

**MINUTES**

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, October 11, 2011, convening at 7:00 p.m. The meeting was held at the District's Administration Center, 2710 Curtiss Street, Downers Grove. Present were President Donald E. Eckmann, Trustee Wallace D. Van Buren, General Manager Nicholas J. Menninga, Administrative Services Director W. Clay Campbell, and Attorney Michael C. Wiedel. Trustee Edward C. Richard was not physically present but did attend the meeting by audio conference due to illness.

Minutes of Regular Meeting – September 13, 2011

A motion by Trustee Van Buren seconded by Trustee Richard was made approving the minutes of the regular meeting held on September 13, 2011, as presented. The motion carried.

Claim Ordinance No. 1786

A motion by Trustee Richard seconded by Trustee Van Buren was made adopting Claim Ordinance No. 1786 in the total amount of \$777,951.05 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Eckmann, Van Buren and Richard.)

Public Comment - None

Open House Report

Administrative Services Director Campbell presented a summary of the 22nd annual Open House held on October 1. As indicated in the summary, the Open House was well attended. A total of 272 people attended and twenty tours were given to 254 people.

Budget and Appropriation Ordinance Amendment

General Manager Menninga presented an Amended Appropriation Ordinance and revised Budget. These revisions are necessary as final completion and payment for two projects funded from the Improvement Fund were extended into the current fiscal year beyond the dates envisioned during budget preparation last year. As a result, expenses for the Improvement Fund exceed the amounts in the budget and Appropriation Ordinance that were approved and adopted earlier this year. A motion by Trustee Van Buren seconded by Trustee Richard was made authorizing publication of the Notice of Availability of Amended Appropriation Ordinance/Budget for public review. The motion carried. (Votes recorded: Ayes-Eckmann, Van Buren, and Richard.) Final approval of the Amended Appropriation Ordinance/Budget is scheduled for the December 13 regular meeting.

Procurement Policy

General Manager Menninga presented a proposed Procurement Policy. This policy captures sound procurement practices consistent with existing rules and good business practices. A motion by Trustee Van Buren seconded by Trustee Richard was made adopting the Procurement Policy as presented. The motion carried. (Votes recorded: Ayes-Eckmann, Van Buren, and Richard.)

