

## VILLAGE OF ITASCA COMMITTEE OF THE WHOLE MEETING MINUTES

### March 1, 2016 – Immediately Following Village Board Meeting

- Call to Order:** Mayor Jeff Pruyn called the meeting to order at 7:59PM.
- Roll Call:** Present: Trustees – Marty Hower, Jeff Aiani, Mike Latoria, Frank Madaras, Ellen Leahy, Lucy Santorsola; Deputy Village Clerk – Jacob Lawrence.
- Also present: Village Administrator – Evan Teich; Village Attorney – Chuck Hervas; Chief of Police – Robert O'Connor; Community Development Director – Nancy Hill; Director of Public Works – Ross Hitchcock; Finance Director – Julie Ciesla; Village Engineering Consultant – Aaron Fundich; Village Engineering Consultant – Scott Marquardt.
- Absent: Village Clerk – Melody Craven.
- Pledge of Allegiance:** Recited at the preceding Village Board meeting.
- Audience Participation:** Casey Pacione of 500 W. Division St. discussed his concerns over a lack of lighting along Irving Park Road. He requested that the Board ask the State to fund more lighting projects.
- Minutes:**  
(February 16, 2016) Mayor Pruyn asked if there were any questions regarding or corrections to the Committee of the Whole Meeting minutes of February 16, 2016 as presented. Hearing none, Trustee Leahy made a motion to approve said minutes; Trustee Hower seconded the motion. Motion carried by a unanimous voice vote.
- President's Comments:** Mayor Pruyn had no report.
- Public Works/Infrastructure Committee:**  
Trustee Aiani, Chairperson  
(Cost Participation Letter – Illinois Tollway Contract 1-14-4642)
- Trustee Aiani initiated discussion and possible action concerning Illinois Tollway Contract 1-14-4642, Illinois Route 390 from Arlington Heights Road to Lively Boulevard and Request for approval of Cost Participation Letter.
- Mr. Scott Marquardt explained that earlier that day the Tollway was scheduled to issue a Notice to Proceed to the Contractor for the Elgin O'Hare West of Prospect Avenue to East of Lively Boulevard and Prospect Avenue project, with construction scheduled to begin in April 2016. Due to the dollar value of Village-desired enhancements which are included in this project, since the final IGA is not yet approved the Tollway has therefore requested written Village approval of the attached letter which describes the enhancements and their associated expenses.

Mr. Marquardt recommended that the Village Board consider providing direction to the Mayor to sign the attached cost participation letter, which the Illinois Tollway has requested in the interim until the IGA can be finalized. Discussion ensued over the costs of the naming of Prospect Road bridge.

Hearing no further objections, Trustee Aiani made a motion to recommend approval of the Tollway's Cost Participation Letter; Trustee Madaras seconded. Motion carried by a unanimous voice vote.

**Community Development Committee:**

Trustee Latoria, Chairperson  
(Presentation of proposed Economic Development Plan)

Trustee Latoria presented discussion and possible action concerning a proposed economic development plan.

Ms. Nancy Hill presented her proposed economic development plan to the Board and audience. Her presentation included: challenges and opportunities, guiding plan documents, accomplishments, current and ongoing activities, and goals and future action steps.

Ms. Hill's presentation ended with presenting four major goals:

- Implement recommendations of Comprehensive Plan and other documents
- Build a community brand communicating a positive image that attracts residents, visitors, and businesses
- Promote economic development and business growth in the Village
- Retain, expand and attract commercial, office and industrial businesses.

Trustee Leahy thought that the Village's logo needed an update. Trustee Leahy asked Ms. Hill what the top two to three action items were for her to succeed with this plan. Ms. Hill stated that Comprehensive Plan implementation and a significant re-branding effort are her two strongest action items.

Trustee Santorsola asked who would take ownership of the branding process. Ms. Hill responded that Community Development would manage it and she would create an ad hoc committee to implement the process.

Trustee Latoria stated that before we commit dollars to the project we need a total cost. Ms. Hill concluded her presentation by offering that, as part of the budgeting process, she would estimate from several companies.

(Zoning Map 2016 Update)

Trustee Latoria presented discussion and possible action concerning an updated Zoning Map for 2016. Hearing no objections, Trustee Latoria made a motion to recommend approval of the new Zoning Map; Trustee Leahy seconded. Motion carried by a unanimous voice vote.

**Administration Committee:**  
Trustee Santorsola, Chairperson

Trustee Santorsola had no report.

**Environment Committee:**  
Trustee Leahy, Chairperson

Trustee Leahy had no report.

**Public Safety Committee:**  
Trustee Madaras, Chairperson

Trustee Madaras had no report.

