

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
OF THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF WESTCHESTER
18 August 2009**

CALL TO ORDER:

The meeting was called to order at 7:00 PM and present / responding to roll call were Trustees Boyle, Casey, Novak and Sloan, and Pres. Pulia. Also present were Village Manager Urban and Village Attorney Storino. Not present were Trustees Fox and Steker and Clerk Booth.

NEW BUSINESS:

Veterun Event: Dr. Tom Sullivan Chamber Director, Chairman of the Veterun, and Mr. Gary Kasanders, executive Director of the Park District made a presentation regarding the events surrounding this year's Veterun. Dr. Sullivan explained that this was the 20th Anniversary of the Run and they have secured the Vietnam Veterans' Moving Wall for a four day weekend. He explained that they would like to have a benefit concert with the Gary Sinise and the Lt. Dan band on Friday night. Dr. Sullivan asked for the financial support of the Village for this undertaking. Trustee Boyle suggested the Village set aside \$30,000 to assist the Veterun committee in their endeavors to make their 20th anniversary a success. The Board agreed and Mr. Urban said he would have a resolution prepared for the next board meeting.

Accounting Firm Introduction: Mr. Urban introduced Kelly Zabinski of Zabinski Consulting Services who will provide financial guidance during the absence of a finance director. Ms. Zabinski reviewed her qualifications and experience stating she has always enjoyed her work in municipal finance. She stated that her financial philosophy is to look at the financial situation of an entity and then come up with a plan. Mr. Urban said that a letter of engagement for Zabinski Consulting Services will be included in the next Board meeting agenda.

Fiscal Review: Mr. Rob Rychlicki outlined a plan prepared by Kane, McKenna Capital, Inc., to do a financial evaluation for the Village. The review would result in a proposal based on financing of securities at no cost to the Village. He stated that Kane, McKenna and Associates have presented a proposal for a preliminary TIF Analysis/Review, which would be at a cost of \$7,500 -\$10,000. The Board members discussed bonds, new revenue sources, capital projects and the village reserve policy. Mr. Urban suggested that he set up a meeting with Kane, McKenna and Zabinski and Associates to talk about the proposal.

Trustee Steker entered the meeting at this time.

IMRF: President Pulia stated that Mr. Urban will be appointed at the Village's IMRF authorized agent and a resolution will be prepared for the next Board meeting.

Sanitary Sewer Flow Study: Mr. Urban presented the agenda item regarding the flow study. He stated that the company, Sewer System Evaluations is recommended by the three engineering firms the Village had been dealing with. He said time is a key factor because this study needs to be done during a rainy season when the sewers have water flowing in them. Trustee Sloan asked where this expense would appear in the budget. Mr. Urban replied that there is money left over in the public works budget due to the fact that equipment was done on a lease/purchase agreement instead of outright purchased. The representative from SSE stated that other companies can do it, but they usually have to rent the equipment. Mr. John Fecarotta, Superintendent of Public Works stated that this study is long overdue and asked that it be approved as soon as possible. Trustee Sloan suggested that this be bid. Trustee Novak suggested a Request for Proposals be done for the project. Mr. Urban stated he would work with Mr. Gross and Ms. Garrett and get a Request for Proposals out for the study.

Village Code Review-meetings: Ms. Kiehl reported that the current practice of holding Committee of the Whole meetings does not follow the current Village Code. It was changed under the last administration to hold individual committee meetings 30 minutes prior to Village Board meetings. The Board members discussed the pros and cons of the different committee structures. Trustee Casey commented that although the frequency of the meetings seems like a lot, he thinks that there is a lot of information to digest and after 6-9 months the meetings may be less frequent. Trustee Sloan said that he thought the ordinance should follow the procedure that they are currently using. Trustee Fox liked the idea of the smaller committees. Ms. Kiehl said she would draft an ordinance to include the Committee of the whole meetings but keep the committee assignments intact.

Village Code Review-Business Licenses: Mr. Urban reported that there are some inconsistencies with the current Village code. He said under our code a new business triggers the inspection process. However, there are some businesses which are not licensed by the village, which the village has no right to go into, other than for a fire inspection. Mr. Urban said that this is something that we are looking into in order to make sure that buildings are following life safety codes not directly under the Fire departments jurisdiction.

OLD BUSINESS:

Intergovernmental Agreement with Cook County: Mr. DiPasquale reported that Cook County is requesting an Intergovernmental Agreement in order to get their database for use with our new software for the Building Department. He said a resolution will be on the next meeting agenda.

Janitorial Services: Ms. Garrett reported that the bids came in for Janitorial services and the third lowest bid was the only bidder whose references were excellent. Trustee Novak commented that if the current company was performing so poorly, that perhaps they were in violation of their contract. Trustee Boyle agreed saying the village should consider holding payment until problems were handled. President Pulia suggested that in the future poor performance be documented and charges reduced. Ms. Garrett said that she will make an appointment at one the current customers of the recommended company to check out their performance.

Street Light Maintenance Bid: Mr. Urban reported that he is not agreeing with staff recommendation at this time and is requesting a couple of weeks to review the bid documents and the references. Trustee Boyle said that he did not understand the delay and suggested that this go forward. Mr. Urban explained that there were some inconsistencies in the bid material submissions and he would like time to review them personally.

50/50 Sidewalk Program: Mr. Urban reported that the public works department is reviewing the sidewalk program. In the past only residents who requested to be part of the program had sidewalks redone, but that did not include the many trip hazards that are prevalent throughout the village.

