

THE MINUTES OF THE MEETING
OF THE BOARD OF TRUSTEES
VILLAGE OF ROSELLE, 2020
SEPTEMBER 28, 2020
Meeting Held virtually on Zoom
Streamed live on YouTube
Due to COVID-19
5:30 p.m.

1. CALL TO ORDER

The meeting of the Board of Trustees of the Village of Roselle was called to order at 5:30 p.m. by Mayor Maglio.

2. PLEDGE OF ALLEGIANCE – Led by Mayor Maglio.

3. ROLL CALL:

Upon Roll Call the following answered: Mayor Maglio, Trustees Berkshire, Domke, Pileski, Sarno and Trejo.

ABSENT: Devitt

OTHERS PRESENT: Village Administrator Jeff O'Dell, Assistant Village Administrator Jason Bielawski, Village Attorney Jim Knippen, Finance Director Tom Dahl, Police Chief Steve Herron, Zoning Administrator Caron Bricks, Management Analyst Brian Joanis and Village Clerk Patty Burns.

4. PRESENTATION OF PREPARED AGENDA

Motion by Trustee Domke, second by Trustee Trejo, to Approve the Prepared Agenda as presented.

ROLL CALL:

AYES: Domke, Trejo, Berkshire, Sarno, Pileski

ABSENT: Devitt

MOTION CARRIED.

5. CITIZEN COMMENTS/QUESTIONS

Fred Leonard – Mr. Leonard requested that the Village replace a street sign on Pinecroft Ave. that was knocked down by a vehicle backing into it. He also asks for clarification on why the “No Parking this side of street” was discontinued and when the Village expect to review installing curbs on Roselle streets.

Cathleen Richert – Ms. Richert addressed the shutdown of Roselle Cruise Nights held at the American Legion. She feels that the Village is unfairly picking on the American Legion because other events have been allowed to occur. She also questioned whether the Village was trying to take over the American Legion property to build apartments or condominiums.

Mayor Maglio responded that the Village did not shut the car show down, but the DuPage Health Department evaluated the event and notified the Legion that they should not be hosting the car show. Every event can have different requirements

based on the Health Department regulations. Secondly, the Village is not interested in the Legion property and never has been. About a year ago a private developer was interested and they were in negotiations with the American Legion for the property but the deal fell through.

Trustee Devitt joined the meeting at 5:45 p.m.

6. OFFICIALS AND STAFF REPORTS

6A. MAYOR

1. PUBLIC HEARING FOR A TEXT AMENDMENT TO THE ROSELLE ZONING ORDINANCE ESTABLISHING "SHORT-TERM RENTALS" AS A PERMITTED RESIDENTIAL USE SUBJECT TO CONDITIONS.

Motion by Trustee Trejo, second by Trustee Domke, to Open the Public Hearing at 5:50 p.m.

ROLL CALL:

AYES: Trejo, Domke, Devitt, Sarno, Berkshire, Pileski

NAYS: None

ABSENT: None

MOTION CARRIED.

There were no comments from the public.

No one spoke in favor of the amendment.

No one spoke against the amendment.

There were no questions from the public.

Trustee Domke questioned where the notification to neighbors was in the ordinance. *It isn't in the ordinance, it will be a part of the registration procedure for each rental.*

Motion by Trustee Trejo, second by Trustee Domke, to Close the Public Hearing at 6:11 p.m.

ROLL CALL:

AYES: Trejo, Domke, Sarno, Berkshire, Pileski, Devitt

NAYS: None

ABSENT: None

MOTION CARRIED.

Motion by Trustee Trejo, second by Trustee Domke, to move forward with the Zoning Text Amendment as discussed.

ROLL CALL:

AYES: Trejo, Domke, Berkshire, Sarno, Pileski, Devitt

NAYS: None

ABSENT: None

MOTION CARRIED.

2. CONSIDER REQUESTS BY THREE ROSELLE BUSINESSES FOR NEW LIQUOR LICENSES.

Little Polish Market – Class C – Convenience store selling packaged beer and wine. All Trustees in favor to proceed.

Italian Pizza Kitchen – Class T – Video Gaming.

Trustee Domke – in favor

Trustee Sarno – in favor

Trustee Trejo – in favor

Trustee Pileski – not sure about desire to bring Video Gaming to Main street area. Not in favor

Trustee Berkshire – No, not in favor

Trustee Devitt – No, not in favor.

