

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

**MINUTES OF THE COMMITTEE OF THE WHOLE  
October 17, 2023**

**CALL TO ORDER:** Village President, Frank DeSimone, called the meeting to order at 6:30 p.m.

**PRESENT:** Upon roll call by Village Clerk, Nancy Quinn, the following Board Members were present:

Carmona, Franz, Frey, Lomax, Panicola, Perez

Absent: None

A quorum was present.

Staff Present: E. Summers, B. Bellissimo, J. Caracci, S. Flynn, M. Leyva, J. Maczko, K. Pozsgay, D. Schultz, D. Schulze, C. Williamsen

**Public Comment:** There was no Public Comment

**Approval of Minutes:** The September 19, 2023 Committee of the Whole Meeting minutes were presented.

**Motion:** Trustee Lomax made a motion to approve the minutes as presented. Trustee Franz seconded the motion.

All were in favor. Motion carried.

**DuPage Water Commission Contract:** Village Manager, Evan Summer, presented an **Consideration of an Ordinance of the Village of Bensenville, DuPage and Cook Counties, Illinois Approving a Water Purchase and Sale Contract Between the DuPage Water Commission and Contract Customers.**

Village Manager, Evan Summers stated the Village of Bensenville entered into a Sales Contract with the DuPage Water Commission on June 11, 1986. Mr. Summers stated The original contract is now due to expire on February 24, 2024.

Mr. Summers stated it is now necessary to enter into a new water purchase sales contract. Mr. Summers stated the new contract will supply water to the Village thru February 24, 2064.

Mr. Summers stated the Village of Bensenville along with surrounding DuPage County communities find it necessary to protect the health and safety of their residents. Mr. Summers stated the DuPage Water Commission (DWC) has been supplying water to many DuPage County municipalities since 1986.

Mr. Summers stated the DWC/City of Chicago Water Supply Contract is set to expire March 19, 2024. Mr. Summers stated prior to that date, it is necessary for the DWC to take action to either extend the current contract or execute a new contract. Mr. Summers stated thus far, the City of Chicago has not been willing to negotiate a new agreement.

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

All were in favor. Motion Carried.

## **2024 Meeting Schedule:**

Village Manager, Evan Summer, presented a **Resolution Adopting the 2024 Meeting Schedules for the Village of Bensenville.**

Mr. Summers stated the annual meeting schedules for the Village Board and the Committee of the Whole need to be approved by the Village Board prior to the commencement of the 2024 calendar year. Mr. Summer stated the proposed schedules are attached to the packet. Mr. Summers stated these schedules are consistent with those approved for previous years by the Village Board.

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

All were in favor. Motion Carried.

*Motion: Trustee Panicola made a motion to move the compensation plan and policy agenda item to the end of the meeting to allow for a representative from GovHR to join the meeting. Trustee Perez seconded the motion.*

*All were in favor. Motion Carried.*

### **Illinois Risk Management**

**Trust Agreement:** Village Manager, Evan Summers, presented a **Resolution Authorizing a Contract with Illinois Counties Risk Management Trust (ICRMT); for Property, Liability, and Workers Compensation Insurance Effective January 1, 2024, to December 31, 2024.**

Mr. Summers stated Alliant Mesirow, the Village's insurance broker, received a quote from the Illinois Counties Risk Management Trust (ICRMT) for liability-related insurance coverage, including property, liability, and worker's compensation coverage. Mr. Summers stated this policy needs to be renewed annually to protect the Village from losses from claims.

Mr. Summers stated ICRMT provided a quote for property, liability, and worker's compensation insurance services for one-year with an initial deposit of \$160,830 for the year starting January 1, 2024.

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

All were in favor. Motion Carried.

**Sexton Property**

**Plat of**

**Subdivision:** Village Manager, Evan Summers, presented an **Ordinance Approving a Preliminary and Final Plat of Subdivision at Lot 6 within the Sexton Property Redevelopment Subdivision.**

Director of Community & Economic Development, Kurtis Pozsgay, stated the Petitioner, Grand County LLC, is requesting approval of a preliminary and final plat of subdivision for the subdivision of a parcel totaling 931,166 SF. Mr. Pozsgay stated the parcel, designated as Lot 6 of the Sexton Property Redevelopment Subdivision, is within the original Redevelopment subdivision established in 2002.

