



DuPage Water Commission

600 E. Butterfield Road, Elmhurst, IL 60126-4642

(630)834-0100 Fax: (630)834-0120

CELEBRATING 15 YEARS OF WATER SERVICE

AGENDA

ADMINISTRATION COMMITTEE

THURSDAY, JULY 12, 2007

7:00 P.M.

600 EAST BUTTERFIELD ROAD

ELMHURST, IL 60126

COMMITTEE MEMBERS

L. Hartwig, Chair

D. Zeilenga

E. Chaplin

W. Murphy

- I. Roll Call
- II. Approval of Minutes of May 10, 2007
- III. Commissioner Contact Information on Website (Referred from April 12, 2007 Commission Meeting)
- IV. Employee Handbook
- V. Possible Subsequent Customer; Royce Realty; Oakbrook Terrace Service Corp.
- VI. Other
- VII. Adjournment

Board/Agendas/Administration/ADM0707.DOC

All visitors must present a valid drivers license or other government-issued photo identification, sign in at the reception area and wear a visitor badge while at the DuPage Pumping Station.

MINUTES OF A MEETING OF THE ADMINISTRATION COMMITTEE OF THE DuPAGE WATER COMMISSION HELD ON MAY 10, 2007

The meeting was called to order at 7:00 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: W. Murphy, D. Zeilenga, and L. Hartwig

Committee members absent: E. Chaplin and L. Rathje (*ex officio*)

Also in attendance: R. Martin, M. Crowley, and Michael J. Ranallo, Esq. (Holland & Knight)

Commissioner Murphy moved to approve the Minutes of the March 8, 2007, Administration Committee meeting. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to the question of posting Commissioner contact information on the Commission's Website, Commissioner Hartwig recommended, and the other members of the Committee concurred, that the matter should be deferred until after the discussion of the new Employee Handbook (Personnel Manual).

With respect to the new Personnel Manual, Commissioner Hartwig complimented staff on their hard work and advised that there were only a handful of policy questions with respect to which he would like further direction from staff. In response to Commissioner Hartwig's question concerning the need for a formal employee appeal process, Mr. Ranallo advised that a formal process could be added but, given the size of the Commission—appeals would have to be taken to one or more Board members—and the need to preserve the "at will" nature of the employment relationship, Mr. Ranallo cautioned against implementing too cumbersome a process. After noting that the General Manager should be keeping the Board informed of any potentially significant personnel issues, it was the consensus of the Committee that a formal appeals process was not needed.

In response to Commissioner Hartwig's question concerning the Americans with Disabilities Act, Mr. Ranallo advised that although there is no specific section or subsection in the handbook devoted to the ADA, ADA issues are addressed in Section 3, which deals with discrimination, harassment, and requests for reasonable accommodation, and ADA concepts are addressed in Section 4.1, which deals with post-offer, pre-employment medical examinations. Commissioner Hartwig then requested, and the other members of the Committee concurred, that some classification other than "Probationary" should be used in reference to new hires to reinforce the "at will" nature of the employment relationship.

In response to Commissioner Hartwig's question concerning the need for a formal "Light Duty" policy, General Manager Martin advised that he was not in favor of such a policy because the Commission was not very successful in assigning Light Duty to workers in

the past. After Commissioner Zeilenga noted that Light Duty was one method by which to encourage workers to return to full duty as soon as they were physically ready, and Mr. Ranallo concurred so long as the policy was applied even-handedly, General Manager Martin changed his opposition to such a policy, and it was the consensus of the Committee that a formal Light Duty policy should be added to the Personnel Manual.

Commissioner Hartwig's final policy question related to "offensive jokes" and the like, and whether employees should be required to first "establish boundaries" before proceeding to the formal complaint process. Mr. Ranallo advised that although the Commission could not legally restrict an employee's right to complain of offensive conduct, he was aware that the annual sensitivity/harassment training initiated by the Staff Attorney included encouraging employees to first attempt to establish such boundaries. It was the consensus of the Committee that no changes needed to be made to the Personnel Manual in this regard so long as the annual training continued to encourage employees to set their own boundaries.

Commissioner Poole, who briefly stopped by the meeting, complimented staff on the draft and noted his only concern was whether there needed to be a mandatory Stand-By requirement (unless contractors were on call to respond to emergency situations). General Manager Martin advised that the Commission has never had a problem with employees failing to report back to work when requested and, in fact, has a wait list of employees wanting overtime.

Commissioner Zeilenga suggested, for reasons of safety, that there should be some limitation on the number of hours an employee could work in any 24-hour period, even in emergencies. The other members of the Committee concurred with Commissioner Zeilenga's suggestion.

With respect to the Military Leave Policy that was discussed at the February 2007 Administration Committee meeting at Commissioner Maio's request, it was the consensus of the Committee that the streamlined policy contained in the current draft of the Personnel Manual should be used given that there are at least seven Illinois statutes and one federal statute that variously regulate military leaves. The Committee did, however, direct the Staff Attorney and Mr. Ranallo to discuss the matter directly with Commissioner Maio.

