



Village of Itasca  
Committee of the Whole Regular Meeting Minutes  
Tuesday, January 23, 2018  
Immediately Following the Village Board of Trustees Meeting  
Itasca Municipal Complex, Board of Trustees Room

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**1. Call to Order**

The regular meeting of the Committee of the Whole was called to order at 7:32 p.m. by Mayor Pruyn.

**2. Roll Call**

PRESENT: Mayor Jeff Pruyn; Trustees Marty Hower, Ellen Leahy, Jeff Aiani, Frank Madaras, Mike Latoria, and Lucy Santorsola.  
ABSENT: None.

Others Present: Village Engineering Consultant Mark Wesolowski, Public Works Director Ross Hitchcock, Village Administrator Carie Anne Ergo, Deputy Village Clerk Jacob Lawrence, Village Clerk Jody Conidi.

**2. Pledge of Allegiance**

Recited at the preceding Village Board Meeting.

**3. Audience Participation**

No audience participation.

**4. Finance Committee – Trustee Hower, Chair**

- 4A.** Mayor Pruyn recommended and the Village Board agreed to move the Finance Committee report to the beginning of the meeting agenda to accommodate a presenter. Trustee Hower opened discussion concerning authorizing approval of the 2018 Fourth of July budget. Rick Staback, Hamilton Partners, presented a recap of the 2017 Fourth of July event and discussed options for the 2018 event that would include the appearance of a well-known entertainer and additional fireworks for an additional cost of \$5,000 from the Village. The Board discussed the additional cost and what benefits the cost would provide Itasca in the form of publicity. The Village Board will vote on the budget at the next Village Board meeting.

**5. Committee of the Whole Meeting Minutes of January 9, 2018**

Mayor Pruyn presented the Committee of the Whole meeting minutes of January 9, 2018. Trustee Leahy motioned to approve the meeting minutes; Trustee Hower seconded.  
Motion carried by a unanimous voice vote.

**6. President's Comments**

**5A. 2017 End of Year FOIA Report**

Mayor Pruyn introduced Deputy Clerk Lawrence to present the 2017 End of Year FOIA Report. The report showed 294 FOIA requests were processed in 2017; an increase of 19% in requests compared to 247 requests in 2016. Of the 294 requests, the Police Department received 138 (47%) and Community Development received 52 (33%). Staff spend an average of two hours per request with some requests requiring 10 minutes and some several weeks. Most types of requests

increased at the same rate; requests for Community Development and Village Board meeting audio recordings increased more than average. Deputy Clerk Lawrence recommended posting audio recordings of meetings online to improve efficiency for staff and eliminate the number of requests. The Village Board also discussed saving audio recordings to USB devices to help staff time burning CDs. The Village Board consensus was not to post recordings online and to review the option again in six months. Deputy Clerk Lawrence also recommended creating a central FIOA webpage with links to existing webpages directly related to most requests to further help reduce the number of FIOA requests.

**7. Community Development Committee – Trustee Latoria, Chair**

No report.

**8. Administration Committee – Trustee Santorsola, Chair**

No report.

**9. Environmental Committee – Trustee Ellen Leahy, Chair**

No report.

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**10. Finance Committee – Trustee Hower, Chair**

The Finance Committee report was moved to immediately after Audience Participation.

**11. Public Safety Committee – Trustee Madaras, Chair**

No report.

**12. Public Works/Infrastructure Committee – Trustee Aiani, Chair**

**12A. Resolution 1011-18**

Trustee Aiani presented Resolution #1011-18, A Resolution Authorizing Execution of an Engineering Agreement for Sanitary Sewer Manhole Rehabilitation. 2018 is the second year of a 10-year program with 30-35 manholes slated to be repaired. If price per manhole is low, the number of manholes will be increased to match the approved budget. Trustee Aiani made a motion to recommend approval of Resolution 1011-18; Trustee Leahy seconded the motion. Motion carried by a unanimous voice vote.

**13. Department Heads Reports**

Engineering Consultant Wesolowski had no report.

Public Works Director Hitchcock reported notices were sent to residents on Valley Road regarding boardwalk construction scheduled to begin the first week of February.

Deputy Clerk Lawrence reported 15 staff and board members are signed up to attend a homeless shelter event.

Village Administrator Ergo reported a Community Development meeting is scheduled to discuss the CBS tower property. The 2014 comprehensive plan did not include a study on the property and Community Development wants more feedback from the Village Board before proceeding. Administrator Ergo will be participating in the Itasca School District 10's Principal for the Day event.

Village Clerk Conidi had no report.

Village Attorney Hervas reported Trident Insurance will be participating in a panel at a meeting Attorney Hervas will be attending.

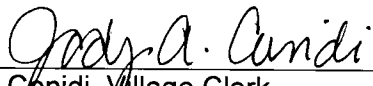
**14. Closed Session**

No closed session.

**15. Adjournment**

Trustee Aiani motioned to adjourn the Committee of the Whole Meeting at 8:00 p.m.; Trustee Madaras seconded. Motion carried by a unanimous voice vote.

Submitted this 6th day of February 2018:



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Jody A. Conidi, Village Clerk