Mayor Maglio – Not in favor at this time. Will evaluate the situation.

Fiesta Asian Food Restaurant – Class R – Bring your Own

Mayor Maglio stated that this business has not been consistent in paying their Village fees and taxes – He recommends a 6 month hold on the request to review their payment history. If they stay current with the Village, this request will be revisited. All Trustees in favor to proceed as recommended.

- 6B. VILLAGE TRUSTEES – **Trustee Pileski** gave an update on Envision Roselle
- 6C. VILLAGE CLERK – No Report
- 6G. VILLAGE ADMINISTRATOR – No Report
- 6D. VILLAGE ATTORNEY – No Report
- 6E. CHAMBER of COMMERCE LIAISON – No Report
- 6F. TREASURER’S REPORT – Given by Finance Director Tom Dahl

7. **CONSENT AGENDA**

- A. PRESENTATION AND APPROVAL OF VILLAGE BOARD MINUTES OF SEPTEMBER 14, 2020.
- B. APPROVE THE EIGHTH PARTIAL PAYMENT FOR THE DEVLIN INFLUENT PUMP & SCREENING IMPROVEMENTS PROJECT TO *WILLIAMS BROTHERS CONTRACTING, INC.* IN THE AMOUNT OF \$574,612.66.

- C. ADOPT RESOLUTION 2020-2312 AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR HVAC MAINTENANCE SERVICES WITH *TRANE* IN THE AMOUNT OF \$19,760 THROUGH THE JOINT PURCHASING COOPERATIVE U.S. COMMUNITIES.
- D. ADOPT RESOLUTION 2020-2313 AUTHORIZING THE APPROVAL OF PAYMENT TO *LAI, LTD.* FOR ACTUATOR REPLACEMENT AT THE BOTTERMAN AND DEVLIN WASTEWATER TREATMENT PLANT IN THE AMOUNT OF \$37,595.00.
- E. ADOPT RESOLUTION 2020-2314 AUTHORIZING THE APPROVAL OF PAYMENTS TO *TRI-R SERVICES, INC.* FOR ELECTRICAL AND SCADA UPGRADES FOR THE ACTUATOR REPLACEMENT AT THE BOTTERMAN AND DEVLIN WASTEWATER TREATMENT PLANT IN THE AMOUNT OF \$13,300.00.

Motion by Trustee Trejo, second by Trustee Domke, to Approve the Consent Agenda.

ROLL CALL:

AYES: Trejo, Domke, Berkshire, Sarno, Pileski, Devitt

NAYS: None

ABSENT: None

MOTION CARRIED.

8. **REGULAR AGENDA**

9. COMMUNITY DEVELOPMENT – Trustee David Pileski

- 9A. PROVIDE STAFF DIRECTION REGARDING A PROPOSED WATER AND SEWER RECAPTURE ON SYCAMORE AVENUE.

On July 23, 2018, the Village of Roselle annexed 120 (formerly 7N410) Sycamore Avenue. The annexation agreement states that the property is required to connect to water and sewer. For this property, it would require extending the mains to the far side of the property. The design and review of the extension has revealed several issues that has led to the property owner, Brock Klein, to request a possible recapture.

The first issue is the location of the existing fire hydrant at the north edge of the resident's property line. The maximum distance between fire hydrants is 30 feet. The current distance at this location between hydrants is approximately 375 feet. Therefore, the resident is required to purchase and install a new hydrant at the end of his property line, a cost that he was not aware of prior to annexation. He also needed to install an additional valve in order to extend the main. The cost to extend the water, add an additional valve, and fire hydrant is \$17,775.00.

The second issue is the length of the extension for the sanitary sewer line. Typically, when a property owner needs to extend a Village water and/or sewer main in order to connect, the Village requires them to extend the main to the far side of their property line. However, when 130 Sycamore connected to utilities, the Village Engineer at the time did not require that owner to extend the sanitary sewer main to the far side of their property, and instead just connect from the existing stub. This means that the resident needs to extend the sanitary line across the front of 130 Sycamore and also across the front of his own property (200 feet instead of 100 feet). This is an additional expense that he believes unfairly impacts him. The total cost to extend the sewer is \$12,500.00.

