



AGENDA ITEM # 8F/G

AGENDA ITEM EXECUTIVE SUMMARY

Village Board Meeting

June 28, 2021

Item Title: Consent Agenda Policy and Village Code Amendments

Staff Contact: Jason M. Bielawski, Acting Village Administrator

VILLAGE BOARD ACTION

- 1. Adopt a resolution amending the consent agenda policy for Village Board meetings.**
- 2. Pass an ordinance amending Section 2-212 “Powers and Duties-Generally” of Article VIII-Village Administrator of the Code of Ordinances of the Village of Roselle.**

Executive Summary:

The Board previously approved the Consent Agenda Policy in 2014. Based upon changes in meeting and agenda formats, amendments to the Policy are necessary to ensure the Policy reflects current practices.

The Village Board approved an amended Purchasing Policy at its meeting on June 14, 2021. Among other things, the amendments changed the purchasing authority for Village staff including the Village Administrator. The attached ordinance amends Village Code aligning the Village Administrator’s purchasing authority with the Purchasing Policy.

Implications:

Is this item budgeted? n/a.

Any other implications to be considered?

Attachments:

Resolution
Ordinance

RESOLUTION NO. 2021-

A RESOLUTION AMENDING A VILLAGE BOARD POLICY

WHEREAS, The Corporate Authorities of the Village of Roselle adopted a written policy ("Policy") related to the consent agenda in May, 2014; and

WHEREAS, the Policy, entitled Consent Agenda Policy for Village Board Meetings provides guidelines for the use of the consent agenda for Village of Roselle Board Meetings; and

WHEREAS, the Village Board has determined it is necessary to amend the policy to continue to improve its efficiencies in the decision-making process; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of The Village of Roselle, DuPage and Cook Counties, Illinois that:

1. The amended Consent Agenda Policy for Village Board Meetings attached hereto as Exhibit 1 is hereby adopted.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effect from and after its passage and approval as provided by law.

ADOPTED this 28th day of June, 2021

AYES:

NAYS:

ABSENT:

ABSTAIN:

David Pileski, Mayor

ATTEST:

Patty Burns, Village Clerk

VILLAGE OF ROSELLE

CONSENT AGENDA POLICY FOR VILLAGE BOARD MEETINGS

Section 1: Summary and Purpose:

In an effort to create an effective Village Board decision making process that obtains the most efficient use of Village Board and staff time, this Consent Agenda Policy for Village Board meetings has been established. A Consent Agenda Policy is one of several strategies implemented by the Village Board to improve its efficiencies in the decision making process. The use of a Consent Agenda allows for a more effective meeting whereby meeting time is spent on discussing substantive issues rather than those that ~~members of~~ the Village Board agree determines should be disposed of quickly and without debate.

Section 2: Guidelines:

A Consent Agenda shall include routine, procedural, informational, self-explanatory, non-controversial, or other items that have been sufficiently vetted at previous Village Board or Committee of the Whole meetings.

The Consent Agenda shall be introduced by a "Motion to Approve the Consent Agenda" and shall be considered by the Village Board as a single item. Before a vote is taken on the approval of the Consent Agenda, the Mayor, or designee, will publicly recite the general nature of the final action(s) to be taken on the individual item(s) on the Consent Agenda.

There shall be no debate or discussion by a member of the Village Board regarding any item on the Consent Agenda beyond asking questions for simple clarification. However, any member of the Village Board may request that ~~a single~~ item(s) may be removed from the Consent Agenda. That request shall be made at any time prior to the taking of a vote on the motion to approve the Consent Agenda. A request to remove an item from the Consent Agenda is a motion of right not requiring a second or a vote of other members of the Village Board. Any item(s) removed from the Consent Agenda shall be placed on the regular meeting agenda where it would have been presented on its own.

An affirmative vote of the motion to approve the Consent Agenda shall be equivalent to the approval, adoption, or enactment of each motion, resolution, ordinance, or other item of business as if each had been acted on individually. If an ordinance is included on the Consent Agenda for final passage, the motion to approve the Consent Agenda shall be by a roll call vote of the members of the Board of Trustees present and voting.