Mr. Pozsgay stated during the Village Sale agreement for the property in 2016, there were two lots, designated as Lot 1 and Lot 2. Lot 2 (which now includes the aforementioned Lot 6) was sold with the exclusion of the area encompassing the Riparian Conservation Easement, of which ownership was retained by the Village of Bensenville.

Mr. Pozsgay stated in 2017, a resubdivision of the Sexton Property Redevelopment area was completed, establishing Lot 6 as a portion of the property including the entirety of the area sold to Grand County LLC and the Riparian Easement area.

Mr. Pozsgay stated in 2020, the Bo Jackson Dome property and the remaining area west of the Riparian Easement area were separated from the established Lot 6 as part of a resubdivision.

Mr. Pozsgay stated the current requested resubdivision of the remaining Lot 6 will separate the single parcel into three parcels, the north portion of lot 6 east of the Riparian Easement will be retained by Grand County LLC, the south portion of lot 6 east of the Riparian Easement will be retained by QuikTrip, and the Riparian Easement area parcel surrounding the creek will be retained by the Village of Bensenville.

Motion: Trustee Lomax made an amended motion to approve this item for placement on a future Village Board Meeting Agenda for action with the conditions listed above. Trustee Perez seconded the motion.

All were in favor. Motion carried.

**430 Meyer Rd.:** Village Manager, Evan Summers, presented an **Ordinance Approving a Final Plat of Consolidation at 430 Meyer Road.**

Mr. Pozsgay stated the Petitioner, Kaiser Family LTD. Partnership, is requesting approval of a final plat of subdivision (Consolidation) for the consolidation of two adjacent parcels with the combined area of 66,428 square feet.

Mr. Pozsgay stated the applicant has been coordinating stormwater management and alterations to the plat of consolidation throughout the permitting process, for which they have received approval. Mr. Pozsgay stated Village departments have reviewed the submitted Plat and deemed it satisfactory to our standards.

Mr. Pozsgay stated the petitioner received approval for a new industrial development project and preliminary plat of consolidation in 2021 for an expansion of the existing building and parking facilities the property. Mr. Pozsgay stated a condition of approval of the project included that the existing 10-foot Public Utility Easement from Lot 1 be extended south into Lot 2. The applicant has complied with the requirement, and has also included the required stormwater management easement, in the location of approved stormwater management facilities.

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

All were in favor. Motion Carried.

### **Portable Cameras**

**Purchase:** Village Manager, Evan Summers, presented a **Resolution Authorizing the Purchase of Portable Pole Cameras in the Not-to-Exceed Amount of \$12,000.**

Police Chief, Daniel Schultze stated the Police Department is responsible for safety and security throughout the village and at all Village sponsored events. Chief Schultze stated to aid in providing this in the most cost effective and efficient manner, the Department is looking for approval to purchase two portable pole cameras. Chief Schultze stated these cameras can be located and mounted as needed and will give the Police Department a way to monitor areas when events span multiple days, or even weeks such as Liberty Fest or Halloween events.

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

All were in favor. Motion Carried.

### **Engineering Enterprises**

**Amendment No. 1:** Village Manager, Evan Summers, presented a **Resolution Authorizing Execution of Amendment No. 1 to the Existing Engineering Services Agreement with Engineering Enterprises, Inc. for the 2023 CDBG Project – Browngate Subdivision Improvements Project in the Amount of \$35,000 for a Revised Not-to-Exceed Amount of \$160,060.**

Director of Public Works, Joe Caracci stated the Browngate Subdivision consisting of Green Valley Street (Marshall to east end), Kevyn Lane, Stoneham Street, and North Franzen Street is in need of watermain replacement, storm sewer improvements, and roadway improvements do the age of the existing infrastructure. Mr. Caracci stated the Browngate Subdivision falls into a census block that is eligible for DuPage County Community Development Block Grant (CDBG) funding. Mr. Caracci stated in October of 2021, the Village submitted an application for DuPage County CDBG funds for the 2023 Browngate Subdivision Roadway & Watermain Improvements Project.

Mr. Caracci stated the CDBG program is generally a 75/25 split with a maximum cap of \$600,000 per project.

Mr. Caracci stated the Village requested the maximum \$600,000 towards the total anticipated project construction costs of \$1.7 Million be funded through the CDBG program. Mr. Caracci stated the CDBG Program is a reimbursable program in which the Village fronts the initial costs and is reimbursed by DuPage County.

