



Village Board Meeting January 4, 2018 6:00 p.m.

1. Call To Order

2. Roll Call

3. Pledge Of Allegiance

4. Open Forum

Public Comment is subject to the public comment rules and procedures adopted by the Village.

5. Reports

a. Board Reports

- Mayor
- Clerk
- Trustees

*Background Of
Subject Matter*

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Type

Discussion Only

6. Items To Be Removed From Consent Agenda

7. Consent Agenda (Omnibus Vote)

a. Village Board Minutes

i. Board Meeting Minutes

Board to consider approving the minutes of the Village Board meeting held December 21, 2017.

*Background Of
Subject Matter*

Required parliamentary procedure

Type

Motion

Documents:

[2017-12-21 VILLAGE BOARD MEETING MINUTES.PDF](#)

b. November Financial Report

Board to consider a motion to accept the financial report submitted for the month of November 2017.

*Background Of
Subject Matter*

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Type

Motion

Documents:

[MONTHLY FINANCIAL REPORT MEMO 2017-11.PDF](#)

[MONTHLY FINANCIAL REPORT 2017-11.PDF](#)

c. Finance Ordinance

i. Finance Ordinance # 17

Total to be announced at the meeting.

Background Of Subject Matter	*
Type	Motion

d. Purchase Orders

i. PO 11043280

Elanar Construction Co \$109,337.12

Background Of Subject Matter	Naperville & Warwick Stormwater Change Order # 2
Additional Background	This is included in the Finance Ordinance, which will be approved simultaneously with the purchase order.
Type	Purchase Order
Budgeted	Yes

Documents:

[PO 11043280.PDF](#)

ii. PO 11043515

Village of Clarendon Hills \$160,730.85

Background Of Subject Matter	North Richmond resurfacing project
Additional Background	This is included in the Finance Ordinance, which will be approved simultaneously with the purchase order.
Type	Purchase Order
Budgeted	Yes

Documents:

[PO 11043515.PDF](#)

iii. PO 11043508

Baxter & Woodman \$148,975.00

Background Of Subject Matter	GIS storm sewer atlas
Type	Purchase Order
Budgeted	Yes

Documents:

[PO 11043508.PDF](#)

- iv. **PO 11043510**
Core & Main LP \$69,512.00

Background Of Subject Matter Water meter supplies
Type Purchase Order
Budgeted Yes

Documents:

[PO 11043510.PDF](#)

- v. **PO 11043490**
IRMA \$416,727.92

Background Of Subject Matter Annual insurance contribution
Additional Background This is included in the Finance Ordinance, which will be approved simultaneously with the purchase order.
Type Purchase Order
Budgeted Yes

Documents:

[PO 11043490.PDF](#)

- vi. **PO 11043558**
Tyler Technologies Inc \$153,640.00

Background Of Subject Matter Software Licensing for Enterprise Resource Planning (ERP) System
Type Purchase Order
Budgeted Yes

Documents:

[PO 11043558.PDF](#)

- vii. **PO 11043559**
Tyler Technologies Inc \$479,496.00

Background Of Subject Matter Software implementation for Enterprise Resource Planning (ERP) System
Type Purchase Order
Budgeted Yes

Documents:

[PO 11043559.PDF](#)

viii. **Total Of Purchase Orders**

\$ 1,538,418.89

Background Of Subject Matter	*
Type	Purchase Order

e. **Total Of Purchase Orders And Finance Ordinance**

Total to be announced at the meeting.

Background Of Subject Matter	*
Type	Motion

8. **Unfinished Business**

9. **New Business**

a. **410 N Washington Street (North Lot) - Lot Width Variance**

Board to consider an ordinance approving a Zoning Code variance request from James Lesko to allow relief from the minimum lot width for a dwelling in the R-3 Single Family Detached Residence District.

Background Of Subject Matter	Applicant is requesting a variance for a vacant lot to build a new single family home. The property is 48' wide, & was previously under the same ownership as the property to the south. The subject property was then sold & marketed as a new home site.
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Additional Background	Public comment at the Nov public hearing included questions & concerns about stormwater, proximity of the proposed new house to the existing homes, & impact to the character of the neighborhood, which the Commissioners discussed.
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Recommendation	Applicant meets other zoning requirements. The variance is for a lot width that is deficient by 12 feet, & the lot would require a variance for any size house. Commission made a unanimous positive recommendation.
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Type	Ordinance
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Documents:

[PZ 17-023 410 NORTH WASHINGTON - ZONING CODE VARIANCE.PDF](#)
[2017-11-08 PZC MINUTES EXCERPT - 410 N WASHINGTON.PDF](#)

b. **Engineering Agreement - Burlington-Cumnor, West End, Roslyn Storm Sewer Project**

Board to consider an ordinance authorizing an engineering agreement with Engineering Solutions Team for Design (Phase 2) Engineering Services for the Burlington-Cumnor, West End, and Roslyn Storm Sewer Project.

