

**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
October 21, 2014**

CALL TO ORDER: Trustee Wesseler called the meeting to order at 9:30 p.m.

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

Chairman Jarecki, President Soto, Bartlett, Janowiak, O'Connell, Ridder, Wesseler

Absent: None

A quorum was present.

Village Clerk, Ilsa Rivera-Trujillo, was also present.

Staff Present: Cassady, DiSanto, Caracci, Finner, Flood, Kosman, Patel, Rysavy, Sloth, Viger, Williamsen

**Approval of
Minutes:**

The October 14, 2014 Administration, Finance and Legislation Committee Minutes were presented.

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

All were in favor. Motion carried.

**Tax Levy
Estimate:**

Village Manager, Michael Cassady, presented to the Committee a resolution establishing the Tax Levy Estimate in the amount of \$5,262,875 for 2014 per the Truth in Taxation Act.

Mr. Cassady stated State Law requires the Village to approve a property tax levy "estimate" at least 20 days prior to formally approving the levy. Mr. Cassady stated the proposed Levy Estimate is only 1.45% (\$75,266.04) greater than last year's extension and less than the 5% threshold that triggers an additional public hearing. Mr. Cassady stated the proposed levy is sufficient to capture the 1.5% CPI increase as well as any new construction / property improvements which are estimated at only \$215,000 per the Addison Township Assessor's Office. Mr. Cassady stated the Assessor has notified the Village that equalized assessed valuations in Bensenville have dropped another 2%. Mr. Cassady stated as a result a resident with a 2013 market value of \$200,000 will likely see their market value drop to \$196,000. Mr. Cassady stated under the proposed levy, in the 2014 tax year they will likely pay \$644.88, which is a nominal increase of \$7.94, on the Village portion of their tax bill.

There were no questions from the Committee.

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

All were in favor. Motion carried.

**ETC Institute
Agreement:**

Village Manager, Michael Cassady, presented to the Committee a resolution authorizing the execution of a contract for service and scope of work with ETC Institute to design and administer a community survey for the Village of Bensenville for an amount to not exceed \$22,000.

Mr. Cassady stated conducting a community survey is listed as a "High Priority" management action in the 2014/2015 Strategic Plan. Mr. Cassady stated the Village first conducted a community survey in 2011. Mr. Cassady stated based on the success of the 2011 survey, staff asked the previous company that implemented the survey, ETC Institute, to provide a proposal for the 2014 survey. Mr. Cassady stated ETC was chosen in 2011 as the highest quality and lowest cost vendor. Mr. Cassady stated in addition, it is beneficial to use the same vendor in order to get trending data from past surveys. Mr. Cassady stated ETC's proposal is \$22,000 for 2014, a 3% increase over 2011's cost. Mr. Cassady stated most of the proposed survey questions are the same as 2011 in order to capture the trend data, with a few exceptions such as O'Hare noise and B-Well Family Fest. Mr. Cassady stated Staff recommends approval of the contract with ETC and the questions as proposed.

Trustee Ridder asked that a question be added in regards to the Senior Expo event at Bridgeway.

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

All were in favor. Motion carried.

**Trustee Travel
Policy:**

Village Manager, Michael Cassady, presented to the Committee a resolution amending the Trustee Travel Policy.

Mr. Cassady stated the current Trustee Travel Policy was approved in 2011 via Resolution No. R-98-2011. Mr. Cassady stated this Resolution prohibited Trustee and Village Clerk out of state travel unless it met the requirements of an exception procedure. Mr. Cassady stated travel exceptions that required prior Village Board approval as well as reporting standards included travel for reasons of conferences, training, and business meetings. Mr. Cassady stated based on dialogue from the Village Board, the current policy has been perceived as too stringent, particularly for business meetings and events that often cannot be planned well in advance such as conferences and training. Mr. Cassady stated the proposed amendment to the Policy would allow the Mayor, Village Manager, or the Board of Trustees to approve out of state travel for business meetings and events (such as Sister Cities travel and Washington DC lobbying). Mr. Cassady stated no changes are proposed to the conferences and training approval process.

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

Roll Call: Ayes: President Soto, Janowiak, Jarecki, Ridder

Nays: Bartlett, O'Connell, Wessler

Motion carried.

**Live Broadcasting
Board Meetings:**

Trustee Wessler made a motion to table this item until a future meeting for discussion. Trustee Jarecki seconded the motion.

Trustee Wessler asked for a survey of surrounding Communities as to their policy with live broadcasting of Village Meetings.

All were in favor. Motion carried.

**INFORMATIONAL
ITEMS:**

2015 Budget: Trustee Ridder made a motion to table discussion in regards to the proposed 2015 budget until October 28, 2014. Trustee Bartlett seconded the motion.

All were in favor. Motion carried.

ADJOURNMENT: Trustee Wessler made a motion to adjourn the meeting. Trustee Bartlett seconded the motion.

All were in favor. Trustee Wessler opposed. Motion carried.

Trustee Wessler adjourned the meeting at 10:06 p.m.

Corey Williamsen
Deputy Village Clerk

PASSED AND APPROVED by the President and Board of Trustees of the Village of Bensenville this 28th day, October 2014