo, Piorkowski, Lenisa, Domke
NAYS (0)
ABSENT (1) Berkshire
Upon roll call: **MOTION CARRIED**

14) Approval of Finance Items (*Trustee Thomas Piorkowski*)

- a) **Approved** the Accounts Payable List for October 10, 2022 in the amount of \$1,189,555.48 in order that the amounts approved by the Board of Trustees agree with the amounts posted in the General Ledger.

Moved by Trustee Piorkowski, seconded by Trustee Trejo
AYES (5) Piorkowski, Trejo, Della Penna, Domke, Lenisa
NAYS (0)
ABSENT (1) Berkshire
Upon roll call: **MOTION CARRIED**

15) New Business

None.

16) Village Board Public Comment (*Revisit*)

None.

17) Extension of Employee Leasing Agreement with GovTempsUSA for an economic development consultant by Matthew Galloway, Economic Development Analyst

In April 2022 the Village extended an employee leasing agreement with GovTempsUSA to provide part-time economic development consulting services for an additional six (6) months. The current extension expires November 4, 2022. As part of the recent extension, the average hours of consulting were reduced from 16-24 per week to 10-20 hours per week. Staff is

KEY:

Roselle Red – Ordinance

Light Green – Resolution

recommending a yearlong extension thru December 2023 to serve as the final extension of the agreement while reducing maximum hours worked to 10 hours per week.

Staff's experience with the consultant has been extremely positive through the entire duration of the agreement. The consultant's managerial experience and historical understanding of the Roselle business community and the community at large has been influential for staff and the growth of the organization's economic development operations. The focus of the part-time economic development consulting services will remain on the priorities outlined in the 2022-2025 Strategic Plan including:

- Establishing a business recruitment and retention plan
- Creating a TIF redevelopment strategy
- Implementation of a Lake Street corridor redevelopment plan

The consultant's hourly rate will remain at \$98, which includes an administrative fee for GovTempsUSA. The total cost of the extension is estimated to be an unbudgeted \$12,000 in FY2022 budget, and \$60,000 in FY2023. The FY2023 proposed budget will include the extension cost. At least 50% of all costs will continue to be funded through tax increment financing funds. If the Board concurs with staff's recommendation, a new agreement will be placed on the October 24, 2022 Village Board meeting agenda for adoption.

Trustee Domke acknowledged the importance of TIFs, but also asked about the Village's business recruitment and retention plan.

***Economic Development Analyst Galloway** said that the Village has created and administers TIF-grant programs and the ARPA grant program and that these are a great example of how Roselle demonstrates its business-friendliness and desire to help out existing local businesses with its available resources. He noted that they've created a pipeline of businesses and franchises to target and contact them weekly with emails on local, available properties. This is an additional service they offer businesses and brokers in town that have commercial properties available.*

Trustee Domke also asked if anyone comes to the Village seeking help or if we go out to local companies to get a pulse on how they're doing.

KEY:

Roselle Red – Ordinance

Light Green – Resolution

Economic Development Analyst Galloway said he does have business owners that come in asking for assistance or additional resources in the community. If the Village's resources have been exhausted, he will connect them with Cook or DuPage county's economic development resources, as well as the Illinois Department of Commerce and Economic Opportunity and Harper College's Small Business Administration Center.

Economic Development Analyst Galloway would like to note that this extension reduces the consultant's maximum hours to 10 per week. With each extension, they've been able to roll back the contracted hours as Analyst Galloway takes on more responsibilities. It also allows for the consultant to focus on strategic plan initiatives, redevelopment agreements, and TIF management.

There was consensus from the board to move forward as proposed.

18) Envisio Strategic Planning Software and 2022-2025 Strategic Plan Initiatives Update by Matthew Galloway, Economic Development Analyst

On March 14, 2022, the Village Board approved the purchase of the Envisio Strategic Planning Software as a tool to help the monitoring, tracking, and reporting of the 2022- 2025 Strategic Plan. An implementation team consisting of certain staff members has worked closely with Department Heads to train all users and implement the software. In August, users of Envisio successfully completed a trial update which signaled the successful implementation of the software.

