

**MINUTES OF THE COMMITTEE OF THE WHOLE
OF THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF WESTCHESTER
5 January 2010**

CALL TO ORDER:

The meeting was called to order at 7:00 PM and present / responding to roll call were Trustees Casey, Fox, Novak, Sloan, Steker, and Pres. Pulia. Also present were Village Manager Urban and Attorney Durkin. Trustee Boyle was absent.

NEW BUSINESS:

A. Members of the Economic Development Committee presented the Mission Statement, which will be put on the agenda to be adopted at the next meeting. The next meetings of the Economic Development Committee will be Jan. 11 and Jan 25 at 7:30am.

B. Presentation by GovQA and Greg Hribal for updating the Village website with GovQA government based software. WebQA would integrate seamlessly into the current webpage to provide both web viewers and village staff with a wealth of information such as knowledgebase, online requests for service, online newsletters, surveys, and calendars. WebQA would also provide a seamless workflow design for service requests both externally as well as internally and provide requesters information as to the status of their request.

Trustee Boyle arrived at 7:15 pm.

This software has a vehicle maintenance capability and all data is securely saved with real time rollover. The system is completely configurable at a very minimal cost. Mr. Hribal suggests moving forward with WebQA to enhance the information provided on the website, as well as create an internal workflow that will assure requests for service within the village are handled appropriately. Trustee Novak expressed concern that this would be a tool that would not be utilized by our residents or staff. Mr. Hribal expects the interactive portion of the system to draw residents to the website. If presented correctly, it could be a very valuable tool. Trustee Fox expressed concern as to whether the staff is ready for a program such as this.

Village Manager Urban pointed out how much progress the staff has been making and the tools need to be put into place to streamline the departments. This program would not take the place of the human touch but would centralize all information. WebQA would be able to get the program up and running in four to six weeks. They would also give the village a brand new portal for shopping which would join government with business. Westchester would be the first village to have this new feature. This would be free of charge to the village.

C. The Village of Westchester designated Emily Fister and Carol Heileman to act as Freedom of Information Officers.

D. The Village of Westchester designated Emily Fister and Carol Heileman to receive training on compliance with the Open Meetings Act.

E. The Village of Westchester has appointed Fire Chief Richard Belmonte, to the position of delegate to the Intergovernmental Risk Management Agency.

F. Village Water System-Hope Garrett

1.LMO-2 Results: Every year the Village must submit an Annual Water Use Audit Form, otherwise known as an LMO-2 (Lake Michigan Order Two) This form tallies up the assorted water uses. It showed 75% is meter uses, 10% unavoidable leakage, 2% hydrant uses, and 12.87% is unaccounted for. 82 million gallons were unaccounted for in 2009 for a total of \$424,457 in unbilled revenue. The Village has been very proactive in the last couple years to find out where leaks are and why there is lost water over the 65 miles of pipe. 2007, 08, and 09 have more accurate numbers.

2. Water Rates: The Village of Westchester purchases its water from the Broadview-Westchester Water Agency, who in turn purchases the water from the City of Chicago. The rate from Chicago is scheduled to increase on January 5th, 2010 from \$13.16 per thousand cubic feet to \$15.00. Westchester has the lowest combined water and sewer rate of the surrounding communities at \$7.9451 per 1000 gallons. President Pulia has sent a letter to Mayor Daley requesting that water rates not be raised this year.

3. Water Meter Replacement: The Village started a water replacement program in 2000. About 3000 meters still need to be replaced. The recommendation is to allow staff to start proceedings to issue a bond to cover the cost of completing the update of our water meter reading system and to gather more exact and specific information on the costs and benefits of an automatic water meter reading system. Trustee Novak and Trustee Sloan would like to look at the entire picture before a decision is made on where to spend money. A long-term financial plan is needed before money is spent. Trustee Fox wants to figure out how to balance the budget first. Village Manager Urban would like the board to come back with a comprehensive 3-year plan for the January 26th meeting.

4. Water Reservoir and Elevated Water Tank Maintenance: Discussion postponed for future meeting

Trustee Steker left at 9:00 PM.

G. Police Department Policy Changes: The Westchester Police Department has completed an eight month policy development period to update the current policy manual from 1990. Chief Evans presented the new policies in a CD for the board to review and this will be brought for a vote sometime after the Jan. 26th meeting. The company responsible for publishing the manual is "Lexipol" which is a well respected risk management company serving many area departments. The policy manual is based on current federal law, Illinois State law and best practice. The Intergovernmental Risk Management Agency supports the Lexipol policy manual and has sponsored a shared 50/50 grant reimbursement program to help with the cost of implementing these new policies. The cost to the Village is \$2,850.

OLD BUSINESS:

A. 2010 Capital Projects-Road Improvements: Discussion postponed for future meeting.

B. Gaming Ordinance: Staff will be bringing forward for a vote at the next meeting.

OTHER BUSINESS:

None

INFORMATION ONLY:

Trustee Novak reported that the school board is having a contest for kids to guess the population in order to bring awareness of the census. Village Manager Urban reported that he has been contacted by a group of seniors who would like to form a Westchester Senior Club. On January 13th St. Joseph High School will host a Breakfast with the presidents to talk about hosting the seniors at St. Joe's. President Pulia reminded everyone of the Community meeting with District 92 ½ on January 28th.and the Town Hall Meeting at the Intermediate School on February 2nd.

PUBLIC PARTICIPATION:

None

With no further business to discuss, Trustee Fox made a motion, seconded by Trustee Sloan, for the meeting to be adjourned and on the roll call vote, the Board unanimously passed said motion (Aye 6) and the meeting was adjourned at 9:41 PM.

Catherine M. Booth, Village Clerk