

THE MINUTES OF THE MEETING  
OF THE BOARD OF TRUSTEES  
VILLAGE OF ROSELLE

August 23 2021

Meeting held at Roselle Village Hall  
Council Chambers  
31 S. Prospect St., Roselle IL 60172  
Streamed live on YouTube

1. CALL TO ORDER  
The meeting of the Board of Trustees of the Village of Roselle was called to order at 7:00 p.m. by Mayor Pileski.
2. PLEDGE OF ALLEGIANCE – Led by Mayor Pileski.
3. ROLL CALL:  
Upon Roll Call the following answered: Mayor Pileski, Trustees Berkshire, Della Penna, Domke, Lenisa, Piorkowski and Trejo  
ABSENT: None

OTHERS PRESENT: Village Administrator Jason Bielawski, Assistant Village Administrator Brian Joanis, Village Attorney Jim Knippen, Finance Director Tom Dahl, Police Chief Steve Herron, Deputy Police Chief Shawn Kooistra, Fire Chief Mark Bozik, Deputy Fire Chief David Gnadt, Public Works Director Karen Young, Assistant Public Works Director Kristin Mehl, Village Planner/Zoning Administrator Caron Bricks, and Village Clerk Patty Burns.

4. PRESENTATION OF PREPARED AGENDA  
**Motion** by Trustee Domke, second by Trustee Trejo, to Approve the Prepared Agenda.  
Upon Voice Vote: All Ayes  
**MOTION CARRIED.**
5. CITIZEN COMMENTS/QUESTIONS

Terry Erickson shared with the Village Board that road construction was completed on Medinah Road. He noted multiple examples of work done that was not adequate and did not make it easier for a pedestrian to walk in that area. He recognized that Roselle was not involved in this construction project but wants staff to be aware of the hazards should Roselle have a similar construction project.

Tim Losito spoke to the Village Board about his concerns on allowing a cannabis dispensary in Roselle. He would prefer that the Village vote NO to allowing a dispensary in Roselle.

6. OFFICIALS & Staff Reports

6A. MAYOR

6A1. Patriot Day Proclamation

6A2. Appoint Joseph Lewis to the Planning and Zoning Commission for a term to end July 31, 2026.

**Motion** by Trustee Della Penna, second by Trustee Trejo, to Approve Item 6A2.

Upon Voice Vote: All Ayes.

**MOTION CARRIED.**

6B. VILLAGE TRUSTEES – No Report

6C. VILLAGE CLERK – No Report

6D. VILLAGE ATTORNEY – No Report

6E. VILLAGE ADMINISTRATOR – No Report

6F. TREASURER'S REPORT – PROVIDED BY FINANCE DIRECTOR TOM DAHL

7. UNFINISHED BUSINESS

8. **CONSENT AGENDA**

8A. PRESENTATION AND APPROVAL OF VILLAGE BOARD MINUTES OF AUGUST 9, 2021.

8B. PASS ORDINANCE 2021-4168 AMENDING ORDINANCE NO. 80-949 ESTABLISHING A PAY PLAN FOR VILLAGE OFFICERS AND EMPLOYEES.

8C. ADOPT RESOLUTION 2021-2421 APPOINTING A DELEGATE AND ALTERNATE DELEGATE TO THE INTERGOVERNMENTAL RISK MANAGEMENT AGENCY (IRMA).

8D. PASS ORDINANCE 2021-4169 AMENDING THE FY 2021 BUDGET FOR THE GENERAL FUND, EQUIPMENT REPLACEMENT FUND, GENERAL CAPITAL PROJECTS FUND, TIF #4 EAST IRVING PARK ROAD FUND, WATER/SEWER OPERATING FUND, PARKING LOT OPERATING FUND, INFORMATION TECHNOLOGY FUND, POLICE PENSION FUND AND FIREFIGHTERS' PENSION FUND.

8E. PASS ORDINANCE 2021-4170 AMENDING THE MUNICIPAL CODE OF THE VILLAGE OF ROSELLE BY THE ADDITION OF A NEW ARTICLE

IV, FOOD REGULATIONS AND RESTRICTIONS, IN CHAPTER 8, HEALTH AND SANITATION.

8F. PASS ORDINANCE 2021-4171 REPEALING SECTION 9-147 OF ARTICLE III, DIVISION 1, OF CHAPTER 9, OF THE CODE OF ORDINANCES OF THE VILLAGE OF ROSELLE.

8G. PASS ORDINANCE 2021-4172 AMENDING CHAPTER 24, ARTICLE III, OF THE MUNICIPAL CODE OF THE VILLAGE OF ROSELLE.

