



# VILLAGE OF BENSENVILLE

Village Board  
President  
Frank Soto

Trustees  
Morris Bartlett  
Robert "Bob" Jarecki  
Martin O'Connell III  
Oronzo Peconio  
JoEllen Ridder  
Henry Wesseler

Village Manager  
Michael Cassady

## Village of Bensenville, Illinois BOARD OF TRUSTEES MEETING AGENDA

**6:30 P.M. Tuesday, January 10, 2012**

**Bensenville Village Hall, 12 S. Center Street, Bensenville IL 60106**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. PUBLIC COMMENT (3 minutes per person with a 30 minute meeting limitation)
- V. APPROVAL OF MINUTES  
December 13, 2011
- VI. WARRANT – January 10, 2012 #12/ 01 - \$4,346,870.31
- VII. **CONSENT AGENDA – CONSIDERATION OF AN “OMNIBUS VOTE”**
- VIII. **REPORTS OF STANDING COMMITTEES**
  - A. Community and Economic Development Committee – No Report
  - B. Infrastructure and Environment Committee – No Report
  - C. Administration, Finance and Legislation Committee
    1. *Trustee Wesseler's After Travel Report on the National League of Cities Conference*
  - D. Public Safety Committee – No Report
  - E. Recreation and Community Building Committee – No Report
  - F. Technology Committee – No Report
- IX. INFORMATION ITEMS
  - A. PRESIDENT'S REMARKS
    1. *As Submitted*
  - B. VILLAGE MANAGER'S REPORT

2. *As Submitted*

C. VILLAGE ATTORNEY'S REPORT

X. UNFINISHED BUSINESS

XI. NEW BUSINESS

XII. EXECUTIVE SESSION

A. Review of Executive Session Minutes [5 ILCS 120/2 (C)(21)]

B. Personnel [5 ILCS 120/2(C)(1)]

C. Collective Bargaining [5 ILCS 120/2 (C)(2)]

D. Property Acquisition [5 ILCS 120/2(C)(5)]

E. Litigation [5 ILCS 120/2(C)(11)]

XIII. MATTERS REFERRED FROM EXECUTIVE SESSION

XIV. ADJOURNMENT

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

**MINUTES OF THE VILLAGE BOARD OF TRUSTEES MEETING**  
**December 13, 2011**

**CALL TO ORDER:** 1. President Soto called the meeting to order at 6:30 p.m.

**ROLL CALL:** 2. Upon roll call by Acting Village Clerk, Corey Williamsen, the following Board Members were present:

Bartlett, Jarecki, O'Connell, Peconio, Ridder, Wessler

Absent: None

A quorum was present.

**PUBLIC HEARING:** 3. President Soto called the public hearing for the proposed annual budget for 2012 to order at 6:33 p.m.

President Soto asked if there were any members of the audience that had any questions or comments. There were none.

Trustee Peconio made a motion to adjourn the public hearing.  
Trustee Bartlett seconded the motion.

**ROLL CALL:** AYES: Bartlett, Jarecki, O'Connell, Peconio, Ridder, Wessler

NAYS: None

All were in favor. Motion carried.

President Soto adjourned the public hearing at 6:35 p.m.

*President Soto request to move the President's Report to the beginning of the agenda. There were no objections from the Village Board.*

**PRESIDENT'S  
REMARKS:**

President Soto announced due to the Village's proximity to O'Hare International Airport, their expansion, and the new roadways planned for our region, the Village has received a grant from the FFA for a comprehensive land use study that will help our Village take full advantage of the unique economic development opportunities. President Soto encourages Residents to attend an open house on Wednesday, January 11, 2012 from 4:00pm to 7:00pm at Village Hall to share their ideas with how they see Bensenville in the future.

President Soto read a proclamation into the record in regards to the Bensenville/Wood Dale Pop Warner Football Team for winning the Regional Championship.

**PUBLIC COMMENT:** There was no public comment.

**APPROVAL OF  
MINUTES:**

4. The October 25, 2011 Special Budget Workshop, November 15, 2011 Special Budget Workshop, November 22, 2011 Village Board and November 22, Special Budget Workshop minutes were presented.

Motion: Trustee Bartlett made a motion to approve the minutes as presented. Trustee Ridder seconded the motion.

All were in favor. Motion carried.

*President Soto request to move the proposed resolution to this portion of the meeting. There were no objections from the Village Board.*

**Resolution No  
R-118-2011:**

5. President Soto gave the summarization of the action contemplated in **Resolution No. R-118-2011 entitled **A Resolution in Partnership with the City of Wood Dale, Illinois, Authorizing a Sister Cities Partnership Agreement and the Formation of a Sister Cities Committee with Cefalu, Sicily.****

Motion: Trustee Wessler made a motion to approve the resolution as presented. Trustee Peconio seconded the motion.

**ROLL CALL:**

AYES: Bartlett, Jarecki, O'Connell, Peconio, Ridder, Wessler

NAYS: None

All were in favor. Motion carried.