Mr. Gross reported that the north side of the village had previously been surveyed. Mr. Urban proposed a 5 year program be implemented and do a section every year. President Pulia reported that a grinding machine is being tested in certain areas where there are smaller trip hazards and no need of immediate replacement. Trustee Boyle raised the issue of tree roots causing sidewalk problems. Mr. Gross agreed saying that part of the program could include chopping out or grinding down roots. Trustee Boyle asked if there was a legal opinion from IRMA. Ms Fister said that in past conversations IRMA had advised that the existence of a sidewalk repair program would go a long way in case of a lawsuit. Mr. DiPasquale said that some residents did them for cosmetic reasons for instance, when they had new driveways put in. Trustee Sloan suggested that the funds in the 50/50 program should not be used for cosmetic purposes. Mr. Urban said he would go out to bid for \$40K for the sidewalk program.

Sanitary Sewer Project Analysis: Mr. Urban reported that Harold from National Power Rodding was called away on a family emergency and would not present for a report.

OTHER BUSINESS: None

INFORMATION ONLY:

Mr. Greg Hribal reported that the designer for the website is working and some features that will be added are an anonymous tip line, photo galleries, automatic update for 911 database. He said that if anyone had any suggestions to forward them to him or Ms. Fister.

Mr. Urban reported that under Informational Only he has added Department Updates. It is an opportunity for Board members to ask any department head questions about things going on in their department.

Trustee Novak commented on the fact that the representative from National Power Rodding made a statement at the Town Hall meeting about his company coming in \$40K under budget for the project. He realizes that there were some internal problems at the company but he wanted to caution everyone to be sure of statements, especially ones involving numbers and costs, before making them publicly. Mr. Urban commented that upon review with NPR, the actual cost of the project was at \$745K. Trustee Sloan said that although he realizes a lot of work was done, he feels that when projects are bid with a not to exceed amount, companies have a way of meeting the total cost of the project. Trustee Novak asks for a project manager on the project and greater accountability. Mr. Gross stated that he was the project manager, but he only reviewed the linear feet they did per week, not the costs. Mr. Urban stated that a project manager would be assigned to every major project in the future within the Village.

Mr. Urban handed out a document regarding an analysis of the sewer tapes from section one, which is the northern section of town between Roosevelt and 290. It has been televised and reviewed and analyzed by a certified engineer. He recommends Newcastle be done between Roosevelt Road to 290. We would like to put this out to bid and it is estimated that it should come out about \$244,040 and that price includes all point repairs, manhole repairs, replacement of some 10" pipe, milling and overlay. If put out to bid soon enough we could get it done this season. This is not included in the budget, nor part of any stimulus money; it would have to come out of reserves. The project manager on this project would be at a cost of approximately \$15-25K. This was prepared by Paul Herring, who is on a layoff from his company and is volunteering his time for reviewing our sewer tapes. Mr. Urban said he will bring this forward at a later date.

President Pulia asked Chief Evans about a robbery in town. Chief Evans reported there was an attempted armed robbery at the Convenience store, a shot was fired in the attendant's attempt to disarm to offender who left his shoe and hat at the scene. There is no camera at the store, the police department has repeatedly warned the owner that his establishment is at increased risk due to the lack of security. Chief Evans reported that he had spoken to the gentlemen who appeared at a meeting regarding the Redspeed program. He said the Redspeed company does do warning tickets, but the cost is high at \$5.99 per ticket and he feels confident that the warning tickets can be done in house.

President Pulia reported that the Water Agency meetings are now at 6:00 pm, the next one will be August 27th, and he still needs a Board member volunteer. He reported that a new restaurant applied for a liquor license and needs two trustees to sit on that commission for a one time meeting. Trustees Boyle and Sloan volunteered for the liquor hearing. He reported that a coffee with the President meeting will be held Saturday, August 22 at 9:30 am. All Board members are invited to attend as well and it will be posted as a meeting in order to avoid any open meetings act problems. He reported the school district is hosting a community board meeting September 21 at 7 pm at the middle school. That will be posted as well.

PUBLIC PARTICIPATION:

Ms. Sherby Miller of 10322 Devonshire commented that she liked the idea of the Committee of the Whole meeting since it gives her an opportunity to attend one meeting and hear what all the Board members have to say on the issues. She asked what the bidding process for the Village. Mr. Urban stated that the Village manger is authorized to execute and enter into agreements up to the amount of \$10K. He said department heads are allowed to purchase items not to exceed \$1000. Any items over the amount of \$10K must go to bid unless the Village manager goes to the Board and requests a bid process be waived for various reasons, i.e. an emergency repair. For an emergency repair it would still have to be brought back to the board for approval. He said the Board cannot enter into any agreements that exceed the length of the term of the President. He said all bid specs are posted in the the paper as required; sealed bids are submitted and opened publicly and must be in by the specified time. He asked that Ms. Miller contact him is she had further questions and he would be glad to sit down with her and go over the process.

With no further business to discuss, Trustee Novak made a motion, seconded by Trustee Novak, 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 10:22 PM.

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18 August 2009-Amendment**

CONSENT AGENDA:

Minutes: Mr. Urban asked for one week to review and present the street light maintenance bid to the board.

ADJOURNMENT

The motion to adjourn was made by Trustee Novak and seconded by Trustee Casey.

Emily M. Fister, Deputy Village Clerk