After Commissioner Murphy extended his compliments to staff on the new Personnel Manual, General Manager Martin inquired whether the Committee agreed with staff's request that additional vacation time be allocated to employees with 20 years of service. Commissioner Zeilenga responded that any change in vacation policy should only be considered in concert with the Commission's sick leave policy. After being informed that the Commission's current sick leave policy provided employees with a maximum of 90-days in any five-year period in order to allow employees with serious illnesses or injuries to become eligible for the Commission's long-term disability insurance, the Committee requested that the sick leave and disability policies of the Commission's

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customers be investigated. Staff was also directed to ascertain the cost associated with changing the Commission's long-term disability insurance from a 90-day waiting period to a 30-day period.

There being no other questions from the Committee, Commissioner Hartwig directed staff to prepare another draft of the new Personnel Manual, and obtain the additional information requested, in accordance with the discussions of the Committee. Commissioner Hartwig then concluded the discussion on the new Personnel Manual by noting he would be requesting questions, comments, and concerns from the other Commissioners at the Board meeting, and would be advising the Board that the matter should be able to be brought to the full Board for final approval in either June or July.

With respect to the question of posting Commissioner contact information on the Commission's Website, Commissioner Hartwig recommended, and the other members of the Committee concurred, that the matter should be deferred to the June meeting due to Commissioner Chaplin's absence. The Committee did direct staff, however, to investigate the contact information that Commission customers provide to the public.

Commissioner Murphy moved to adjourn the meeting at 7:29 P.M. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.


All voted aye. Motion carried.



DuPage Water Commission

MEMORANDUM

TO: Chairman Rathje and Commissioners

FROM: Robert L. Martin, P.E.
General Manager 

DATE: May 21, 2007

SUBJECT: Board Contact Information Survey

Attached please find a survey that was conducted on our customers regarding the posting of personal board contact information on websites.

GOVERNING BOARD CONTACT INFORMATION SURVEY

Government Customer Board Trustees	City/Village Phone No. Listed	Non City/Village Phone No. Listed	Both
Addison, Village of			X
Bensenville, Village of	X		
Bloomington, Village of	X		
Carol Stream, Village of	X		
Clarendon Hills, Village of	X		
County of DuPage		X	
Darien, City of	X		
Downers Grove, Village of	X		
Elmhurst, City of	X		
Glendale Heights, Village of	X		
Glen Ellyn, Village of	X		
Hinsdale, Village of		X	
Itasca, Village of	X		
Lisle, Village of	X		
Lombard, Village of			X
Naperville, Village of			X
Oak Brook, Village of	X		
Oakbrook Terrace, City of	X		
Roselle, Village of	X		
Villa Park, Village of	X		
Westmont, Village of	X		
Wheaton, City of	X		
Willowbrook, Village of	X		
Winfield, Village of		X	
Wood Dale, City of			X
Woodridge, Village of	X		


administration/survey/board contact information



DuPage Water Commission

MEMORANDUM

TO: Administration Committee

FROM: Robert L. Martin
General Manager 

DATE: July 5, 2007

SUBJECT: Possible Subsequent Customer
Royce Realty
Oakbrook Terrace Service Corp.

During the discussion, of two members, at the June 12, 2007 Administration Committee, Commissioner Murphy requested that staff contact the City of Oakbrook Terrace regarding the request by Oakbrook Terrace Service Corp. (O.B.T. Service Corp). The following is a synopsis of my discussion with Martin Bourke, Oakbrook Terrace City Administrator.

1. The present and proposed service areas of O.B.T. Service Corp. are wholly within the corporate limits of the City of Oakbrook Terrace since 1972.
2. The O.B.T. Service Corp. presently provides well water to buildings owned by Royce Realty and two independently owned office buildings, One Lincoln Centre and the Joint Commission on Accrediting Hospital Organizations. There are approximately 80 acres of undeveloped land that Royce Realty, the owner of O.B.T. Service Corp., wants to develop.
3. O.B.T. Service Corp. has not approached Oakbrook Terrace for water service, but they have discussed selling the O.B.T. Service Corp. to the City in the context of numerous redevelopment scenarios.
4. Robert Krilich, is the owner of Royce Realty and O.B.T Service Corp.
5. Mr. Bourke indicated that there are multiple lawsuits, state and federal, pending between Robert Krilich and the City of Oakbrook Terrace. In one of the lawsuits, Robert Krilich is claiming that Oakbrook Terrace is trying to put the water system out of business.

6. Mr. Bourke stated that he believes the City of Oakbrook Terrace is willing to serve Royce Realty with water within reasonable parameters. Mr. Bourke said that in fact there is a watermain running through undeveloped Royce Realty property.
7. I asked about the Royce Realty's request for disconnection from Oakbrook Terrace and annexation to Villa Park. Mr. Bourke said that Royce Realty has filed a formal request for disconnection.