

VILLAGE OF ITASCA COMMITTEE OF THE WHOLE MEETING MINUTES

April 5, 2016 – Immediately Following Village Board Meeting

- Call to Order:** Mayor Jeff Pruyn called the meeting to order at 8:11PM.
- 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; HR/Risk Management Coordinator – Cristina White; Village Engineering Consultant – Aaron Fundich.
- Absent: Village Clerk – Melody Craven.
- Pledge of Allegiance:** Recited at the preceding Village Board meeting.
- Audience Participation:** None.
- Minutes:** (March 15, 2016) Mayor Pruyn asked if there were any questions regarding or corrections to the Committee of the Whole Meeting minutes of March 15, 2016 as presented. Hearing none, Trustee Aiani made a motion to approve said minutes; Trustee Leahy seconded the motion. Motion carried by a unanimous voice vote.
- President’s Comments:** (Ordinance #1799-16) Mayor Pruyn presented discussion and possible action concerning Ordinance #1799-16, “An Ordinance Increasing the Number of Class D Liquor Licenses from Five to Six (Bucky’s 1400 N. Arlington Heights Road).” Hearing no objections, Trustee Latoria made a motion to recommend approval of said ordinance; Trustee Leahy seconded the motion. Motion carried by a unanimous voice vote.
- Community Development Committee:** Trustee Latoria had no report.
Trustee Latoria, Chairperson
- Finance Committee:** Trustee Hower presented discussion concerning the agreement from McBeath, Fates & Ivers P.C. for accounting services. Staff’s recommendation can be found [here](#). Ms. Ciesla outlined the accounting contract for the Board. Trustee Santorsola asked why there had been a move from salary to hourly. Ms. Ciesla responded that it helps flexibility for lighter seasons. Trustee Santorsola asked how the Finance Director interfaces with the staff accountant, Tyler Fates. Ms. Ciesla responded that there are tasks that she reviews and monthly tasks are

basically auto-pilot. Discussion ensued over if there had been a reduction in general duties. Trustee Santorsola recommended modifications for the contract. Hearing no further objections, Trustee Santorsola made a motion to recommend approval of the contract with modifications; Trustee Hower seconded the motion. Motion carried by a unanimous voice vote.

Mr. Bill Fates from McBeath, Fates & Ivers, P.C., addressed the audience and Board explaining the nuances of the contract in question. Mr. Fates explained that the change from a flat rate to an hourly rate encourages flexibility and is a win-win for both organizations. He also noted the different nature of work in the last three years as compared to now.

Trustee Hower presented discussion concerning financial quarterly reports. Ms. Ciesla outlined the January 2016 monthly financials. Details about these reports can be found [here](#).

Administration Committee:
Trustee Santorsola, Chairperson
(Village Personnel Manual)

Trustee Santorsola presented discussion and possible action concerning the Village's personnel manual. Ms. Cristina White reported on some of the changes to this policy. Ms. White's memo about this topic can be found [here](#) and the policy change list can be found [here](#). Hearing no objections, Trustee Santorsola made a motion to recommend approval of the personnel manual; Trustee Madaras seconded the motion. Motion carried by a unanimous voice vote.

(Village's General Package
Liability Insurance)

Trustee Santorsola presented discussion and possible action concerning the renewal of the Village's general package liability insurance from Gallagher. Ms. Cristina White outlined the nuances of the package; these details can be found via her memo to the Board [here](#). Hearing no objections, Trustee Santorsola made a motion to recommend approval; Trustee Madaras seconded the motion. Motion carried by a unanimous voice vote.

Environmental Committee:
Trustee Leahy, Chairperson

Trustee Leahy had no report.

Public Safety Committee:
Trustee Madaras, Chairperson

Trustee Madaras had no report.

Public Works/Infrastructure Committee:
Trustee Aiani, Chairperson
(Street Sweeping Services Contract)
(Tree Trimming Services Contract)
(Lawn Mowing Services Contract)

Trustee Aiani presented discussion and possible action concerning continuing the current Hoving Clean Sweep, LLC contract for street sweeping services. In addition, he presented discussion and possible action concerning continuing the current Ciosek Tree Service for tree trimming services. In addition, he presented discussion and possible action concerning continuing the current Classic Landscaping LTD contract for lawn mowing services. Trustee Aiani state that all of these contract were instituted as one-year agreement with two, three, and four year options; these options are now up for review. Hoving Street Sweeping is looking for a 2% increase; Classic Landscaping is holding firm on their price; and Ciosek

Tree Service has no price increase in the next four years. He stated he liked the idea of reviewing every year.

