

**MINUTES
CITY OF DARIEN
MUNICIPAL SERVICES COMMITTEE MEETING
November 21, 2011
(Rescheduled Meeting)**

PRESENT: Alderman Joseph Marchese - Chairman, Alderman Halil Avci, Alderman Ted Schauer, Mike Coren, City Treasurer, Dan Gombac - Director, Elizabeth Lahey-Secretary

ABSENT: None

Chairperson Marchese called the Municipal Services Committee Meeting to order at 6:00 p.m. at City Hall – City Council Chambers, Darien, Illinois and declared a quorum present.

NEW BUSINESS:

- A. **Ordinance – 1450 Plainfield Road, Midwest Foot and Ankle Center: Petitioner seeks approval of a special use to establish a medical clinic within the O Office Zoning District.**

Mr. Dan Gombac, Director presented the staff report. He reported that the petitioner is seeking special use approval to establish a medical clinic within the O Office zoning district. Mr. Gombac reported that the Special Use required a public hearing and that the PZC approved the request subject to Dr. Chi answering a few unanswered questions.

Mr. Gombac reported that after speaking with Dr. Chi that there will not be surgeries performed, that he and his wife are both medical doctors and that there will be no controlled narcotics at the clinic.

Alderman Avci questioned the current status of the tenants in the office.

The owner, Mr. Michael Benedetto stated that there are presently five vacancies.

There was no one in the audience wishing to present public comment.

Alderman Schauer made a motion and it was seconded by Alderman Avci that based upon the submitted petition and the information presented, the request associated with PZC 2011-10 is in conformance with the standards of the Darien City Code and move that the Municipal Services Committee approve the petition as presented.

Upon voice vote, THE MOTION CARRIED unanimously 3-0.

- B. **Resolution – Accepting a quote for snow removal and deicing services for City Hall, Police Department and Heritage Center from UGX, Inc.**

Mr. Dan Gombac, Director reported that during the snow season that the department is responsible for the snow plowing and deicing operations at the Heritage Center and the City Hall grounds. He stated that currently, staff only plows the Municipal Complex parking lot. He further stated that due to the required manpower for the snow plowing and the deicing of the City's roadways that staff is unable to perform snow removal and/or deicing operations from the sidewalks at the Municipal Complex and the Heritage Center.

Mr. Gombac reported that he received competitive quotes for the services and that overall the lowest quote was UGX Inc. He reported that staff estimated the costs for all snow related operations in the amount of \$11,500.00. He further reported that UGX, Inc. does not have any references because the company is a startup company and the owner is in the process of securing accounts. Mr. Gombac stated that the owner has several commercial properties that he owns and plans on servicing them with new equipment recently purchased.

Alderman Avci questioned why an outside contract was needed and why staff cannot do the work.

Chairperson Marchese stated that this subject was discussed in length last year and was also questioned by some Aldermen. He stated that because of the snow fall events that City staff was able to plow the City Hall parking lot but unable to efficiently tend to the sidewalks. The top priority for Staff is to plow the roadways.

Mr. Gombac stated that when opportunities arise that Staff tends to the City Hall. The Heritage Center is completed by a vendor and is reimbursed through the tenants. He reported that the quote cost presented cost is based on 25 events but that weather predictions are indicating that there will be the same or more snow fall this winter.

Treasurer Mike Coren stated that staff could do it but pulling staff off the plows would not benefit the residents and the streets in Darien.

Mr. Gombac reported that he prepared a cost analysis and that it is in the best interest to outsource.

There was no one in the audience wishing to present public comment.

Alderman Marchese made a motion and it was seconded by Alderman Schauer to accept a quote for snow removal and deicing services for City Hall, Police Department and Heritage Center from UGX, Inc in an amount of \$11,500.00.

Upon voice vote, THE MOTION CARRIED unanimously 3-0.

Mr. Gombac announced that this would be placed under New Business on the November 21, 2011 City Council agenda for formal approval.

C. Resolution – Approval of an Engineering Agreement with Christopher B. Burke Engineering, Ltd. for the 2012 Street Maintenance Program in an amount not to exceed \$26,772.00.

Mr. Dan Gombac, Director presented the staff report. He stated that the Committee received a copy of the engineering agreement as well as a list of roads slated for the 2012 Street Maintenance Program.

Mr. Gombac highlighted the scope of services outlined in the Agenda Memo and stated that road contract is pending budget consideration. He stated that bid specifications will be due in December and the contract will be on the Municipal Services Committee Agenda in January/February and the City Council Agenda in February/March with anticipation of completing construction in July.

Mr. Gombac reported that he received favorable responses from residents having completion prior to July 4th.

Alderman Avci asked for more detail on Task 4. He questioned who makes the final decisions.

Mr. Gombac reported that Christopher Burke prepares the bid advertisement, distributes the plans and specifications to bidders and provides a recommendation to Staff for the bid award. He reported that invites are provided to all the local asphalt vendors.

There was no one in the audience wishing to present public comment.

