

COMMITTEE OF THE WHOLE
JULY 24, 2017
Meeting Held at Roselle Village Hall
Council Chambers
31 S. Prospect
Roselle, IL. 60172

7:35 P.M.

Chaired by Mayor Maglio

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

OTHERS PRESENT: Jeff O'Dell, Jason Bielawski, Tom Dahl, Patrick Watkins, Dan Anderson, Mark Bozik, Steve Herron, Roman Tarchala, Victor Ramirez, and Karen Schulz.

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. FY 2017 MID-YEAR BUDGET PRESENTATION

Presenter: Jeffrey D. O'Dell, Village Administrator

Finance Director Tom Dahl presented the June 2017 Treasure's Report. This report provides the status of revenue and expenditure trends for the first 6 months of the fiscal year, providing staff and elected officials more information to make decisions on deferred budget items.

Budget items deferred due to uncertainty with the state budget, completion of the CPSM Police Department Study, further review by the new Director of Public Works, and presentation of the 6 month Treasurer's Report were discussed.

Staff also made recommendations on previous projects discussed with the Village Board, some requiring additional funding besides what has already been included in the FY 2017 budget, and other projects requiring review prior to the FY 2018 proposed budget process.

The following items were included in the FY 2017 Budget, but were deferred until the Mid-Year budget review:

- Tyler Content Manger (TCM) Document Management Solution – \$23,850

This program will enable *Munis* users to scan documents directly into the system for storage and reporting purposes.

Trustee Devitt inquired whether a more cost effective software program has been considered. *No.*

Trustee Berkshire and Mayor Maglio expressed concerns of using other less expensive software that are not compatible with the existing *Munis* program.

Trustee Trejo asked how much time this program will save on answering FOIA requests. *Staff estimates as much as 85%.*

Staff was directed to proceed with the purchase, with the funding split between General Fund (70%) and W/S Operating Fund (30%).

- Police Vehicle Replacement and Equipment Setup - \$69,400

This is for the purchase of one Ford SUV Pursuit Vehicle and one Ford Sedan Detective Vehicle. These vehicles will replace 2 existing vehicles being removed from service due to age, condition and maintenance requirements.

Trustee Berkshire inquired if these vehicle replacements were a deferred purchase from the 2016 proposed budget? *No. These vehicles were included in the 2017 budget but deferred to the Mid-Year Review.*

Trustee Devitt asked about the equipment set-up costs for the vehicles. Can any of the existing equipment be reused or repurposed? *Because of the new vehicles body style, the light bar would be the only equipment that could be reused.*

Trustee Domke questioned why a Sedan and SUV model were being requested and where the price quotes came from. *It has been police department policy that Sedan models are standard vehicle choices for administrative staff and SUV models are for patrol staff. The quotes came from the State.*

Trustee Berkshire asked what the Village does with the surplus equipment. *Most of it is auctioned off or sold on eBay.*

Trustee Pileski asked what determines when a vehicle will be replaced. *When the vehicle mileage is over 100,000 and maintenance repairs become cost prohibitive.*

Staff was directed to proceed with the purchase of these vehicles with funding coming from the Equipment Replacement Fund and set-up costs coming from the General Fund.

- Fire Vehicle Replacement and Equipment Set-up – \$47,000

This is for the purchase of one new command vehicle for the shift commander. The existing vehicle is being replaced because of higher than usual maintenance costs.

Trustee Devitt asked if a diesel model would be a cheaper option. *Exhaust and start up to run the vehicle could cause some timing issues.*

Staff was directed to proceed with the purchase of this vehicle with funding coming from the Equipment Replacement Fund and set-up costs coming from the General Fund.

- Brush Cutter Mower – \$4,000

This purchase is for a new mower for public works. There are several areas in the Village with tall weeds and small brush. Public Works crews do not have a suitable mower for this type of landscape maintenance.

Trustee Berkshire requested clarification on the areas where the proposed mower/equipment is needed. *Rodenburg south of the tracks on both sides, Mensching close to Fall Circle, multiple areas off of Central Avenue.* If the area was maintained more often, would this equipment still be needed? *Yes, it will be useful for areas where saplings sprout up throughout town.*

Staff was directed to proceed with the purchase of this equipment with funding coming from the General Fund.

- Compact Asphalt Roller – \$16,000

This purchase is for a new public works paving and patching equipment. Emergency pavement patching is done regularly due to emergency repairs for underground water main/sewer main breaks, and smaller patches are done as part of the annual SIP program.

Trustee Berkshire questioned whether the Village has the proper trailer for this equipment? *Yes*

Would it be more cost effective to rent the equipment instead of purchasing it? *The cost to rent the equipment is higher than having the equipment on hand for various projects throughout the season.*

Trustee Pileski wondered if this was a piece of equipment that the Village could borrow from a neighboring community. *For the numerous times that the equipment is needed, it would be best to have the roller as one of our own pieces of equipment.*

Mayor Maglio thought it would be wise for Roselle to purchase this piece of equipment to have on hand for emergencies, and for Roselle to the village to lend the equipment out to other communities that may request to borrow it.

