



COMMITTEE OF THE WHOLE MEETING AGENDA

October 20, 2020

Village Hall Boardroom, 2nd Floor

This meeting will convene immediately following the Village Board Meeting, which begins at 7 p.m.

MEETING REQUIREMENTS UNDER COVID

Due to COVID-19, new requirements are in place for the use of the Village Boardroom. Changes include:

- **Registration:** To ensure the Village does not exceed capacity requirements of Phase 4, members of the public wishing to attend any in-person meeting, must pre-register with the Village Hall. Please email your name, telephone number, number of attendees, and the date and meeting name you wish to attend to deputyclerk@itasca.com. Submissions should be made no later than 3:00 p.m. on the day of the meeting. A confirmation email will be sent if approved.
- **Face Coverings and Social Distancing Requirements:** All members of the public will be required to wear a face covering when inside Village Hall for the duration of their visit. Visitors must also maintain social distancing requirements when in the presence of non-household members.

Questions & Comments may also be emailed to prior to the meeting to deputyclerk@itasca.com. In order to be read into the record, statements must be received no later than 3:00 p.m. on the day of the meeting.

- 1. Call to Order; Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Participation**
- 4. Presentation of Meeting Minutes**

a. Committee of the Whole – October 6, 2020

Documents:

[20201006 COW Mtg Minutes.pdf](#)

5. President's Comments

6. Community Development Committee

Chair Trustee Latoria; Co-Chair Trustee Gavanis

7. Capital & Infrastructure Committee

Chair Trustee Aiani; Co-Chair Trustee Latoria

8. Finance & Operations Committee

Chair Trustee Madaras; Co-Chair Trustee Linsner

a. Discussion and possible action regarding the Village Administrator's Spending Authority

Documents:

[Fin A- Village Administrator Spending Authority - 201013.Pdf](#)

9. Intergovernmental Committee

Chair - Trustee Leahy; Co-Chair Trustee Aiani

10. Department Head Reports

11. Village Administrator Report

12. Old Business

13. New Business

14. Closed Session

15. Adjournment



Village of Itasca
Committee of the Whole Regular Meeting Minutes
Tuesday, October 6, 2020
Immediately Following the Village Board of Trustees Meeting
Itasca Municipal Complex, Board of Trustees Room

1. Call to Order

Mayor Pruyn called to order the Committee of the Whole Regular Meeting at 8:07 p.m.

Roll Call

PRESENT: Mayor Jeff Pruyn, Trustee Dino Gavanis, Trustee Ellen Leahy, Trustee Jeff Aiani, Trustee Frank Madaras, Trustee Kathy Linsner, Trustee Mike Latoria.

ABSENT: None.

Others Present: Director of Police Bob O'Connor, Community Development Director Shannon Malik Jarmusz, Village Engineering Consultant Mark Wesolowski, Village Administrator Carie Anne Ergo, Village Attorney Chuck Hervas, Village Clerk Jody Conidi.

2. Pledge of Allegiance

Recited at the preceding Village Board Meeting.

3. Audience Participation

No Audience Participation.

4. Meeting Minutes

a. Committee of the Whole Meeting Minutes – September 15, 2020

Trustee Gavanis moved to approve the Committee of the Whole Meeting Minutes for Tuesday, September 15, 2020. Trustee Leahy seconded. Motion carried by unanimous voice vote.

5. President's Comments

Mayor Pruyn had no comments.

6. Community Development Committee Report

Chair: Trustee Latoria, Co-Chair: Trustee Gavanis

a. Lot Coverage and Side Yard Setback Variances – 435 South Oak Street

Trustee Latoria moved to recommend approval of variances for lot coverage and side yard setback for a patio and above-ground pool at 435 South Oak Street by petitioners Jason and Joanne Tayler. The Plan Commission conducted a public hearing on Wednesday, September 16, 2020 and recommended approval with conditions (PC 20-015). Trustee Madaras seconded. Motion carried by unanimous voice vote.

b. Garage Height and Second Story Variances – 324 South Maple Street

Trustee Latoria moved to recommend approval of variances for garage height and second story for a two-story detached garage at 324 South Maple Street by petitioners

Kurt and Marisa Kaufman. The Plan Commission conducted a public hearing on Wednesday, September 16, 2020 and recommended approval with conditions (PC 20-016). Trustee Madaras seconded. Motion carried by unanimous voice vote.

