



# VILLAGE OF BENSENVILLE

Village Board  
President  
Frank Soto

Trustees  
Morris Bartlett  
Robert "Bob" Jarecki  
Martin O'Connell  
Oronzo Peconio  
JoEllen Ridder  
Henry Wesseler

Village Manager  
Michael Cassady

## Village of Bensenville, Illinois BOARD OF TRUSTEES MEETING AGENDA

**6:30 P.M. Tuesday, August 9, 2011**

Bensenville Village Hall, 12 S. Center Street, Bensenville IL 60106

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. PUBLIC COMMENT (3 minutes per person with a 30 minute meeting limitation)
- V. APPROVAL OF MINUTES

July 19, 2011 – Village Board of Trustees

- VI. WARRANT – August 9, 2011 #11/15 - \$2,660,203.02
- VII. **CONSENT AGENDA – CONSIDERATION OF AN “OMNIBUS VOTE”**

### VIII. **REPORTS OF STANDING COMMITTEES**

A. Community and Economic Development Committee – No Report

B. Infrastructure and Environment Committee

1. *Resolution Authorizing the Execution of a Purchase Order and Contract to Siemens Industry, Inc., for the Purchase of Parts Necessary to Repair a Screw Pump at the Wastewater Treatment Facility*
2. *Ordinance Authorizing the Sale of Real Property Owned by The Village of Bensenville to the Illinois Department of Transportation for the Purpose of Facilitating the Infrastructure Improvements and Grade Separation Project at York Road and Irving Park Road*

C. Administration, Finance and Legislation Committee

1. *Motion to Accept the Second Quarter Budget and Financial Review Report*

2. *Ordinance Approving the First Amendment to the Village of Bensenville, Illinois Fiscal Year 2011 Budget*
3. *Ordinance Authorizing the Sale or Disposal of Personal Property Deemed No Longer Necessary or Useful to the Village of Bensenville*
4. *Resolution Approving the Execution of a Contract for Services and Scope of Work with ETC Institute for a Community Survey*

D. Public Safety Committee

1. *Resolution Authorizing the Purchase of an IP Surveillance Camera System from Critical Technology Solutions, Inc.*

E. Recreation and Community Building Committee – No Report

F. Technology Committee – No Report

**IX. INFORMATION ITEMS**

- A. PRESIDENT'S REMARKS
- B. VILLAGE MANAGER'S REPORT
- C. VILLAGE ATTORNEY'S REPORT

**X. UNFINISHED BUSINESS**

**XI. NEW BUSINESS**

**XII. EXECUTIVE SESSION**

- A. Review of Executive Session Minutes [5 ILCS 120/2 (C)(21)]
- B. Personnel [5 ILCS 120/2(C)(1)]
- C. Collective Bargaining [5 ILCS 120/2 (C)(2)]
- D. Property Acquisition [5 ILCS 120/2(C)(5)]
- E. Litigation [5 ILCS 120/2(C)(11)]

**XIII. MATTERS REFERRED FROM EXECUTIVE SESSION**

**XIV. ADJOURNMENT**

**Village of Bensenville**  
Board Room  
**12 South Center Street**  
**Bensenville, Illinois 60106**  
**Counties of DuPage and Cook**

**MINUTES OF THE VILLAGE BOARD OF TRUSTEES MEETING**

July 19, 2011

**CALL TO ORDER:** 1. President Soto called the meeting to order at 6:55 p.m.

**ROLL CALL:** 2. Upon roll call by Acting Village Clerk, Corey Williamsen, the following Board Members were present:

Bartlett, Jarecki, O'Connell, Ridder, Wesseler

Absent: Peconio

A quorum was present.

**PUBLIC  
COMMENT:**

**Arnold Sandoval – 1006 Argyle Street, Unit A**

Mr. Sandoval addressed the Village Board with his appreciation for the help he received from Village Staff in assisting him by making the apartment complex located at 1006 Argyle Street a safe place to live.

**Charles Rizzo – 115 Woodland Ave**

Mr. Rizzo addressed the Village Board with his appreciation of Village Staff during the storm clean-up. Mr. Rizzo thanked Village Staff for their quick attention in cleaning up Bensenville.

**Trustee Bartlett**

Trustee Bartlett thanked Director of Special Events, Gary Thorsen, along with the attendees of Music in the Park on July 13, 2011 in welcoming the Wounded Heroes Foundation who brought two buses of Veterans from the Paraplegic Ward and the Blind Unit to the event

**APPROVAL OF  
MINUTES:**

3. The June 28, 2011 Village Board Meeting Minutes were presented.

Motion: Trustee Bartlett made a motion to approve the minutes as presented. Trustee Wesseler seconded the motion.

All were in favor. Motion carried.

**WARRANT NO.**

**11/14:**

4. President Soto presented **Warrant No. 11/14** in the amount of \$1,355,724.26.

**Motion:**

Trustee Wesseler made a motion to approve the warrant as presented. Trustee Bartlett seconded the motion.

**ROLL CALL:**

AYES: Bartlett, Jarecki, O'Connell, Ridder, Wesseler

NAYS: None

All were in favor. Motion carried.

**Ordinance No  
44-2011:**

5. President Soto gave the summarization of the action contemplated in **Ordinance No. 44-2011** entitled **An Ordinance Granting Approval of a Variance to Allow a Shed Abutting a Garage on the Property Commonly Identified as 185 South Church Road, Bensenville, Illinois.**

**Motion:**

Trustee Wesseler made a motion to approve the resolution as presented. Trustee Bartlett seconded the motion.

**ROLL CALL:**

AYES: Bartlett, Jarecki, O'Connell, Ridder, Wesseler

NAYS: None

All were in favor. Motion carried.

**Resolution No.  
R-77-2011:**

6. President Soto gave the summarization of the action contemplated in **Resolution No. R-77-2011** entitled **A Resolution Waiving Competitive Bidding and Authorizing the Execution of a Purchase Order and Contract to A-Lamp Concrete Contractors, Inc. for the Construction of an Asphalt Pad for the Salt Dome.**

**Motion:**

Trustee Ridder made a motion to approve the resolution as presented. Trustee Bartlett seconded the motion.

