

MINUTES OF THE REGULAR BOARD MEETING
OF THE PRESIDENT AND BOARD OF TRUSTEES
(Preceded by BOLI Meeting)
Monday, August 27, 2012
7:01 p.m.

President William T. Rodeghier, Presiding
Call to Order, 7:01 p.m.
Jeanine M. Jasica, Village Clerk

Board Members Present

Suzanne Glowiak
Sheila Hansen
James Horvath
Deborah Lyons
Edward Tymick
Patrick Word

Patrick Higgins, Village Manager
Ingrid Velkme, Director Admin Svcs
Michael Jurusik, Village Attorney
Pamela Church, Director of Law Enforcement
Services
Grace Turi, Director of Finance
Matthew Supert, Director of Municipal Services
Tracy Alden, Director of Recreation
Martin Scott, Director of CD
Patrick Kenny, Director of Fire & EMS
Jeff Ziegler, Village Engineer

CALL TO ORDER

The meeting was called to order at 7:01 p.m.

ROLL CALL

As noted above.

Electronic attendance at meeting: None

PRESENTATION OF THE 2011 COMPREHENSIVE ANNUAL FINANCIAL REPORT BY BRIAN LEFEVRE OF SIKICH LLP

President Rodeghier welcomed Brian LeFevre from Sikich LLP who presented the Village's Comprehensive Annual Financial Report (CAFR) for the year ending December 31, 2011. In addition to the CAFR, Sikich also performed a single audit for the Village, which is a federal requirement when an agency or municipality expends in excess of \$500,000 in Federal awards.

Mr. LeFevre reported that Sikich is pleased to issue an unqualified audit opinion on both the CAFR and Single Audit. This is the highest level of opinion that the Village can receive on its financial statements. The opinion states that the financial statements are presented fairly and in accordance with general accepted accounting principles and that they are free of material misstatement. Less than 2% of the municipalities in the country with less than 25,000 in population receive an unqualified opinion from their independent auditors on their financial statements. He said that the Village should be commended for that.

The Comprehensive Financial Audit Report will be on the Village's website upon the Board's acceptance. Mr. LeFevre noted that the Village had received the Certificate of Achievement for Excellence in Financial Reporting for the year ending December 31, 2010. The Village received this award for 17 consecutive years and it is the highest level of award.

Mr. LeFevre urged the Board and the residents to read Management's Discussion and Analysis which is written by Village management and is the executive summary. It can help the reader see how the financial statements are laid out and highlight some of the information on the financial statements of the Village.

Mr. LeFevre said the General Fund had an increase in fund balance of a little over \$328,000 for the fiscal year providing an ending fund balance of \$2,726,915 which represents 30.5% of current expenditures. The Village Board has adopted a fund balance policy with a targeted 30% reserve.

Mr. LeFevre then addressed the status of the Village pension funds. The Illinois Municipal Retirement Fund (IMRF) through December 31, 2011, was approximately 71.84% funded which is consistent with other municipalities of the Village's size for funding for IMRF. The Police Pension Fund was 60.5% funded as compared to Village's peer average of 59% thru December 31, 2010. The Fire Pension was funded at 129% thru December 31, 2010. The Village is funding at or above what the actuaries are recommending for all three plans. All of them are on solid financial ground.

The statistical section has a lot of ten year trend information and contains a great deal of financial historical information. Trends in fund balances, property taxes and property tax rates can be found in that section.

President Rodeghier noted the report was very well written and provides a roadmap. In spite of the difficult economic times during the past few years, the Village has fared well in addressing economic concerns and living within its means. Most importantly when the Village had to dip into reserves to meet obligations, the Village was able to recoup those and this report reflects that. This is a credit to the staff and the Finance Committee for stewarding this. Manager Higgins said the Finance Committee had met at length with Mr. LeFevre and reviewed this report in detail prior to this meeting. The Board received the CAFR and placed it on file

READING OF AGENDA – ADDITIONS – DELETIONS

There were no changes.

CITIZENS COMMENTS

There were none.

