

DATE: Monday, June 17, 2024
TIME: 7:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

- A. Call to Order and Roll Call
- B. Approval of Minutes of Previous Meeting
- C. Additions to the Agenda
- D. Presentation and Public Input
- E. Council Input and Communications
- F. Reports of Standing Committees
- G. Reports of Special Committees
- H. Reports of Officers
- I. Mayoral Appointments
 - 1. *City Attorney*
 - Matthew R. Roeschley (term ending June 30, 2025)
- J. Adjournment

PUBLIC INPUT

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions, and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and the general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner. Public Input will be taken in the following ways:

Email Input

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: citycouncil@urbanaininois.us. The subject line of the email must include the words "PUBLIC INPUT" and the meeting date. Your email will be sent to all City Council members, the Mayor, City Administrator, and City Clerk. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved.

Written Input

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

Verbal Input

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than two (2) hours, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a

speaker who engages in the conduct or behavior proscribed under “Verbal Input”. Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker’s microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

Accommodation

If an accommodation is needed to participate in a City meeting, please contact the City Clerk’s Office at least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: 217.384.2366
- Email: CityClerk@urbanillinois.us



City of Urbana
400 S. Vine Street, Urbana, IL 61801
www.urbanainillinois.us

MEMORANDUM TO THE CITY COUNCIL

Meeting: June 17, 2024, Special Council Meeting
Subject: Mayoral Appointment: City Attorney

Summary

Action Requested

The City Council is asked to approve the appointment of Matthew R. Roeschley as City Attorney for a term ending June 30, 2025.

Brief Background

The City Attorney serves as chief legal advisor to the Mayor and City Council and is responsible for the legal affairs of the City; acts as legal counsel, manages the prosecution and defense of all litigation to which the City is a party, and directs Legal Division staff and outside counsel. In consultation with the Mayor and City Administrator, determines and carries out legal strategies to further the mission and goals of the City.

Matthew Roeschley has nearly twenty years of experience practicing law in the State of Illinois. He has spent the majority of his career practicing municipal law in Champaign County. After several years working for private firms in Naperville, IL, he became an Assistant City Attorney for the City of Champaign, IL in 2011, where he prosecuted City ordinance violations; served as primary attorney for several City departments; and advised staff on a variety of legal matters that included municipal code, state and federal law, procurement, intergovernmental agreements, and collective bargaining. He has handled, led, or advised on issues related to virtually every aspect of municipal government, as an attorney and as an administrator.

In 2014, he was promoted to Deputy City Manager in Champaign. Among his responsibilities in this role were negotiating economic development agreements; serving as liaison to City departments including Legal, Human Resources, Public Works, Finance, and Fire, among others; and researching and authoring changes to ordinances. He led key aspects of the City of Champaign's emergency response to the COVID-19 pandemic. At various times, he served as Deputy Liquor Commissioner and as Acting City Attorney. He worked with city council to set goals for each council term, establish strategic initiatives, and advance key projects supporting council goals and objectives.

Matthew Roeschley earned a Juris Doctor from Northern Illinois University College of Law.

Recommendation

It is recommended that the Urbana City Council approve the appointment of Matthew R. Roeschley as City Attorney for the term ending June 30, 2025.

