

VILLAGE OF BARTLETT

COMMITTEE AGENDA

JANUARY 16, 2018

FINANCE & GOLF, Chairman Deyne

- 1 Standing Committee Structure Change



Agenda Item Executive Summary

Item Name	Standing Committees Structure Change	Committee or Board	Committee
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BUDGET IMPACT

Amount: n/a

Budgeted n/a

List what fund n/a

EXECUTIVE SUMMARY

The Village Board reviewed the standing committee structure of the Village Board of Trustees. The cause for review was the lack of items that fall under the Building Committee and the suggestion that it be combined with the Planning and Zoning Committee to form the Building and Zoning Committee. The Board also discussed creating an Economic and Community Development Committee. All other committees would remain the same. This will keep the number of standing committees at six and better distribute the work load of the trustees.

ATTACHMENTS (PLEASE LIST)

Memo

Chart

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

Staff: Paula Schumacher, Village Administrator

Date: January 8, 2018

Memorandum

TO: Kevin Wallace, Village President and
Board of Trustees

FROM: Paula Schumacher Village Administrator

DATE: January 8, 2018

SUBJECT: Committees of the Board

At the January 4, 2018 Committee of the Whole meeting the Village Board reviewed the Committees of the Board as outlined in our Municipal Code section 1-6-4-3. The following committees are considered the Standing Committees: Building, Finance and Golf, License and Ordinance, Planning and Zoning, Police and Health, and Public Works.

The cause for review was the lack of items that fall under the Building Committee and the suggestion that this standing committee be combined with Planning and Zoning to create the Building and Zoning Committee. In the last two years only two agenda items were under the Building Committee.

The Board discussed making the change with regard to the Building Committee and also dividing the Finance and Golf Standing Committee into two standing committees. Replacing Finance and Golf with a separate Golf Standing Committee and a separate Administration and Finance Committee. The Board preferred the creation of an Economic and Community Development Committee. Under such a committee items like the Transit Oriented Development Plan implementation, concept plans, and economic development incentives would be discussed. This configuration of committees keeps the number of Village Board Standing Committees at six and spreads out the workload among the trustees.

The Village Board also asked that the staff look at how other communities assign agenda items. Many of the communities we researched do not assign committees, but rather use an old business, new business format. We have attached a summary chart of the different committee structures used by some local communities.

To make this change the Village Board will need to amend the Municipal Code by ordinance.

Neighboring Community Standing Committee Structure

Bartlett		
Committee	Trustee(s)	Description
Planning and Zoning	Trustee Hopkins, Chair	N/A
Building	Trustee Gabrenya, Chair	N/A
Finance and Golf	Trustee Deyne, Chair	N/A
License and Ordinance	Trustee Camerer, Chair	N/A
Police and Health	Trustee Carbonaro, Chair	N/A
Public Works	Trustee Reinke, Chair	N/A

Streamwood			
Committee	Trustee(s)	Example 1:	Example 2:
Community Affairs	Trustee Harper/Trustee Baumer	Handles Ordinance that amends the Village Code regarding business and liquor licence regulation	An ordinance that approves and authorizes a waiver of localation restrictions to permit live entertainment.
Community Development	Trustee Cecille/Trustee Thon	Handled Ordinance that approves the maximum number of class "A" Liquor Licenses	Ordinance that authorizes the execution of an annexation agreement for certain real property to be annexed into the corporate limits of the Village of Streamwood.
Finance	Trustee Thon/Trustee Cecille	N/A	N/A
Legislative	Trustee Schmid/Trustee Carlson	Enacted new state mandated anti-harrasment laws.	A resolution that approves an intergovernmental agreement with the Village of Bartlett and RLE Property Corporation for establishing a water interconnection between the two villages.
Public Safety	Trustee Carlson/Trustee Schmid	N/A	N/A
Public Works	Trustee Baumer/Trustee Harper	N/A	N/A