The first official Envisio update cycle was completed at the end of September and is what the attached report is generated from. The attached report provides highlights on 12 of the 18 Strategic Plan Initiatives established in the 2022-2025 Strategic Plan. The 6 initiatives not included in the report will be in future reports once their timeline has been activated in the software.

The attached report includes the description of each initiative, status, last update, and current progress. The specific style of the report focusing on the initiative level was selected because it accurately reflects of the Village's position being in the beginning stages in the completion of the 2022-2025 Strategic Plan and the formatting is concise in nature. As the Village progresses further into the completion of the 2022-2025 Strategic Plan and there is more data collected and visualized, a more robust report will be presented to the Board.

Apart from one initiative, every initiative is on track. "Some disruption" was marked on Initiative 2.2.1 – Establish a business recruitment and retention plan, because the Village is currently

KEY:

Roselle Red – Ordinance

Light Green – Resolution

using the FY2023 budget process to identify solutions necessary to fulfill the goals of initiatives that rely on the procurement of technology. Initiative 2.2.1 is not the only initiative that will require a technology solution and staff is identifying other initiatives that can benefit from similar procurements.

Additionally, Initiative 2.2.1 was marked as “some disruption” due to the initial timelines set for this initiative not being met. The timelines set for each initiative were set to be achieved before the end of the 2022-2025 Strategic Plan. These timelines will be evaluated throughout the completion of the Strategic Plan to ensure realistic expectations are met and there is a maximization of dedicated resources.

The next phase of the Envisio implementation process will be the launch of the Public Dashboard. The Public Dashboard will be a summary of the attached report that displays progress made on the plan along with the charts, graphs, and visuals associated with the 2022-2025 Strategic Plan. Staff will present the Public Dashboard to the Village Board for comment at the October 24th Village Board meeting.

Trustee Della Penna asked if this would be updated monthly.

***Economic Development Analyst Galloway** confirmed yes, reporting periods are at the end of each month.*

Mayor Pileski added that he likes the additional data points we now have – from revenue to vacancy rates – which can help answer some of the questions the Village receives. He noted that this transparency is on a level the Village has not had before and will help hold the staff and board accountable.

19) Flock Safety Automatic License Plate Reader System by Shawn Kooistra, Deputy Chief of Police

Included in the FY 2022 budget is the purchase of a Flock Safety automatic license plate reader system. The system will provide additional the Roselle Police Department with additional law enforcement resources. The Village currently utilizes video information obtained from the red-light camera system installed within the Village. Roselle investigators have used the footage from the cameras to solve traffic crashes, burglaries, robberies, drug offenses, stolen autos, and even several homicides. This tool has been invaluable in fighting crime both in Roselle and helping nearby communities. The Roselle Police Department recommends eliminating the red-light camera enforcement program and replace it with the Flock Safety system.

The Flock Safety system is in use in multiple states, including over 150 agencies in Illinois, 65 in DuPage and Cook County alone. This system nationwide helps solve 700-900 crimes per day. No information obtained through the camera is sold to anyone or used to issue any type of

KEY:

Roselle Red – Ordinance

Light Green – Resolution

citation. The Flock Safety System is strictly an investigative tool for law enforcement, and all data is deleted from the system after 30 days.

The Flock Safety system is not a video system, it is a motion activated camera (*like a trail camera*). It takes a vehicle “fingerprint” of every vehicle that passes in front of it (*vehicle color, license plate, make and model*). An alert is sent immediately to the police if a vehicle on the “hot list” passes in front of it (*the “Hot List” includes Amber Alerts, Silver Alerts, Stolen Autos, and Wanted Vehicles used to commit crime*). The camera is solar powered and is mounted on a pole provided by the Flock Safety company. A picture of the pole with the small “trail” camera and solar panel can be found on the next page of this memo.

