



**AGENDA ITEM # 10A**

**AGENDA ITEM EXECUTIVE SUMMARY**

**Village Board Meeting**

**May 10, 2021**

**Item Title:**           **Intergovernmental Agreement with School District 12**

**Staff Contact:**       Jason M. Bielawski, Acting Village Administrator

**VILLAGE BOARD ACTION**

**Provide direction to staff regarding the request from Roselle School District 12 to use the Village’s Council Chambers for School District Board meetings.**

**Executive Summary:**

Roselle School District 12 staff approached the Village about using the Village’s Council Chambers for School District Board meetings. The School District’s meeting room lacks the desired size and orientation and audio and visual equipment to provide a meeting experience that meets the needs of the School Board and public. With the concurrence of the Mayor, the School District was given permission to use the Council Chambers on April 29 for its swearing in ceremony as a trial. The feedback was very positive and the School would like to enter into an intergovernmental agreement for use of the Council Chambers for School Board meetings.

School Board meetings are held on the 3<sup>rd</sup> Tuesday of the month which does not conflict with any standing Village meetings. Village staff also discussed with School staff the expectation for a use fee to offset Village expenses, which they agreed to. If the Village Board is amenable to the School District using the Council Chambers, Village staff is recommending the following provisions be included in a draft intergovernmental agreement that would be presented to the School District:

- The School can use the Council Chambers on the 3<sup>rd</sup> Tuesday of the month for its School Board meetings. Additional meeting requests will be subject to room availability.
- The School will pay the Village \$100 per meeting to offset the cost of maintaining and operating the Council Chambers, adjoining Conference Room used for closed session, and audio/visual equipment.
- The Village will provide ordinary set-up of the Council Chambers, train School staff on the use of audio/visual equipment, and appropriate security/closing procedures. No Village staff will be present during the meetings.

- The School District will appropriately clean up and return the room to the condition it was found.
- The Village may assess a fee for any special cleaning or repairs made necessary as a result of the School District's use of the rooms.
- The School District will be permitted to post its meetings notices at Village Hall to comply with the Open Meetings Act.
- Either party can terminate the agreement with 30 days' notice.

**Implications:**

**Is this item budgeted?** No. The revenue generated from the room use fee will be used to offset ongoing maintenance as well as future maintenance and replacement/upgrade to the audio visual equipment installed in 2020.

**Any other implications to be considered?** If directed, Village staff will present a draft intergovernmental agreement to the School District within the week with the expectation that a final draft is presented to the Village Board for approval on May 24. The School District would like to use the Council Chambers for its regular School Board meetings effective May 18. Staff recommends the School District be allowed to use the room for its monthly School Board meetings as the terms of a final agreement are negotiated and that the room use fee be assessed retroactively.

**Attachments:**

None