

COMMITTEE OF THE WHOLE  
AUGUST 14, 2017  
Meeting Held at Roselle Village Hall  
Council Chambers  
31 S. Prospect  
Roselle, IL. 60172

7:50 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, Steve Herron, Roman Tarchala, Dan Anderson, Pat Watkins, Tom Dahl, Victor Ramirez, and Patty Burns.

2. APPROVE PREPARED AGENDA

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

Upon voice vote: **MOTION CARRIED.**

3. CITIZEN COMMENTS/QUESTIONS – None

4. EMERALD ASH BORER UPDATE REPORT – Victor Ramirez/Phil Graf, Urban Forestry Consultant

The Village has had a comprehensive Emerald Ash Borer (EAB) Management Program in place since 2011 to minimize the environmental and financial impact this invasive insect had on parkway ash trees in the community. Each year since 2011, an assessment has been made to reevaluate the effectiveness of the program. The four major components of the Village's EAB Management Program have included:

- An annual inventory and evaluation of the existing ash tree population in the parkway and various municipal facility grounds,
- An ash tree removal program,
- An ash tree treatment program, and
- Reforestation of various spaces left vacant by the removal of ash trees.

The Village has retained Phil Graf, Urban Forestry Consultant, to develop its EAB Management Program, complete an annual inventory and survey assessment of the parkway and municipal facility ash tree population, and present annual reports and updates to the Village Board. Phil reported a summary of the success of the program and recommendations for moving forward.

Phil has met with staff regarding his recommendations to (a) Develop a Comprehensive Urban Forestry Management Plan, (b) Continue soil treatment of surviving ash trees located in the parkway and municipal facility grounds, and (c) Continue reforesting in areas left vacant by ash tree removals. Staff will be

prepared to use the upcoming 2018 proposed budget process for Village Board consideration of these recommendations.

Reforestation is critical and needs to be implemented immediately.

There are very few remaining Ash trees on private property that are still alive unless they were receiving treatment.

**Trustee Domke** inquired about the continuing treatment process. *2 more years of treatment is being recommended. Treatment can be reduced to trunk treatment only which will cost around \$10,000. Reassess in two years.*

**Trustee Devitt** asked about the life expectancy of a healthy Ash tree. *35-40 years.*

5. COMPUTER TABLET USE POLICY FOR ELECTED OFFICIALS – Jason Bielawski

The FY 2017 budget included funding for computer tablets for the Village Board so that they could move to a completely digital agenda format. Providing the agenda and other correspondence digitally to the Village Board will reduce direct costs associated with paper, binding, copier/printer toner, as well as vehicle fuel for delivering agenda packets to the Village Board members. Indirect cost savings are expected from reducing the current labor intensive process of copying and collating paper agenda packets every two weeks as well as larger documents such as the annual proposed budget binder.

During the June 26 and July 10, 2017 Committee of the Whole meetings, the Village Board discussed and directed staff to purchase tablets for the Village Board. Before the tablets are deployed to the Village Board, staff was also directed to draft a policy for the use of the tablets by elected officials that would establish the expected use and maintenance of the tablets.

The policy will be finalized by Resolution at the next meeting prior to the tablets being distributed.

**Trustee Domke** questioned the security of Executive Session items. *Every document will be password protected and will require a special login.*

6. WATER MAIN REPLACEMENT ENGINEERING SERVICES – Jeff O'Dell

On October, 10, 2016 the Village Board entered into a two-year agreement with Robinson Engineering, Ltd. for the company to provide the Village with contractual municipal engineering services. In addition, at that same meeting, the Village Board authorized execution of a Task Order with Robinson Engineering to perform design engineering and contract bidding services for the Village's 2017 water main replacement program. On April 24, 2017, the Village Board authorized execution of a contract with Patnick Construction to install new water main and other ancillary infrastructure along five roadways in the community. The work is nearly completed with resurfacing of the roadways scheduled for later this month or early in September.