**WARRANT NO.**

**11/23:** 6. President Soto presented **Warrant No. 11/23** in the amount of \$3,208,211.41.

Motion: Trustee Peconio made a motion to approve the warrant as presented. Trustee O'Connell seconded the motion.

**ROLL CALL:** AYES: Bartlett, Jarecki, O'Connell, Peconio, Ridder, Wessler

NAYS: None

All were in favor. Motion carried.

Motion: 7. Trustee Ridder made a motion to set the Consent Agenda as presented. Trustee O'Connell seconded the motion.

All were in favor. Motion carried.

**Resolution No  
R-119-2011:**

**Resolution Approving Amended Budget and Financial Policies of the Village of Bensenville to Incorporate GASB Statement No. 54 and Update Language on the treatment of Federally Funded Capital Assets. (Consent Agenda)**

**Resolution No  
R-120-2011:**

**Resolution Approving the Execution of a Contract with Chad Norris for Video Production Services. (Consent Agenda)**

**Resolution No  
R-121-2011:**

**Resolution Authorizing the 2012 Para-Transit Service Provider Agreement with Pace Suburban Bus Division. (Consent Agenda)**

**Resolution No  
R-122-2011:**

**Resolution Authorizing the Purchase of a Firing Range Retriever System from Action Target, Inc. (Consent Agenda)**

**Ordinance No  
67-2011:**

**Ordinance Approving the Grant of a Conditional Use Permit to Allow Motor Vehicle Repairs at 218 South Park Avenue, Bensenville, Illinois. (Consent Agenda)**

**Ordinance No  
68-2011:**

**Ordinance Approving the Grant of a Conditional Use Permit to Allow a Gunsmith at 830 Maple Lane, Bensenville, Illinois. (Consent Agenda)**

**Ordinance No  
69-2011:**

**Ordinance Approving the Grant of a Conditional Use Permit to Allow Currency Exchange at 229 West Grand Avenue, Unit D, Bensenville, Illinois. (Consent Agenda)**

**Ordinance No  
70-2011:**

**Ordinance Amending Village Code Title 5, Traffic and Motor Vehicles, Chapter 7, Motor Vehicle Tows Section 5-7-10, Fees. (Consent Agenda)**

**Resolution No  
R-123-2011:**

**Resolution Authorizing the Execution of a Settlement Agreement with Synagro Central, LLC. (Consent Agenda)**

**Motion:**

**Motion to Approve Fraud Risk Assessment Program Final Findings. (Consent Agenda)**

Motion:

Trustee Ridder made a motion to approve the Consent Agenda as presented. Trustee Peconio seconded the motion.

**ROLL CALL:**

AYES: Bartlett, Jarecki, O'Connell, Peconio, Ridder, Wesseler

NAYS: None

All were in favor. Motion carried.

**Ordinance No  
71-2011:**

8. **President Soto gave the summarization of the action contemplated in Ordinance No. 71-2011 entitled **An Ordinance Adopting the Annual Budget for the Village of Bensenville for the Fiscal Year Commencing January 1, 2012 and Ending December 31, 2012.****

Motion:

Trustee Peconio made a motion to adopt the ordinance as presented. Trustee Bartlett seconded the motion.

**ROLL CALL:**

AYES: Bartlett, Jarecki, O'Connell, Peconio, Ridder, Wesseler

NAYS: None

All were in favor. Motion carried.

**Ordinance No  
72-2011:**

9. President Soto gave the summarization of the action contemplated in **Ordinance No. 72-2011** entitled **An Ordinance Adopting the 2011 Tax Levy for the Village of Bensenville, DuPage and Cook Counties, for the Fiscal Year Beginning January 1, 2011 and Ending December 31, 2011.**

**Motion:**

Trustee Bartlett made a motion to adopt the ordinance as presented. Trustee Ridder seconded the motion.

**ROLL CALL:**

AYES: Bartlett, Jarecki, Peconio, Ridder

NAYS: O'Connell, Wesseler

Motion carried.

10. *President Soto asked if there were any objections to adopt the following Abatement Ordinances by unanimous vote. There were no objections from the Village Board. President Soto gave the summarizations of the actions contemplated in the following Ordinances:*

**Ordinance No  
73-2011:**

**An Ordinance Abating the Tax Heretofore Levied for the Year 2011 to Pay Debt Service on \$3,000,000 Series 1998 General Obligation Bonds (Alternate Revenue Source) of the Village of Bensenville, Counties of Cook and DuPage, Illinois.**

**Ordinance No  
74-2011:**

**An Ordinance Abating the Tax Heretofore Levied for the Year 2011 to Pay Debt Service on \$2,925,000 Series 1998A General Obligation Bonds (Alternate Revenue Source) of the Village of Bensenville, Counties of Cook and DuPage, Illinois.**