A recapture agreement allows for an equitable share of the cost of the extension of a main to be recouped from the property owners who benefit from the extension of the utility. A public recapture would be owned by Village of Roselle and would give the Village Board the opportunity to control the recapture costs to those who pay and connect in the future.

The recapture would impact the property owner, as well as 7N405 and 7N421 Sycamore if they ever chose to connect to water/sewer and annex into the Village. Therefore, the costs would be split between the three (3) impacted properties at approximately \$10,091 per property.

All Trustees were in agreement to create a recapture as recommended.

10. ADMINISTRATION – Trustee Barbara Sarno

10A. UPDATE ON STATE OF FINANCIAL ASSISTANCE THROUGH THE CARES ACT (CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY ACT.)

The Village Board approved intergovernmental agreements with both Cook and DuPage Counties for participation in each respective coronavirus relief funding program. Each program is designed to reimburse eligible costs incurred by local governments in its response to the COVID-19 pandemic. The Village of Roselle is eligible for a maximum of \$992,165 in reimbursement from DuPage County and \$35,459.57 from Cook County.

As part of DuPage County's reimbursement program, it allows local governments to submit projects for "pre-approval" to evaluate the likelihood of the project being eligible for CARES funding prior to initiating the project.

10B. APPROVE THE FOLLOWING PROJECTS THAT HAVE RECEIVED INITIAL FAVORABLE PRE-APPROVAL DECISION BY DUPAGE COUNTY FOR CARES ACT REIMBURSEMENT.

1. AUTHORIZE THE VILLAGE ADMINISTRATOR TO APPROVE A PROPOSAL FROM *SOUND INCORPORATED, NAPERVILLE, IL.* FOR THE FURNISHING AND INSTALLATION OF EQUIPMENT NECESSARY TO UPGRADE THE AUDIOVISUAL SYSTEM IN THE COUNCIL CHAMBERS IN THE AMOUNT OF \$34,771.00.

This will also assist with ZBA and P&Z meetings as well as allow for combination remote and in person meetings.

Trustee Berkshire is not in favor of this upgrade at this time. There needs to be policies and procedures in place for this recommendation. He is also concerned about and wants to understand what the future upgrade costs will be for a system such as this.

Trustee Trejo stated that this type of system has an 8 year re-purchase cycle which needs to be addressed. He would like to see barriers on the dais included in this upgrade because those in the audience can space themselves. The dais spacing is not safe.

Trustee Pileski is ok with this recommendation and suggests moving forward.

Staff directed to move forward and place the approval of this purchase on the regular agenda.

2. AUTHORIZE THE VILLAGE ADMINISTRATOR TO APPROVE A PROPOSAL FROM *AFFORDABLE OFFICE INTERIORS, ROSELLE, IL.* FOR THE FURNISHING AND INSTALLATION OF WORKSTATIONS AT VILLAGE HALL IN THE AMOUNT OF \$31,633.83.

Staff directed to proceed and place on next consent agenda for final approval.

3. AUTHORIZE THE VILLAGE ADMINISTRATOR TO APPROVE A PROPOSAL FROM *MICROSYSTEMS, INC. NORTHBROOK, IL.* FOR THE SCANNING OF VARIOUS PUBLIC WORKS AND COMMUNITY DEVELOPMENT DOCUMENTS INTO DIGITAL FORMAT IN AN AMOUNT NOT TO EXCEED \$54,000.

Staff directed to proceed and place on next consent agenda for final approval.

- 10C. PROVIDE DIRECTION TO STAFF REGARDING RECOMMENDED CHANGES TO THE DAILY FEE AND PERMIT PARKING COMMUTER LOTS AT THE TRAIN STATION.

A significant impact caused by the ongoing pandemic is the dramatic decline in Metra ridership and corresponding decrease in commuters parking at the train station. Metra has reported ridership is down approximately 90% system-wide. Based on counts performed by Metra conductors, the Roselle station is

averaging 25-40 passenger boarding's each workday. Pre-COVID, this number had averaged above 1,000 passengers.

While the trend of telecommuting, flextime, and compressed or alternate work schedules were gaining momentum in society leading up to the pandemic, the vast majority of employers are having their employees working primarily from home as a result of the pandemic. These changes in traditional five-day workdays commuting to an office in the City of Chicago will likely have permanent effects on commuter use of public transportation and the parking lots.