Staff has been very pleased with both the contractual municipal engineering services and water main engineering design and contract bidding services provided by Robinson Engineering during the first year of the agreement. Based on this satisfaction level and the fact that the hourly rates for both general municipal engineering services and engineering design work on the water main project will remain the same for year two of the agreement that will expire on December 31, 2018, staff recommends the Village Board execute a new Task Order with Robinson Engineering to perform design engineering and bidding services for the Village's 2018 water main replacement program.

The Task Order representing engineering design and bid services for the 2017 water main replacement program was \$69,044. The new Task Order representing engineering design and contract bidding services for the 2018 water main replacement program is \$59,613. While the 2018 program reflects the replacement of approximately 3,400 lineal feet of water main, the reduction in fees is mainly due to less preliminary design fees as the 2017 program included design for slip lining the Lexington Avenue storm sewer. In addition, Robinson is more familiar with the Village now and has all standard details and construction notes readily available for the 2018 program.

Staff was directed to proceed.

7. PERSONAL WIRELESS TELECOMMUNICATIONS FACILITIES – Jeff O'Dell

At March 13, 2017, the Village Board passed ordinances regulating the siting and construction of personal wireless telecommunications facilities in the public rights of way. Since then, a representative of Insight, Inc. has met with Village staff regarding expansion of Verizon's small cell network. Specifically, Verizon has identified the Village owned streetlight pole located at the southeast corner of Plum Grove Road and Nerge Road as a location for installing an antenna and other equipment. Verizon has negotiated Master License Agreements with Schaumburg, Hoffman Estates, Carol, Stream, and other area communities to locate similar equipment. Expansion of their network is needed for a future 5<sup>th</sup> generation mobile network/wireless system rollout.

Village ordinances prohibit the installation of personal wireless telecommunications facilities on Village owned streetlights or traffic signals. However, they may be mounted on Village owned towers or buildings (only if specifically recommended by the Village Engineer and authorized by the Village Board). There is also a provision in the Zoning code regulating the siting and construction of personal wireless telecommunications facilities, specifically, limiting installation of small cell antennas in the right of way only when adjacent to commercial or industrial districts.

With regards to these types of small cell installations, Verizon proposes to design and provide a new street light pole in place of the existing Village owned pole and paying the Village monthly rent. While their current request reflects interest in this location

only, the company is expanding its network and will be reviewing other locations in the community. There are approximately 160 Village owned street light poles in Roselle. Most of them are located in the northeast and southwest portion of the community. The majority of streetlight poles in the central portion of the community are owned by ComEd.

Staff believes the proposal submitted by Verizon merits further consideration by the Village Board. If the Village Board is interested in amending its code to

permit the installation of these small cell facilities on Village owned streetlight poles or traffic signals, then staff would need to develop proposed amendments to Chapter 18 of the municipal code and the Zoning Ordinance for future discussion with the Village Board.

If the Village moves forward with this, the proposal will work off of 1 Master License Agreement with each additional site proposed added as an appendix. Roselle's ordinance prohibits cell sites in certain locations, so this will require an amendment.

**Trustee Trejo** stated that he was in favor of this from the beginning, so he supports moving forward.

**Trustee Devitt** asked about the monthly revenue if the Village proceeds. *\$250 per month per site.*

**Trustee Pransky** asked about the duration of the proposed contract. *10 years with 5 year additional increments.*

Staff was directed to proceed with amending the Village Code.

8. EXECUTIVE SESSION - None

9. CITIZEN COMMENTS/QUESTIONS - None

10. OTHER BUSINESS - None

11. MOTION TO ADJOURN COMMITTEE OF THE WHOLE MEETING.

**Motion** by Trustee Devitt second by Trustee Berkshire to Adjourn Committee of the Whole at 8:55 p.m.

Upon Voice Vote: **MOTION CARRIED.**