

COMMITTEE OF THE WHOLE  
SEPTEMBER 25, 2017  
Meeting Held at Roselle Village Hall  
Council Chambers  
31 S. Prospect  
Roselle, IL. 60172

7:25 P.M.

Chaired by Mayor Maglio

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

ABSENT: Trustee Domke

OTHERS PRESENT: Jeff O'Dell, Jason Bielawski, Jim Knippen, Steve Herron, Roman Tarchala, Dan Anderson, Mark Bozik, Pat Watkins, 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. MENSCHING ROAD 1.0 MG STORAGE TANK – Victor Ramirez

The 2016 5-year Water and Sewer Rate Study identified capital projects that were needed in the Village's Water and Wastewater Facilities. The Mensching Road 1.0 MG Above Ground Water Storage Tank was identified and is in need of re-painting and other improvements. The last time this tank was painted was in 1999. The extent of the work is more than just painting however. Highlighted below are other major items to be included in the painting and renovation of the tank:

- A structural evaluation is needed to evaluate corrosion.
- The tank venting needs to be evaluated.
- The cathodic protection and controls need to be replaced.
- The tank water circulation needs improvement to address chlorine residual loss during the summer.
- A new ladder guard system needs to be installed to meet current OSHA safety standards.

The Village needs a professional engineering firm to address the inspection and recommendations. Final engineering, bid package preparation, project bid, bid evaluation, and recommendation for award will be included. On-site inspection, construction assistance, and payment requests need to be done too.

In order to address these needs, staff solicited proposals to perform these functions. There are very few firms that perform this work. Staff received two proposals from firms qualified to do this work as follows:

- |                          |          |
|--------------------------|----------|
| 1.) Robinson Engineering | \$32,000 |
| 2.) Dixon Engineering    | \$40,905 |

Staff is recommending Robinson Engineering for this work.

**Trustee Devitt** asked about the actual cost to just paint the tank. *About \$275,000.*

**Trustee Devitt** asked if the Village held off on the painting, could the other necessary repair items be completed. *This would not be recommended as the inside of the tank is worse than the outside. Also to consider is having the tank down for repairs only once.*

**Trustee Berkshire** questioned why an engineering firm is being used to put together bid information for non-engineering items. Village staff should be able to do this. IT appears that only items 1 & 2 are engineering related. *The repairs are all related to the engineering items. The requirements for all the repairs are best determined by an engineering firm.*

**Trustee Berkshire** asked if there are funds available for all the repairs and the engineering expense. *Yes*

Staff was directed to proceed as proposed.

5. KENNEDY LIFT STATION PRELIMINARY ENGINEERING REPORT AND ENGINEERING SERVICES – Victor Ramirez

The Village has a Wastewater Facilities Master Plan and an approved IEPA Loan Facility Plan. There are six projects identified in the IEPA Loan Facility Plan and one of them is the replacement of the Kennedy Lift Station. The lift station is located on the southeast corner of the property at the southwest corner of the intersection of Nerge and Plum Grove Road. This lift station serves the entire MWRDGC tributary area and pumps it north into Schaumburg where it goes to the MWRDGC interceptor sewer. There are about 1,425 homes served in this area.

The lift station is approximately 45 years old, is in poor condition, and is at the end of its useful life. It is a dry pit type in a steel can, which requires staff to physically go down into the station to work on the pumps. It is considered a confined space and has inherent safety concerns when accessing the space. The proposed improvements are to replace it with a modern, submersible style, triplex lift station with variable frequency drive pumps.

On July 10, 2017 the Village Board approved a Work Order with Trotter Engineering and Associates, Inc. (TAI) to perform preliminary engineering to determine location, capacity, and evaluate logistics of replacing the lift station.

The cost to build is estimated at \$1.4 – 1.5 million. The IEPA loan includes this project.