**ROLL CALL:**

AYES: Bartlett, Jarecki, O'Connell, Ridder, Wesseler

NAYS: None

All were in favor. Motion carried.

**Resolution No.**

**R-78-2011:**

7. President Soto gave the summarization of the action contemplated in **Resolution No. R-78-2011** entitled **A Resolution Authorizing the Execution of a Purchase Order to Cargill Incorporated Salt Division for Bulk Road Salt.**

**Motion:**

Trustee O'Connell made a motion to approve the resolution as presented. Trustee Bartlett seconded the motion.

**ROLL CALL:**

AYES: Bartlett, Jarecki, O'Connell, Ridder, Wesseler

NAYS: None

All were in favor. Motion carried.

**Resolution No.**

**R-79-2011:**

8. President Soto gave the summarization of the action contemplated in **Resolution No. R-79-2011** entitled **A Resolution Authorizing the Execution of a Mater Warranty Agreement with CCSi Communications.**

**Motion:**

Trustee O'Connell made a motion to approve the resolution as presented. Trustee Bartlett seconded the motion.

**ROLL CALL:**

AYES: Bartlett, Jarecki, O'Connell, Ridder, Wesseler

NAYS: None

All were in favor. Motion carried.

**Resolution No.**

**R-80-2011:**

9. President Soto gave the summarization of the action contemplated in **Resolution No. R-80-2011** entitled **A Resolution Receiving and Placing on File the Audit Comprehensive Annual Financial Report, Single Audit Report and Management Letter for Fiscal Year Ending December 31, 2010.**

Director of Finance, Tim Sloth, thanked the Village of Bensenville Finance Staff, including Assistant Finance Director, Jean Schmidt, and Accounting/Payroll Administrator, Sharon Barrett, for their hard work during the Audit.

John Weber and Tony Boras from Crowe Horwath, LLP made a presentation to the Village Board of the Bensenville Audit for fiscal year ending December 31, 2010.

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July 19, 2011 Page 4

**Motion:** Trustee Ridder made a motion to approve the resolution as presented. Trustee Bartlett seconded the motion.

**ROLL CALL:** AYES: Bartlett, Jarecki, O'Connell, Ridder, Wesseler

NAYS: None

All were in favor. Motion carried.

**Resolution No.  
R-81-2011:**

10. President Soto gave the summarization of the action contemplated in **Resolution No. R-81-2011 entitled A Resolution Authorizing the Payment for the Annual DuPage Metropolitan Enforcement Group Fair Share Contribution for Amended Fiscal Year 2011.**

**Motion:** Trustee O'Connell made a motion to approve the resolution as presented. Trustee Jarecki seconded the motion.

**ROLL CALL:** AYES: Bartlett, Jarecki, O'Connell, Ridder, Wesseler

NAYS: None

All were in favor. Motion carried.

**Ordinance No  
45-2011:**

11. President Soto gave the summarization of the action contemplated in **Ordinance No. 45-2011 entitled An Ordinance Granting Amending the Bensenville Village Code Title 4, Chapter 8, Section 13, Automated Traffic Law Enforcement System.**

**Motion:** Trustee Ridder made a motion to approve the resolution as presented. Trustee Jarecki seconded the motion.

**ROLL CALL:** AYES: Bartlett, Jarecki, O'Connell, Ridder, Wesseler

NAYS: None

All were in favor. Motion carried.

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**PRESIDENT'S  
REMARKS:**

President Soto thanked Village Staff for their work during the successful Liberty Fest.

Director of Special Events, Gary Thorsen, thanked All Volunteers including: Pete Gallagher, Rick Cuvala, Michele Milewski, Chuck Rizzo, Ted & Vicki Wronkiewicz, Mike Martella, Nina Keehan, Lions Group, American Legion, Public Works, Don Shultz, Frank Kosman, Trustee O'Connell along with BBAA, and Diana Paluch for their participation with Liberty Fest.

President Soto reminded all Residents about the heat advisory warnings and reminded Residents about the cooling centers in town.

**MANAGERS  
REPORT:**

Village Manager, Michael Cassady, introduced the newly hired Assistant Village Manager, Dan DiSanto, to the Village Board.

**NEW BUSINESS:**

Trustee Wesseler asked for the status of a residential complaint he received in regards to Liberty Fest. Village Staff was directed to resolve the issue.

Trustee Wesseler inquired about the profit the Village made during the Liberty Fest. Village Staff was directed to produce a report.

**ADJOURNMENT:**

Trustee Ridder made a motion to adjourn the meeting. Trustee Bartlett seconded the motion

All were in favor. Motion carried.

President Soto adjourned the meeting at 7:57 p.m.

Corey Williamsen  
Acting Village Clerk

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Bensenville this \_\_\_\_\_ day, August 2011

TYPE: Resolution SUBMITTED BY: Joe Caracci DATE: 08/01/2011

DESCRIPTION: Approval of Resolution authorizing the purchase of parts necessary to repair Screw Pump #1 at the Wastewater Treatment Plant.

**SUPPORTS THE FOLLOWING APPLICABLE VILLAGE GOALS:**

<input checked="" type="checkbox"/>	<i>Financially Sound Village</i>	<input type="checkbox"/>	<i>Enrich the lives of Residents</i>
<input type="checkbox"/>	<i>Quality Customer Oriented Services</i>	<input type="checkbox"/>	<i>Major Business/Corporate Center</i>
<input checked="" type="checkbox"/>	<i>Safe and Beautiful Village</i>	<input type="checkbox"/>	<i>Vibrant Major Corridors</i>

ASSIGNED COMMITTEE: **I&E Committee**

DATE: **08/09/2011**

**BACKGROUND:** During the May 29, 2011 excessive rain event that produced nearly 2" of rain in a very short time period and brought flooding to our problem areas, the wastewater treatment plant was operating at full capacity. Full capacity includes the running of all three (3) of our screw pumps that convey wastewater to our activated sludge treatment units. These pumps are critical to operating our pump during high level events.