Staff recently spoke with Metra representatives and identified a few parking options that are more desirable to commuters and provide municipalities with greater flexibility to adapt to evolving commuter habits or significant societal events such as a pandemic. In addition to speaking with Metra, staff had internal discussions about the impact of the Metro 19 project on daily fee parking availability, the greater use of technology for parking enforcement, and resources utilized to manage the commuter permit parking program. The outcome of these discussions identified the following challenges with the current parking options:

1. *Unrestricted parking provides the best flexibility for commuters.* This concept has daily fee commuters and permit commuters co-mingling in the parking lot instead of parking in restricted sections of the parking lot. The most frequent complaint the Village and Metra receive is the daily fee parking section reaches capacity quickly and adjacent empty permit spaces can't be utilized by daily fee commuters.
2. *Park by license plate is preferred to park by space number and permit placards.* This is the optimal way to enforce an unrestricted parking concept as it doesn't require installing or maintaining numbered parking infrastructure or the need to display permit placards. In lieu of entering a space number, a daily fee parker would enter a license plate number. A permit holder wouldn't be issued a placard to hang from a rear view mirror, instead a "digital" permit is issued based on the license plate.
3. *Leveraging technology for parking payment options and parking enforcement is beneficial to the Village and commuters.* The use of license plate reader (LPR) technology is necessary to enforce park by license plate. This technology is the most efficient and safest means for parking enforcement as it doesn't require the parking enforcement officer to visually inspect cars for permit placards. The technology scans license plates, correlating the scans against a database of approved parkers, instantly alerting the officer to a vehicle in a space without a permit or paid daily fee. This technology would be particularly useful for parking enforcement within the proposed Metro 19 parking garage. Furthermore, there is growing demand for contactless payment options and managing parking sessions (both daily fee and permit) through phone apps. The

Village currently provides pay by application for daily fee through Park Mobile.

4. *The benefits of unrestricted daily fee parking is making it the preferred parking of choice.* Increasing daily fee parking availability will provide more opportunities for commuters. As workers still adjust to CDC guidelines for avoiding congested travel times and the exponential growth in teleworking, demand for permits is expected to decline. Managing a permit parking program for a small group of commuters isn't efficient. Purchasing small quantities of custom permit placards will drive up the cost of the program as does the refunding of permits like in 2020 as a result of the pandemic.

To address these challenges, staff is recommending making changes in 2021 that will be during an unprecedented time of underutilization of commuter parking. Therefore, the changes should have minimal impact on commuters and will put the Village in the best position to offer improved parking options for all commuters as we use this time to evaluate the ongoing changes in commuter behavior caused by the pandemic. The recommendations are as follow:

1. Temporarily suspend the sale of all 2021 parking permits and use 2021 to being evaluating the trend of teleworking and its impact on commuter behavior.
2. In anticipation of the Metro 19 development starting in late-2020 that will temporarily take 150+ daily fee spaces offline, and the elimination of permits as recommended above, convert existing un-numbered permit parking to numbered parking this fall. Estimated cost is \$5,500 for painting space numbers. See attached Exhibit identifying the location of the new numbered parking
3. Upgrade the two existing pay machines located at the train station to allow for park by license plate. 2020 budget estimate is \$8,000.00
4. Purchase license plate reading technology for commuter parking lot enforcement. 2021 Budget estimate is \$20,000.
5. Change current Pay by Phone application from Park Mobile to Passport. Passport is the company that hosts Chicago's Park Chicago platform and provides better options for commuter payments that is expected to reduce the Village's credit card transaction fees. There is no cost to the Village or increase in cost to the commuter to switch applications. Both applications charge a \$0.35 fee paid by the commuter.

Trustee Berkshire supports staff recommendations.

Trustee Pileski agrees and wants to insure that adequate signage will be provided.

Trustee Trejo feels that there should still be a permit option.

Mayor Maglio likes the license plate reader technology.

Staff directed to proceed as recommended.

- 10D. CONSIDER STAFF RECOMMENDATION TO AMEND ARTICLE III, "MUNICIPAL WASTE DISPOSAL" SECTION 8-63 "SYSTEM TYPE/LICENSING OR FRANCHISE SYSTEM" OF CHAPTER 8 "HEALTH AND SANITATION" OF THE CODE OF ORDINANCES OF THE VILLAGE OF ROSELLE.