Mr. Caracci stated the scope of work proposed includes installation of approximately 1,600 linear feet of eight-inch (8") ductile iron watermain with appurtenances, approximately 1,500 feet of new storm sewer, enhanced resurfacing of roadway pavement, curb and gutter replacement, spot sidewalk replacement, driveway replacement, ADA sidewalk upgrades, and landscape restoration.

Mr. Caracci stated on November 15, 2022, the Village Board approved R-131-2022, entering into an engineering services agreement with Engineering Enterprises, Inc. for the 2023 CDBG Project – Browngate Subdivision Improvements Project in the not to exceed amount of \$125,060. Mr. Caracci stated the project is currently in design with an anticipated letting this winter and construction beginning in Spring of 2024. Mr. Caracci stated during design, it was determined that by working with our partners at the Park District and School District No. 2, detention could be attained to help alleviate flooding issues on the north end of the Village by evaluating and designing a detention basin located on the north end of Mohawk Park. Mr. Caracci stated the proposed detention basin will help alleviate flooding in both the northern residential and northern business district (TIF 12) parts of town.

Mr. Caracci stated in order to evaluate the viability of a basin and model the basin's impacts, additional survey and design time is required which was not included in the original project scope is required. Mr. Caracci stated additional to the design work required, documentation with plat updates will be required for proposed and existing water main, storm sewer and sanitary sewers planned. Mr. Caracci stated a storm water management easement for the proposed detention basin on the north side of Mohawk Park will also be required.

Mr. Caracci stated these additional tasks to evaluate and design a detention basin in Mohawk Park are a direct benefit to TIF District 12, as stormwater is routed east towards Country Club Drive and is a known flooding location identified in previous studies.

Mr. Caracci stated the cost for these additional services was negotiated with EEI for an additional \$35,000. This increase brings the total contract value to \$160,060.

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

All were in favor. Motion Carried.

**Omega Systems:** Village Manager, Evan Summers, presented a **Resolution Authorizing Contract with Omega Systems for Fire Protection and Testing Services for the Village Facilities in the Not-to-Exceed Amount of \$18,400.**

Mr. Caracci stated fire safety reduces the risk of injury and building damage that fires can cause. Mr. Caracci stated developing and implementing fire safety protocols in the workplace is not only required by law but it is crucial to everyone's safety that may be in the building during a fire emergency.

Mr. Caracci stated the Village is required to test our fire and sprinkler systems annually. Mr. Caracci stated every five (5) years we also perform a complete wet and dry system inspection. the Village's 5-Year Cycle that covers internal pipes, pipe hydro testing, FDC check valves & Replacements of all sprinkler gauges.

Mr. Caracci stated Staff sent out an RFP (Request for Proposal) for services associated with our annual and one cycle of our five (5) year program. Mr. Caracci stated the RFP is attached to this packet.

Mr. Caracci stated this contract covers the annual fire & sprinkler testing for 3 years as well as 5-year wet system testing and dry pipe testing that is due in 2023.



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

All were in favor. Motion Carried.

### **Tidwell Purchase**

**Order:** Village Manager, Evan Summers, presented a **Resolution Authorizing a Purchase Order to Tidwell for Installation & Replacement of Roofs at 9 & 13 S Center (Theater & Ice Cream Shop) in the Not-to-Exceed Cost of \$58,500.**

Mr. Caracci stated the Village maintains a number of facilities, including Ice Cream Shop & Theater located respectively at 9 and 13 S Center Street. Mr. Caracci stated due to age, wear, and tear, the roof membranes are past their useful life and in need of replacement. Mr. Caracci stated these facilities are located at the heart of Bensenville and are patron frequently by all its residents. Mr. Caracci stated the Village is looking to install a new TPO (thermoplastic) single ply white membrane roof on these facilities.

Mr. Caracci stated the roofs need to be removed and replaced. We have opted to replace them TPO (thermoplastic) single ply white membrane. Staff solicited proposals from four (4) Vendors

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

All were in favor. Motion Carried.

### **2023/2024 Senior Snow Plowing Guidelines:**

Village Manager, Evan Summers, presented a **Resolution Establishing Guidelines and Procedures for the 2023 - 2024 Senior / Disabled Snow Removal Program.**

Mr. Caracci stated The Village President and Board of Trustees have determined that a significant public interest is served by establishing a program to provide snow removal services to residents that are elderly or disabled and have no one else within their household to perform such task.