Originated by: Diane Wolfe Marlin, Mayor

Matthew R. Roeschley

PROFESSIONAL EXPERIENCE

CITY OF CHAMPAIGN

Deputy City Manager

Champaign, Illinois

July 2014 – January 2024

- Served as City Manager's liaison to City departments, including Legal, Human Resources, Planning and Development, Information Technologies, Public Works, Finance, Fire, and Neighborhood Services.
- Met regularly with department directors and oversaw implementation and advancement of key projects in support of city council goals.
- Worked closely with the city council to set goals for each council term, establish strategic initiatives, and advance key projects supporting city council goals and objectives.
- Regularly reviewed and approved weekly city council agenda items.
- Led numerous interdepartmental and interdisciplinary teams and projects.
- Negotiated economic development agreement with major national retailer that included the retailer's compliance with key components of the City's Diversity Advancement Program.
- Led interdepartmental team that researched and authored changes to the City's Equal Opportunity in Purchasing Ordinance refining its application to economic development agreements.
- Served as Deputy Liquor Commissioner, overseeing liquor licensing and administration, leading interdepartmental team of 5 employees, regularly communicating with stakeholders, and preparing relevant ordinance revisions and administrative rules.
- Functioned as department head for the City Manager's Office, including supervision of administrative assistants and management of departmental budget.
- Proposed and oversaw implementation of signage clearly delineating public spaces in City facilities where video and audio recording by members of the public is and is not permitted under the First Amendment.
- Represented City on the Regional Emergency Coordination Group (RECG), a countywide governmental emergency management consortium.
- Served as City's designee to the Champaign County Regional Planning Commission Community Action Board from 2016 to 2024, serving as the Board's Chairperson from 2019 to 2024.
- Led several key aspects of City's emergency response to the Covid-19 pandemic:
 - Served as City representative on the Emergency Operations Center (EOC) Policy Committee;
 - Coordinated planning and preparation of City's emergency orders; and
 - Organized and led the regular meetings of an intergovernmental team of representatives from the University of Illinois, the City of Urbana, and the C-U Public Health District, for the purpose of discussing and planning stakeholder communication and enforcement of Covid-19 health and safety requirements for campus area food and liquor establishments and social gatherings.
- Led City's collective bargaining efforts with all 4 employee units and functioned as chief negotiator, 2012-2015, 2018-2019.
- Served as Open Meetings Act Officer.

Matthew R. Roeschley

Acting City Attorney

May 2022 – September 2022

- Functioned as the City's chief legal officer, advising the City Council, boards and commissions, and city administration on a variety of issues and areas of law, including sensitive personnel matters; interpretation of City ordinances, state, and federal laws; questions related to the Illinois Freedom of Information Act and Open Meetings Act; negotiation of agreements with other government agencies and third parties; review and oversight of the City's Council's weekly meeting agendas.
- Directed the work program of the Legal Department, including supervision of 4 Assistant City Attorneys, one paralegal, and administrative support staff, assigning and monitoring legal case work of Assistant City Attorneys.

Assistant City Attorney

December 2011 – July 2014

- Served as lead negotiator in all collective bargaining matters with public employee unions.
- Advised city departments on a range of concerns including labor and employment matters; public procurement and purchasing contracts; intergovernmental agreements; workers' compensation; employee discipline matters; and general compliance with the Champaign Municipal Code and state and federal law.
- Served as primary attorney for various City Departments, including Human Resources, Fire Department, Public Works, Information Technologies, and City of Champaign Township.
- Prosecuted city ordinance violations.
- Attended city council meetings and advised city council in closed session regarding collective negotiating and employment matters.
- Served as co-counsel for Urbana-Champaign Big Broadband (UC2B), assisting with federal compliance matters, copyright and open internet access concerns, procurement standards, construction contract administration and enforcement, and policy development.

LAW OFFICES OF STEVEN CALCATERRA & ASSOCIATES, P.C.

Naperville, Illinois

Of Counsel

February 2010 – December 2011

- Represented Metropolitan Alliance of Police ("MAP") chapters in collective bargaining, interest arbitration, unfair labor practice charges, and representation matters before the Illinois Labor Relations Board.
- Represented applicants in disability pension matters.
- Defended police officer in wrongful death action against municipality and officer named as co-defendant.
- Represented disability pension applicants in appellate matters before the Illinois Court of Appeals for the First District.
- Prepared and argued motions and pleadings in state and federal court.

OTTOSEN BRITZ KELLY COOPER & GILBERT, LTD.

