

**Administrative-Finance Committee**  
**April 4, 2016**  
**6:00 p.m. – City Hall Conference Room**

1. **Call to Order**
2. **Public Comment**
3. **New Business**
  - a. **Resolution** – Approval of a resolution authorizing the destruction of audio recordings of closed executive session minutes.
  - b. **Motion** – Consideration of a motion authorizing the temporary closure of streets for the Reclaim13 5K run authorizing the police department to assist in traffic control
  - c. **Approval of Minutes** – February 1, 2016
4. **Other Business**
5. **Next Meeting – Monday, May 2, 2016**
6. **Adjournment**

**AGENDA MEMO**  
**City Council**  
**April 4, 2016**

**ISSUE STATEMENT**

A resolution authorizing the destruction of audio recordings of closed executive session minutes.

**BACKGROUND HISTORY**

The Open Meetings Act requires governmental bodies to maintain verbatim record of closed meetings for eighteen months. After eighteen months, the recordings can be destroyed if the minutes are approved and the governmental body approves of the destruction of the tapes. If this resolution is approved, the audio tapes from the meetings of 08/07/06, 12/04/06, 02/12/07, 03/05/07, 01/07/08, 04/21/08, 06/16/08, 08/18/08, 11/03/08, 03/15/10, 12/06/10, 12/20/10, 02/07/11, 04/18/11, 05/09/11, 05/23/11, 05/31/11, 06/06/11, 06/20/11, 07/18/11, 08/01/11, 09/06/11, 09/19/11, 10/03/11, 10/17/11, 05/07/12, 05/21/12, 06/04/12, 08/06/12, 08/20/12, 11/19/12, 02/04/13, 05/06/13, 06/17/13, 07/15/13, and 08/05/13.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approving the resolution.

**ALTERNATE CONSIDERATION**

The alternate consideration would be to not approve the resolution at this time.

**DECISION MODE**

This item will be placed on the April 18, 2016, Council agenda for formal consideration

**A RESOLUTION AUTHORIZING THE DESTRUCTION OF AUDIO RECORDINGS OF CLOSED EXECUTIVE SESSION MEETINGS**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DUPAGE COUNTY, ILLINOIS, as follows:**

**WHEREAS**, the Open Meetings Act requires governmental bodies to record closed meetings; and

**WHEREAS**, the City of Darien has complied with that requirement; and

**WHEREAS**, the Open Meetings Act permits governmental bodies to destroy the verbatim record of closed meetings without notification to or the approval of a Records Commission or the State Archivist not less than eighteen (18) months after the completion of the meeting recorded, but only after:

1. It approved the destruction of a particular recording; and
2. It approved written minutes of the closed meeting.

**WHEREAS**, for the verbatim record by tape of the meeting(s) set forth in Section 1 of this Resolution, at least eighteen (18) months have passed since the completion of those meetings, and this governmental body has approved written minutes for each of the meetings set forth in Section 1.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DUPAGE COUNTY, as follows:**

**SECTION 1:** Based upon the statements made within this resolution, the City hereby orders the destruction of the verbatim record being audio tapes of the following closed Executive Session meetings:

08/07/06	12/04/06				
02/12/07	03/05/07				
01/07/08	04/21/08	06/16/08	08/18/08	11/03/08	
03/15/10	12/06/10	12/20/10			
02/07/11	04/18/11	05/09/11	05/23/11	05/31/11	06/06/11
06/20/11	07/18/11	08/01/11	09/06/11	09/19/11	10/03/11
10/17/11					

05/07/12      05/21/12      06/04/12      08/06/12      08/20/12      11/19/12  
02/04/13      05/06/13      06/17/13      07/15/13      08/05/13

**SECTION 2:** This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DUPAGE COUNTY, ILLINOIS, this \_\_\_\_ day of April, 2016.**

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DUPAGE COUNTY, ILLINOIS, this \_\_\_\_ day of April, 2016.**

\_\_\_\_\_  
KATHLEEN MOESLE WEAVER, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

AGENDA MEMO  
Administrative/Finance Committee  
April 4, 2016

**ISSUE STATEMENT**

Consideration of a motion authorizing the temporary closure of streets for the Reclaim13 5K run authorizing the police department to assist in traffic control.

**BACKGROUND HISTORY**

Reclaim 13 is a 501(c) 3 organization dedicated to freeing children from sexual exploitation and helping them RECLAIM a life of freedom, healing and hope. They would like to do a 5k race utilizing the same route as the Darien Dash on September 10, 2016, starting at 8:00 a.m. They would be responsible for the clean-up and any set up and take down of the areas as well as coordinating any other requirements the City requests.

The City has recently received several requests for this type of activity and staff would like direction from the City Council to determine:

- If the City wants to continue to allow races on public streets
- Implement written policy regarding races on public streets

The police department has traditionally assisted in these events without overtime costs. However, it does affect police scheduling to provide assistance. In addition, residents living along the race route are inconvenienced during the event.

**STAFF/COMMITTEE RECOMMENDATION**

As directed

**ALTERNATE CONSIDERATION**

As directed

**DECISION MODE**

This item will be placed on the April 18, 2016, Council agenda for formal consideration.