Flock Safety has a transparency portal which can be added to the Village’s website. An example of an active portal is: <https://transparency.flocksafety.com/champaign-il-pd>

The Roselle Police Department recommends 12 cameras to be installed at various locations around the Village. The Roselle Police Department applied for a grant through the federal government and was recently awarded the cost to cover the implementation of 5 Flock camera systems and the annual subscription for the first two years. The value of the grant over two years is \$26,250. If approved by the Village Board, the system is expected to go live within 6 weeks.

Trustee Trejo asked if any of these records are subject to Freedom of Information Act requests.

Flock Law Enforcement Territory Sales Manager Dan Murdock said that each capture is stored on CIGA-certified Amazon Web Services which is owned by Flock and stored off-premises. The Village owns the data being collected, but it is not stored on Village servers. He said any searches that have been made by the Roselle Police Department as well as any email communications with the words “license plate reader,” “Flock,” etc would be subject to FOIA. Individual captures are not FOIA-able because there is not yet a record of them. Also, after 30 days, if law enforcement has not saved an image off the system, it is purged.

Trustee Domke noted that Schaumburg is already doing this, and he is in favor of it for Roselle. He also asked if the red light cameras would be taken down right away or if they’d be left up as an additional source of investigative data.

Deputy Chief Shawn Kooistra said he would defer to the board’s decision, but the Flock system would cover intersections as well.

KEY:

Roselle Red – Ordinance

Light Green – Resolution

Mayor Pileski added that they will need to get feedback on the red light cameras. He also mentioned that the Flock system would be funded in part by a grant.

Trustee Trejo asked if a nearby county's data is shared with Roselle through an intergovernmental agreement.

***Flock Law Enforcement Territory Sales Manager Dan Murdock** said that there is free sharing between departments with Flock. If the Sheriff's department wants to share with anyone in DuPage county, they may.*

Mayor Pileski noted that, from a safety perspective, it's almost as though we have a safety net across the entire county and across county lines where we're now collaborating. We now have a better way to be notified and solve crime through this new technology.

Trustee Lenisa asked if drivers are notified of where Flock systems are as they are with red light cameras.

***Flock Law Enforcement Territory Sales Manager Dan Murdock** said that Google has not mapped LPR into their system.*

Mayor Pileski asked if the board agreed on this system and whether or not they would want to discontinue the red light cameras at the end of the year.

There was consensus from the board and staff was directed to install the Flock and, on next year's budget, end the red light cameras.

20) Suburban Tree Consortium Membership by Karen Young, Director of Public Works

Each year, the Village undertakes a tree planting program to maintain a healthy forest in our parkways. The annual planting program is based on the Reforestation Plan developed by Graf Tree Care and the available funding each year. The focus of this program is to diversify the plant species within the community and to plant the right tree, at the right location, at the right time.

Staff is proposing to join and participate in the Suburban Tree Consortium (STC). The consortium is a joint purchasing cooperative for trees, which was created in 1985 by a group of municipalities looking to improve the quality and selection of parkway trees in the Chicagoland area. The benefit of this membership is that by merging orders with other municipalities, our buying power is increased through economies of scale. This program allows the Village to pre-order specific tree species for five years into the future and/or placing the tree order on an

KEY:

Roselle Red – Ordinance

Light Green – Resolution

annual basis. This allows the nurseries to grow a large percentage of the exact tree species that will be needed in future years. The STC solicits quotes each spring and fall from participating nurseries on behalf of members in the program for both the sale of trees and plantings.

If the Board concurs with staff's recommendation to join the STC, staff will prepare an ordinance for the Board to adopt on the October 24, 2022 meeting outlining the Village's intent to join the Suburban Tree Consortium and purchase trees or the Village's annual reforestation through STC.

There was consensus from the board to move forward with staff's recommendation.

21) Other Business

None.

22) Adjourned Village Board Meeting

Moved by Trustee Domke, seconded by Trustee Trejo
Upon voice vote: **MOTION CARRIED** at 7:28 PM.

Submitted on this 24th day of October, 2022.

Amanda Hausman, Village Clerk

KEY:

Roselle Red – Ordinance

Light Green – Resolution