**Ordinance No  
75-2011:**

**An Ordinance Abating the Tax Heretofore Levied for the Year 2011 to Pay Debt Service on \$1,000,000 Series 2001A General Obligation Bonds (Alternate Revenue Source) of the Village of Bensenville, Counties of Cook and DuPage, Illinois.**

**Ordinance No  
76-2011:**

**An Ordinance Abating the Tax Heretofore Levied for the Year 2011 to Pay Debt Service on \$2,870,000 Series 2001C General Obligation Bonds (Alternate Revenue Source) of the Village of Bensenville, Counties of Cook and DuPage, Illinois.**

**Ordinance No**

**77-2011:**

**An Ordinance Abating the Tax Heretofore Levied for the Year 2011 to Pay Debt Service on \$3,000,000 Series 2002A General Obligation Bonds (Alternate Revenue Source) of the Village of Bensenville, Counties of Cook and DuPage, Illinois.**

**Ordinance No**

**78-2011:**

**An Ordinance Abating the Tax Heretofore Levied for the Year 2011 to Pay Debt Service on \$1,365,000 Series 2002B General Obligation Bonds (Alternate Revenue Source) of the Village of Bensenville, Counties of Cook and DuPage, Illinois.**

**Ordinance No**

**79-2011:**

**An Ordinance Abating the Tax Heretofore Levied for the Year 2011 to Pay Debt Service on \$1,122,070 Series 2003A General Obligation Bonds (Alternate Revenue Source) of the Village of Bensenville, Counties of Cook and DuPage, Illinois.**

**Ordinance No**

**80-2011:**

**An Ordinance Abating the Tax Heretofore Levied for the Year 2011 to Pay Debt Service on \$2,200,000 Series 2003G General Obligation Bonds (Alternate Revenue Source) of the Village of Bensenville, Counties of Cook and DuPage, Illinois.**

**Ordinance No**

**81-2011:**

**An Ordinance Abating the Tax Heretofore Levied for the Year 2011 to Pay Debt Service on \$4,000,000 Series 2004D General Obligation Bonds (Alternate Revenue Source) of the Village of Bensenville, Counties of Cook and DuPage, Illinois.**

**Ordinance No**

**82-2011:**

**An Ordinance Abating the Tax Heretofore Levied for the Year 2011 to Pay Debt Service on \$3,500,000 Series 2004E General Obligation Bonds (Alternate Revenue Source) of the Village of Bensenville, Counties of Cook and DuPage, Illinois.**

**Ordinance No**

**83-2011:**

**An Ordinance Abating the Tax Heretofore Levied for the Year 2011 to Pay Debt Service on \$7,205,000 Series 2011B General Obligation Bonds (Alternate Revenue Source) of the Village of Bensenville, Counties of Cook and DuPage, Illinois.**



**Ordinance No  
84-2011:**

**An Ordinance Abating the Tax Heretofore Levied for the Year 2011 to Pay Debt Service on \$1,380,000 Series 2011C General Obligation Bonds (Alternate Revenue Source) of the Village of Bensenville, Counties of Cook and DuPage, Illinois.**

**Ordinance No  
85-2011:**

**An Ordinance Abating the Tax Heretofore Levied for the Year 2011 to Pay Debt Service on \$1,630,000 Series 2011D General Obligation Bonds (Alternate Revenue Source) of the Village of Bensenville, Counties of Cook and DuPage, Illinois.**

*President Soto declared the Ordinances were adopted by most favorable vote. There were no objections from the Village Board.*

**Resolution No  
R-124-2011:**

11. President Soto gave the summarization of the action contemplated in **Resolution No. R-124-2011** entitled **A Resolution Approving Modifications to the Tuition Reimbursement Policy in the Village of Bensenville Personal Manual.**

Motion:

Trustee Ridder made a motion to approve the resolution as presented. Trustee Bartlett seconded the motion.

**ROLL CALL:**

AYES: Bartlett, Jarecki, O'Connell, Peconio, Ridder, Wesseler

NAYS: None

All were in favor. Motion carried.

**MANAGERS  
REPORT:**

Motion:

Trustee Wesseler made a motion directing the Village Manager to Appoint a Neighborhood Stabilization Committee. Trustee Bartlett seconded the motion.

**ROLL CALL:**

AYES: Bartlett, Jarecki, O'Connell, Peconio, Ridder, Wesseler

NAYS: None

All were in favor. Motion carried.

**VILLAGE ATTORNEY'S**

**REPORT:** Village Attorney, Pat Bond, had no report.

**UNFINISHED**

**BUSINESS:** There was no unfinished business.

**NEW BUSINESS:**

Trustee Ridder announced that distribution had taken place over the weekend of December 10<sup>th</sup> and 11<sup>th</sup> for the Toy Drive. Trustee Ridder, along with the Village Board and Village Staff thanked Residents and Businesses for their support and work throughout the Toy Drive. Trustee Ridder also thanked the Teen Center, Mike Martella and Dianna Paluch for their participation as well.