8H. ADOPT RESOLUTION 2021-2422 AUTHORIZING THE EXECUTION OF A CONTRACT WITH *SAFETY SERVICES AND ASSESSMENTS LLC* FOR THE 2021 PCC SIDEWALK TRIP HAZARD REMOVAL PROGRAM NOT TO EXCEED BUDGET AMOUNT OF \$40,375.00.

8I. ADOPT RESOLUTION 2021-2423 AFFIRMING THE PURCHASE OF A 2022 FORD F-350 FROM *FRIENDLY FORD OF ROSELLE* IN THE AMOUNT OF \$36,858.00.

8J. ADOPT RESOLUTION 2021-2424 AUTHORIZING THE PURCHASE AND INSTALLATION OF VEHICLE UP-FITTING FROM *R.A. ADAMS* IN THE AMOUNT OF \$18,923.00.

8K. ADOPT RESOLUTION 2021-2425 AUTHORIZING THE PURCHASE AND INSTALLATION OF VEHICLE UP-FITTING FROM *REGIONAL TRUCK EQUIPMENT* IN THE AMOUNT OF \$5,958.00 THROUGH THE JOINT PURCHASING COOPERATIVE SOURCEWELL.

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

ROLL CALL:

AYES: Trejo, Domke, Della Penna, Berkshire, Lenisa, Piorkowski

NAYS: None

ABSENT: None

**MOTION CARRIED.**

### REGULAR AGENDA

9. COMMUNITY DEVELOPMENT – Trustee Bruce Berkshire

9A. PUBLIC HEARING FOR THE ANNEXATION OF 23W671 WALNUT STREET.

**Motion** by Trustee Berkshire, second by Trustee Domke, to Open the Public Hearing at 7:20 p.m.

ROLL CALL:

AYES: Berkshire, Domke, Trejo, Lenisa, Piorkowski, Della Penna

NAYS: None

ABSENT: None

**MOTION CARRIED.**

There were no comments or questions from the audience.

There were no comments or questions from the Village Board.

No one spoke for or against the Annexation of the property.

- 9B. **Motion** by Trustee Berkshire, second by Trustee Domke, to Close the Public Hearing at 7:22 p.m.

ROLL CALL:

Upon Voice Vote: All Ayes

**MOTION CARRIED.**

- 9C. PASS ORDINANCE 2021-4173 AUTHORIZING EXECUTION OF AN ANNEXATION AGREEMENT FOR 23W671 WALNUT STREET.  
**Motion** by Trustee Berkshire, and second by Trustee Trejo to Approve Item 9C.

ROLL CALL:

AYES: Berkshire, Trejo, Lenisa, Piorkowski, Della Penna, Domke

NAYS: None

ABSENT: None

**MOTION CARRIED.**

- 9D. PASS ORDINANCE 2021-4174 ANNEXING TERRITORY TO THE VILLAGE OF ROSELLE, DUPAGE AND COOK COUNTIES, ILLINOIS, AND ESTABLISHING R-2 SINGLE FAMILY RESIDENCE ZONING AND AMENDING THE ZONING MAP FOR 23W671 WALNUT STREET.

**Motion** by Trustee Berkshire, and second by Trustee Trejo to Approve Item 9D.

ROLL CALL:

AYES: Berkshire, Trejo, Piorkowski, Della Penna, Domke, Lenisa

NAYS: None

ABSENT: None

**MOTION CARRIED.**

- 9E. ADOPT RESOLUTION 2021-2426 APPROVING A PLAT OF SUBDIVISION (LOT SPLIT) FOR THE HAGGERTY SUBDIVISION.  
**Motion** by Trustee Berkshire, and second by Trustee Trejo to Approve item 9E.

ROLL CALL:

AYES: Berkshire, Trejo, Della Penna, Domke, Lenisa, Piorkowski

NAYS: None

ABSENT: None

**MOTION CARRIED.**

- 9F. PASS ORDINANCE 2021-4175 GRANTING LOT AREA VARIATIONS AND FRONT YARD SETBACK VARIATIONS FOR THE 301 W. WALNUT & 501 VALLEY ROAD.  
**Motion** by Trustee Berkshire, and second by Trustee Domke to Approve Item 9F.

ROLL CALL:

AYES: Berkshire, Domke, Trejo, Lenisa, Della Penna, Piorkowski,

NAYS: None

ABSENT: None

**MOTION CARRIED.**

**Trustee Domke** read a prepared statement regarding his views on the upcoming Cannabis discussion. He feels that allowing Cannabis business into Roselle is not the right direction for Roselle and he will be voting NO on all items.

