

COMMITTEE OF THE WHOLE
JUNE 11, 2018
Meeting Held at Roselle Village Hall
Council Chambers
31 S. Prospect
Roselle, IL. 60172

7:45 P.M.

Chaired by Mayor Maglio

PRESENT: Mayor Maglio, Trustees Berkshire, Devitt, Domke, Pileski, Pransky and Trejo.

OTHERS PRESENT: Jeff O'Dell, Jason Bielawski, Jim Knippen, Roman Tarchala, Dan Anderson, Mark Bozik, Pat Watkins, Caron Bricks, Tom Dahl, Victor Ramirez, Greg Gruen, and Patty Burns.

2. APPROVE PREPARED AGENDA

Motion by Trustee Devitt, second by Trustee Trejo, to Approve the Agenda as Presented.

Upon voice vote: **MOTION CARRIED.**

3. CITIZEN COMMENTS/QUESTIONS – None

4. 23W774 ARDMORE AVE. ANNEXATION TERMS

Robert Stozek is requesting an annexation agreement that varies from the standard terms in regard to the construction of sidewalks. He would like to install sidewalks across the Ardmore frontage, while paying an in-lieu fee for the West End frontage. The Village's annexation policy requires the installation of sidewalks along all public rights-of-way at the time of annexation.

Mr. Stozek is the representative of the family trust that owns 23W774 Ardmore Avenue, located at the northeast corner of West End and Ardmore, across from Lake Park HS West Campus. Mr. Stozek approached Village Staff about annexing the property into the Village and connecting to utilities in late 2017 in order to make the property more marketable to a buyer. The property is a corner lot with some topography challenges along the West End street frontage. Mr. Stozek has been working with Public Works staff regarding the impact of the grading on his property and the cost of constructing sidewalks, which is required by Village Board policy.

Due to the change in elevation along West End Road, the cost for constructing a sidewalk on that side of the property was significantly more than expected. There are also no sidewalks along West End Road on the east side of the street, but there are sidewalks on both sides of the street on Ardmore Avenue. Lastly, if this or the adjoining lot is redeveloped, the elevations of the sidewalks may not match. Therefore, staff is requesting direction from the Village Board on the following terms in Mr. Stozek's proposed annexation agreement regarding sidewalks:

1. Mr. Stozek constructs a sidewalk along Ardmore Avenue within six (6) months of annexation.
2. Mr. Stozek pays an “in-lieu fee” of 110% of the engineer’s estimate of cost of the construction of the sidewalk along West End Road to the Village. (\$7,357.76)

With consideration given for the challenges of the topography at this time, yet while still being consistent with the annexation and sidewalk policies, the Village Board recommended following the terms of annexation that were presented.

5. JEWEL VENTURA LIFT STATION PROJECT – CHANGE ORDER NO. 1, AND SATURDAY WORK HOURS REQUEST.

- A) The original plans, bid proposal, and contract consisted of installing the new Jewel lift station and directional boring a gravity sewer from the old Ventura lift station (being removed). After the bid was awarded and the contract executed, DiMeo and RHMG (Village consulting engineer) entered into discussions to consider open cutting the gravity sewer in lieu of the directional boring and raising the depth so that the gravity sewer would not be as deep. This proposal was analyzed and re-engineered and determined to be an acceptable change resulting in a credit to the contract of \$111,600.00. However, DiMeo Brothers, Inc. is required to provide electrical conduits for the ComEd relocation and install the transformer pads for ComEd. The Village has also directed that additional construction fencing be installed near the lift station and transformer work due to the close proximity to a residence. The cost for this work is \$37,530.00 and not part of the original contract. Therefore, the net Change Order credit will be \$74,070.00.
- B) This proposed redesign requires partial relocation of ComEd and Comcast facilities co-located in the same easement as the sanitary sewer. A temporary transformer to operate the existing Jewel lift station during construction, a permanent new ComEd electrical service, and transformer for the new lift station is also required. Since these partial relocations are driven by the project, they are costs the Village will incur. The cost for the partial ComEd relocation, transformers, and new electrical service is \$41,595.39. The cost for the partial Comcast relocation is \$12,957.53.
- C) DiMeo Brothers, Inc. have also submitted a request to work on Saturdays between 8:00AM and 3:30PM. They feel they can complete this project in a more timely fashion and inconvenience the residents in a shorter timeframe.

Trustee Berkshire confirmed that DiMeo Brothers would provide the Village with advance notice of the Saturday dates that they are considering working. *Yes, they will.*

Approval was given for Saturday work hours, and staff was directed to proceed as proposed on the first two items.