Section 3: Items for Inclusion on the Consent Agenda

1. Any item that was previously discussed and received a unanimous positive recommendation by the ~~Committee of the Whole Village Board~~, except for those items listed in Section 4 below.
2. Approval of previous Village Board meeting ~~or Committee of the Whole meeting~~ minutes.
3. Budgeted expenditures as long as the expenditure amounts do not exceed the adopted budgeted amount.
- ~~4. Payouts as part of a previously approved contract. All final or closeout contract payments shall be accompanied by a statement of "Final Payout" on the Consent Agenda.~~
4. Previously budgeted payouts that are in full compliance with the Village's payout requirements and standards.
5. Any other routine policy or ordinance updates.

Formatted: Font: (Default) Arial, 12 pt
Formatted: Indent: Left: 0.5", No bullets or numbering

Section 4: Items not for Inclusion on the Consent Agenda:

1. Approval of Ordinances authorizing the adoption of the tax levy and imposition of any taxes.
2. Approval of Ordinances authorizing adoption of the annual budget.
3. Approval of Ordinances abating taxes.
4. Approval of Ordinances authorizing the issuance or refunding of debt service.
5. Approval of any purchase or contract that requires more than a simple majority vote of the Village Board.
6. Approval of the purchase of sale of land.
7. Approval of any unbudgeted expenditure or any other expenditure that will result in the budget exceeding what was authorized in the previously approved adopted budget (unless previously discussed and received a unanimous positive recommendation by the Village Board).
8. Any change order to a previously approved contract (unless previously discussed and received a unanimous positive recommendation by the Village Board).

9. Approval of the Accounts Payable list, [which shall include attachments of payouts as part of a previously approved public works contract.](#)-

10. Emergency matters.

ORDINANCE NO. 2021-

**AN ORDINANCE AMENDING
SECTION 2-212 “POWERS AND DUTIES-GENERALLY” OF ARTICLE VIII –
VILLAGE ADMINISTRATOR OF THE CODE OF ORDINANCES OF THE
VILLAGE OF ROSELLE**

WHEREAS, the Village of Roselle has created the position of Village Administrator in Article VIII “Village Administrator” Section 2-208 of the Roselle Village Code; and

WHEREAS, the Village Administrator has various powers and duties including the supervision of purchasing services, materials, supplies and equipment; and

WHEREAS, the Village Board approves a Purchasing Policy wherein it establishes guidelines for the purchasing of services, materials, supplies, and equipment including for the Village Administrator; and

WHEREAS, it is necessary for the public interest, safety, and welfare that the Village Code and Purchasing Policy establish uniform and consistent purchasing authority for the Village Administrator to maximize the efficiencies and effectiveness of public funds.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Board of Trustees of the Village of Roselle, DuPage and Cook Counties, Illinois that:

SECTION 1: Subsection (k) of Section 2-212 “Powers and Duties-Generally” of Article VIII Village Administrator of the Roselle Village Code is hereby repealed and rescinded in its entirety and replaced with a new Subsection “(k)” of Section 2-212, of Article VIII, Chapter 2 which shall read as follows:

(k) Supervise the purchase of all services, materials, supplies and equipment for which the funds provided are provided in the annual budget; let contracts for operation and maintenance of Village services for amounts less than \$25,000.00, receive bids for purchases or contracts less than \$25,000.00; and advise the Village Board on the advantages or disadvantages of the contract or merchandise on which such bids have been received. No purchase shall be made, contract let, or obligation incurred that first requires the Village Board approving a budget amendment authorizing supplemental funds. No purchase, acquisition, construction or any contract of any type shall be made in excess of \$24,999.99, except by approval of the Village Board or in the case of public emergency when affirmed by the Mayor and subsequently ratified by the Village Board. A public emergency shall mean an unexpected event which places human

safety or property in immediate risk of harm. The Village Administrator shall issue such rules governing purchasing.

SECTION 2: If a court of competent jurisdiction sets aside any portion of this Ordinance as unconstitutional or unlawful, it shall not affect the validity of the remainder of the Ordinance.

SECTION 3: Any ordinance which is inconsistent with this Ordinance is repealed to the extent of such inconsistency.

SECTION 4: This Ordinance shall become effective immediately upon its passage..

AYES:

NAYES:

ABSTAIN:

ABSENT:

PASSED AND APPROVED this 28th day of June 2021.

PUBLISHED in pamphlet form this 29th day of June 2021.

David Pileski, Mayor

ATTEST:

Patricia Burns, Village Clerk