Naperville, Illinois

Associate Attorney

October 2006 – October 2009

Law Clerk

May 2005 – October 2006

- Represented fire protection districts, municipalities, and school districts in matters including civil litigation, collective bargaining, and labor and employment cases.
- Served as associate counsel for fire and police pension boards in various disability pension matters.

Matthew R. Roeschley

- Researched and authored written opinions for local government employers on matters pertaining to the Fair Labor Standards Act, Family and Medical Leave Act, Americans with Disabilities Act, and other employment-related legal inquiries, including public pension-related concerns.
- Served as associate counsel for employers in successful negotiation of several collective bargaining agreements, as well as mediation and interest arbitration proceedings between governmental entities and public employee bargaining units.
- Successfully defended fire protection district client in suit concerning hiring practices.
- Prepared and argued motions in state court.
- Represented school districts in matters including personnel concerns, student discipline, student records, public referenda, special education, and school finance.
- Crafted ordinances, policies, rules and regulations for fire protection districts, school districts, and municipalities.
- Authored numerous articles on legal issues affecting local governmental entities for various firm newsletters and external publications, including research and composition of lead article in Volume 23 of Illinois Public Employee Relations Report.

EDUCATION

NORTHERN ILLINOIS UNIVERSITY COLLEGE OF LAW
Juris Doctor - 2006

DeKalb, Illinois

ANDERSON UNIVERSITY
Bachelor of Arts – History & Writing - 2001

Anderson, Indiana

BAR ADMISSIONS

- ✓ Illinois
- ✓ United States District Court, Northern District of Illinois

CERTIFICATIONS

- ✓ Digital Transformation in Government; Executive Education – Harvard Kennedy School; Received November 2020
- ✓ Advanced Negotiation Workshop - Making Difficult Conversations Productive; The Program on Negotiation - Harvard Law School; Received June 2016
- ✓ Negotiation Workshop - Improving Negotiation Effectiveness; The Program on Negotiation - Harvard Law School; Received June 2012

Matthew R. Roeschley



April 18, 2024

Mark R. Peterson
Senior Consultant
GovHR USA

Re: City of Urbana City Attorney position

Dear Mr. Peterson,

Please accept this letter and the accompanying resume and professional references as my application for the City Attorney position at the City of Urbana. I am keenly interested in this role and believe my professional background makes me uniquely qualified for success. I have spent the past 12 years of my career with the City of Champaign, where I served as an Assistant City Attorney and then as a Deputy City Manager. As a Deputy Manager I aided in overseeing the Legal Department, working closely with the City Attorney in monitoring the department's work program and ongoing legal cases and issues. I also served as the Acting City Attorney for several months following the retirement of the former City Attorney in 2022.

Over the course of nearly two decades working in or on behalf of local governments - both with the City of Champaign and in private legal practice - I have acquired a wealth of relevant experience and have developed the core competencies necessary to excel as the next City Attorney for the City of Urbana. I have handled, led, or advised on issues related to virtually every aspect of municipal government, as an attorney and an administrator. As a local government attorney who has also been a Deputy City Manager, I bring to legal transactions a nuanced understanding of the interests and concerns of elected officials and public administrators that extends beyond the purely legal considerations of a particular question or issue. This lens informs and enhances my ability to advise the Mayor and City Council at the City of Urbana, as well as departmental and divisional leadership, on a wide range of complex questions and issues. I also believe this quality sets me apart from most other potential candidates for the role.

On a more personal note, my family and I are strongly rooted in the Urbana-Champaign community, and I am deeply motivated to continue serving it both in a professional capacity and in my private life. Over the past 7 years I have admired from west of Wright Street the advancements made by the City of Urbana, its emphasis on diversity, equity, and inclusion, its focus on collaboration and teamwork, and the community spirit present in so many of its endeavors. I would relish the opportunity to serve as its next City Attorney.

I look forward to the opportunity to discuss this role and elaborate upon on the skills and qualifications that make me a great fit for this position. Thank you for your consideration.

Respectfully,

Matthew R. Roeschley