Trustee Ridder gave a brief summarization of the ONCC meeting that was held at Village Hall for eligible Residents. Trustee Ridder announced if a Resident was invited and was unable to attend, they may contact Mark Rysavy at Village Hall for further information. Trustee Ridder also announced Bensenville currently has a 93% participation rate from multi-family building which is the highest rate throughout the ONCC for multi-family buildings. Trustee Ridder also stated this does not cost homeowners anything; everything is completely free and funded by the ONCC.

Trustee Peconio spoke about his experience throughout the Sister City Student Exchange with Cefalu, Sicily. Trustee Peconio encourages Resident's to participate in the program and stated he looks forward to working with Cefalu, Sicily in the near future.

Trustee Wessler wished all Residents Happy Holidays.

**ADJOURNMENT:**

Trustee Wessler made a motion to adjourn the meeting. Trustee Ridder seconded the motion

All were in favor.

Motion carried.

President Soto adjourned the meeting at 7:35 p.m.

Corey Williamsen  
Acting Village Clerk

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Bensenville this \_\_\_\_ day, January, 2012

**TYPE:** Motion      **SUBMITTED BY:** Village Manager      **DATE:** January 10, 2012

**DESCRIPTION:** Report from Trustee Wessler on the 2011 National League of Cities Exposition and Motion to approve \$1,306.25 expense reimbursement.

**SUPPORTS THE FOLLOWING APPLICABLE VILLAGE GOALS:**

<input checked="" type="checkbox"/>	<i>Financially Sound Village</i>	<input checked="" type="checkbox"/>	<i>Enrich the lives of Residents</i>
<input checked="" type="checkbox"/>	<i>Quality Customer Oriented Services</i>	<input type="checkbox"/>	<i>Major Business/Corporate Center</i>
<input type="checkbox"/>	<i>Safe and Beautiful Village</i>	<input type="checkbox"/>	<i>Vibrant Major Corridors</i>

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**COMMITTEE ACTION:** **I&E Approved Travel 3-0 (2 abstentions)**      **DATE:** **10/11/11**

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**BACKGROUND**

On October 25, 2011 the Village Board approved a motion (vote 4-1 with 1 abstention) to authorize Trustee Wessler to attend the National League of Cities Exposition in Phoenix, Arizona from November 9-12 in accordance with the Exception Procedure for Out-of-State Travel (attached). Per the Exception Procedure, the traveling Trustee must provide a written report on a Village Board agenda and present the information orally. Lastly, the Village Board must approve any expense reimbursement ancillary to the conference registration fees.

**KEY ISSUES:**

In accordance with the Exception Procedure, Trustee Wessler filed the attached written report that identifies the direct benefits received by the Village Government from his travel. Trustee Wessler will also present the information orally during the Board meeting.

In addition, Trustee Wessler has submitted for expense reimbursement for airfare, hotel, taxi fares, and per diem. Expenses, excluding the conference registration, submitted for reimbursement are as follows (details attached):

- \$248.50 – Per diem;
- \$715.07 – 4 nights at the conference hotel;
- \$254.68 – round trip flight;
- \$88.00 – taxi reimbursements; and
- **\$1,306.25 – Total Reimbursement**

Staff has reviewed the request and finds it meets the criteria for reimbursement.

**ALTERNATIVES:**

Discretion of the Board.

**RECOMMENDATION:**

Discretion of the Board.

**BUDGET IMPACT:**

Cost for out-of-state travel is included in the 2011 Budget.

\$1,306.25 – Expense Reimbursement

\$655.00 – Conference Registration (previously paid by the Village)

**\$1,961.25 – Total Travel Cost**

**ACTION REQUIRED:**

Receive the report and a motion is required to approve the expense reimbursement.

HENRY WESSELER TRIP TO NATIONAL LEAGUE OF CITIES  
EXPOSITION NOVEMBER 9-12, 2011 PHOENIX CONVENTION  
CENTER PHOENIX, AZ

Day 1 – Wednesday, November 9<sup>th</sup>

- A. Registration – received identification, conference materials and schedules.
  
- B. New member – first time attendee orientation; Interactive session which allowed me to meet NLC Board, staff and other professionals. Identified some ‘must go to’ workshops. Also met Illinois Mayors, Trustees and Council-members from University Park, Westchester and North Chicago.
  
- C. Seminar – Fostering Economic Development; Turning Deal-Breakers into Deal-makers. Instructor; Barry Bluestone - Dean of Public Policy and Urban Affairs - Northeastern University, Boston, MA. Examined information from research on local economic development and the factors that companies use to make their location decisions. Some questions Bensenville should ask; What’s the ROI on TIF’s ?? Do we market to Location Specialists ?? We need to have one Email/phone number on the front page of our website for economic development.