**Motion** by Trustee Trejo, second by Trustee Devitt, to go into an Executive Session at 7:47 p.m. pursuant to the requirements of the Illinois Open Meetings Act under Exemptions 5 ILCS 120/2 (c) to discuss 21 Executive Session Minutes,

**5 Real Property - easements**, 12 Risk Management, 11 Litigation, and 3 Collective Bargaining and Personnel.

ROLL CALL:

AYES: Trejo, Devitt, Berkshire, Pransky, Pileski

NAYS: None

ABSENT: Domke

**MOTION CARRIED.**

ADJOURN EXECUTIVE SESSION

**Motion** by Trustee Berkshire, second by Trustee Trejo, to Adjourn the Executive Session at 8:06 p.m.

Upon Voice Vote: **MOTION CARRIED.**

Meeting reconvened at 8:06

There was no final action as a result of Executive Session.

Staff was directed to continue gathering information and bring back to the Board for further discussion.

6. ANNEXATION POLICY RECOMMENDATIONS – Pat Watkins

An Ad-Hoc Committee comprised of Trustees Devitt and Trejo was appointed to review the Village's annexation policy. They have been meeting with staff regarding existing annexation and pre-annexation agreements. The Committee is ready to present its findings and make recommendations to remediate current deficiencies in the annexation process while establishing consistent terms and conditions for future annexation and pre-annexation agreements. One of the recommendations is to remove the current moratorium on future pre-annexation agreements.

Prior to developing its findings and recommendations, the Committee inventoried all existing annexation and pre-annexation agreements to identify any outstanding contractual obligations owed to the Village. These contractual obligations include the installation of a sidewalk and/or the connection to utilities (water and sewer, where available). The Committee has completed its inventory and assessment of these previous annexation and pre-annexation agreements through extensive staff research, GIS mapping, and other assistance provided by Robinson Engineering (an eight month process). Results of this comprehensive review were provided.

**Recommendations:**

1. The moratorium on pre-annexations should be lifted as there is long-term value in the continued practice of pre-annexing property that is not yet contiguous to the Village and therefore not eligible for annexation.
2. Outstanding obligations related to current pre-annexation and annexation agreements should be pursued to bring them into compliance.

3. Outstanding obligations related to expired pre-annexations should be pursued to bring them into compliance.
4. Expired pre-annexations that have met all obligations must be renewed for those property owners to continue to receive Village utility services.
5. The sidewalk requirements concerning annexation agreements should not change; wherein the property owner will install sidewalks. However, pre-annexations should be administered by requiring a cash payment from the property owner to the Village in lieu of installing sidewalks. The payment would be equivalent to the present value of installing sidewalks based upon linear footage at the time of the agreement. For the average parcel that has 100' linear feet, the payment would be \$3,750, as the cost per linear foot of sidewalk is \$37.50 based on engineers probable cost.
  - a. Instead of the current practice of holding the payment for the possible future installation of a sidewalk on the property, the Committee recommends that the payment be used towards the Village's existing sidewalk improvement program whereby the Village invests in maintaining and expanding its existing sidewalk network. This would therefore not guarantee that the property owner making the payment will receive a sidewalk when the property is eventually annexed into the Village. The Committee also recommends that the Village consider allowing property owners to make interest free payments depending on cost. This payment in lieu of sidewalks requirement should be applied to new pre-annexation agreements and the renewal of expired pre-annexation agreements.
6. Utility connection requirements set forth in agreements need to be better defined so it is clear when property owners must connect to utilities. This will allow staff to better track the agreements and notify property owners when they are obligated to connect to utilities.

**Direction Requested:**

1. Develop a resolution rescinding the existing moratorium on pre-annexations.
2. Send letters to property owners notifying them of the expired agreements and the need to enter into new agreements.
3. Send letters to property owners notifying them of their current contractual obligations that must be fulfilled.
4. For all pre-annexation agreements, require a cash payment from the property owner to the Village in lieu of installing sidewalks. The payment would be equivalent to the present value of installing sidewalks based upon linear footage at the time of the agreement. For the average parcel that has 100' linear feet, the 2017 cost would be \$3,750. These fees would be used towards the Village's sidewalk improvement program.

