

COMMITTEE OF THE WHOLE
SEPTEMBER 11, 2017
Meeting Held at Roselle Village Hall
Council Chambers
31 S. Prospect
Roselle, IL. 60172

7:15 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, Mark Bozik, Pat Watkins, Caron Bricks, Tom Dahl, Victor Ramirez, 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. ANNEXATION OF 23W688 MAPLE AVENUE – Pat Watkins

Deborah and Rick Tayfel have petitioned the Village to annex their home at 23W688 Maple Avenue. A public hearing to consider the request is scheduled for September 25, 2017.

The owners would like to annex to the Village in order to connect to Village water and sewer as they construct their new house or addition. Village sewer and water have previously been extended down Maple Avenue, thus they will need to annex to the Village and pay associated tap fees for their connections. The previous owner paid all recapture fees on the property in 1992.

They have agreed to install the required public sidewalk along their frontage. The draft annexation agreement requires that the sewer, water and sidewalks get completed prior to occupancy.

The house is currently zoned R-3, Single Family Residential, in DuPage County. Upon annexation, it will be zoned R-1, Single Family Residential in Roselle. The lot is in compliance with the Roselle R-1 zoning district requirements. Upon annexation, the street address will be 320 Maple Avenue, Roselle.

Staff was directed to proceed as proposed.

5. LAND DIVISION OTHER THAN A SUBDIVISION – 2 LOT SUBDIVISION
10 PICTON ROAD – Caron Bricks

The Planning and Zoning Commission (PZC) recommended to the Village Board approval of the lot split with a 5-0 vote at their meeting on September 6, 2017. Mike Bauer, has petitioned the Village of Roselle to divide the property located at 10 Picton Road into two (2) R-1 Single Family Residential lots. He has constructed his personal single-family residence on Lot 2.

Each lot meets the minimum R-1 lot requirements for lot area and lot width. An easement was added between Lot 1 and Lot 2 to accommodate a sewer main that the owner installed when he constructed his personal residence on Lot 2. The owner wishes to subdivide the property in order to construct a single-family residence on Lot 1 that can be sold.

Staff directed to proceed as proposed.

6. INTERGOVERNMENTAL AGREEMENT – VILLAGE OF ROSELLE AND
ROSELLE PUBLIC LIBRARY – Pat Watkins

Staff has been working with the Roselle Public Library regarding its ability to install a drop off box in the Elm Street cul de sac (in the island area), vacation of the alley located on the north side of the library, and a formalized agreement that allows the library parking lot off of Park Street to be available for all public use (not just library related). Staff is recommending an intergovernmental agreement to effectuate all three of these matters.

The library is also interested in the installation of a drop off box for its patrons. The drop off box provides convenience to the library patrons. Staff feels this is workable and may even alleviate some traffic concerns on Elm Street from patrons having to park their vehicles in order to walk up to the current drop box located on the building. Since the drop off box needs to be on the driver's side, the desired location is on the north side of Elm Street within the island. The library is anticipating a box of roughly 4' x 5' dimensions

The request for the vacation of the alley north of the library is supported by staff for several reasons. First, the library personnel currently utilize the alley to access their employee parking on a daily basis. Secondly, the library could have utility for additional land in order to support an expansion of their facility. The library could thus benefit from the additional 1,854 square feet obtained by vacating the alley. Lastly, the Village is responsible for the maintenance of the alley. Since the alley primarily supports access for library employee parking, staff would prefer vacating so as to no longer have the responsibility for maintenance of the alley. This year, the Village expended about \$4,300 to repair and resurface the alley.

The intergovernmental agreement will also support the Village's desire to formalize the availability of the library parking lot to provide additional public parking opportunities for the Town Center area versus just the library patrons. An additional condition is that the lot

will not allow the parking of vehicles overnight, thus protecting the availability of spaces for library and commercial patrons of the Town Center.

Trustee Berkshire reminded everyone that the alley being discussed for vacation was a part of a recent Board discussion for additional downtown parking. He is not sure that giving up this space is a good idea. *Upon further investigation, the contours and topography of this alleyway makes it a poor choice for parking.*

Trustee Pileski commented that the Village having access to the Library Parking lot will be very valuable as the town center continues to grow. He supports retaining the right to allow overnight parking in the future.

Trustee Domke questioned what if the Library uses the lot to expand and then rescinds their parking lot agreement. *The agreement can be written to protect the Village from that possibility.* Trustee Domke also asked who will maintain the parking lot and be responsible for snow plowing. *The IGA will specify that the Library will continue to be responsible for all maintenance of the parking lot.*

Trustee Devitt likes the drop box idea. He would like staff to consider diagonal parking along the parkway on Park St. as another option. He supports the idea of vacating the alley.

Trustee Berkshire would like to see the final agreement before making a final decision.

All Trustees were in favor of the proposal and directed staff to proceed as proposed.

7. CODE ENFORCEMENT – PROPOSED MODIFICATIONS FOR A COMPREHENSIVE AND PROACTIVE PROPERTY MAINTENANCE PROGRAM – Pat Watkins

Staff presented recommendations as a follow-up to the Committee of the Whole direction to develop a more proactive property maintenance program. The modifications fall into three basic areas; more reporting sources, more personnel writing citations for violations related to their department, and additional immediate \$35 tickets for violations (versus warnings for corrective action). The recommendations require policy direction and some ordinance amendments. Ordinance amendments will include modifications to fine provisions for various violations and the expansion of the adjudication process into additional code areas.