- 9G. PASS ORDINANCE 2021-4176 REPEALING THE CANNABIS TEXT AMENDMENT MORATORIUM.  
**Motion** by Trustee Berkshire, second by Trustee Trejo to Approve Item 9G.

ROLL CALL:

AYES: Berkshire, Trejo, Della Penna, Piorkowski, Lenisa

NAYS: Domke

ABSENT: None

**MOTION CARRIED.**

- 9H. PASS ORDINANCE 2021-4177 AMENDING THE ZONING ORDINANCE (APPENDIX A TO THE VILLAGE OF ROSELLE CODE OF ORDINANCES) REGARDING CANNABIS BUSINESS ESTABLISHMENTS.

**Motion** by Trustee Berkshire, second by Trustee Trejo, to Approve Item 9H.

ROLL CALL:

AYES: Berkshire, Trejo, Lenisa, Della Penna, Piorkowski

NAYS: Domke

ABSENT: None

**MOTION CARRIED.**

- 9I. PASS ORDINANCE 2021-4178 AMENDING THE CODE OF THE VILLAGE OF ROSELLE BY THE ADDITION OF ARTICLE X TO CHAPTER 20 (TAXATION) IMPOSING A MUNICIPAL CANNABIS RETAILER'S OCCUPATION TAX.  
**Motion** by Trustee Berkshire, second by Trustee Trejo, to Approve Item 9I.

ROLL CALL:

AYES: Berkshire, Trejo, Della Penna, Piorkowski, Lenisa

NAYS: Domke  
ABSENT: None  
**MOTION CARRIED.**

10. ADMINISTRATION – Trustee Tom Piorkowski  
No Report

11. FIRE – Trustee Lee Trejo  
No Report

12. POLICE – Trustee Tom Della Penna  
No Report

13. PUBLIC WORKS – Trustee Wayne Domke

13A. ADOPT RESOLUTION 2021-2427 AUTHORIZING THE EXECUTION OF CHANGE ORDER NO. 1 FOR THE 2021 SIDEWALK REPLACEMENT AND UTILITY DIG UP PROGRAM BETWEEN THE VILLAGE OF ROSELLE AND *SCHROEDER AND SCHROEDER, INC.* FOR ADDITIONAL WORK IN THE AMOUNT OF \$28,500.00.

**Motion** by Trustee Domke, and second by Trustee Trejo, to Approve Item 13A.

ROLL CALL:

AYES: Domke, Trejo, Berkshire, Della Penna, Lenisa, Piorkowski

NAYS: None

ABSENT: None

**MOTION CARRIED.**

13B. ADOPT RESOLUTION 2021-2428 AUTHORIZING THE MAYOR TO EXECUTE CHANGE ORDER NO. 7 FOR THE DEVLIN WWTP INFLUENT PUMP AND SCREENING PROJECT BETWEEN THE VILLAGE OF ROSELLE AND *WILLIAMS BROTHERS CONSTRUCTION, INC.* IN THE DEDUCTIVE AMOUNT OF \$69,670.00 AND FOR A CONTRACT TIME EXTENSION.

**Motion** by Trustee Domke, and second by Trustee Trejo, to Approve Item 13B.

ROLL CALL:

AYES: Domke, Trejo, Berkshire, Della Penna, Lenisa, Piorkowski

NAYS: None

ABSENT: None

**MOTION CARRIED.**

13C. ADOPT RESOLUTION 2021-2429 AUTHORIZING THE PURCHASE AND INSTALLATION OF A HOIST AND TROLLEY FROM *WAITE EQUIPMENT COMPANY* IN THE AMOUNT OF \$82,560.00

**Motion** by Trustee Domke, and second by Trustee Trejo, to Approve Item 13C.

ROLL CALL:

AYES: Domke, Trejo, Berkshire, Della Penna, Lenisa, Piorkowski  
NAYS: None  
ABSENT: None  
**MOTION CARRIED.**

14. FINANCE – Trustee Cheryl Lenisa

14A. **Motion** by Trustee Lenisa, second by Trustee Trejo, to Approve the Accounts Payable List for August 23, 2021 in the amount of \$1,627,325.06 in order that the amounts approved by the Board of Trustees agree with the amounts posted in the General Ledger.