**Finance Committee:**  
Trustee Hower, Chairperson  
(Continued Auditing Services  
Agreement with Sikich)

Trustee Hower presented discussion and possible action concerning an agreement with Sikich for continued auditing services.

Ms. Julie Ciesla reported that it is her recommendation that the proposal of Sikich, LLP be selected for a total three year engagement fee of \$147,701. This fee covers the annual professional auditing services, one-time fee for GASB 68 implementation, annual financial report preparation, one-time consulting fee for preparing a CAFR, and annual Single Auditing fees. Single Audit fees are only required during the year the Village expends more than \$750,000 in federal grant awards in one fiscal year or where else required.

Ms. Ciesla stated that, currently, this is not applicable in the foreseeable future which the Village will experience a potential total contract savings of \$13,380. It is also my recommendation for the Village to change from an Annual Financial Report and prepare a Comprehensive Annual Financial Report at the additional one-time fee of \$1,500 and an annual cost to GFOA of about \$435. It would be my goal to have this completed during the FYE 2018 annual audit.

Mayor Pruyn stated there was a bill in Springfield to make auditing services competitively bid, so this agreement could not come at a better time. Discussion ensued over the merits of a Comprehensive Annual Financial Report (CAFR).

Discussion ensued over the terms of the contract, particularly the 3-year nature of the contract. Trustee Latoria asked whether or not this could be reduced.

Hearing no further objections, Trustee Hower made a motion to recommend approval of the contract; Trustee Leahy seconded. Motion carried by a unanimous voice vote.

**Department Heads:**

Chief O'Connor reported the Police Department will participate with several other agencies on Friday, March 4<sup>th</sup>, 2016 in a scenario-based active shooter exercise. As an agency, the Police Department will receive credits for this exercise and will not have to participate in this type of exercise for another 8 years. Chief O'Connor also reported the Police Department had been giving a few active shooter presentations for businesses and schools.

Ms. Nancy Hill reported that she attended the DuPage County Stormwater Committee. The County has yet again validated the Village's work. Ms. Hill credited Jerry Dell and Amy McKenna for their work. In addition, Ms. Hill reported that the Community Development Department is preparing to issue the building permits for the Hamilton Lakes apartments. All four permits will be over \$1,000,000.

Mr. Aaron Fundich, Village Engineer Consultant, reported that Hamilton Lakes Drive will be closed next week the evening of Tuesday, March 8<sup>th</sup>. It will be a one night closure as the Tollway works towards on building support beams.

Mr. Ross Hitchcock, Public Works Director, reported that Public Works Department is planning to start an 8-year sanitary sewers television project. Mike Subers has taken the lead on this project. Mr. Subers has joined with Lombard and other municipalities in a consortium. Public Works will go out to bid, arrive at a price, and return to the Board for action.

Ms. Julie Ciesla, Finance Director, reported that she is currently scheduling budget meetings. She thanked Public Works for auditing the water sewer lines. Ms. Ciesla also reported on her progress on creating a plan for policies and procedures. She noted that a purchasing policy ranks high in importance.

Mr. Evan Teich, Village Administrator, reported on ComEd's high voltage power lines project. Mr. Teich is working with four other communities as a group to schedule meetings with key ComEd staff. The group has hired a lobbyist to do a Phase 1 approach with ComEd. The price for this lobbyist will total to \$5,000 per community and the purpose is to gauge how serious ComEd is about the project. The group is pursuing both a political and legal approach. The group demands that ComEd either bury the lines or cancel the project.

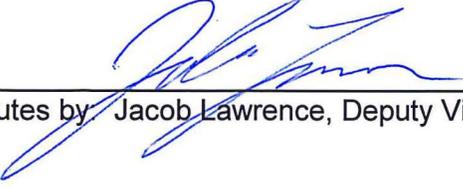
Trustee Santorsola stated that there are many in the Clover Ridge subdivision that feels strongly about ComEd's project and she urged the Board to use the Illinois Commerce Commission (ICC) as a channel to voice their concerns. Deputy Clerk Jacob Lawrence presented a flier to distribute that spells out directions on how to do file a comment or complaint via the ICC.

Village Clerk Melody Craven was absent; Deputy Clerk Jacob Lawrence had no report.

Village Attorney Chuck Hervas reported that tomorrow morning, Wednesday, March 3<sup>rd</sup> 2016, he would be presenting an oral argument in the Hancock case. Mr. Hervas reported that the Court granted leave to file an amended complaint in the pending Baxter & Woodman litigation.

**Adjournment:**

Trustee Aiani made a motion to adjourn the Committee of the Whole Meeting at 9:41PM; Trustee Madaras seconded the motion. Motion carried by a unanimous voice vote.

  
Minutes by Jacob Lawrence, Deputy Village Clerk