CONSIDERATIONS

1) RESOLUTION 12-2192

**APPROVING THE RELEASE
OF AN IRREVOCABLE STANDBY LETTER OF CREDIT
POSTED BY WSMC PARTNERS, L.L.C. RELATIVE TO
THE PHASE 1 SITE IMPROVEMENTS FOR THE**

WESTERN SPRINGS OFFICE CENTER DEVELOPMENT
LOCATED AT 4700 COMMONWEALTH AVENUE, IN
THE VILLAGE OF WESTERN SPRINGS, COOK
COUNTY, ILLINOIS

Director Scott said that in 2011 WSMC Partners, LLC. led by Brian Howard, received permission to convert the former Vaughn's Garden Center to a medical and general office use. Since that time WSMC Partners has worked to complete site improvements (such as detention, parking lot, etc.). A significant amount of work related to correcting floodplain and floodway violations from the previous property owner was completed. The stormwater system was reworked to address the violations and provide for the conversion of the former Vaughn's to a new one story office building. Mr. Howard is now working to fill the building with tenants. The letter of credit provided the Village with the assurance that all the work on the site would be completed in accordance with the approved plans. Village Engineer Ziegler has confirmed that all work has been completed per the approved plans. Director Scott recommended that the WSMC letter of credit in the amount of \$323,000 be released through Board approval of this resolution since the work has all been completed.

MOTION:

Trustee Tymick moved, seconded by Horvath, to approve Resolution 12-2192 Approving The Release Of An Irrevocable Standby Letter Of Credit Posted by WSMC Partners, L.L.C. Relative To The Phase 1 Site Improvements For the Western Springs Office Center Development Located at 4700 Commonwealth Avenue, In The Village of Western Springs, Cook County, Illinois.

The motion passed on a roll call vote. Voting aye: Trustee Lyons, Tymick, Word, Glowiak, Hansen and Horvath. Voting nay: none.

EXPLANATION OF OMNIBUS VOTING PROCEDURE

President Rodeghier stated the Illinois State Statutes allow a municipality to collectively vote on a group of ordinances, resolutions, and other motions, such as awards of contract, appointments, etc. This is known as an omnibus vote. All the items contained on the omnibus vote list have been previously discussed by the President and Board of Trustees on at least one occasion, and often on several occasions. By placing them on the omnibus vote list, a single vote may be taken to approve them. Prior to the omnibus vote, a Trustee may remove any item from the list and have it discussed and voted on separately.

CONSIDERATION OF AN OMNIBUS VOTE

MOTION:

Trustee Lyons moved that the following ordinances, resolutions and motions as contained on the meeting agenda for August 27, 2012, be adopted and/or approved under an omnibus vote:

AGENDA ITEM NO. 2 - APPROVAL OF MINUTES OF THE MEETING OF JULY 16

AND AUGUST 13, 2012, AS READ

AGENDA ITEM NO. 3 - ORDINANCE 12-2690 AMENDING THE WESTERN SPRINGS MUNICIPAL CODE OF 1997, AS AMENDED, TITLE 6 (POLICE REGULATIONS), CHAPTER 4 (AUTOMATIC AND MANUAL BURGLAR AND FIRE ALARMS) TO UPDATE THE ALARM REGULATIONS

AGENDA ITEM NO. 4 - ORDINANCE 12-2691 AUTHORIZING WINE SHOP ON HILLGROVE, L.L.C. D/B/A HILLGROVE CELLARS TO OPERATE ITS OUTDOOR LIQUOR CAFÉ LOCATED AT 800 HILLGROVE AVENUE UNDER EXTENDED CLOSING HOURS FOR CALENDAR YEAR 2012 ONLY

AGENDA ITEM NO. 5 – ORDINANCE 12-2692 AMENDING TITLE 4: LIQUOR CONTROL; CHAPTER 1: ALCOHOLIC LIQUOR; SECTION 4-1-10A(12) OF THE WESTERN SPRINGS VILLAGE CODE OF 1997, AS AMENDED, RELATIVE TO THE NUMBER OF CLASS “L” (LIMITED SPECIAL EVENT LICENSE; TASTINGS OF BEER AND WINE AND BEER AND WINE PACKAGE SALES ONLY) LIQUOR LICENSES WHICH CAN BE ISSUED IN THE VILLAGE OF WESTERN SPRINGS, COOK COUNTY, ILLINOIS (WINE SHOP ON HILLGROVE, L.L.C. D/B/A HILLGROVE CELLARS AT 800 HILLGROVE AVENUE FOR 2012 FRENCH MARKET)

AGENDA ITEM NO. 6 - RESOLUTION NO. 12-2193 APPROVING A BUDGET AMENDMENT AND TRANSFERS OVER \$10,000.00 TO THE FISCAL YEAR 2012 OPERATING BUDGET IN THE GENERAL, CAPITAL IMPROVEMENT AND SPECIAL PURPOSE RESERVE FUNDS

