

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

**MINUTES OF THE ADMINISTRATION, FINANCE AND LEGISLATION
COMMITTEE MEETING
November 8, 2011**

CALL TO ORDER: Chairman O'Connell called the meeting to order at 6:08 p.m.

PRESENT: Upon roll call by Deputy Village Clerk, Corey Williamsen, the following Board Members were present:

Chairman O'Connell, President Soto, Jarecki, Peconio, Ridder

Absent: Bartlett, Wesseler

A quorum was present.

Staff Present: Caracci, Cassady, DiSanto, Ferguson, Kosman, Rysavy, Sloth, Thorsen, Viger, Williamsen

Approval of Minutes: The October 18, 2011 Admiration, Finance and Legislation Committee Meeting minutes were presented.

Motion: Trustee Peconio made a motion to approve the minutes as presented. Trustee Jarecki seconded the motion.

All were in favor. Motion carried.

Third Millennium Agreement: Director of Finance, Tim Sloth, presented to the Committee a resolution authorizing the Village of Bensenville to enter into a certain utility billing production agreement with Third Millennium Associates, Inc. The agreement will save the Village an estimated \$18,000 over the next five years. The water bill design will change and allow the Village to have a message on the bill if needed. Currently, Village employees are controlling the operations of mailing the water bills each month. Trustee Peconio asked if there were any issues with the current machine owned by the Village.

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Mr. Sloth stated the machine's warranty is about to expire and it would be cost efficient to outsource the water bills moving forward. Mr. Sloth also stated it would cost \$19,000 to replace the current machine and the machine will have a life expectancy of seven to ten years. Trustee Ridder asked if the Village will still have the ability to view bills before they are mailed to residents. Mr. Sloth stated the Village will still review each bill and when the process is complete, a PDF file will be mailed to Third Millennium Associates, Inc. that will be used to print and mail the water bills. Mr. Sloth also stated in July 2011, the current machine had broken down and the water bills were hand stuffed by the Finance Department and were delivered to residents a day late.

Motion: Chairman O'Connell made a motion to approve this item for placement on a future Village Board Meeting Agenda for action. Trustee Ridder seconded the motion.

ROLL CALL: AYES: Chairman O'Connell, President Soto, Jarecki, Peconio, Ridder

NAYS: None

All were in favor. Motion carried.

National Roofing

Corp. Agreement: Assistant to the Director of Community & Economic Development, Mark Rysavy, presented to the Committee a resolution authorizing the execution of a contract with National Roofing Corporation for the roof replacement of the Village owned property located at 800 East Jefferson Street. The roof was damaged during a storm in the summer of 2011. The project went out for bid and National Roofing Cooperation was the lowest bidder. The Village's insurance will cover the cost of the roof replacement. Trustee Peconio asked what the building will be utilized for. Mr. Rysavy stated the current plan is to store Public Work vehicles in the facility.

Motion: Trustee Peconio made a motion to approve this item for placement on a future Village Board Meeting Agenda for action. Trustee Jarecki seconded the motion.

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ROLL CALL: AYES: Chairman O'Connell, President Soto, Jarecki, Peconio, Ridder

NAYS: None

All were in favor. Motion carried.

Tressler, LLP Authorization: Village Manager, Michael Cassady, presented to the Committee a resolution authorizing Tressler, LLP to represent the Village of Bensenville in certain tax appeal cases. Last year the total cost for Tressler, LLP services was \$1,300. Chairman O'Connell asked Village Staff for a report of last year's cases.

Motion: Trustee Ridder made a motion to approve this item for placement on a future Village Board Meeting Agenda for action. Trustee Jarecki seconded the motion.

ROLL CALL: AYES: Chairman O'Connell, President Soto, Jarecki, Peconio, Ridder

NAYS: None

All were in favor. Motion carried.

Restructuring of Duties within the Village: Village Manager, Michael Cassady, presented to the Committee an ordinance amending specific provision of the Bensenville Village Code allowing for the restructuring of duties within the Village. The proposed code amendment will place the Deputy Village Clerk under the Village Manager in the vacancy of a Village Clerk. The code amendment will also eliminate the position of Village Collector. The amendment will remove the Police Department from enforcing a business operating without a business license and allow the Community & Economic Development Department to enforce the issue. The amendment will also remove the Village Clerk's Office from the business license application process and allow the Community & Economic Development Department to assume the role.

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Trustee Jarecki asked if Village Staff would be willing to approve this item in Committee and table the item until the November 22, 2011 Village Board meeting for full discussion and final vote since there were two Trustees absent the meeting. Village Staff stated the urgency to get the ordinance voted upon so 2012 business license renewals can be processed. Mr. Cassady stated that Village Staff will abide by the Committee's decision.

Motion: Trustee Peconio made a motion to table this item until the next Committee Meeting. Trustee Jarecki seconded the motion.

Trustee Peconio withdrew his original motion to table the item until the next Committee Meeting. Trustee Jarecki also withdrew his seconded motion to table the ordinance until the next Committee Meeting.

Motion: Chairman O'Connell made a motion to approve this item for placement on a future Village Board Meeting Agenda for action. Trustee Ridder seconded the motion.

ROLL CALL: AYES: Chairman O'Connell, President Soto, Jarecki, Peconio, Ridder

NAYS: None

All were in favor. Motion carried.

ADJOURNMENT: Trustee Peconio made a motion to adjourn the meeting. Trustee Jarecki seconded the motion.

All were in favor. Motion carried.

Chairman O'Connell adjourned the meeting at 6:45 p.m.

Corey Williamsen

Deputy Village Clerk

PASSED AND APPROVED by the President and Board of Trustees of the Village of Bensenville this 15th day, November 2011