Day 2 - Thursday, November 10<sup>th</sup>

- A. Seminar – Making Your City More Business Friendly. Speakers; Richard Conlin Council President – Seattle WA and David Vehaun City Manager – Rock Hill SC. City/Village policies directly impact the ease of doing business in all communities, regardless of size. Does Bensenville have regulations with confusing steps and vague timelines that put unnecessary burdens on prospective and current businesses ?? How often does Bensenville Staff meet with Chamber of Commerce ?? Consistent Sign Ordinances. Do we allow temporary signs for new businesses such as ‘Under New Management’ or ‘Now Open for Business’ ??

B. Seminar/Film/Discussion – A Crack in the Pavement. Facilitator; Mike Kasperzak Vice Mayor – Mountain View, CA. This was a documentary film about decaying infrastructure and dwindling tax base in first-ring suburban communities like Bensenville. It focused on the limited national priority that is being given to infrastructure improvements in collar counties adjacent to large cities. New streets and job creation investment are all over the place in Kane county. How does Bensenville, as well as other Chicago suburbs, get the Federal and State government to reinvest in our town ??

Day 3 – Friday November 11th

- A. Exposition Hall - Walked and visited more than 150 vendors. Some, such as United Water, we already have a relationship with. Gave my credentials to various companies for possible business partnerships with Bensenville. Company packets and information have been given to Staff.
- B. Seminar – Connecting Local Businesses to International Markets. Speakers; Karyn Page - President and CEO – Kansas World Trade Center – Wichita, KS and Eric Nielsen – Director – U.S. Export Assistance Center, Arizona District. Seventy-percent of the worlds purchasing power is outside of the U.S. Small and Medium sized companies (SMEs) often face difficult hurdles in learning how to export their products to customers abroad. Because of Bensenville’s large industrial park, I felt this was a good opportunity. I was contacted by the local (Chicago) director for Export and gave that contact to the Bensenville Chamber.
- C. Seminar – Key Partnerships for Successful Infrastructure Development. Speaker; Joshua Ellis – Project Manager – Chicago Metropolitan Planning Council. . Illinois is one of the few states that does not regulate water rates like electricity and other utilities. Funding is always an issue, but we must ensure that infrastructure development decisions are made collectively by all stakeholders. If we did regulate water rates, Chicago wouldn’t be able to increase our rates 25-percent. What can we do as elected officials to make this change ??

Summary; Despite the fact that some see this as a waste of tax-payer dollars and some kind of 'paid vacation', I've always felt that these Expositions and Conferences bring excellent ideas and value to our community. There were Mayors, Trustees and Council-members from all over the United States in attendance. It's a 'one-stop-shop' for all kinds of learning and money-saving opportunities for Bensenville. I would encourage all of our Trustees to attend. Just like anything else, you get out of it what you put into it.

As a side note; It seemed that all of the Westchester Trustees attended their seminars together. I do think that is a waste of time and money.

Respectfully submitted,

Henry Wesseler  
Trustee - Village of Bensenville

RESOLUTION NO. R- 98-2011

A RESOLUTION PROHIBITING OUT-OF-STATE TRAVEL FOR THE BOARD OF TRUSTEES AND VILLAGE CLERK AND ADOPTING A CORRESPONDING EXCEPTION PROCEDURE

WHEREAS, the VILLAGE OF BENSENVILLE (hereinafter "VILLAGE") is a municipal corporation established and existing under the laws of the State of Illinois pursuant to the Illinois Municipal Code, 65 ILCS 5/1-1-1 *et seq.*; and

WHEREAS, the VILLAGE is empowered to adopt certain policies and permit certain exceptions in furtherance of their role as stewards of the taxpayer dollar; and

WHEREAS, the VILLAGE authorizes the Village President and staff to travel out-of-state for conferences, training and business meetings that may be necessary in order to achieve the Mission of the Village Government and its Strategic Planning Goals; and

WHEREAS, the VILLAGE does not permit out-of-state travel for members of the Village Board or the Village Clerk; and

WHEREAS, the VILLAGE recognizes in certain situations, travel by members of the Village Board or Village Clerk may also benefit the organization and community; and

WHEREAS, the VILLAGE desires to define an exception procedure to allow Village of Bensenville funds to pay for out-of-state travel for members of the Board of Trustees and Village Clerk.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Bensenville, DuPage and Cook Counties, Illinois, as follows:

SECTION ONE: The recitals set forth above are incorporated herein and made a part hereof.

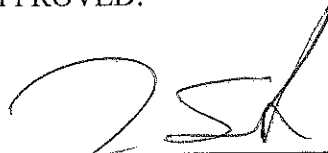
SECTION TWO: Out-of-State travel by the Village Board of Trustees and the Village Clerk is hereby prohibited.

SECTION TWO: The Village Board of Trustees is hereby authorized to approve an exception procedure to authorize Trustee and Village Clerk travel reimbursement in accordance with the "Exception Procedure for Board of Trustees and Village Clerk Out-of-State Travel" attached hereto and incorporated herein by reference as Exhibit "A."