7. Capital and Infrastructure Committee Report

Chair: Trustee Aiani, Co-Chair: Trustee Latoria

a. 2020 Snow and Ice Control Proposal – Central Manufacturing District and Spring Lake Business Park

Trustee Aiani moved to recommend approval of a proposal from Ground Pros, Inc. for the 2020 Snow and Ice Control in the Central Manufacturing District (CMD) and Spring Lake Business Park at a cost of \$3,105.00 per typical 2-4" snowfall occurrence.

Trustee Leahy seconded. Motion carried by unanimous voice vote.

b. 2020 Rohlwing Road Watermain Lining Project – Payment 1 and Final

Trustee Aiani moved to recommend approval of Payment 1 and Final in the amount of \$4,329.60, including \$4,329.60 for another additional 24 feet of lining work, to Fur-Pal Construction for the 2020 Rohlwing Road Watermain Lining Project. Trustee Leahy seconded.

Motion carried by unanimous voice vote.

c. Drainage Committee Report – Interim Drainage Improvements

Trustee Aiani reported May 2020 was the third consecutive May to break the record for wettest May with 8.30" inches of rain water. A Drainage Committee was created with a budget of \$150,000.00 to make interim drainage improvements within the Village rights-of-way. Twenty-three 23 projects were identified, nine projects were completed impacting 29 properties at a cost of \$40,200.00 plus Public Works labor, and six properties applied for the Rear Yard Drainage Assistance Program (RYDAP). Letters are being sent to the remaining properties on the project list to verify interest in the RYDAP and all properties contacted between 2018 and 2020 with drainage issues are being sent a summary of the RYDAP, Sanitary Sewer Backflow Prevention Program (SSBPP), and Rain Barrel Program.

Trustee Aiani moved for a Closed Session following Old Business to consider the purchase or lease of real property for the use of the public body. Trustee Leahy seconded. Motion carried by unanimous voice vote.

Trustee Aiani reported the Itasca Lions Club may hold its regular Board Meeting at Village Hall on Thursday, October 22, 2020 if the Itasca Park District still has restrictions on meeting space.

Trustee Aiani reported the Itasca Garden Club no longer uses the greenhouse at the Springbrook Nature Center and the greenhouse needs to be added to the existing agreement between the Village and the Itasca Park District which lists the individual buildings the Park District operates.

Trustee Aiani reported landscaping at Village entrances is complete and wanting to expand the landscaping project to other areas including the downtown Itasca Lions Club dynamic sign and triangle at Irving Park Road, Walnut Street, and Gigi Gruber Lane.

Trustee Aiani called for a Capital and Infrastructure Committee Meeting on Tuesday, October 13, 2020 or Tuesday, October 27, 2020 to discuss long-range flooding solutions and funding.

8. Finance and Operations Committee Report

Chair: Trustee Madaras, Co-Chair: Trustee Linsner

a. Compensation of Elected Officials – Review

Trustee Madaras reported the compensation of elected officials is reviewed at least 180 days before the beginning of the terms of officials whose compensation is fixed. The Village Board majority concurred to not increase fixed compensation for the positions of mayor, trustees, or clerk; add meeting stipend to the position of clerk to match the positions of mayor and trustees; and allow elected officials to receive healthcare benefits if participating elected officials pay 100% of the premium.

9. Intergovernmental Committee Report

Chair: Trustee Leahy, Co-Chair: Trustee Aiani
Trustee Leahy had no report.

10. Department Head Reports

Police Department

Safety Director O'Connor reported political signs were removed Saturday, October 3, 2020 by local teenagers and returned to properties; DuPage County is creating a response team comprised of area Police Departments for to any disturbances on Election Day on Tuesday, November 3, 2020; a deceased individual was found in their home in the 300 east block of Center Street after neighbors reported not seeing the individual for several days; officers are wearing a pin on their uniforms for Breast Cancer Awareness Month; calls of shoots fired at Colonial Apartments were received on Saturday, October 2, 2020; and a mental health call for an individual with a child was received resulting in transportation for treatment.