Staff was directed to proceed with the purchase of this equipment with funding coming from the General Fund.

The following items were recommended by staff, but the Board is **NOT** granting approval at this time.

- Pavement Planer – \$16,000
- Sidewalk Mudjacking System – \$20,000

Staff presented several other mid-year budget items for Village Board consideration. These items relate to previous issues discussed with the Village Board, some requiring additional funding besides what has already been included in the budget, and other projects requiring review prior to the FY 2018 proposed budget process.

The following items were presented for the Board's consideration:

- Village Wide Brush Pick-Up Program

Staff was directed to evaluate the feasibility and value of reestablishing a Village-wide brush pick-up program. Staff reviewed past programs, the current program, conducted a brush pick-up program survey with other municipalities, and researched costs along with the pros and cons for reinstating a new program. If the Board is interested in reinstating a brush pick-up program, staff recommends an RFP be developed to further evaluate proposals.

There was discussion regarding program ideas that could be considered for a Brush Pick-up Program, as was previously provided to residents.

Trustee Devitt supports having staff develop an RFP for a Brush Pick-Up program. He would like to offer the residents a program that would provide a structured yard clean-up program during certain times of the year.

Trustee Pileski wanted clarification on what Trustee Devitt's Brush Pick-up Program would include. It sounds as if yard waste pick-up will be offered in addition to tree and shrub trimmings being picked up.

Trustee Devitt replied he would like to consider a curb side pick-up of a limited number of bags of yard waste or tree and shrub trimmings. The residents would choose what they needed to fill the bags with.

Trustee Domke stated that he doesn't feel that a Brush Pick-up program benefits all residents.

Mayor Maglio suggested that in order for Staff to proceed with an RFP, the Village Board must decide what options they want to offer in a Brush Pick – up program – otherwise this will be a waste of time. He is in favor of some type of program, but the specific components must be decided.

Trustee Berkshire suggested that it could be as simple as giving residents a free yard waste bag or yard waste sticker when they paid their water bill each month.

Trustee Devitt stated that his original desire was to reinstate the Village's prior traditional Brush Pick-up Program while adding an option for yard waste pick-up that would be offered during specific times of the year. This would be handled by our "in house" staff (and summer staff) or if not possible for Village staff to handle the program, to look into the cost to have it done contractually.

Trustee Trejo is not interested in having staff develop an RFP.

Trustee Pileski would like to have some sort of program for the residents but does not want staff to develop an RFP.

Trustee Domke would like to see the Village spend money offering something more beneficial.

Trustee Berkshire feels that the cost benefit ratio does not support reinstating this program.

Trustee Pransky liked the suggestion of offering sticker(s) to help residents with their property maintenance.

Mayor Maglio stated that the Board does not have a consensus on the specifics of a program, therefore this suggestion will have no further discussion and there will not be an RFP developed.

- Finance Department Authorized Staffing – \$11,000

The recommendation is to promote a part-time finance assistant to the vacant full-time finance assistant position. This will provide the department with 16 additional hours of staff time to address current workload deficiencies. The part-time finance assistant position would remain vacant.

Trustee Domke asked if this increase included costs that would be related to insurance coverage also. *Yes*

Trustee Pileski inquired if the Tyler Employee Management Services software had options that would assist staff. *Additional staffing is needed to cover vacations, sick time, and heavy traffic times at the counter – it is also needed to help with additional coverage at the permit counter.*

Mayor Maglio would like to discuss the possibility of adjusting the hours that Village Hall is open to the public – is that possible with the addition of these additional hours? *Yes, it is possible to look at extending Thursday afternoon open hours.*

Staff was directed to proceed with this recommendation.

- Bike Lane and Street Thermoplastic Striping Program – \$10,000

These funds are being recommended to complete the Village's traditional pavement marking program. Additional projects previously discussed were; bike lane striping, various crosswalks, stop bars, and other various striping throughout the community. Staff recommends completing the entire program in one year.

Trustee Pileski asked if there would be an advantage to go for bid to save on the costs for the project. *The quote received has already gone through the review process. The quote received is a competitive price for this time of year.*

Trustee Trejo questioned whether dividing this project into a multiple year project would result in a price increase? *There is always a possibility of a price hike with any project that is spread out over a multi-year span.*

Staff was directed to proceed with this recommendation.

- Suburban O'Hare Commission (SOC) Member Contribution – \$2,500

The funds being recommended will be used for (SOC) membership dues. The General Fund includes \$5,000 for Suburban O'Hare Commission membership dues. The recommendation is for the Village to contribute \$5,000 toward the cost of the new study and use General Fund reserves to pay for the \$2,500 annual membership dues.

Trustee Berkshire wanted clarification about the amounts proposed. *\$5,000 is the budgeted amount, and will be put towards the Suburban O'Hare Commission Study, and \$2,500 coming from the General Fund reserves and will be put towards the SOC membership dues for a total contribution of \$7,500.*

Staff was directed to proceed with this recommendation.