SECTION THREE: This Resolution shall take effect immediately upon its passage and approval as provided by law.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Bensenville, Illinois, this 27th day of September 2011.

APPROVED:



Frank Soto, Village President

ATTEST:



Corey Williamsen, Acting Village Clerk

Ayes: Bartlett, Jarecki, O'Connell, Peconio, Ridder, Wesseler

Nays: None

Absent: None



**Village of Bensenville  
Exception Procedure for  
Board of Trustees and Village Clerk Out-of-State Travel**

**PURPOSE**

The Village of Bensenville authorizes the Village President and staff to travel out-of-state for conferences, training and business meetings that may be necessary in order to achieve the Mission of the Village Government and its Strategic Planning Goals. Out-of-state travel for members of the Village Board and the Village Clerk is not permitted. However, the Village of Bensenville recognizes that in certain situations, travel by members of the Village Board and the Village Clerk may also benefit the organization and community. As such, the purpose of this exception procedure is to define the process to allow Village of Bensenville funds to pay for out-of-state travel for members of the Board of Trustees and the Village Clerk.

**JUSTIFICATION**

Trustee travel reimbursement shall be approved as an exception by the Village Board and Village Clerk. In advance of registration, the requesting Trustee or Village Clerk shall prepare a written justification to the Village Board, outlining how the meeting/conference/training program will benefit the organization or community. The justification should also articulate the requesting Trustees or Village Clerk's unique qualifications or expertise in the subject area or issue being presented at the program. The written request shall include a detailed itinerary of the activities to be performed during the travel and the full costs associated with the request. The written justification and reimbursement request shall be submitted to the Village Manager and placed on a Board of Trustees Meeting agenda. The requesting Trustee or Village Clerk shall provide an oral presentation justifying their request to the Board. Following the presentation, a majority of the Trustees present at the meeting, exclusive of the requesting Trustee, shall vote to authorize the out-of-state travel request.

**REPORTING**

If a Trustee or the Village Clerk receives authorization for out-of-state travel, within 30 days of their return the Trustee or Village Clerk shall file a written report identifying the direct benefits received by the Village Government from the travel. This after-travel report shall also be placed on a Board of Trustees Meeting agenda and be presented orally by the Trustee or Village Clerk.

**REIMBURSEMENT**

In order to qualify for travel reimbursement of any kind, the travelling Trustee or Village Clerk must have participated in the entire event at which they were authorized to attend. All expenses ancillary to any conference or training registration fees (i.e. mileage reimbursement, airplane ticket, hotel reservation, food per diem, etc.) shall be approved by the Board of Trustees prior to the travel following the guidelines attached. In general, expenses should only be incurred that are reasonable and necessary for the reason for travel. Where applicable, IRS rates will apply for mileage reimbursement and USGSA rates will be given for per diems. Per diem worksheets shall be completed and approved as part of the written request to the board. Original, itemized receipts and documentation must be provided with the after-travel report for all requested reimbursements. Unless otherwise approved by the Village Manager, ticketing and accommodations shall be coordinated by staff.

## Village of Bensenville - Board of Trustees Out-of-State Travel Policy

### Reimbursement Guidelines

#### Eligible Expense Reimbursement

1. Mileage reimbursement to and from the airport or destination (if driving personal vehicle);
2. Airport parking costs;
3. Necessary tolls; and
4. Taxi, shuttle, or bus fare from the airport to and from the hotel and conference or event.

#### Expenses NOT Reimbursable

1. Rental cars;
2. Additional costs incurred while an elected official is not participating in the authorized conference or event, e.g. sightseeing, shopping, golfing, etc.;
3. Additional costs for friends, family, or other non-Village officials;
4. Hotel amenities such as in-room service, movies, or laundry;
5. Alcohol and entertainment; and
6. Additional costs if the Trustee or Village Clerk stays beyond dates of the conference or event (however airfare costs will be reimbursed if cheaper rate).




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[Per Diem](#)

[Overview](#)

**M&IE Breakdown**

[Factors Influencing Lodging Rates](#)

[FAQ](#)

[FY 2012 Highlights](#)

[Fire Safe Hotels](#)

[Have a Per Diem Question?](#)

[Per Diem Files \(Archived\)](#)

[Per Diem Mobile App](#)

[Per Diem Rates](#)

# Meals and Incidental Expenses ( M&IE) Breakdown

The following table shows the breakdown of continental breakfast/breakfast, lunch, and dinner components of the maximum daily reimbursement (per diem) rates for meals and incidental expenses while on travel. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government.

**NOTE: The first and last calendar day of travel is calculated at 75 percent.**

The M&IE rates differ by travel location. View the [per diem rate](#) for your primary destination to determine which M&IE rates apply.

