



AGENDA ITEM # 5

**AGENDA ITEM EXECUTIVE SUMMARY
Committee of the Whole Meeting
April 23, 2018**

Item Title: Roselle Sister Cities Association Incorporation

Staff Contact: Jeffrey D. O'Dell, Village Administrator

COMMITTEE OF THE WHOLE ACTION

Consider a staff recommendation to enter into a Memorandum of Understanding with the Roselle Sister Cities Association once it becomes incorporated.

Executive Summary:

Over the last several months, I have been working closely with members of the Roselle Sister Cities Commission in their effort to incorporate the organization. As you recall, Mayor Maglio and I 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.

The Village Board has been extremely supportive of the Roselle Sister Cities Commission. The Commission was formed in 1999 and in 2003, the Village of Roselle and Bochnia, Poland formalized their Sister City relationship with an official signing ceremony. Since then, members of the Commission have traveled to Poland while delegations from Bochnia have also visited Roselle. The Commission has been active in our community hosting an annual mid-winter dance and participating in special events such as the Rose Parade, Taste of Roselle, and Cocoa Crawl. They have been supportive of other organizations in the community through donations.

As the Commission moves forward with the incorporation process, I believe it is necessary that the Village Board confirm its future commitment to a Roselle Sister Cities Association. That commitment can 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. Amongst other items, a proposed MOU would contain the following:

- 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 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.

If the Village Board concurs with my recommendation, I will continue to work closely with representatives of the Roselle Sister Cities Commission in their efforts to incorporate and then with the Village Attorney to draft a proposed MOU for Village Board and Roselle Sister Cities Association consideration.

Implications:

Is this item budgeted? Yes, the Village Board approved the Sister Cities Commission Fund budget when it adopted the FY 2018 Budget last December. Currently, reserves in the Roselle Sister Cities Commission Fund total \$15,500.

Any other implications to be considered? The Commission will be retaining an attorney to assist them with the process for filing its Application for Recognition of Exemption under Section 501(c)(3) of the Internal Revenue Service.

Attachments:

None