

VILLAGE OF ITASCA BOARD OF TRUSTEES MEETING MINUTES

January 17, 2017 – 7:00PM

- Call to Order:** Mayor Jeff Pruyn called the meeting to order at 7:00PM.
- Roll Call:** Present: Trustees – Marty Hower, Jeff Aiani, Frank Madaras, Mike Latoria, Ellen Leahy, Lucy Santorsola; Village Clerk – Melody Craven.
- Also present: Village Administrator – Evan Teich; Director of Police – Robert O'Connor; Director of Public Works – Ross Hitchcock; Community Development Director – Nancy Hill; Finance Director – Julie Ciesla; Village Attorney – Chuck Hervas; Village Engineering Consultant – Mark Wesolowski.
- Absent: None.
- Pledge of Allegiance:** Mayor Pruyn led everyone in saying the Pledge of Allegiance.
- Audience Participation:** Mayor Pruyn welcomed members of Boy Scout Troop who were present in the audience as part of earning their Citizenship Badge.
- President's Comments:** Mayor Pruyn reminded the Board and audience Coffee with the Mayor will be occurring Saturday, January 21, 2017 from 9:00 am to 10:30 am in Village Hall lobby.
(Coffee with the Mayor)
- (Rescheduling the July 4, 2017 Meeting) Mayor Pruyn presented discussion and possible action concerning moving the July 4, 2017 meeting up to June 27, 2017. Hearing no objection, Trustee Leahy made a motion to move the July 4, 2017 meeting up to June 27, 2017; Trustee Hower seconded the motion. Motion carried by a unanimous voice vote.
- (Rescheduling the August 1, 2017 Meeting) Mayor Pruyn presented discussion and possible action concerning moving the August 1, 2017 meeting up to either July 31, 2017 or August 2, 2017 due to National Night Out. Discussion ensued over these dates and a consensus was confirmed for rescheduling the meeting to July 25, 2017. Trustee Latoria made a motion to reschedule the August 1, 2017 meeting to July 25, 2017; Trustee Leahy seconded the motion. Motion carried by a unanimous voice vote.
- Community Development Committee:** Trustee Latoria had no report.
Trustee Latoria, Chairperson
- Administration Committee:** Trustee Santorsola reported on the most recent Intergovernmental Committee meeting. At the meeting, the
Trustee Santorsola, Chairperson

Itasca Park District reported two Itasca parks will be re-turfed using a softer padding; in addition, the Park District is going out to bid for the Franzen Bird Sanctuary. Itasca School District 10 reported they launched a new website.

In addition, all three schools are undergoing internal safety measures in order to be up to par with national standards. Superintendent Craig Benes also discussed selling off certain assets. Also, he reported the school district is considering a full-time kindergarten program.

The Itasca Community Library reported the Franzen Christmas tree won a tree content; the Korean Church wreath one another content. In regards to their upcoming elections, they have five candidates running for four positions.

The next Intergovernmental Committee meeting is on Monday, March 6, 2017 at 5:45PM.

Environment Committee:
Trustee Leahy, Chairperson

Trustee Leahy had no report.

Public Safety Committee:
Trustee Madaras, Chairperson
(Results of Police Satisfaction Survey)

Trustee Madaras offered Director of Police Robert O'Connor to report on the results of the police satisfaction survey.

Director of Police Robert O'Connor reported the survey ran for 90 days. The Police Department was assisted by Deputy Clerk Jake Lawrence. A total of 23 persons responded. Ultimately, he reported, the feedback will be useful to better direct the department. Mr. O'Connor's intent is to revisit this in another year or two. He was very pleased with the results even though there was not a resounding response.

Finance Committee:
Trustee Hower, Chairperson
(Clerk's Report for October 2016)

Trustee Hower asked Village Clerk Melody Craven to read the Clerk's Report for October 2016 in the amount of \$1,841,808.87 for all funds.

(Clerk's Report for December 2016)

Trustee Hower asked Village Clerk Melody Craven to read the Clerk's Report for December 2016 in the amount of \$1,582,438.37 for all funds.

(Resolution #924-17)

Trustee Hower presented discussion and possible action concerning Resolution #924-17, "A Resolution Revising the Village's Investment Policy." Discussion ensued on the structure, budget, and involvement with the Village Treasurer. Trustee Hower recommended that Resolution #924-17 be rewritten to clarify a few points. The resolution would be brought back for further discussion and possible action taken.

