

Minutes
Regular Village Board Workshop
Glen Ellyn Village Board of Trustees
October 10, 2011

Time of Meeting: 7:00 p.m.

Present: President Pfefferman; Trustees Cooper, Friedberg, McGinley, Hartweg, Henninger and Ladesic; Village Clerk Connors, Village Attorney Diamond.
Staff present: Village Manager Franz, Interim Finance Director Noller, Interim Public Works Director Perrigo, Deputy Police Chief Holmer. Recreation Director Matt Pekarek arrived at 7:35.

1. Call to Order

President Pfefferman called the Board Workshop to order at 7:00 p.m. with a roll call. Trustees Hartweg, Henninger, Friedberg, Ladesic, Cooper, and McGinley responded "Present."

2. Suburban Purchasing Cooperative Presentation

Village Manager Mark Franz introduced Ellen Dayan, the Northwest Municipal Conference Program Manager for Purchasing. She spoke about the Suburban Purchasing Cooperative (SPC), a joint purchasing program made up of 135 Chicago region municipalities and townships. The goal of the SPC is to obtain the best quality at the lowest price. Ms. Dayan gave examples of the bidding process; how the SPC joined with a larger group outside the area to receive the best price for office supplies; and other programs such as road stripping and de-icing and the purchase of public works and police vehicles. Ms. Dayan explained that members have to agree to be in the program before they can have access to the pricing. It is a cafeteria-style program. This is good for some municipalities that have their own purchasing departments.

One of the sponsors of the SPC is the DuPage Mayors and Managers Conference. Mark Baloga from the DMMC was present to answer questions. He also informed the Village Board that the DMMC investigated the SPC for some situations, and the SPC will be discussed at the next DMMC business meeting.

3. Purchasing Policy Presentation

Interim Finance Director Larry Noller presented information concerning proposed changes in the Village's purchasing policy. The current changes were adopted in 1993. A draft was presented which included a change allowing the Village Manager to authorize expenditures up to \$20,000, an increase from the current \$10,000 limit, without

Village Board approval. Department Managers would be allowed to authorize expenditures up to \$5,000, a change from the current \$1,000 limit. Depending on who will do the purchasing, new controls will be added to the various controls now in place. Review of the vouchers by Village Trustees will continue as is the current practice. Joint uniform purchase is being investigated.

The Village Board discussed the possibility of seeking bids for expenditures under \$20,000 and being sure employees are using funds appropriately. Adding a management control section could be investigated. Section 2 includes personnel conduct and personal gain as does the personnel manual and Ethics Ordinance. A variety of people review documents so the public can know that many eyes are checking for errors.

The Village Board thanked Mr. Noller for the fine job he did researching and putting the policy together.

4. Other Items?

None

5. Adjournment

At 7:57 p.m., Trustee Henninger moved, seconded by Trustee McGinley to adjourn to the Regular Village Board Meeting in the Galligan Board Room. All voted "aye." Motion passed; Village Board Workshop adjourned.

Submitted by:

Suzanne R. Connors,
Village Clerk