(Metra Track Closing at Prospect
– July 19th through July 23rd)

Trustee Aiani presented discussion concerning the Metra railroad track closing at Prospect Avenue on July 19th through July 23rd, 2016. Mr. Ross Hitchcock reported that he was contacted by Metra via email. Metra is working on Prospect; there's a bad track on a second spur through a business. Metra came out two years ago and fixed it. They have an agreement with the property owners to fix half. In total, this closing will be for five days.

(Call for Executive Session)

Trustee Aiani called for an Executive Session for discussion of pending litigation. Trustee Leahy seconded the motion. Motion carried by a unanimous voice vote.

Department Heads:

Chief O'Connor, Chief of Itasca Police Department, reported that he and the Deputy Chiefs attended a seminar at Hoffman Estates for training. He reported that the prior weekend saw very high call volume, about 84 police contacts, ranging from felonies, thefts, and a large fight that broke out in the Westin. He reported he would not be at the next Village Board meeting due the Illinois Law Enforcement Accreditation Program (ILEAP) being on site to determine if the Itasca Police Department should receive the organization's Tier Level 1 accreditation.

Ms. Nancy Hill, Community Development Director, passed out official copies of the 2016 Economic Development Plan. She reported that Bucky's will be holding a groundbreaking ceremony. She reported that the Plan Commission will be having two meetings in April, one on a height variance and another concerning a townhouse development north of Median Woods. Ms. Hill noted that she was told by representatives of Illinois Planning Association about a bill that's being proposed concerning school districts. Mayor Pruyin signed some letters opposing this legislation. The bill would alter local zoning and give powers to school districts.

Ms. Cristina White, HR/Risk Management Coordinator, reported that March 31st marked the end of our relationship with Allied for 2015 HRA reimbursements. Discovery Benefits has been in place since June 1st; staff has had positive feedback. With our switch to IPBC, the Village has had discussion about adding an HMO option. A Gallagher representative will be here at the Village on May 3rd to discuss a secondary HMO plan. With July 1st renewals, we have tentatively scheduled May 10th and May 12th as enrollment dates.

Mr. Aaron Fundich, Village Engineer Consultant, reported that Village representatives met with Hamilton Partners and the Tollway regarding a preview of the 2016 construction elements. The meeting was very productive and well received.

Mr. Ross Hitchcock, Public Works Director, reported that the

Safe Routes to School project has been moved from June to July. There were two controlled burns at the end of Industrial Drive and at Happy Acres. Construction around Happy Acres is almost done. The Village needs to address some issues with the landscaping.

Ms. Julie Ciesla, Finance Director, thanked the Board for attending the Finance Committee meeting and that next week they would discuss general funds. Ms. Ciesla outlined the January 2016 Finance Director's Report, which specified general fund revenues, general fund operating expenditures, and a monthly financial report. Ms. Ciesla also reported on Moody's Investors Service's annual issuer comment on the Village. The credit overview stated that the credit position for Itasca is very strong, and its Aa2 rating slightly exceeds the median rating for Aa3 for US cities.

Mr. Evan Teich, Village Administrator, reported that he and the Mayor will be going to Springfield on May 3rd and May 4th to join the DuPage Mayors and Managers Conference with introducing legislation that would require ComEd to add "burial" language in agreements and to specify construction costs to be paid for by all rate payers and not only the municipalities. Additionally, the DMMC will be lobbying for their legislative agenda.

Executive Session:

Executive Session was called to order at 9:17PM.

Reconvene:

Mayor Pruyne reconvened the regular Committee of the Whole meeting at 9:56PM.

Adjournment:

Trustee Aiani made a motion to adjourn the Committee of the Whole Meeting at 9:57PM; Trustee Hower seconded the motion. Motion carried by a unanimous voice vote.

Minutes by: Jacob Lawrence, Deputy Village Clerk