Community Development Department

Community Development Director Malik Jarmusz reported Bridge Point Itasca has a very well-known business interested in moving into the complex and staff are working with Bridge Point and the business on tight permit deadlines due to the potential asset and size of tenant space; staff provided a list of material to the downtown strategic plan consultant; and a steering committee for the downtown strategic plan will be scheduled within six weeks.

Engineering Services

Village Engineer Wesolowski reported the pavement striping program completed this week; and the Illinois Department of Transportation (IDOT) has matching funds that could fund a multiuse path along Bloomingdale Road from Irving Park Road to the Ray Franzen Bird Sanctuary on Rohlwing Road.

Public Works Department

Public Works Director Hitchcock was absent; no report.

Village Attorney

Village Attorney Hervas reported former mayor Shirley Ketter's grandson, Christian Ketter, recently joined Hervas, Condon & Bersani, P.C. as a new attorney.

Village Clerk

Village Clerk Conidi had no report.

11. Village Administrator Report

Village Administrator Ergo reported the property owner of 102 East Irving Park Road has a tentative tenant agreement requiring Village assistance for a drive-through, staff are working through engineering for answers, and the tenant would be a good fit for the community; and the Village has signs for houses participating and not participating in Halloween Trick or Treating and safety guidelines are posted online.

12. New Business

No New Business.

13. Old Business

Trustee Latoria reported the new runway at O'Hare International Airport opens on November 5, 2020. Mayor Pruyn reported a complaint was received from a business owner about damage to their building's roof potentially caused by airplane fuel.

Mayor Pruyn called for a recess of the Committee of the Whole Meeting at 9:31 p.m.

14. Closed Session

Mayor Pruyn called to order the Closed Session at 9:34 p.m.

Mayor Pruyn adjourned the Closed Session at 10:44 p.m.

Mayor Pruyn reconvened the Committee of the Whole Meeting at 10:45 p.m.

15. Adjournment

Trustee Madaras moved to adjourn the Committee of the Whole Regular Meeting at 10:45 p.m. Trustee Latoria seconded. Motion carried by unanimous voice vote.

Roll Call:

Aye – Trustees Aiani, Gavaness, Latoria, Leahy, Linsner, Madaras.

No – None.

Absent – None.

MOTION APPROVED.

Submitted this 6th day of October 2020.

Jody A. Conidi, Village Clerk



MEMORANDUM

TO: Village Administrator Ergo
FROM: Administrative Services Manager Spencer
DATE: October 13, 2020
SUBJECT: Village Administrator's Spending Authority

INTRODUCTION

The purpose of this memo is to open the discussion of spending authorities provided by the Village Board to the Village Administrator.

DISCUSSION

Section 30.105 through 30.112 outlines the various authorities which have been granted to the Village Administrator by the Village Board for the purposes of "proper administration of all affairs of the Village". Under "Powers and Duties", Section 30.110 (L), explains the oversight of all materials, supplies, and equipment provided for within the budget up to \$5,000. Specifically, "no purchase, acquisition, construction or other contract or any increase to an existing contract of any type shall be made in excess of \$5,000 except by approval of the Village Board." Staff has reviewed this \$5,000 limit and has found it to create an administrative burden that is time consuming and inefficient as compared to other communities.

Staff has inquired of communities similar to Itasca and have learned the spending authority limits as outlined:

	Manager/Administrator
<i>Itasca</i>	\$ 5,000
Bensenville	\$ 50,000
Hinsdale	\$ 20,000
Oakbrook Terrace	\$ 20,000
Elmhurst	\$ 20,000
LaGrange	\$ 10,000
Addison	\$ 15,000
Elk Grove Village	\$ 25,000
Schaumburg	\$ 50,000
Lemont	\$ 20,000
Palos Heights	\$ 5,000
River Forest	\$ 20,000

Roselle	\$	10,000
Willowbrook	\$	10,000
Countryside	\$	10,000

*The average Administrator authority listed is \$20,000.

FISCAL IMPACT

Changing the spending authority of the Village Administrator will not, in itself, have a fiscal impact on the Village as the procedure to have the Village Board approval on all invoices through the Record of Bills is not changing.

RECOMMENDATION

Staff recommends raising the spending limit of the Village Administrator to be in line with comparable municipalities, which have an average of \$20,000.