**KEY ISSUES:** During the events of May 29, screw pump #1 experienced a failure at the upper drive that rendered the pump unusable. United Water (our WWTP Contractor) was able to bypass pump while they performed a temporary emergency repair to the screw pump. The repair included some welding and the addition of some steel gussets to reinforce the metal shaft. This temporary fix has held thus far, but a permanent replacement of the screw pump is recommended to assure reliable service of this 34 year old part into the future.

United Water researched the necessary repairs and secured pricing for both the OEM parts and labor needed to perform the repairs. The parts have been ordered through Siemens Industry, Inc. and total \$30,843. Formal approval of the purchase and payment is requested at this time via Resolution.

United Water also sought proposals from contractors to install the parts and make the repairs. A key component to the installation of the parts is the need to rent/secure a crane truck to lift and secure the screw pump while the repairs are necessary. United Water Mechanical Services Group submitted the lowest proposal in the amount of \$7,400 and they are the most familiar with the facility. As this cost is below that required for formal Village Board approval, this part of the project will be handled administratively.

**ALTERNATIVES:** Village Board discretion

**RECOMMENDATION:** Staff recommends approval of the Resolution

**BUDGET IMPACT:** Funds are available in the Wastewater – Capital Construction Account (#51080880 596000)

**ACTION REQUIRED:** Approval of the Resolution.

**Resolution No.**

**Authorizing the Execution of a Purchase Order and Contract to Siemens Industry, Inc., for the purchase of parts necessary to repair a screw pump at the Wastewater Treatment Facility**

BE IT RESOLVED by the President and Board of Trustees of the Village of Bensenville, Counties of DuPage and Cook, Illinois as follows:

THAT the Village Board authorizes the Village Manager to execute a purchase order and other associated documents to Siemens Industry, Inc. of Thomasville, GA to provide the necessary parts to repair a screw pump at the Wastewater Treatment Facility for a not-to-exceed amount of \$30,843.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Bensenville, Illinois, \_\_\_\_\_, 2011.

APPROVED:

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Frank Soto  
Village President

ATTEST:

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Corey Williamsen  
Acting Village Clerk

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

TYPE: Ordinance SUBMITTED BY: Joe Caracci DATE: 08/01/2011

**DESCRIPTION:** Approval of Ordinance authorizing the sale of Village of Bensenville real property to IDOT necessary for the York Road / Irving Park Road Grade Separation Project

**SUPPORTS THE FOLLOWING APPLICABLE VILLAGE GOALS:**

<input checked="" type="checkbox"/>	Financially Sound Village	<input checked="" type="checkbox"/>	Enrich the lives of Residents
<input type="checkbox"/>	Quality Customer Oriented Services	<input type="checkbox"/>	Major Business/Corporate Center
<input checked="" type="checkbox"/>	Safe and Beautiful Village	<input checked="" type="checkbox"/>	Vibrant Major Corridors

ASSIGNED COMMITTEE: **I&E Committee**

DATE: **08/09/2011**

**BACKGROUND:** As part of the York/Irving Grade Separation Project, IDOT needs to acquire a number of parcels of land from property owners. The proposed project includes the construction of a grade separation and widening of the intersection in order to provide a safe passage for vehicular and pedestrian traffic.

**KEY ISSUES:** Two (2) parcels of Village of Bensenville real property have been identified by IDOT as being necessary to acquire.

Parcel #1 (1HS0023) is a 0.055 acre / 2,395 square foot strip of land located on the southeast corner of York and Irving. The parcel occupies 141.40 feet of frontage approximately 17.17 feet wide along York Road. The fee simple compensation for the acquisition is \$37,000. The square foot cost equates to \$15.45/sf.

Parcel #2 (1HS0024) is a 0.242 acre / 10,542 square foot strip of land located just south of parcel #1 on the east side of York Road. The parcel occupies 664.04 feet of frontage varying in width from 17.17 feet to 56.30 feet wide along York Road. The fee simple compensation for the acquisition is \$165,000. The square foot cost equates to \$15.65/sf.

The Village parcels will accommodate the widening of York Road that will improve the safety of the intersection. The property currently forms the wedge between York Road and the Canadian Pacific Railroad south of Irving Park Road. Staff is very supportive of the grade separation project and feels that the compensation unit cost for the land is fair. Approval of the sale will assist in keeping the project moving forward.

**ALTERNATIVES:** Reject the offers from IDOT and provide a counteroffer.

**RECOMMENDATION:** Staff feels the compensation level for the property is fair and recommends approval of the sale.

**BUDGET IMPACT:** The sale of this property will become unanticipated revenue for the Village of Bensenville. Staff feels this revenue can be utilized to help fund Village costs on the Grade Separation Project (including watermain on Irving Park Road and north York Road, streetlight upgrades, miscellaneous aesthetic improvements to the intersection).

**ACTION REQUIRED:** Approval of the Ordinance authorizing the Village Manager to execute the necessary documents.

**ORDINANCE NUMBER \_\_\_\_\_**

**AN ORDINANCE AUTHORIZING THE SALE OF REAL PROPERTY OWNED BY  
THE VILLAGE OF BENSENVILLE TO THE ILLINOIS DEPARTMENT OF  
TRANSPORTATION FOR THE PURPOSE OF FACILITATING THE  
INFRASTRUCTURE IMPROVEMENTS AND GRADE SEPARATION PROJECT AT  
YORK ROAD AND IRVING PARK ROAD**

WHEREAS, The Illinois Department of Transportation (“IDOT”) secured CREATE funding to perform safety enhancements and a grade separation at the York Road and Irving Park Road intersection (“PROJECT”);

WHEREAS, the Village of Bensenville (“VILLAGE”) is supportive of the PROJECT that will relieve significant traffic congestion at this intersection; and

WHEREAS, in order to facilitate the construction of the PROJECT, IDOT must secure two (2) parcels of real property (“PROPERTY”) owned by the VILLAGE; and

WHEREAS, IDOT has the authority to secure the PROPERTY via eminent domain; and

WHEREAS, IDOT has hired consultants and professional appraisers to provide a fair market value offer to the VILLAGE; and

WHEREAS, the VILLAGE feels the offer is fair and in the best interest of the VILLAGE; and

WHEREAS, the Village of Bensenville has no use for said PROPERTY;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BENSENVILLE, COUNTIES OF DUPAGE AND COOK, ILLINOIS, as follows:

**SECTION ONE:** The foregoing recitals shall be and are hereby incorporated as findings as if said recitals were fully set forth within this Section One.

