

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 17, 2015

CALL TO ORDER: Chairwoman Janowiak called the meeting to order at 6:15 p.m.

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

Chairwoman Janowiak, President Soto, DeSimone, Jaworska, Carmona, Wesseler, O'Connell

Absent: None

Village Clerk, Ilsa Rivera-Trujillo was also present

A quorum was present.

Staff Present: J. Caracci, T. Finner, B. Flood, K. Katz, F. Kosman, , M. Martella, M. Rysavy, A. Thakkar, S. Viger, C. Williamsen

**Approval of
Minutes:**

The November 2, 2015 Special Administration, Finance and Legislation Committee Minutes were presented.

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

All were in favor. Motion carried.

Chairwoman Janowiak asked to move informational items to this portion of the meeting. There were no objections from the Committee.

**INFORMATIONAL
ITEMS:**

Forensic Audit: Director of Finance, Amit Thakkar, stated in recent strategic planning sessions, a forensic audit was identified as one of the high priority items. Mr. Thakkar stated a forensic audit is different than the regular financial statement audit and is much more complex.

Mr. Ron Amen from Lauterbach & Amen, the Village's current auditor, stated a regular financial audit is performed at the Village every year by an independent auditor. Mr. Amen stated the Village hires an auditor to perform the audit task through an RFQ bidding process. Mr. Amen stated a forensic audit differs from a regular audit in objective, scope and cost. Mr. Amen stated he has never completed a forensic audit and would choose not to do a forensic audit if it was offered to his company.

Trustee DeSimone asked what the process of a forensic audit consist of. Mr. Amen stated the Village Board would have to decide on a scope of work and Staff would need to prepare an RFQ that would be sent out and evaluated.

President Soto asked if there has been any incidents that would be considered a red flag in recent audits. Trustee DeSimone stated that having three employees all leave at the same time is a red flag and would like to issue addressed.

Trustee O'Connell asked what the cost of a forensic audit would be. Mr. Amen stated he did not have an exact cost as the forensic audit is based on the scope of work but would guess the cost would be in the hundreds of thousands.

Mr. Amen stated a forensic audit is extremely rare and only knows of one that has occurred in a Municipal Government within the last ten year. Mr. Amen stated that forensic audit is currently being conducted in Dixon, Illinois and the cost is in the millions of dollars.

Trustee Wessler asked how much the RFQ process would cost the Village and suggested completing the RFQ process to see what king of quotes come in.

Jay Dalicandro of Westbrook Strategic Consultants, Inc. stated he could work with Finance to ensure the Village's procedures are in line and see if there are any gaps that would cause concern to the Village Board.

Mr. Amen stated if the Village Board would like, his firm could focus on the three employees that left the Village in their next audit performed for the Village.

Consensus from the Committee directed Staff to work with Mr. Dalicandro and to have Lauterbach & Amen focus on the three employees that left the Village in their next audit and once results are presented to the Village Board, further direction may be given.

**NIMEC Broker
Village Electric:**

Interim Assistant Village Manager, Kathy Katz, presented to the Committee a Resolution Authorizing the Northern Illinois Municipal Cooperative (NIMEC) To Serve as the Broker for the Village In Regard To Obtaining Bids from Electricity Providers.

Motion: President Soto made a motion to table this item. Trustee DeSimone seconded the motion.

All were in favor. Motion carried.

**Electric
Aggregation:**

Interim Assistant Village Manager, Kathy Katz, presented to the Committee a Resolution Approving and Providing for Amendment to the Village of Bensenville's Electric Power Aggregation Plan of Operation and Governance.

Motion: President Soto made a motion to table this item. Trustee DeSimone seconded the motion.

All were in favor. Motion carried.

**Garbage Rates
2016:**

Director of Finance, Amit Thakkar, presented to the Committee a Resolution Establishing Refuse, Recycling and Yard Waste Rates for January 1, 2016 through December 31, 2016.

Mr. Thakkar stated in 2013 the Village entered into a new refuse, yard waste, and recycling contract with Republic Services (Allied Waste). Mr. Thakkar stated the new contract included annual increases based on the 10-year rolling average of the US Transportation Index, which is 2.06% for this past year. Mr. Thakkar stated January 1, 2016 is the effective date of the increase. Mr. Thakkar stated it is now necessary for the Village to pass an Ordinance reflecting the new rates. Mr. Thakkar stated Staff recommends approval.

Trustee Wessler asked if Jay Dalicandro of Westbrook Strategic Consultants, Inc. could look into the issue at Bridgeway concerning their garbage rates.

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

All were in favor. Motion carried.

**2016 Meeting
Schedule:**

Interim Village Manager, Frank Kosman, presented to the Committee a Resolution Approving the 2016 Regular Meeting Schedule for the Village of Bensenville Board and Standing Committees.

Mr. Kosman stated each year the Village Board approves the meeting schedule for the upcoming year. Mr. Kosman stated the proposed 2016 meeting schedule is similar to the 2015 schedule. Mr. Kosman stated generally Board meetings are held on the 2nd and 4th Tuesdays of the month and Committee meetings can be held on the 2nd, 3rd, or 4th Tuesdays of the month. Mr. Kosman stated notable dates are one meeting date in total (Board and Committees) in July on the 12th, and meetings on the 2nd Tuesday of December (13th). Mr. Kosman stated Staff recommends approval.

There were no questions from the Committee.

Motion: President Soto made a motion to approve this item for placement on a future Village Board Meeting Agenda for action as presented. Chairwoman Janowiak seconded the motion.

All were in favor. Motion carried.

ADJOURNMENT: President Soto made a motion to adjourn the meeting. Chairwoman Janowiak seconded the motion.

All were in favor. Motion carried.

Chairwoman Janowiak adjourned the meeting at 7:19 p.m.

Corey Williamsen
Deputy Village Clerk

PASSED AND APPROVED by the President and Board of Trustees of the Village of Bensenville this 19th day, January 2016