(Resolution #925-17)

Trustee Hower presented discussion and possible action concerning Resolution #925-17, "A Resolution Adopting a Budget Management Policy." Trustee Santorsola asked several questions regarding "over budget situations" as reflected in the

resolution and policy. Discussion ensued on the Village's current practice if items are over budget. Trustee Santorsola wanted to see further structure and clarification for this policy. Julie Ciesla stated that if there is an item "over" budget, the Finance Director and Village Administrator could come to the Board for approval to transfer budget amounts. There are review processes that are currently in place.

Further discussion ensued between the definitions of "minor" versus "significant" variations in the budget. Julie Ciesla stated that some of these items would be identified in the upcoming "Purchasing Policy". Trustee Hower agreed that the other items being questioned are most likely identified in the Purchasing Policy. "Minor" is defined that something that can be resolved "within the fund" of a specific department.

Mayor Pruyn stated there should be "no" over budget issues.

Trustee Aiani noted problems that have arisen in the past were when the Village didn't have a Finance Director. He thinks the Finance Director should be given the opportunity to see if this policy works.

Mayor Pruyn stated that the purpose of the policy was to make certain the Village didn't violate their Appropriation Ordinance. Mayor Pruyn suggested that some financial threshold should be set.

Trustee Hower stated if money is being transferred within a fund and if it is less than \$10,000 within the same fund, then approval could be made by the Finance Director, Village Administrator and Finance Chairman. However, if it is moving between funds and/or over \$10,000, it should be brought before the Board for approval.

There was concurrence among the Board regarding Trustee Hower's aforementioned suggestion. Resolution #925-17 would be revised and brought back for discussion and possible action at a later date.

(Resolution #926-17)

Trustee Hower presented discussion and possible action concerning Resolution #926-17, "A Resolution Adopting a Fiscal Policy." Trustee Santorsola asked for clarification over the hierarchy over the fiscal policy. Specifically, she asked if the Finance Director had sole responsibility or if the Village Administrator had any authority. Trustee Santorsola wanted to see these details better clarified. Hearing no further comments or objections, Trustee Hower made a motion to approve Resolution #926-17 as presented; Trustee Leahy seconded the motion. **Roll Call Vote:** Ayes – Trustees Santorsola, Latoria, Madaras, Aiani, Leahy, Hower; Nays – None; Absent – None; Abstain – None. Motion carried.

Public Works/Infrastructure Committee:

Trustee Aiani, Chairperson
(Resolution #922-17)

Trustee Aiani presented discussion and possible action concerning Resolution #922-17, "A Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code (January 1, 2017 to December 31, 2017)." Hearing no comments or objections, Trustee Aiani made a motion to approve Resolution #922-17 as presented; Trustee Leahy seconded the motion. **Roll Call Vote:** Ayes – Trustees Santorsola, Latoria, Madaras, Aiani, Leahy, Hower; Nays – None; Absent – None; Abstain – None. Motion carried.

Consent Agenda:

Mayor Pruyn asked for a motion to approve the Consent Agenda item "a" through "b." Hearing no objections, Trustee Hower made a motion to approve item "a" through "b" on the Consent Agenda; Trustee Leahy seconded the motion. **Roll Call Vote:** Ayes – Trustees Santorsola, Latoria, Madaras, Aiani, Leahy, Hower; Nays – None; Absent – None; Abstain – None. Motion carried.

- a. Approval of Payment Estimate #1 - Pierce Road Sidewalk Improvements
- b. Approval of Ordinance #1836-17, "An Ordinance Granting Variances for 1100 N. Arlington Heights Rd. (Captive Resources)"

Voucher:
(January 17, 2017)

Trustee Hower made a motion to approve the voucher dated January 17, 2017 in the amount of \$1,324,378.25; Trustee Leahy seconded the motion. **Roll Call Vote:** Ayes – Trustees Santorsola, Latoria, Madaras, Aiani, Leahy, Hower; Nays – None; Absent – None; Abstain – None. Motion carried.

Department Heads:

Mayor Pruyn stated he would hear Department Head reports at the Committee of the Whole Meeting following the Village Board Meeting.

Adjournment:

Trustee Madaras made a motion to adjourn the Village Board meeting at 8:32PM; Trustee Santorsola seconded the motion. Motion carried by a unanimous voice vote.

Minutes by: Melody J. Craven, Village Clerk