Mr. Caracci stated it is the desire of Village President DeSimone and the Board of Trustees to implement the program and formalize general guidelines and establish certain procedures for the fair and effective implementation of the program.

Mr. Caracci stated 2023 - 2024 Winter season will be the 7th season that we are offering this program.

Mr. Caracci stated the application process and Program guidelines have been established and are attached to the proposed Resolution as Exhibit A. Mr. Caracci stated the Program guidelines remain unchanged from last year.

Mr. Caracci stated the Program has different contractors that will be assigned to residents based on their location.

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

All were in favor. Motion Carried.

**L.A.R. Lawn  
Agreement:**

Village Manager, Evan Summers, presented a **Resolution Authorizing the Execution of a Contract with L.A.R. Lawn & Grounds for the 2023 - 2024 Senior / Disabled Snow Removal Program.**

Mr. Caracci stated the Village of Bensenville is entering its seventh year of our Senior / Disabled Snow Removal Program for the upcoming 2023 - 2024 Winter Season. Mr. Caracci stated the program will utilize independent contractors to perform snow removal services for our senior and disabled residents who meet program criteria.

Mr. Caracci stated there are no changes to the program for 2023 - 2024 winter season.

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

All were in favor. Motion Carried.

**Thomas Herrera  
Agreement:**

Village Manager, Evan Summers, presented a **Resolution Authorizing the Execution of a Contract with Thomas Herrera for the 2023 - 2024 Senior / Disabled Snow Removal Program.**

Mr. Caracci stated the Village of Bensenville is entering its seventh year of our Senior / Disabled Snow Removal Program for the upcoming 2023 - 2024 Winter Season. Mr. Caracci stated the program will utilize independent contractors to perform snow removal services for our senior and disabled residents who meet program criteria.

Mr. Caracci stated there are no changes to the program for 2023 - 2024 winter season.

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

All were in favor. Motion Carried.

**KSK Landscaping  
Agreement:**

Village Manager, Evan Summers, presented a **Resolution Authorizing the Execution of a Contract with Ray Ramirez (KSK Landscaping) for the 2023 - 2024 Senior / Disabled Snow Removal Program.**

Mr. Caracci stated the Village of Bensenville is entering its seventh year of our Senior / Disabled Snow Removal Program for the upcoming 2023 - 2024 Winter Season. Mr. Caracci stated the program will utilize independent contractors to perform snow removal services for our senior and disabled residents who meet program criteria.

Mr. Caracci stated there are no changes to the program for 2023 - 2024 winter season.

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

All were in favor. Motion Carried.

### **Nevco Scoreboards**

**Sales Agreement:** Village Manager, Evan Summers, presented a **Resolution Approving a Sales Agreement with Nevco Scoreboards to Replace the John Street Scoreboard in the Not-to-Exceed Amount of \$12,948.52.**

Director of Recreation, Sean Flynn stated during CIP discussions it was determined that the John Street Scoreboard needed to be replaced and upgraded to an LED scoreboard solution.

Mr. Flynn stated replacing an old scoreboard with a new one is a common project for sports facilities and venues. Mr. Flynn stated this project has been budgeted for in the 2023 CIP plan and will use LED technology to update the facility.

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

All were in favor. Motion Carried.

### **Compensation Study and Policy:**

Village Manager, Evan Summers, presented a **Resolution Approving Accepting a Compensation Plan and Policy for the Village of Bensenville.**

Mr. Summers stated the Village of Bensenville is committed to hiring, retaining, and motivating qualified employees at all levels within the organization. Mr. Summers stated the wage compensation model and policy that will be presented by the consulting firm GovHR this evening are the findings of market comparable for employment positions throughout DuPage and Cook Counties municipalities and park districts.

GovHR presented the proposed compensation plan and policy to the Committee of the Whole.

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

All were in favor. Motion Carried.

**Informational  
Items:**

Director of Public Works, Joe Caracci provided an update to the Committee of the Whole regarding the Senior Center Project.

**Unfinished  
Business:**

There was no unfinished business.

**Executive  
Session:**

Village Manager, Evan Summers, stated there was not a need for executive session.

**ADJOURNMENT:** Trustee Carmona made a motion to adjourn the meeting. Trustee Frey seconded the motion.

All were in favor. Motion carried.

President DeSimone adjourned the meeting at 7:14 p.m.

Corey Williamsen  
Deputy Village Clerk

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Bensenville this 20th day, February 2024