**SECTION TWO:** The Village Board authorizes the Village Manager to execute the necessary documents associated with the sale of the PROPERTY.

**SECTION THREE:** The PROPERTY consists of two (2) parcels of real property owned by the VILLAGE and is as commonly defined below and legally defined in Exhibits A and B:

- A. Parcel 1HS0023      Southeast corner of York and Irving Park Road (IL Rte. 19)
- B. Parcel 1HS0024      East side of York Road, South of Irving Park Road (IL Rte. 19)

SECTION FOUR: The sale price of the PROPERTY is:

- A. Parcel 1HS0023      Fee Simple \$37,000 (0.055 acres / 2,395 SF)
- B. Parcel 1HS0024      Fee Simple \$165,000 (0.242 acres / 10,542 SF)

PASSED AND APPROVED by the President and Board of Trustees of the Village of Bensenville, Illinois, \_\_\_\_\_, 2011.

APPROVED:

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Frank Soto

Village President

ATTEST:

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Corey Williamsen

Acting Village Clerk

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

## EXHIBIT A

### LEGAL DESCRIPTION PARCEL 1HS0023

That part of Lot 6 lying west of the westerly right of way line of the former Chicago, Milwaukee, St. Paul and Pacific railroad, now known as the Soo Line Railroad (a subsidiary of The Canadian Pacific Railway) in George E. Franzen's Irving Park Boulevard Addition to Bensenville, a subdivision of part of the West 411.0 feet of Section 13, in Township 40 North, Range 11 East of the Third Principal Meridian, Addison Township, according to the plat thereof recorded July 30, 1918 as Document Number 133971, DuPage County, Illinois; being further described as follows:

Beginning at the southwest corner of said Lot 6; thence North 00 degrees 21 minutes 00 seconds West, based on the Illinois State Plane Coordinate System, East Zone, N.A.D. 83 (2007), along the west line of said Lot 6, a distance of 140.86 feet, measured (141.40 feet, recorded), to the northwest corner of said Lot 6; thence South 82 degrees 19 minutes 12 seconds East along the north line of said Lot 6, a distance of 17.17 feet to said westerly right of way line of the former Chicago, Milwaukee, St. Paul and Pacific Railroad, now known as the Soo Line Railroad ( a subsidiary of The Canadian Pacific Railway); thence South 00 degrees 21 minutes 00 seconds East along said westerly right of way line 140.88 feet to the south line of said Lot 6; thence North 82 degrees 16 minutes 58 seconds West along said south line 17.17 feet to the point of beginning.

Said parcel containing 0.055 Acres, more or less.

## EXHIBIT B

### LEGAL DESCRIPTION PARCEL 1HS0024

That part of Lots 7 to 19, both inclusive, lying west of the westerly right of way line of the former Chicago, Milwaukee, St. Paul and Pacific Railroad, now known as the Soo Line Railroad (a subsidiary of The Canadian Pacific Railway) in George E. Franzen's Irving Park Boulevard Addition to Bensenville, a subdivision of part of the West 411.0 feet of section 13, In Township 40 North, Range 11 East of the Third Principal Meridian, Addison Township, according to the plat thereof recorded July 30, 1918 as Document Number 133971, DuPage County, Illinois; described as follows:

Beginning at the southwest corner of said Lot 19; thence North 00 degrees 21 minutes 00 seconds West, based on the Illinois State Plane Coordinate System, East Zone, N.A.D. 83 (2007), along the west lines of said Lots 19 to 7, both inclusive, a distance of 664.04 feet to the northwest corner of said Lot 7; thence South 82 degrees 16 minutes 58 seconds East along the north line of said Lot 7, a distance of 17.17 feet to said westerly right of way line of the former Chicago, Milwaukee, St. Paul and Pacific Railroad, now known as the Soo Line Railroad (a subsidiary of The Canadian Pacific Railway); thence South 00 degrees 21 minutes 00 seconds East along said westerly right of way line 465.43 feet to a point on a non tangent curve; thence southeasterly 27.58 feet along said westerly right of way line and said curve to the left, having a radius of 1,482.70 feet, the chord of said curve bears South 09 degrees 33 minutes 25 seconds East 27.58 feet; thence North 84 degrees 41 minutes 09 seconds West 0.71 feet; thence South 05 degrees 18 minutes 51 seconds West 126.41 feet to a point of curve; thence southwesterly 43.42 feet along said curve to the left, having a radius of 1,992.50 feet, the chord of said curve bears South 04 degrees 41 minutes 24 seconds West 43.42 feet to the south line of said Lot 19; thence South 89 degrees 39 minutes 05 seconds West along said south line 4.41 feet to the point of beginning.

Said parcel containing 0.242 Acres, more or less.

## VILLAGE OF BENSENVILLE

**TYPE:** Motion **SUBMITTED BY:** Tim Sloth **DATE:** August 9, 2011

**DESCRIPTION:** Motion to accept 2<sup>nd</sup> quarter Budget and Financial review report.

### **SUPPORTS THE FOLLOWING APPLICABLE VILLAGE GOALS:**

*Financially Sound Village*  
 *Quality Customer Oriented Services*  
 *Safe and Beautiful Village*

*Enrich the lives of Residents*  
 *Major Business/Corporate Center*  
 *Vibrant Major Corridors*

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**ASSIGNED COMMITTEE:** Administration, Finance & Legislation **DATE:** 8/9/2011

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**BACKGROUND:** Presented for the Committee review at this time is a quarterly budget review. The Director of Finance will be giving a presentation on the progress of the current fiscal year through June 30, 2011. While the presentation will focus on the finances from a high level prospective a more detailed line by line look at the budget is also being provided for the Committee to review.