**From:** [Paul Nosek](#)  
**To:** [Lisa Klemm](#)  
**Subject:** FW: Reclaim13 5K  
**Date:** Wednesday, March 30, 2016 10:19:27 AM

---

Paul S. Nosek, CPA  
Assistant City Administrator  
City of Darien  
(630) 353-8104  
(708) 609-5441 cell

To receive important information from the City of Darien sign up for our electronic newsletter:  
DARIEN DIRECT CONNECT  
Follow the link below and subscribing is simple! <http://www.darien.il.us/Reference-Desk/DirectConnect.aspx>

---

**From:** Lynda [mailto:lynda.balaja@outlook.com]  
**Sent:** Friday, March 18, 2016 3:13 PM  
**To:** Bryon Vana <bvana@darienil.gov>; Maria Gonzalez <mgonzalez@darienil.gov>; Dan Gombac <dgombac@darienil.gov>; Paul Nosek <pnosek@darienil.gov>  
**Cc:** JoAnne E. Ragona <jragona@darienil.gov>; Michael Griffith <mgriffith@darienil.gov>  
**Subject:** RE: Reclaim13 5K

Thank you for your consideration. The race would begin at 8:00 am and I anticipate the actual race finishing by 9:15. We would begin set up at the Park for registration at approximately 6:30 am and everything would be cleaned up by 10:30 at the latest. We anticipate approximately 150 runners for this event. I will be in contact with the Darien Park District as well.

Thank you,

Lynda

---

From: [bvana@darienil.gov](mailto:bvana@darienil.gov)  
To: [mgonzalez@darienil.gov](mailto:mgonzalez@darienil.gov); [dgombac@darienil.gov](mailto:dgombac@darienil.gov); [pnosek@darienil.gov](mailto:pnosek@darienil.gov); [lynda.balaja@outlook.com](mailto:lynda.balaja@outlook.com)  
CC: [jragona@darienil.gov](mailto:jragona@darienil.gov); [mgriffith@darienil.gov](mailto:mgriffith@darienil.gov)  
Date: Fri, 18 Mar 2016 14:42:47 -0500  
Subject: RE: Reclaim13 5K

Lynda

Please send a detailed request including race times, number of anticipated runners, and any other specific details that would let us know the impact the race may have on the neighborhood. The City would require reimbursement for any City expenses including police and traffic control. You would need to contact the Darien Park District directly as they are a separate Government agency. Once we receive the information your request can be discussed by the City. I anticipate it would take approximately 30-45 days from your formal submittal to let you know if the event would be approved.

Feel free to call me with any additional questions

*Bryon D. Vana*

Bryon D. Vana

City Administrator -City of Darien, Office phone – 630-353-8114

**To receive important information from the City of Darien sign up for our electronic newsletter: *DARIEN DIRECT CONNECT* -Follow the link and subscribing is simple!**

<http://www.darien.il.us/Reference-Desk/DirectConnect.aspx>

---

**From:** Maria Gonzalez  
**Sent:** Friday, March 18, 2016 2:23 PM  
**To:** Bryon Vana; Dan Gombac; Paul Nosek  
**Cc:** JoAnne E. Ragona; Michael Griffith  
**Subject:** FW: Reclaim13 5K

Please see request below for a 5K run.

Maria

---

**From:** Lynda [<mailto:lynda.balaja@outlook.com>]  
**Sent:** Friday, March 18, 2016 2:19 PM  
**To:** Maria Gonzalez <[mgonzalez@darienil.gov](mailto:mgonzalez@darienil.gov)>  
**Subject:** Reclaim13 5K

Good Afternoon,

My name is Lynda and I am with Reclaim13. Reclaim13 is a 501c3 organization dedicated to freeing children from sexual exploitation and helping them RECLAIM a life of freedom, healing and hope. You can find more information at [www.reclaim13.org](http://www.reclaim13.org)

On Saturday, September 10th, 2016 at 8:00 a.m. we are wanting to plan a 5k to bring awareness and to raise funds for Reclaim13 and Cherish House (which is a safe house for female victims of sex trafficking ages 6-18).

We would like to start and finish the race at Darien Community Park using the same course as the Darien Dash. We, of course would take full responsibility for set-up, take down, and cleaning of all areas that we use as well as following any requirements that you may have.

Thank you for your consideration,

Lynda Balaja  
Race Director  
630-742-3940  
15439 Donegal Ct.  
Manhattan, IL 60442



**City of Darien**  
**Minutes of the Administrative/Finance Committee**  
**February 1, 2016**

---

The Meeting was called to order by Chairman/Alderman Ted Schauer at 6:00 pm. Committee members Aldermen Kenny and Alderman Chlystek were present. Staff members present included City Administrator Bryon Vana, and Assistant City Administrator Paul Nosek.

**Resolution authorizing the City to enter into an agreement for video services from Vanilla Video in the amount of \$99.00 per event**

Staff advised that the City has been utilizing volunteers to operate the media room and video tape the City Council and budget meetings for many years. The City is anticipating, improving that production which may include purchasing new equipment. It has been difficult at times to find new volunteers and with the new equipment it may be even more difficult. The City feels that having professional media personnel produce the meetings will enhance our ability to make any necessary changes in the future. The FYE 16 budget includes \$6,500 for this contract in line item 01-12-4206. The City received 3 proposals for these services which are as follows;

- |                                |                                |
|--------------------------------|--------------------------------|
| I. Vanilla Video               | \$ 99 per event                |
| 2. Alkaye Media Group          | \$225 per event up to 3 hours  |
| 3. Big Shoulders Digital Video | \$700 per event up to 10 hours |

The Committee unanimously recommended approval of Vanilla Video.

**Minutes – October 5, 2015**

The committee unanimously approved the minutes.

**Adjournment** - The meeting adjourned at 6:24pm

Approved:

Ted Schauer, Chairman \_\_\_\_\_

Joseph Kenny, Member \_\_\_\_\_

Thomas Chlystek, Member \_\_\_\_\_