5. For all annexation agreements, maintain the current policy of requiring the owner to install sidewalks.

**Trustee Pileski** agrees with all of the recommendations except the No Guarantee of sidewalk for pre-annexations.

**Trustee Berkshire** agrees with Trustee Pileski. He suggests investing the money collected for sidewalks and using the investment proceeds for the sidewalk replacement program. The invested monies should be used for future sidewalks. When a pre-annexation becomes fully annexed, they should get a sidewalk. He also questioned how the Village will handle a pre-annexed resident that wants a sidewalk installed.

**Mayor Maglio** suggested that staff should look at increasing the pre-annexation fees to be based on front footage.

**Trustee Trejo** stated that he leans towards putting money aside as suggested by Trustee Berkshire and wants to insure that a sidewalk can be installed upon full annexation.

Staff was directed to work with attorney on the wordage in the new agreements and letters that would be sent to the expired pre-annexation agreement holders. Staff also directed to investigate what type of investment choices might be utilized for the sidewalk monies collected going forward.

#### 7. VILLAGE HALL BUSINESS HOURS – Mayor Maglio

Currently, Village Hall is open for public access on Monday from 8:00 am to 6:00 pm, Tuesday and Fridays from 8:00 am to 5:00 pm, and Wednesday and Thursdays from 8:00 am to 1:00 pm. Mayor Maglio is recommending a modification to Thursday hours- to keep the Village Hall open on Thursdays until 5:00 pm. This will accommodate more foot traffic into the building, especially as building permit activity has increased during the last couple of years due to an improvement in the economy. Keeping the Village Hall closed on Wednesday afternoons will continue to allow staff opportunities to conduct department staff meetings, complete various training opportunities, and prepare agenda material in advance of upcoming Village Board meetings.

Staff directed to proceed as soon as possible and begin advertising the change in hours to the residents.

#### 8. VILLAGE BOARD POLICIES AND PROCEDURES – Mayor Maglio

In 2012, the Village Board adopted a resolution approving a Village Board Procedural Policy, a Village Board and Administrative Staff Interaction Policy, and a Public Comment Policy and Rules (Citizen Participation Policy). More recently, Mayor Maglio asked Trustees to review those policies and to share with him any thoughts for amending them. Based on his discussion with several Trustees and recommendations from our Village Attorney, Mayor Maglio asks the Village Board to consider amending those policies to reflect some minor modifications.

Staff directed to bring back a Resolution to the next Village Board meeting to approve and accept the changes made to these policies.

9. EXECUTIVE SESSION

**Motion** by Trustee Devitt, second by Trustee Trejo, to go into an Executive Session at 8:45 p.m. pursuant to the requirements of the Illinois Open Meetings Act under Exemptions 5 ILCS 120/2 (c) to discuss 21 Executive Session Minutes, 5 Real Property, 12 Risk Management, 11 Litigation, and 3 Collective Bargaining and **Personnel**.

ROLL CALL:

AYES: Devitt, Trejo, Berkshire, Pransky, Pileski

NAYS: None

ABSENT: Domke

**MOTION CARRIED.**

ADJOURN EXECUTIVE SESSION

**Motion** by Trustee Devitt, second by Trustee Berkshire, to Adjourn the Executive Session at 9:12 p.m.

Upon Voice Vote: **MOTION CARRIED.**

10. CITIZEN COMMENTS/QUESTIONS - None

11. OTHER BUSINESS- None

12. MOTION TO ADJOURN COMMITTEE OF THE WHOLE MEETING.

**Motion** by Trustee Trejo second by Trustee Devitt to Adjourn Committee of the Whole at 9:15 p.m.

Upon Voice Vote: **MOTION CARRIED.**