The presentation will focus on:

- Village as a whole comparison of budget to end of year projections.
- Review of major revenue sources / revenue trending.
- Departmental budget review.
- Summary of budget notes (bright spots / areas of concern)
- Discussion Committee Questions / Comments / Concerns

Note: The budget presentation and detailed projection worksheets are saved as a separate file in the "Quarterly Financial Review" folder on the "T" Drive.

**KEY ISSUES:** Financially Sound Village

**ALTERNATIVES:** N/A

**RECOMMENDATION:** N/A

**BUDGET IMPACT:** N/A

**ACTION REQUIRED:** Motion to accept and place on file the 2<sup>nd</sup> Quarter Budget and Financial Review Report.

**TYPE:** Ordinance **SUBMITTED BY:** Tim Sloth **DATE:** August 9, 2011

**DESCRIPTION:** First Amendment to the Village of Bensenville, Illinois Fiscal Year 2011 Budget.

**SUPPORTS THE FOLLOWING APPLICABLE VILLAGE GOALS:**

<input checked="" type="checkbox"/>	Financially Sound Village	<input type="checkbox"/>	Enrich the lives of Residents
<input type="checkbox"/>	Quality Customer Oriented Services	<input type="checkbox"/>	Major Business/Corporate Center
<input type="checkbox"/>	Safe and Beautiful Village	<input type="checkbox"/>	Vibrant Major Corridors

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**ASSIGNED COMMITTEE:** Admin, Finance and Legislation **DATE:** 8/09/2011

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**BACKGROUND:** The Village recently entered into an agreement with Robert Morris University (RMU) in which the Village will redevelop the soccer field at Redmond Park. The agreement calls for the Village to receive \$429,471 from RMU. In exchange for the \$429,471, the Village will discount RMU's annual fee for four years in the amount of \$329,471 (\$80,000, \$83,157, \$83,157 and \$83,857). The Village will use the \$429,471 to replace the soccer field.

***In essence RMU is donating \$100,000 and providing upfront cash flow in exchange for the Village replacing the soccer field in 2011.***

As a result of this agreement the Village needs to amend the 2011 budget so that we have the legal authority to expend funds for this project. Below is an excerpt from the amendment ordinance summarizing the change to the budget.

Fund / Dept / Division	Category	Current Budget	Increase (Decrease)	Adjusted Budget
Capital Improvement Fund (310)				
CIP Other Projects / Purchases	Capital Outlay Improvements	\$	- \$ 429,471.00	\$ 429,471.00

The Village received and deposited the \$429,471 from RMU on July 1, 2011.

**KEY ISSUES:** A budget amendment is required to provide the legal spending authority to execute this agreement.

**ALTERNATIVES:** N/A

**RECOMMENDATION:** Approve the Ordinance.

**BUDGET IMPACT:** Increases Budgeted expenditures by \$429,471.

**ACTION REQUIRED:** Committee action on the ordinance.

VILLAGE OF BENSENVILLE

ORDINANCE NO. \_\_\_\_\_

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FIRST AMENDMENT TO THE VILLAGE OF BENSENVILLE, ILLINOIS  
FISCAL YEAR 2011 BUDGET

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ADOPTED BY THE CORPORATE AUTHORITIES OF THE  
VILLAGE OF BENSENVILLE THIS 9<sup>TH</sup> DAY OF AUGUST, 2011

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Published in pamphlet form by authority of the Corporate Authorities of the Village of  
Bensenville, Illinois, this \_\_\_\_\_ day of August, 2011

**ORDINANCE NO. \_\_\_\_\_**  
**FIRST AMENDMENT TO THE VILLAGE OF BENSENVILLE**  
**FISCAL YEAR 2011 BUDGET**

**WHEREAS**, the Annual Budget of the Village of Bensenville for the Fiscal Year 2011 was approved December 14, 2010 in accordance with the Illinois Municipal Code; and

**WHEREAS**, 65 ILCS 5/8-2-9.6 provides for the amendment of the Annual Budget.

**NOW THEREFORE, BE IT ORDAINED** by the President of the Board of Trustees of the Village of Bensenville, DuPage and Cook Counties, Illinois that:

**SECTION 1:** The Budget for the Village of Bensenville for the Fiscal Year 2011 adopted by the Board of Trustees on December 14, 2010 by Ordinance No. 100-2010 is hereby further amended as follows:

Fund / Dept / Division	Category	Current Budget	Increase (Decrease)	Adjusted Budget
Capital Improvement Fund (310)				
CIP Other Projects / Purchases	Capital Outlay Improvements	\$ -	\$ 429,471.00	\$ 429,471.00

**SECTION 2:** This Ordinance shall be published in pamphlet form and shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED THIS 9<sup>TH</sup> DAY OF AUGUST 2011, BY ROLL CALL VOTE AS FOLLOWS:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

RECUSE: \_\_\_\_\_

APPROVED THIS \_\_\_\_\_ DAY OF AUGUST, 2011

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Frank Soto, Village President

ATTESTED AND FILED THIS \_\_\_\_\_ DAY OF AUGUST, 2011

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Village Clerk

Published in Pamphlet form this \_\_\_\_\_ Day of August, 2011.

**TYPE:** Ordinance **SUBMITTED BY:** Andrew Schaeffer **DATE:** 08.09.11

**DESCRIPTION:** Computer equipment recycling of surplus property.

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**SUPPORTS THE FOLLOWING APPLICABLE VILLAGE GOALS:**

<input type="checkbox"/>	Financially Sound Village	<input type="checkbox"/>	Enrich the lives of Residents
<input type="checkbox"/>	Quality Customer Oriented Services	<input checked="" type="checkbox"/>	Major Business/Corporate Center
<input checked="" type="checkbox"/>	Safe and Beautiful Village	<input type="checkbox"/>	Vibrant Major Corridors

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**COMMITTEE ACTION:** AF&L

**DATE:** 08/09/2011

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**BACKGROUND**

The Village has surplus computer equipment (monitors, CPUs, etc) sitting in storage at Village Hall (basement). This equipment is dated and unusable. It needs to be disposed of by an authorized recycling company.