<b>M&amp;IE Total</b>	\$46	\$51	\$56	\$61	\$66	\$71
<b>Continental Breakfast/ Breakfast</b>	\$7	\$8	\$9	\$10	\$11	\$12
<b>Lunch</b>	\$11	\$12	\$13	\$15	\$16	\$18
<b>Dinner</b>	\$23	\$26	\$29	\$31	\$34	\$36
<b>Incidentals</b>	\$5	\$5	\$5	\$5	\$5	\$5
<b>First &amp; Last Day of Travel</b>	\$34.50	\$38.25	\$42	\$45.75	\$49.50	\$53.25

## CONTACTS

[Federal Travel Discuss](#)

[View Contact Details](#)



## REFERENCE

[Federal Travel Regulation](#)

## RELATED GSA TOPICS

[State Tax Exemption For Federal Employees](#)  
[FedRooms®](#)  
[Travel E-mail Notification](#)  
[POV Mileage Reimbursement](#)

## GOVERNMENT LINKS

[Fire Safety Information](#)

[Home](#) > [Policy & Regulations](#) > [Travel, Transportation, & Relocation](#) > [Travel Management](#) > [Per Diem](#) > [Per Diem Rates](#) > Perdiem Rates Look-Up

# FY 2012 Per Diem Rates for Phoenix / Scottsdale, Arizona

(October 2011 - September 2012)

### ADDITIONAL PER DIEM TOPICS

- [Meals & Incidental Expenses Breakdown \(M&IE\)](#)
- [FAQs](#)
- [State Tax Exemption Forms](#)
- [Factors Influencing Lodging Rates](#)
- [FY 2012 Per Diem Highlights](#)
- [Fire Safe Hotels](#)
- [Have a Per diem Question?](#)
- [Downloadable Per Diem Files](#)

**SEARCH BY CITY, STATE OR ZIP CODE**

Enter your city  
phoenix

OR

Enter your ZIP Code

Arizona

[Per Diem Map >](#)

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website \(a non-federal website\)](#).

The following rates apply for **Phoenix / Scottsdale , Arizona**

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**	
		2011			2012										
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Phoenix / Scottsdale	Maricopa	105	105	105	128	128	128	128	128	128	80	80	80	105	71

\* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations.  
 \*\* Meals and Incidental Expenses, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.

Last Reviewed 11/22/2011



24 Hour Service - Valley Wide

Date 11-8-11

Cab # \_\_\_\_\_

From Airport

To: PHX

Miles \_\_\_\_\_

Total \$: 38.00

(480) 343-5757

**24 HOURS SERVICE**

**DESIGNATED CAB**

**ATTENTION ALL**  
 Bartenders, Valet Parking,  
 Front Desk, Bouncers, Etc.  
 We Pay, from \$5.00 To \$20 Dollars Depending On The Fair

VISA MasterCard DISCOVER



CALL OR TX  
 Jhoan **602-518-6791**



NORTHWEST SUBURBS (847) 253-4411  
 WEST & SOUTH SUBURBS (708) 424-7878  
 LAKE COUNTY (847) 566-3131  
 NORTH SUBURBS (847) 673-1000  
 DUPAGE CO. EAST (630) 920-9480  
 DUPAGE CO. WEST (630) 305-0700

**RECEIPT**

DATE 11-12-11  
 AMOUNT \$ 26.00  
 FROM O'HARE  
 TO RENSVILLE  
 NAME HENRY WESSELER CAB NUMBER \_\_\_\_\_



NORTHWEST SUBURBS (847) 253-4411  
 WEST & SOUTH SUBURBS (708) 424-7878  
 LAKE COUNTY (847) 566-3131  
 NORTH SUBURBS (847) 673-1000  
 DUPAGE CO. EAST (630) 920-9480  
 DUPAGE CO. WEST (630) 305-0700

**RECEIPT**

DATE 11-5-11  
 AMOUNT \$ 24.00  
 FROM RENSVILLE  
 TO O'HARE  
 NAME HENRY WESSELER CAB NUMBER \_\_\_\_\_

24 Hour Service - Valley Wide

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TO

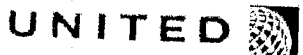
HENRY WESSELER

NAME

CAB NUMBER

continental.com | .united.com

About our new logo



My profile | Worldwide sites | Customer service

Your trip has been purchased. Thank you!

Hello, **Henry** | Log out  
Member - 63,749 miles  
Use miles | View my itineraries

Search      Review      Purchase

Your credit card has been updated to profile successfully.  
Thank you for choosing United! Your ticket(s) have been issued as an E-Ticket

You will receive a confirmation email in a few minutes

**United**  
Confirmation # ZLQ5DU

- > Print Confirmation
- > View itinerary
- > EasyCheck-in Online
- > View e-receipt

**Flight Info**

Chicago, IL (ORD)      Phoenix, AZ (PHX)

Flight	Depart	Arrive	Cabin	Seats
United 0725	ORD 10:07 AM Sat, Nov 5, 2011	PHX 11:48 AM Sat, Nov 5, 2011	Economy (W)	26D, 26C