Hanover Park		
Committee	Trustee(s)	Description
Finance Committee	Trustee Kemper, Chair	N/A
Cultural Inclusion & Diversity Committee	Trustee Shahjahan, Chair	The Cultural Inclusion and Diversity Committee fosters and promotes understanding, mutual respect, cooperation, and positive relations between and among all residents of the Village by creating a sense of shared community among residents and affirming the value of each resident.
Environmental Committee	Trustee Kunkel, Liason	The Environmental Committee works to provide residents of the Village with information and opportunities relating to environmentally-friendly practices.
Development Commission	Trustee Porter, Liason	The Development Commission reviews and provides recommendations to the Village Board regarding proposed developments and subdivisions. The Commission utilizes the Village's Comprehensive Plan recommendations to provide long-term policy direction. The Commission conducts public hearings on all petitions for zoning variations, special uses, planned unit developments, rezonings (zoning map amendments), text amendments, comprehensive plan amendments, and subdivision plats.
Committee on Networking, Education, and Community Teamwork (CONNECT)	Trustee Porter, Liason	The Hanover Park Business CONECT (Committee on Networking, Education, and Community Teamwork) promotes the Village's business opportunities through promotional events and activities. They also develop and update materials that advertise and promote businesses in the Village. The Committee facilitates formal and informal networking opportunities at various Village functions and meetings with the representatives of the business community. Specific activities include the "Mayor's Choice" Business of the Year recognition program and reception, a Realtors & Business Reception, and a Business after Hours event.
Sister Cities Committee	Trustee Kemper, Liason	The Sister Cities Committee's functions are to promote, foster, and publicize local, state, and national Sister Cities Programs. The committee acts to foster international municipal cooperation through aid and education.
Historical Commission	Trustee Kunkel, Chair	The purpose of the Historical Commission is to promote educational, cultural, economic and general welfare of the community by ensuring the preservation of structures and properties that represent the cultural heritage of the Village of Hanover Park and of the community prior to the village's incorporation. Projects include scanning of historic photo's, organizing of historic materials and artifacts and maintenance of two historic cemeteries and documentation of plots, including mapping.
Veterans Committee	Trustee Roberts, Liason	The Veterans Committee was formed to promote the values of those who have served their country in the military, to coordinate activities that bring merit to residents who have served their country, and to cooperate with local VFW and other groups who represent the interests of the veterans.
Special Events Committee	Trustee Shahjahan	The Special Events Committee was formed to promote village cultural festivals, concerts, special event or other activities in the Village of Hanover Park. The committee will also sponsor cultural activities, concerts, and/or special event is the name of the village. The committee recommends to the Board of Trustees cultural activities, concerts and/or special events and the funding necessary to accomplish them. The committee is composed of three regular members.

South Elgin		
Committee	Trustee(s)	Description
Special Events	Trustee Sweet, Liason	The Special Events Committee advises the President and Board of Trustees on issues, events and activities relating to the annual four-day Riverfest-Express celebration.
Parks & Recreation	Trustee Kolodziej, Liason	Advising the President and Board of Trustees on matters relating to the administration, operation, and provision of recreation programs.
Administrative Services Department	Trustee Guess, Liason	N/A
Finance	Trustee Barconi, Liason	N/A
Police Department	Trustee Richmond, Liason	N/A
Public Works	Trustee Lieser, Liason	N/A

Hoffman Estates		
Committee	Trustee(s)	Description
General Administration and Personnel	Trustee Arnet, Chair	N/A
Planning, Building and Zoning	Trustee Stanton, Chair	N/A
Transportation and Road Improvement	Trustee Mills, Chair	N/A
Finance	Trustee Pilafas, Chair	N/A
Public Health and Safety	Trustee Gaeta, Chair	N/A
Public Works and Utilities	Trustee Newell, Chair	N/A

West Chicago		
Committee	Trustee(s)	Description
Development	Trustees Stout (Chair), Michael Ferguson, Melissa Ferguson, Gargliardi, and Sheahan	The planning and zoning of the city and economic development.
Finance	Trustees Dimas (Chair), Sheahan, Chassee, Ligino-Kubunski, Meissner, Stout, and Michael Ferguson	The finances of the city, the personnel of the city, franchise agreement and the preparation of the annual budget.
Infrastructure	Trustees Beifuss (Chair), Ligino-Kubinsky, Brown, Hallett, Dimas, and Garcia	The streets, water distribution and wastewater management of the City, properties and facilities belonging to the City and capital improvement projects.
Public Affairs Committee	Trustees Chassee (Chair), Brown, Hallett, Garcia, Melissa Ferguson, Meissner, Gargliardi	The City Museum, public events, code enforcement and law enforcement.