**KEY ISSUES:**

The cost of disposal of surplus property can be high depending on type of equipment and quantity.

**ALTERNATIVES:**

CDW and Dell each quoted computer recycling expense at over \$1000 for all computer equipment.

**RECOMMENDATION:** Unitec Recycling quoted \$200-300 total expense to recycle all computer equipment.

**BUDGET IMPACT:** The projected expense to recycle is approximately \$300.

**ACTION REQUIRED:** Board approval of Ordinance to dispose of surplus property with Unitec Recycling.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AUTHORIZING THE SALE OR DISPOSAL OF  
PERSONAL PROPERTY DEEMED NO LONGER NECESSARY  
OR USEFUL TO THE VILLAGE OF BENSENVILLE**

**WHEREAS**, the Village of Bensenville (hereinafter the "Village") is a body politic and corporate, organized and existing pursuant to the Illinois Municipal Code, 65 ILCS 5/1-1-1 *et seq.*; and

**WHEREAS**, the Village is authorized, pursuant to the Illinois Municipal Code, 65 ILCS 5/11-76-4, to sell or dispose of personal property owned by the Village in such manner as the Village deems appropriate; and

**WHEREAS**, the Village owns personal property as specifically described in Exhibit A, attached hereto and incorporated herein by reference, which property is no longer necessary or beneficial to the Village; and

**WHEREAS**, in the opinion of a majority of the Corporate Authorities of the Village, it is no longer necessary or useful or in the best interests of the Village to retain ownership of the personal property described in Exhibit A; and

**WHEREAS**, it has been determined by a majority of the Corporate Authorities of the Village to sell or dispose of the personal property described in Exhibit A in an appropriate and lawful manner.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustee of the Village of Bensenville, Counties of DuPage and Cook, Illinois, as follows:

**SECTION ONE:** The recitals set forth above are incorporated herein and made a part hereof.

**SECTION TWO:** That, pursuant to the Illinois Municipal Code, 65 ILCS 5/11-76-4, the Corporate Authorities of the Village find, by majority vote, that the personal property

described in Exhibit A, attached hereto, is no longer necessary or useful to the Village, and the best interests of the Village will be served by the sale or disposal of the property.

**SECTION THREE:** Pursuant to Section 11-76-4, the Village Manager, in conjunction with staff he so designates, is hereby authorized and directed to sell or dispose, through all lawful means, without the requirement of advertising the property for sale, personal property described in Exhibit A on terms which assure the most advantageous method of sale or disposal of the equipment, including entering into any sale or disposal agreement providing such sale or disposal.

**SECTION FOUR:** That upon full payment for the personal property, or compliance with the disposal method chosen, the Village Manager is hereby authorized and directed to convey and transfer title, if any, to the purchaser or ultimate owner of the personal property.

**SECTION FIVE:** That this Ordinance shall be in full force and effect from and after its adoption, approval and publication in pamphlet form as provided by law.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Bensenville, this 9th day of August, 2011.

APPROVED:

Frank Soto, Village President

TEST:

Corey Williamsen, Acting Village Clerk

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSENT:

Make & Model	S/N
Acer APSD	N/A
HP Proliant ML370	USE827N2AJ
HP Proliant ML370	M00ALK8327
Acer APSD	PS0073498223600011EH00
Acer APSD	PS00749306308000C7EH00
HP/Compaq DX2300	MXL713071Y
Acer APSD	PSPSP0600231000789EK01
HP/Compaq DX2200	MXL6490S2X
Acer APSD	PSP30060143105D6B2703
OmniTech OTC	H2100D00-1273695
IBM xSeries 226	KP-HN963
HP Server TC2120	6J37LYH2300K
Acer APSD	N/A
HP D220M	MXD3370G5V
Acer APSD	PS007493063080007AEH00
Acer APSD	PS0072496121500048EH00
Acer VT7100	305427.00114983700AK00
Acer APSD	PS007349822450000DEH00
HP D220M	MXD3370FG3
HP/Compaq DX2000MT	MXD52705MV
HP Server TC2120	N/A
HP Server TC2120	N/A
Advantec Server	473318
HP ML350	USM7080351
Acer Power	N/A
Stripped PC	N/A

## VILLAGE OF BENSENVILLE

**TYPE:** Resolution      **SUBMITTED BY:** Dan Di Santo      **DATE:** August 4, 2011

**DESCRIPTION:** Approve the Resolution authorizing the execution of a Contract for Services and Scope of Work with ETC Institute to design and administer a community survey for the Village of Bensenville for an amount not to exceed \$21,350.

### **SUPPORTS THE FOLLOWING APPLICABLE VILLAGE GOALS:**

<input type="checkbox"/>	<u>Financially Sound Village</u>	<input checked="" type="checkbox"/>	<u>Enrich the lives of Residents</u>
<input checked="" type="checkbox"/>	<u>Quality Customer Oriented Services</u>	<input type="checkbox"/>	<u>Major Business/Corporate Center</u>
<input type="checkbox"/>	<u>Safe and Beautiful Village</u>	<input type="checkbox"/>	<u>Vibrant Major Corridors</u>

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**COMMITTEE ACTION:** AF&L 08/09/11

**DATE:** 08/09/11

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**BACKGROUND:** In Fiscal Year 2011, the Village Board budgeted \$15,000 to conduct a community survey. Community surveys are tools used by local governments to gauge the level of resident satisfaction with municipal services and are useful for determining and justifying the allocation of resources. Periodic community surveys also reveal opinion trends over time and measure the effectiveness of changes in local government policy. Hiring a consultant to conduct the survey ensures the statistical validity of the results and utilizes benchmarking data from other municipalities, which allows Bensenville survey results to be compared with national averages and trends.