The Village has an exclusive franchise agreement with Flood Brothers Disposal for the transportation and disposal of all residential and commercial acceptable waste within the corporate limits of the Village. Currently, the Village Code of Ordinances does not include language that enforces the participation from all residents and businesses to participate in the municipal waste program. The lack of enforcement ability has become cumbersome to staff when dealing with certain businesses or residents that have refused participation since the transition to Flood Brothers Disposal in April, 2020. It has been challenging for staff to resolve refusal issues and therefore honor the exclusive agreement with Flood Brothers in terms of exclusive participation.

It is staff's recommendation to amend Article III, "Municipal Waste Disposal" Section 8-63 "System Type/Licensing or Franchise System" of Chapter 8 "Health and Sanitation" of the Code of Ordinances of the Village of Roselle with a new paragraph requiring all residential and commercial disposal of municipal waste within the Village to be disposed of through the Village's franchised hauler. The amendment will better align Village Code with the language currently in the exclusive franchise agreement with Flood Brothers while providing the Village with an enforcement mechanism for residents and businesses who may refuse to participate in the Village's municipal waste program.

Staff directed to proceed as recommended.

11. FIRE – Trustee Patrick Devitt
No Report

12. POLICE – Trustee Wayne Domke
No Report

13. PUBLIC WORKS –Trustee Bruce Berkshire

- 13A. ADOPT RESOLUTION 2020-2315 AUTHORIZING THE MAYOR TO EXECUTE CHANGE ORDER NO. 4 FOR THE DEVLIN WWTP INFLUENT PUMP AND SCREENING PROJECT BETWEEN THE VILLAGE OF ROSELLE AND *WILLIAMS BROTHERS CONSTRUCTION, INC.* IN THE DEDUCTIVE AMOUNT OF \$8,754.00.

Motion by Trustee Berkshire, second by Trustee Trejo, to Approve Item 13A.

ROLL CALL:

AYES: Berkshire, Trejo, Devitt, Sarno, Pileski, Domke

NAYS: None

ABSENT: None

MOTION CARRIED.

- 13B. ADOPT RESOLUTION 2020-2316 AUTHORIZING THE MAYOR TO EXECUTE CHANGE ORDER NO. 1 FOR THE 2020 STORM SEWER IMPROVEMENT PROJECTS BETWEEN THE VILLAGE OF ROSELLE AND *MAURO CONSTRUCTION, INC.* IN THE ADDITIVE AMOUNT OF \$47,188.50.

Motion by Trustee Berkshire, second by Trustee Trejo, to Approve Item 13B.

ROLL CALL:

AYES: Berkshire, Trejo, Sarno, Pileski, Domke, Devitt

NAYS: None

ABSENT: None

MOTION CARRIED.

- 13C. ADOPT RESOLUTION 2020-2317 AUTHORIZING THE MAYOR TO EXECUTE A MASTER LICENSE AGREEMENT BETWEEN THE VILLAGE OF ROSELLE AND *EVERSTREAM GLC HOLDING COMPANY, LLC.*

Motion by Trustee Berkshire, second by Trustee Trejo, to Approve Item 13C.

ROLL CALL:

AYES: Berkshire, Trejo, , Pileski, Domke, Devitt, Sarno

NAYS: None

ABSENT: None

MOTION CARRIED.

14. FINANCE – Trustee Lee Trejo

- 14A. ACCOUNTS PAYABLE

Motion by Trustee Trejo, second by Trustee Devitt, to Approve the Accounts Payable List for September 28, 2020 in the amount of \$1,475,885.15 in order that the amounts approved by the Board of Trustees agree with the amounts posted in the General Ledger.

ROLL CALL:

AYES: Trejo, Devitt, Domke, Sarno, Berkshire, Pileski

NAYS: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED.

15. OTHER – Trustee Devitt asked for an update on the Roselle I390 project. *Staff reported that there has been no interest in the project since the onset of the pandemic.*

16. EXECUTIVE SESSION - None

17. ADJOURN VILLAGE BOARD MEETING

Motion by Trustee Devitt, second by Trustee Trejo, to Adjourn the Village Board Meeting at 7:35 p.m.

ROLL CALL:

AYES: Devitt, Trejo, Berkshire, Domke, Pileski, Sarno

NAYS: None

ABSENT: None

MOTION CARRIED.

Submitted on this 12th day of October, 2020.

Patty Burns, Village Clerk