6. MAIN STREET PARKING LOT AND STREET LIGHTING IMPROVEMENTS

The Village Board included \$150,000 in the budget to address parking space availability and street lighting deficiencies along Main Street in the Town Center corridor. Currently, the Village Attorney is in the process of closing on the vacant parcel of land donated to the Village. Two-way traffic is difficult in this area due to the existing roadway alignment, tight pavement width, and the angled parking on the south side of the street. To remedy the situation, staff proposes to widen the roadway by four feet in the area along the curve. This work will be performed in conjunction with a 10-stall parking lot located on the newly acquired parcel of land. Staff views this project as an opportunity to add parking to the Main Street downtown area and simultaneously correct a traffic flow problem. The Engineer's Opinion of Probable Cost for this item is \$86,500.

Decorative street lighting has also been proposed along Main Street from Howard to Spring Street. The proposed location of the street lights is along the south side in the parkway between the sidewalk and the curb. This side of the street was deemed more desirable as it is the location of the businesses and pedestrian traffic, providing a more urban comfort environment, and safety to the area. Helical bases will be used so that if in the future there is a consideration to widen Main Street in this area they could be moved. Additionally, provisions will be made in the electrical design to allow a continuation south along Spring Street, should further redevelopment to the area occur.

Trustee Berkshire questioned when the remainder of Main Street would be widened. *It will be included to 2019 budget.*

Trustee Devitt voiced concern about the possible need for additional lighting in the new parking lot area. *There is none proposed and there are existing light poles surrounding that area. Staff will look at the area to see if more is needed.*

Trustee Pileski asked if when the remainder of Main Street is widened, will it be the same width all the way through. *Yes, it will.*

Trustee Pileski is in favor of this recommendation.

Staff was directed to proceed as proposed.

7. HONORARY STREET DESIGNATION POLICY

After authorizing the designation of Lynfred Lane last fall, the Village Board directed staff to develop a draft honorary street designation policy for review. The purpose of this type of policy is to provide the criteria and a procedure for approving honorary designations of Village owned or controlled streets. After reviewing several existing policies adopted by some of our surrounding municipalities, staff prepared a draft policy for Village Board consideration. Provisions of this draft policy include:

- Honorary street designations for individuals, non-profit organizations, or significant events.
- Honorary street designations confined to the right of way within the vicinity of the home, organization, or locations associated with the individuals, non-profit organizations, or significant events.

- Honorary street designations limited to a one block long section of the street, one sign at the specified location, and posted for no more than three years.
- Honorary street designations limited to two per calendar year. If more than two applications are received in a calendar year, applicants may resubmit for the following calendar year.
- An application fee of \$300 used to offset the processing, fabrication, and installation costs for an honorary street sign designation.
- The honoree must have made significant and clearly defined contributions to the Village through cultural, humanitarian, historic, or military achievement.
- The Village Administrator's office will administer the program and forward a staff recommendation to the Village Board for approval.

Trustee Pileski likes the proposed policy but he feels that the term length is too short – he would like the Board to consider 5 years vs. 3 years. *The Village Board agreed.*

Trustee Domke suggested that two signs be approved – one for each end of the street.

Trustee Berkshire suggested that if someone wants the sign to be up longer than 5 years they can re-apply.

Trustee Devitt questioned what happens if there are two applications for the same street. *The first application filed will have priority. And the current holder takes precedence.*

Staff directed to proceed with a 5 year length of term.

8. EXECUTIVE SESSION MINUTES REVIEW PROCEDURES

Item 1: As agreed on by the Village Board a few years ago, the Village Administrator and Village Attorney review previous executive session minutes that have been approved and put on hold by the Village Board and make a recommendation if they should be released. In the past, those minutes recommended to be released were brought back to the Village Board in executive session for final approval for release. Since many of these minutes go back to prior Village Board, staff is recommending that the Village Board consider eliminating this last step, and instead, place these minutes recommended for release by the Village Administrator and Village Attorney directly on the Village Board agenda for release.

Item 2: Per state statute, every Executive Session meeting must be recorded. By statute, these verbatim recordings must be kept for 18 months (for legal review if needed) and after 18 months, the verbatim recordings can be destroyed if the recording does not contain any information related to ongoing litigation. The written minutes of these meetings must be kept forever. These are the minutes that the Village Board must approve. In the past, the Clerk has brought the list of the verbatim recordings that were ready to be destroyed into Executive Session for approval to destroy. Staff recommends

that this step be eliminated and be replaced with placing a motion on the Village Board agenda for approval to destroy versus getting authorization in executive session first.

Both of these items will clean up and speed up the process of keeping our executive session records up to date and in conformance with state statute regulations.

Staff was directed to proceed as proposed.

9. EXECUTIVE SESSION - None
10. CITIZEN COMMENTS/QUESTIONS - None
11. OTHER BUSINESS – Jeff O'Dell provided the Village Board with an update on the Village of Roselle's membership in the Suburban O'Hare Commission.
Staff was directed to proceed with a commitment to SOC.
12. MOTION TO ADJOURN COMMITTEE OF THE WHOLE MEETING.
Motion by Trustee Devitt second by Trustee Trejo to Adjourn Committee of the Whole at 8:30 p.m.
Upon Voice Vote: **MOTION CARRIED.**