Staff received the following quotes from the two industry leading community survey vendors. The quotes below include a full survey, mailed to a random sample of Bensenville residents that includes national standard questions, questions unique to Bensenville, and open ended questions. Both bids also include the cost to present the survey results to the Village Board and provide geocoded data showing survey results by geographic location in Bensenville:

**ETC Institute:** \$13,150  
**National Research Center:** \$15,300

The recommended vendor, ETC Institute will mail 1,800 7-page surveys out to random Bensenville residents. ETC will also send a voice mail to the selected residents prior to the mailing and follow up with a phone call if the survey is not returned. ETC also offers survey respondents the option to take the survey over the phone (with English or Spanish speaking interviewers).

In addition, ETC offers several other useful survey options for an additional cost, these include:

- Including a second version of the survey, in Spanish, to every selected resident - \$2,950
- Cross tabulated data that would filter results from Spanish speaking respondents - \$1,750
- GIS maps that would visually show survey results for different areas of Bensenville - \$2,500
- Internet version of the survey as an additional option for selected respondents - \$1,000

Once the contract is executed, staff will work with the selected vendor to distribute a draft survey to the Village Board and Department Directors for feedback on formulating questions for the final version of the survey. The survey would be conducted this Fall and the results would be reported in December.

**KEY ISSUES:** Conducting a community survey is listed as a "High Priority" policy action to *Enrich the Lives of Village Residents* in the 2011 Village Strategic Plan.

**ALTERNATIVES:** Several optional survey additions are identified above for specified costs.

**RECOMMENDATION:** Staff recommends hiring ETC Institute to conduct a community survey including all specified options, for a total of \$21,350. Including all of the options would maximize the survey response rates and provide the best value to the Village by providing the most useful tools to analyze the survey data. Examples of the GIS maps are attached. Staff recommends that the Resolution be approved by the AF&L Committee as well as the Village Board on the evening of August 9, 2011.

**BUDGET IMPACT:** The cost including the staff recommended options is \$21,350, which is above the budgeted amount of \$15,000. The additional cost of \$6,350 can be funded through other cost savings identified in the budget to date.

**ACTION REQUIRED:** Committee and Board consideration of the Resolution on August 9, 2011.

**RESOLUTION NO. R-**

**A RESOLUTION APPROVING THE EXECUTION OF A  
CONTRACT FOR SERVICES AND SCOPE OF WORK WITH ETC INSTITUTE**

WHEREAS, the VILLAGE OF BENSENVILLE (hereinafter "VILLAGE") is a municipal corporation established and existing under the laws of the State of Illinois pursuant to the Illinois Municipal Code, 65 ILCS 5/1-1-1 *et seq.*; and

WHEREAS, the VILLAGE is empowered to make all agreements and contracts and to undertake other acts as necessary in the exercise of its statutory powers; and

WHEREAS, it is sometimes necessary in furtherance of its statutory functions for the VILLAGE to contract for various services required by the VILLAGE; and

WHEREAS, ETC Institute has provided the VILLAGE a Contract for Services and Scope of Work to design and administer a community survey for the VILLAGE to be administered in the Fall of 2011, with a final report completed in December, 2011; and

WHEREAS, conducting a community survey would capitalize on the VILLAGE's strategic planning goals and allow the VILLAGE to gauge the level of resident satisfaction with municipal services and justify the allocation of resources; and

WHEREAS, for this purpose, the VILLAGE has determined that it is reasonable, necessary, and desirable to enter into a Contract for Services and Scope of Work with the ETC Institute, which Contract is attached hereto and incorporated herein by reference as Exhibit "A."

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Bensenville, DuPage and Cook Counties, Illinois, as follows:

**SECTION ONE:** The recitals set forth above are incorporated herein and made a part hereof.

**SECTION TWO:** The Village President is hereby authorized and directed to execute on behalf of the Village of Bensenville, and the Village Clerk is hereby authorized to attest thereto, the Contract attached hereto and incorporated herein by reference as Exhibit "A."

**SECTION THREE:** This Resolution shall take effect immediately upon its passage and approval as provided by law.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Bensenville, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

APPROVED:

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Frank Soto, Village President

ATTEST:

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Corey Williamsen, Acting Village Clerk

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

# **Contract for Services and Scope of Work**

## **Between ETC Institute and the Village of Bensenville, Illinois**

### **ARTICLE I: SCOPE OF SERVICES**

1. **Overview of Services to Be Performed.** ETC Institute will design and administer a citizen survey for the Village of Bensenville, Illinois. The survey will be administered during the Fall of 2011. The final report will be completed in December, 2011 and the results presented to the Village Board of the Village of Bensenville no later than December 15.
2. **Maximum fixed fee.** The total fee for the project is \$21,350. This includes \$13,150 to design and administer the survey in English, an additional \$2,950 to also provide it in Spanish, Crosstabs for key demographic groups (\$1,750), an internet survey linked to the City's web site (\$1,000), and GIS Mapping (\$2,500). If the mailed survey is not translated into Spanish and the internet version in Spanish is chosen instead, there will be an additional \$600 translation fee.
3. **ETC Institute's responsibilities.** The tasks that will be performed by ETC Institute as part of this agreement include the following:
  - a. finalizing the methodology for administering the survey based on input from the Village.
  - b. designing a survey instrument that is up to 20 minutes in length (7-8 pages).
  - c. selecting a random sample of households to be surveyed
  - d. setting up the database
  - e. conducting a pretest of the survey instrument
  - f. completing 400 surveys by a combination of mail and phone (ETC Institute's costs include all labor, postage and printing associated with the administration of the survey). The results of a random sample of 400 completed surveys will have a precision of at least +/-5% at the 95% level of confidence.
  - g. conducting data entry and quality control review for all completed surveys
  - h. providing complete printouts of the data
  - i. conducting benchmarking analysis that shows how the results for Bensenville compare to other cities in other *DirectionFinder®* cities.

- j. conducting importance-satisfaction analysis to identify the types of improvements that will have the most impact on satisfaction with Village services.
  - k. completing a final report that will include an executive summary, charts and graphs, geocoded maps, benchmarking analysis, importance-satisfaction analysis, tables showing the results to all questions on the survey, and a copy of the survey instrument.
- l. making an on-site presentation of the survey results to the Village (ETC Institute's costs include all travel and other expenses associated with the presentation).