Background Of Subject Matter	The area bounded by Burlington-Cumnor-West End, about 10 residents are burdened with significant rear yard flooding throughout the year. And identified in the Stormwater Master Plan, Roslyn near Burlington experiences flooding during heavy rain events.
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Additional Background	Request to approve the sum of \$74,000 for Design (Phase 1 and Phase 2) Engineering Services for the Burlington-Cumnor, West End, and Roslyn Storm Sewer Project.
Recommendation	Approve
Type	Ordinance
Budgeted	Yes

Documents:

[EST PH2 ENGINEERING AGREEMENT BURLINGTON WEST END ROSLYN STORM SEWER PROPOSAL 12182017.PDF](#)

c. **Naperville Warwick Stormwater Improvement Project Change Order 2 (Final) Request**

Board to consider an ordinance approving Change Order #2 (Final) for the Naperville Warwick Stormwater Improvement Project.

Background Of Subject Matter	Midway through the construction, the project changed from Directional Bore to Open-Cut to accommodate a significant amount of utility conflicts. This change increased the amount of contaminated soil found through Chicago Avenue which we under-estimated.
Additional Background	This final change order also represents the balancing of all quantities for the entire project. Change Order #2 in the amount of \$109,337.12 will revise the total contract amount to \$1,114,404.12 an increase of approximately 19.7% of the original bid.
Recommendation	Approve
Type	Ordinance
Budgeted	Yes

Documents:

[CONTRACT CHANGE ORDER APPROVAL 2 FINAL -VB.PDF](#)

d. **Business Publicity Grant Program**

Board to consider an ordinance adopting the Westmont First Committee's Business Publicity Grant Program.

Background Of Subject Matter	This proposed program will offer a grant to local businesses to assist with the costs of promoting specific types of business-related events, programs & projects that are not part of their regular business operations. Examples: radio ads, posters, etc..
Additional Background	An approved business event may receive up to \$500 to reimburse promotional costs, but no more than 50% of the costs of the event itself. If grant monies remain in the fund after the first 9 months of the program, a business may apply for a second grant.
Recommendation	Approve
Type	Ordinance
Budgeted	Yes

Documents:

[WESTMONT FIRST BUSINESS PUBLICITY GRANT PROGRAM GUIDELINES.PDF](#)

[WESTMONT FIRST BUSINESS GRANT REQUEST FORM.PDF](#)

e. **Agreement For Liquor License Inspections**

Board to consider an ordinance approving an agreement with the Illinois Department of Revenue to participate in the Alcoholic Liquor Enforcement Pilot Program.

Background Of Subject Matter This agreement allows the Deputy Liquor Commissioner and other Village staff to perform inspections of licensed liquor establishments to determine compliance with various signage, records, sanitation and other requirements.

Additional Background The State will pay a fee of \$75.00 per inspection.

Recommendation Approve

Type Ordinance

Documents:

[LC-13 SAMPLE FORM.PDF](#)

[LC-13 CITY TEMPLATE CONTRACT.PDF](#)

f. **Sexual Harassment Policy**

Board to consider an ordinance approving revisions to Chapter 62 "Personnel," Section 62-73 - Sexual Harassment, of the Village Code of Ordinances.

Background Of Subject Matter Staff presented revisions to the policy required by the recently enacted Public Act 100-0554 which became effective November 16, 2017.

Additional Background The Public Act requires each governmental unit to adopt an ordinance or resolution within 60 days of this enacted Public Act establishing their policy to prohibit sexual harassment.

Type Ordinance

Documents:

[SEC 62-73 SEXUAL HARASSMENT DRAFT REVISIONS 1-4-18 MTG.PDF](#)

g. **Employee Handbook Revisions**

Board to consider an ordinance approving revisions to multiple sections of Chapter 62 "Personnel," of the Village Code of Ordinances.

Background Of Subject Matter Staff presented the suggested revisions to the Employee Handbook - Chapter 62 of the Village Code at the Admin/Finance Committee Meeting.

Additional Background Staff worked on these revisions for a little over a year, which included research, Department Head discussion, and Village Attorney review.

Type Ordinance

Documents:

10. Miscellaneous

11. Executive Session

This Board may adjourn to closed session to discuss matters so permitted and may act upon such matters upon returning to open session.

12. Adjourn

Note: Any person who has a disability requiring a reasonable accommodation to participate in the meeting should contact the ADA Compliance Officer, 9:00 A.M. to 5:00 P.M. Monday through Friday, Village of Westmont, Illinois, 60559; or telephone (630) 981-6210 voice, within a reasonable time before the meeting.