- IT Room Conversion Project – \$18,000

The Village's on-site computer consulting team occupies a small office on the second floor of the police department. Staff would like to move the team to an unoccupied space on the first floor of the police department. Some renovating and updating of this space is required. Staff recommends completing this office conversion immediately.

Trustee Devitt – abstain
Trustee Berkshire – abstain
Trustee Pransky – yes
Trustee Domke – yes
Trustee Trejo – yes
Trustee Pileski – no
Mayor Maglio - yes

Staff was directed to proceed with this recommendation.

- Village Hall Interior Signage – \$5,700

Interior walls in the Village Hall were repainted and wallpapered. The old signage is outdated and should be updated to reflect various ADA and other legal requirements. Staff recommends completing the project immediately and has requested a proposal from a vendor who has provided the Village signage in the past.

Staff was directed to proceed with this recommendation.

- Turner Pond Fountain – \$12,000

One of the Village maintenance responsibilities at Turner Pond is to service the fountain, which functions to move water around the pond and helps reduce and prevent the buildup of algae and scum. The aerator fountain has failed. Staff suggests that the fountain be replaced immediately.

Trustee Berkshire asked if a “bubbler” would work just as well and save on the costs. *Staff will look at options, but a “fountain” is the preferred function.*

Trustee Pileski suggested that the lighting be replaced or repaired to include a cost saving LED lighting.

Mayor Maglio suggested that vegetation be added to eliminate some of the scummy growth that is ongoing around the pond.

Trustee Berkshire suggested that the Garden Club could be asked to add some plantings.

Staff was directed to proceed with this recommendation and bring back information.

- Train Horn Quiet Zone

During the FY 2017 budget review process last fall, staff was directed to bring back for further discussion the idea of committing funds from the General Capital Projects Fund for future costs to create a train horn quiet zone along the three downtown railroad crossings. A previous study

conducted by Christopher B. Burke identified potential costs of \$155,000 to install the equipment required by the FRA to create a quiet zone. Any proposal must first be approved by the FRA before a determination on a quiet zone is authorized. The 5-year CIP includes funding for this project, but committing a portion of fund balance for the project requires action by the Village Board.

Mayor Maglio provided some preliminary information from the recent Village survey. Although a train horn quiet zone is important for those that are closely affected by the train noise, it is not a high priority item for those that completed the survey.

He would like to suggest considering the creation of a taxing district to fund this project.

Trustee Berkshire emphasized that there would be no guarantee that trains will not blow their horns with the creation of a quiet zone. The money could be allocated, and the infrastructure installed, and it will still be the train engineer's discretion as to whether he needs to blow the horn.

He would like the affected business owners and residents to participate in the project funding in some manner.

Trustee Pileski wants to see the Village work towards coming up with a plan to help with minimizing the train noise. He would like to see the Village contribution be at least 50%, with other funds coming from different sources, whether it be a taxing district or other suggestions.

He thinks a Train Horn Quiet Zone will benefit all tax payers, whether a business owner or resident is geographically close to the tracks or not.

Trustee Domke agrees with Trustee Pileski's comment. He added that all of the required funds do not need to be allocated at one time, but he would like to see funds set aside to be available when the time is ready to pursue the quiet zone. He feels that the community as a whole will benefit from the downtown Quiet Zone, even though the downtown area will benefit the most. There have been other projects that the Board has implemented that have benefitted a smaller percentage group.

Trustee Trejo agreed with Trustees Domke and Pileski.

Trustee Devitt stated that he is in favor of working towards a train horn quiet zone, but there are some issues to be considered. In the preliminary study it determined that if the Village pursued a quiet zone for the downtown area they would lose the existing night time quiet zone currently in place. The study also identified concerns that the downtown area may not allow installation of the infrastructure needed because of the close proximity of the tracks. He realizes the noise is impactful on the businesses and residents, but there is a lot at stake if the Village moves forward with the pursuit of a quiet zone. And as Trustee Berkshire had pointed out, there will still be train horn noise at the discretion of the train engineer.

Mayor Maglio thanked the Board members for their discussion of this topic. There is still much to discuss and discover. He is interested in looking at other funding options.

Staff was directed to bring back updated information on what the Village can do at this time to help mitigate train noise, as well as other funding alternatives for this project. This will be discussed at a future Committee of the Whole meeting.

Trustee Pileski suggested reaching out to IML as well as other communities who have gone through pursuing a quiet zone or are in the midst of it. They may be able to offer relevant information.

5. Executive Session – None
6. Citizen Comments/Questions – None
7. Other Business

Trustee Domke would like to suggest renaming the 4th Street alley to Lynfred Lane. Having a dedication for the renaming of the Street at Oktoberfest would be ideal.

All the board members agreed that this was a good idea and staff should investigate and report back.

8. MOTION TO ADJOURN COMMITTEE OF THE WHOLE MEETING.
Motion by Trustee Domke second by Trustee Trejo to Adjourn Committee of the Whole at 9:30 p.m.
Upon Voice Vote: **MOTION CARRIED.**