4. Responsibilities for the Village of Bensenville will include the following:

- a. approving the survey instrument
- b. providing a cover letter for the mail version of the survey (ETC Institute's Spanish translation cost includes translating this cover letter)
- c. identifying requests for subanalysis of the data as appropriate

## **ARTICLE II: PAYMENT FOR SERVICES**

1. Invoices will be submitted upon completion of tasks described in Article I, Section 3, of this agreement as follows:
  - a. Invoice #1: \$4,602. The first invoice will be submitted upon completion of tasks a, b, c, d, and e. The deliverable for this payment will be an approved copy of the survey instrument.
  - b. Invoice #2: \$10,525. The second invoice will be submitted upon completion of tasks f, g, and h. The deliverable for this invoice will be a printout that shows the overall results for 400 completed surveys.
  - c. Invoice #3: \$6,223. The third invoice will be submitted upon completion of task i, j, k, and l. The deliverable for this invoice will be 10 color copies of the final report, and a PDF version of the report, which will include benchmarking analysis, and importance-satisfaction analysis.
2. Payment of tendered invoices will be rendered in the manner routine to other vendor invoices of this type.

### **ARTICLE III: MISCELLANEOUS PROVISIONS**

1. Change in Scope. The Scope of Services, for this contract shall be subject to modification or supplement upon the written agreement of the contracting parties. Any such modification in the Scope of Services shall be incorporated in this agreement by supplemental agreement executed by the parties.
2. Termination of Contract. This agreement may be terminated by either party upon 14 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. If the contract is terminated by the Village, the Village shall reimburse ETC Institute for the full value of any tasks that have been initiated and substantially completed, up to the total amount of the next scheduled invoice.
3. Rights to Use the Data. Data resulting from the survey is the property of the Village. ETC Institute has the right to use the data as a component of ETC Institute's DirectionFinder® benchmarks, but ETC Institute will not release specific results for the Village of Bensenville without written approval from the Village.
4. Dispute/Venue. Any dispute arising from a breach of the terms of this Agreement shall be resolved in the Eighteenth Judicial Circuit Court, DuPage County, Illinois. The prevailing party in any effort to enforce the terms of this agreement shall also be entitled to an award of its reasonable attorney's fees and costs.

**IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed by their duly authorized officers.**

VILLAGE OF BENSENVILLE

\_\_\_\_\_  
Frank Soto  
President

Date \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Corey Williamsen  
Acting Village Clerk

Date \_\_\_\_\_

ETC INSTITUTE

\_\_\_\_\_  
Christopher Tatham

Date \_\_\_\_\_

Vice President

**TYPE:** Resolution **SUBMITTED BY:** Chief Frank Kosman **DATE:** 8-2-11

**DESCRIPTION:** Purchase of IP Surveillance Camera System for the Police Department

**SUPPORTS THE FOLLOWING APPLICABLE VILLAGE GOALS:**

<input checked="" type="checkbox"/>	Financially Sound Village	<input type="checkbox"/>	Enrich the lives of Residents
<input checked="" type="checkbox"/>	Quality Customer Oriented Services	<input type="checkbox"/>	Major Business/Corporate Center
<input checked="" type="checkbox"/>	Safe and Beautiful Village	<input type="checkbox"/>	Vibrant Major Corridors

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**COMMITTEE ACTION:** Approved Purchase 5-0 on 7-19-11 **DATE:** 8-9-11

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**BACKGROUND:**

As per the IGA with the Village of Addison, the police department is moving forward with the transfer of the department's dispatch function to Addison. As the police department will not necessarily have personnel in it from 10:00 PM until 8:00 AM on a daily basis, a camera surveillance system needs to be installed so that personnel from the Addison Communications Center will be able to monitor the interior and exterior of the station.

**KEY ISSUES:**

The communications function is scheduled to begin to transition to Addison during the second week of August and be complete by the end of the month. Quotes have been solicited from 3 companies in reference to providing 3 IP web based camera systems with the last one being received yesterday. The quotes are as follows:

- Critical Technology Solutions: \$28,422 with a maintenance agreement of \$1566 per year
- SMG: \$29,050 with a maintenance agreement of \$2400 per year
- Chicago Communications: \$32,408 without a maintenance agreement

All three quotes did not include the cost for the cabling, mounts, and connectors. The reason for this exclusion is because of the volatile costs in copper as of this time.

**ALTERNATIVES:**

1. Approve the attached Resolution for the purchase and installation of the equipment.
2. Discretion of the Board.

**RECOMMENDATION:**

Staff recommends a resolution that authorizes the Village Manager to execute the necessary documents to purchase, install, and maintain the equipment with the company with the lowest quote, Critical Technology Solutions.

**BUDGET IMPACT:**

The expense exceeds the budgeted \$20,000 for the equipment estimated in the Capital Outlay-Building & Structure account line item. However, the balance can be covered by purchasing only 2 new furnace/air conditioner roof units rather than three that were itemized in the current year's budget. No budget transfer will be required.

**ACTION REQUIRED:**

Approve the Resolution to order the IP camera surveillance system from Critical Technology Solutions.

**Resolution No. R- -2011**

**Authorizing the Purchase of an IP Surveillance Camera System from  
Critical Technology Solutions, Inc.**

BE IT RESOLVED by the President and Board of Trustees of the Village of Bensenville, Counties of DuPage and Cook, Illinois, as follows:

That the Village Manager is authorized to execute a purchase order and related documents for the purchase of an IP surveillance camera system and maintenance from Critical Technology Solutions, Inc. in the not to exceed amount of \$28,422 excluding cabling, mounts, and connectors costs.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Bensenville, Illinois, this \_\_\_\_\_ day of August, 2011.

APPROVED:

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Frank Soto  
Village President

ATTEST

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Corey Williamsen  
Acting Village Clerk

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSENT: \_\_\_\_\_