Equipment: 319 | Duration: 3h 41m | Non-stop | Fare code: WE143KS  
Traveled miles: 1440 | Award miles: 1,440 | Food for Purchase  
[Download to calendar](#)

Phoenix, AZ (PHX)      Chicago, IL (ORD)

Flight	Depart	Arrive	Cabin	Seats
United 0556	PHX 01:45 PM Sat, Nov 12, 2011	ORD 06:05 PM Sat, Nov 12, 2011	Economy (S)	27D, 27C

Equipment: 320 | Duration: 3h 20m | Non-stop | Fare code: SA10CS  
Traveled miles: 1440 | Award miles: 1,440 | Food for Purchase  
[Download to calendar](#)

We have revised some of our first and second checked bag fees for international travel. For the latest checked baggage policies, please review all relevant baggage pages before you travel.

**Check-in information**

Please note that valid, government-issued photo identification must be presented at the airport.

The credit card used for this purchase must be available at check-in.

**Fare summary**

**Price breakdown**

Name	Frequent flyer	Ticket	Fare(s)	Additional taxes and fees	Fare subtotal (s)
HENRY WESSELER	01077494002	0162129874992	233.28 USD	21.40 USD	254.68 USD



SHERATON PHOENIX DOWNTOWN HOTEL  
 340 North 3rd Street  
 Phoenix, AZ 85004 US

f - 602 262 2500  
 f - 602 262 2501



GUEST CLIENT

Henry Wessler

, AZ

NLK01A

ROOM 1719  
 RATE 210.00  
 # PERS. 1  
 FOLIO 358598 A  
 PAGE 1  
 ARRIVE 08-NOV-11 21:22  
 DEPART 11-NOV-11  
 PAYMENT MC

TRAVEL AGENT / CHARGE TO

DATE	REFERENCE	DESCRIPTION	CHARGES / CREDITS
08-NOV-11	RT1719	Room Charge	
08-NOV-11	RT1719	County Tax	210.00
08-NOV-11	RT1719	City/Local Tax	17.37
09-NOV-11	RT1719	Room Charge	10.50
09-NOV-11	RT1719	County Tax	210.00
09-NOV-11	RT1719	City/Local Tax	17.37
10-NOV-11	RT1719	Room Charge	10.50
10-NOV-11	RT1719	County Tax	210.00
10-NOV-11	RT1719	City/Local Tax	17.37
10-NOV-11	S030	In Room Movie	10.50
10-NOV-11	S030	Tax Other	<del>4.99</del>
11-NOV-11	WATER	Bottled Water	0.46
11-NOV-11	LATE CKOUT	Late Checkout Fee	1.00
11-NOV-11	LATE CKOUT	County Tax	<del>75.00</del>
11-NOV-11	LATE CKOUT	City/Local Tax	<del>6.20</del>
11-NOV-11	MC	MasterCard/Euro	<del>3.75</del>
			805.01-

Balance Due 0.00  
 \*\* continued on the next page \*\*

Handwritten calculations:  
 - 4.99  
 - 75.00  
 - 6.20  
 - 3.75  
 -----  
 8 715.07

SIGNATURE \_\_\_\_\_  
I hereby certify personally liable for the payment of this account if the corporation or other third party failed to pay part or all of these charges.

Henry Wessler ROOM 1719 DEPART AGENT  
 FOLIO 358598 08-NOV-11

SHERATON PHOENIX DOWNTOWN HOTEL  
 340 North 3rd Street  
 Phoenix, AZ 85004 US

1- 602 262 2500  
 1- 602 262 2501



GUEST / CLIENT

Henry Wessler

, AZ

NLK01A

ROOM 1719  
 RATE 210.00  
 # PERS 1  
 FOLIO 358598 A  
 PAGE 2  
 ARRIVE 08-NOV-11 21:22  
 DEPART 11-NOV-11  
 PAYMENT MC

TRAVEL AGENT / CHARGE TO

DATE	REFERENCE	DESCRIPTION	CHARGES / CREDITS
------	-----------	-------------	-------------------

EXPENSE REPORT SUMMARY

Date	Rm & Tx	F&B	telephone	Other	Total	Payment
08-NOV-11	237.87	0.00	0.00	0.00	237.87	0.00
09-NOV-11	237.87	0.00	0.00	0.00	237.87	0.00
10-NOV-11	237.87	0.00	0.00	5.45	243.32	0.00
11-NOV-11	84.95	0.00	0.00	1.00	85.95	805.01-
Total	798.56	0.00	0.00	6.45	805.01	805.01-

Thank you for choosing Starwood Hotels. We look forward to welcoming you back soon!

SIGNATURE \_\_\_\_\_  
Guests are personally liable for the payment of this account if the corporation or other third party failed to pay part or all of these charges.

As a Starwood Preferred Guest, you could have earned 1410 Starpoints for this visit. Please provide your member number or enroll today.

Henry Wessler  
 FOLIO 358598      08-NOV-11      ROOM 1719      DEPART      AGENT