Staff's recommendations include policy changes that will provide for better coverage and more efficient handling of code violations. The coverage will utilize staff in various departments in order to cover more of the Village geographically. Then, Munis, the Village's Enterprise Resource Planning software, will be utilized so that the different departments are aware of violation status of the various properties. This will keep repetition from occurring while improving interdepartmental communication.

A more effective handling of code violations will be realized by three fundamental modifications to the process; (1) permission to add more infractions to the immediate citation list, (2) immediate citations for second offenses, and (3) the expansion of personnel writing citations. Currently, we write immediate citations for parking over the sidewalk, overnight on street parking, and waste containers. Additional violations recommended for immediate \$35 citations include tall grass, construction debris in the street, recreational vehicles, vegetation blown into the street (leaves and grass) and the pushing of snow onto the street. The second immediate citation applies to property owners who have had the same infraction on their property in the past (over grown shrubs, nuisance vehicles, holiday decorations, etc.). Munis will be utilized to track previous enforcement on properties in question. The impacts of utilizing immediate citations are depicted in the attached Process Charts. Staff believes that the repeat offenses will drop due to our experience with the immediate \$35 citation with waste container violations.

The third modification is the ability for additional staff to write citations. This will shorten the process in that violations will no longer need to be handed to the Code Enforcement Officer for the writing of citations. This allows departments to deal directly with violations related to their purview from beginning to end. It saves time by removing a second party (Code Enforcement) from the process to rectify a situation. For example, sump pump discharges will now be handled directly by the Engineering Division while Life & Safety and Fire Code matters can be handled directly by the Fire Department. The modifications will save staff time and result in direct communication between the offender and the department most familiar with the applicable codes. As noted on the grid, departments will have the ability to write citations related to their purview (Police, Fire, Public Works, and Code Enforcement).

Trustee Berkshire stated that this proposal makes him nervous. Many homes have flooding and standing water issues that the homeowner is unable to do anything about. Now the Village will be empowering more personnel to cite violations of this nature. He likes the concept but feels that this will result in more problems. We need to give power to those who are aware of the situations.

Trustee Devitt questioned what if a new property owner or a renter gets a violation. *The Village always goes after the property owner. If a new property owner can show violation was prior to their ownership, then the Village can work with them to correct the problem.*

Trustee Pileski is in favor of the recommendation, but wants to insure that there is a process in place to educate the enforcers.

Trustee Domke suggested that some of the ordinances be updated to reflect current processes and expectations.

Mayor Maglio stated that education is the most important component of this program. There is a big need for this type of expanded program because the Village has so many repeat offenders.

Trustee Berkshire added that while updating ordinances, we should also look at changing the terminology of some of the violations – such as “standing water”.

Trustee Trejo stated that he is concern with the proposed increase in those enforcing the violations. He feels it should be limited to only the Code Enforcer and the Police Department.

Attorney Knippen commented that some of the language can be changed so it is easier to enforce. Also adding additional clarification wording such as “intentional altering of drainage by adding fill, redoing contours or blocking the path of water travel...”

Trustee Berkshire suggested that the Village require a home inspection upon a closing to ascertain any violations prior to a new owner taking possession. This will determine responsibility.

Mayor Maglio likes the idea of better clarification to better define the violations. New terminology is needed, especially in the area of stormwater drainage. He also likes the idea of cleaning up some of the old ordinances.

Trustee Devitt would like to see more information provided in the weekly reports on this topic.

Staff was directed to move forward with direction provided.

8. TERMINATION OF ACTUARIAL SERVICES AGREEMENT – Tom Dahl

The Village conducted an RFP for actuarial services in FY 2015 and approved a three year agreement in January 2016 with MWM Consulting Group. While Village staff is happy with the final reports issued in the first two years of the agreement, staff would like to cancel the agreement and work with the second choice from the RFP, Foster and Foster.

Based on this recommendation, the next steps would be necessary:

1) Terminate the existing actuarial services agreement. Pursuant to the agreement with the Village’s existing actuary, the Village must provide at least 90 days written notice to cancel the agreement. Staff would provide this written notice on September 12.

2) At the September 25 Village Board meeting: Approve an agreement with Foster and Foster to serve as actuary for a three year period.

Staff was directed to proceed as proposed.

9. EXECUTIVE SESSION - None

10. CITIZEN COMMENTS/QUESTIONS - None

11. OTHER BUSINESS – **Mayor Maglio** stated that he is proposing a change to The Village Hall service hours. He wants to reinstate Thursday hours, having Village Hall open from 8 am – 5 pm on Thursdays.

Trustee Trejo stated that he would like to see the Village Hall open every day all day, Monday through Friday.

Mayor Maglio also reminded the Trustees to have any suggested changes to the Board Policies into him no later than Sept. 25.

12. MOTION TO ADJOURN COMMITTEE OF THE WHOLE MEETING.
Motion by Trustee Trejo second by Trustee Devitt to Adjourn Committee of the Whole at 8:23 p.m.
Upon Voice Vote: **MOTION CARRIED.**