ROLL CALL:

AYES: Lenisa, Trejo, Della Penna, Berkshire, Piorkowski, Domke  
NAYS: None  
ABSENT: None  
**MOTION CARRIED.**

15. NEW BUSINESS

16. PUBLIC COMMENT - None

17. OVERVIEW OF TOWN CENTER PARKING RESTRICTIONS

Over the past months, staff has been reviewing the parking regulations in and around Town Center. Additionally, staff has reviewed the Manual on Uniform Traffic Control Devices (MUTCD) for recommended guidance while conducting our review. The recommendations comply with MUTCD and will result in additional unrestricted on street parking that will be striped to enhance the ability to locate the parking.

Roadways in this area range from 25 feet to 30 feet wide. The recommended standard for a two-lane road with parking allowed on both sides of the roadway is 36 feet wide. With the exception of Maple Avenue, none of these roadways meet this requirement.

The origin of some of the existing parking regulations is unknown, but they may be carryovers from train parking regulations from years ago when the train station was located in the downtown area.

**Trustee Berkshire** requested that notification to residents of any change in restrictions be a part of this project.

Staff was directed to move forward as recommended and to send letters to the houses impacted as well as to the Main Street Merchants organization.

18. ANNEXATION POLICY DISCUSSION

In December 2018, the Board adopted an ordinance finalizing the requirements for pre-annexations within the Village. The Village considers a pre-annexation when the

property desires to connect to utilities but is not contiguous to the Village boundary (therefore ineligible for actual annexation) and agrees to annex once they are contiguous. Article XVI of Chapter 2 of the Code of Ordinances codified some past practices and policy decisions made by previous Village Boards and instituted new terms to address concerns with the lack of consistency in pre-annexation agreements.

Specifically, Section 2-293(e) requires that upon annexation, the property shall install sidewalks "including all work necessary to make ready the area for the sidewalk installation." It also allows "if weather conditions make the installation of the sidewalk unreasonable during the six (6) months, the owner shall post a bond in an amount equal to one hundred and ten percent (110%) of the village engineer's estimate of construction to guarantee installation when whether permits."

Other conditions that impact sidewalk installation for annexations include:

- Corner lots → more linear feet of installation than an interior lot (2 sides)
- Slope/Topography → slopes of existing ground may impact where and how the sidewalk is constructed (ADA accessibility, water runoff, etc.)
- Stormwater issues → many roads do not have curbs and gutters, installation of a sidewalk may require new culverts or additional grading work to address stormwater issues and comply with stormwater ordinance
- Utility conflicts → existing infrastructure such as lift stations
- Building Codes/Construction Standards → installation must adhere to ADA codes and other standards

Given the listed conditions and other factors that impact the installation of sidewalks, particularly when the annexing property isn't constructing a new home, each property could have unique circumstances that make the installation more difficult and/or costly. Based on this, there needs to be direction on the following questions:

1. Should all annexation agreements include a requirement to install sidewalks?
  - a. If yes, should the requirement be identical to the requirement for pre-annexation agreements which is all costs associated with installation?
2. Are there any unique conditions or circumstances that the Board wants staff to consider or identify as part of the annexation process?

If the Village Board wants to require sidewalks without any exceptions, then staff will no longer provide any estimates for homeowners. The process for obtaining costs and installing sidewalks would require the homeowner to apply for a building permit. The building permit process would require the submittal of design plans which are reviewed by building and engineering staff to ensure the design and installation adhere to code and construction standards and address any of the listed conditions regardless of cost.



**Trustee Berkshire** would like the Village to play a consulting role – assisting residents in working through any issue they may have installing their sidewalk.

**Attorney Knippen** stated that staff cannot design the sidewalk for the residents. The residents must hire their own professionals who will make their permit with the Village.

**Public Works Director Karen Young** stated that PW can assist with 3-6 annexations/year – just those that actually apply for annexation. They can not assist for each inquiry.

**Trustee Trejo** would like to see the Village start a grant program for residents who have to install a sidewalk with issues.

Trustees stated that sidewalks should be a requirement to annexation.

All costs are to be paid by the owner.

Review and guidance to be provided by PW if needed.

Update the ordinance to reflect this information.

Include a waiver for the file.

19. OTHER - None

20. EXECUTIVE SESSION – None

21. ADJOURN VILLAGE BOARD MEETING

**Motion** by Trustee Trejo, second by Trustee Della Penna, to Adjourn the Village Board Meeting at 8:45 p.m.

Upon Voice Vote: All Ayes

**MOTION CARRIED.**

Submitted on this 13<sup>th</sup> day of September 2021.

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Patty Burns, Roselle Village Clerk