AGENDA ITEM NO. 7 - MOTION TO AWARD A BID FOR THE 2012 RESURFACING PROGRAM TO LOWEST QUALIFIED RESPONSIBLE BIDDER CROWLEY SHEPPARD ASPHALT FOR THE CONTRACT BID PRICE WHICH INCLUDES THE BASE BID OF \$79,453.16 AND AN ALTERNATE BID OF \$150,506.67 FOR A TOTAL LOW BID PRICE OF \$229,959.83

AGENDA ITEM NO. 8 - MOTION TO AWARD A BID FOR PATCHING WORK FOR THE 2012 MICROPAVING PROGRAM TO AC STRIPING PAVING COMPANY OF ELGIN, IL IN AN AMOUNT NOT TO EXCEED \$75,000

AGENDA ITEM NO. 9 - MOTION TO APPROVE EMERGENCY WELL #1 REPAIRS WHICH INCLUDE \$8,000 TO SPD INCORPORATED AND \$9,800 TO BELLWOOD ELECTRIC MOTORS FOR EMERGENCY REPAIRS COMPLETED ON JULY 31, 2012 AT A THE TOTAL COST OF \$17,800

AGENDA ITEM NO. 10 - MOTION TO AWARD A CONTRACT TO SHAEFGES BROTHERS, INC. FOR REPAIR WORK TO THE TOWER STAIRS IN THE AMOUNT OF \$99,775 AND ALSO AWARDED A CONTRACT FOR THE ALTERNATE #1 BID WORK IN THE AMOUNT OF \$16,000 FOR THE CONSTRUCTION OF SEAT WALLS

FOR A TOTAL CONTRACT PRICE OF \$115,775

AGENDA ITEM NO. 11 - MOTION TO APPROVE THE REAPPOINTMENT OF DEB SMITH TO THE PLAN COMMISSION FOR A THREE YEAR TERM TO EXPIRE IN JUNE 2015

The motion was seconded by Trustee Hansen and passed on a roll call vote.

Voting aye: Trustees Tymick, Word, Glowiak, Hansen, Horvath, Lyons and President Rodeghier.

Voting nay: none.

REPORTS

12) MONTHLY FINANCIAL REPORT – June and July 2012 (Horvath)

The monthly reports for June and July on a cash basis were presented for the Board's review. Trustee Horvath thanked Director Turi for providing a memo, a recap of all funds, a list of cash and investments, check register, and cash flow schedules. The General Fund ended the month with a surplus which is due in large part to the second installment of property taxes that had to be paid by August. Cash flow is helpful as it keeps the Village from having to borrow to meet obligations. Sales tax receipts are approximately 3% higher than 2011 and 4% higher than in 2010. Photo enforcement and utility taxes continue to exceed projections. For the month ended June 2012, which is the half year point for the budget, the Village's expenditures are right at 50% of the annual budget while actual revenues are higher at 55% of the budgeted revenues. For year-to-date July 2012, the year-to-date actual for property taxes shows that the Village collected \$975,000 and there is an expectation that the balance of approximately \$900,000 will be received in August. Some major, but budgeted, expenditures are reflected in June and July including truck and vehicles purchases of \$155,000 and a payment (#6) to J.J. Henderson of \$940,000 for the reverse osmosis project.

MOTION:

Trustee Horvath moved, seconded by Tymick, to approve the June and July 2012 monthly financial reports. The motion passed on a roll call vote. Voting aye: Trustees Word, Glowiak, Hansen, Horvath, Lyons, and Tymick. Voting nay: none.

13) VILLAGE PRESIDENT RODEGHIER

President Rodeghier asked for the Board's concurrence of his proclamation of September 19, 2012, as "No Text on Board – Pledge Day" to promote public safety. He read the proclamation and encouraged all drivers to take the pledge and never to drive and text again.

14) VILLAGE MANAGER HIGGINS

The Illinois Municipal League 99th Annual Conference is scheduled for October 18-20, 2012 at the Hilton Chicago Hotel. Manger Higgins asked Board members who were interested in attending to contact Deputy Clerk Haeske.

15) VILLAGE ATTORNEY JURUSIK

No report.

ADJOURN

With no further business to come before the Board, President Rodeghier asked for a motion to adjourn.

MOTION:

Trustee Horvath moved, seconded by Lyons, to adjourn the meeting. The motion passed on a unanimous voice vote.

The meeting adjourned at 7:29 p.m.

Respectfully submitted,

Jeanine M. Jasica
Village Clerk