Alderman Schauer made a motion and it was seconded by Alderman Avci to approve A RESOLUTION TO AUTHORIZE APPROVAL OF AN ENGINEERING AGREEMENT WITH CHRISTOPHER B. BURKE ENGINEERING, LTD. FOR THE 2012 STREET MAINTENANCE PROGRAM IN AN AMOUNT NOT TO EXCEED \$26,772.00.

Upon voice vote, THE MOTION CARRIED unanimously 3-0.

Mr. Gombac reported that this item will be placed on the December 5, 2011 City Council agenda for formal approval.

D. Resolution – Authorizing the Mayor and City Clerk to execute a contract with Rag's Electric Company, Inc. for the 2012/13 Street Light Maintenance contract beginning May 1, 2012 through April 30, 2013.

Mr. Dan Gombac, Director presented the staff report. He stated that the City is in the last year of a three-year contract with Gaffney's PMI.

Mr. Gombac reported that staff received five sealed bids for the 2012/13 street light maintenance contract. He presented the bid tabulation which included costs to repair street lights, street lights, hourly rates for labor and equipment, ballasts, fuse kits, and lamp costs. He stated that the tabulation includes a pricing schedule for two additional option years through 2014/15. He

further stated that pricing for commercial businesses was included in the contract.

Alderman Schauer questioned what the outcome would be should the City Council not approve all the changes.

Mr. Gombac reported that this would not be an issue and that he wanted to include all of the pricing for presentation. There are several items that will be discretionary items and will be introduced at the upcoming budget meeting. He stated that Rag's Electric Company did work for Westchester and comes highly recommended.

Treasurer Coren stated that Mr. Gombac and his staff have done an excellent job in bringing down the costs. He stated that this is an excellent opportunity for businesses to hop on the program.

There was no one in the audience wishing to present public comment.

Alderman Schauer made a motion and it was seconded by Alderman Avci to approve A RESOLUTION AUTHORIZING THE MAYOR AND THE CITY CLERK TO EXECUTE A CONTRACT WITH RAG'S ELECTRIC COMPANY, INC. FOR THE 2012/13 STREET LIGHT MAINTENANCE CONTRACT BEGINNING MAY 1, 2012 THROUGH APRIL 30, 2013.

Upon voice vote, THE MOTION CARRIED unanimously 3-0.

E. Discussion – Ditch Catalogue

Mr. Dan Gombac, Director presented the ditch catalogue and provided a top five list of ditches to programmed for budget consideration.

Mr. Gombac reported that all the ditches were rated and a summary sheet was presented. He further reported that High Road came in under budget and would like to introduce the completion of Poplar Lane before May 1st, 2012, due to the savings. Mr. Gombac informed the Committee he has been in discussion with Mr. Vana regarding the proposed project.

Chairperson Marchese stated that he and Mr. Gombac discussed if the roads and ditches should go together. He referenced Gail Avenue and questioned that if a street is in bad shape why do just the ditches and not the road?

Chairperson Marchese stated that Mr. Gombac assured him that if the ditches are fixed that the deterioration to the roadway will be stable until the road is scheduled for fixing. The staff will further stabilize a roadway by providing patches. The Staff evaluates and rates the roads on a yearly basis and conditions may warrant a road to be completed prior to the current proposed schedule.

Alderman Avci stated that the roads should not be done just because it is on the schedule. He stated that the condition of the road needs to be looked at and that the road needs to be inspected

yearly.

Mr. Gombac stated that staff monitors the road conditions on a yearly basis. He stated that a ditch may be done this year and the road the following year. He further stated that this methodology provides a consistent program and that the City Council has the opportunity to review the scheduled ditches in conjunction with the road program for the following year and authorize additional ditches as recommended through the ditch rating system catalogue. The ditch projects may be added as funding is available.

Chairperson Marchese stated that he was pleased with the way it was done and provides him with enough information to respond to residents when questioned.

Alderman Schauer agreed. He stated that there has to be some type of priority. He stated that when doing the ditches a road may have to be pushed up.

There was no one in the audience wishing to present public comment.

F. Discussion – Budget Comparison to Actual Expenditures

Chairperson Marchese reported that every year the Committee asks staff to provide a six month review regarding the actual expenditures compared to the budget on larger scale projects.

Mr. Dan Gombac, Director provided the Committee with a summary of the capital project expenditures and larger budget items. He reported that the Municipal Services Department oversees an expenditure budget of approximately \$8-10 million annually.

Mr. Gombac provided the Committee with a snapshot of the special projects and cost saving opportunities on various projects and equipment.

Chairperson Marchese commented on the report and was pleased with the numbers and percentages presented. The Committee members agreed with no further discussion.

There was no one in the audience wishing to present public comment.

G. Minutes – October 24, 2011 - Municipal Services Committee

Alderman Schauer made a motion and it was seconded by Alderman Marchese to approve the October 24, 2011 Municipal Services Committee Meeting Minutes.

Upon voice vote, THE MOTION CARRIED unanimously 3-0.

DIRECTOR'S REPORT:

a. Discussion – Frontage Road Snow Removal

Mr. Dan Gombac, Director reported that he has been in contact with IDOT regarding snow and ice removal for Frontage Road. He reported that the Committee received a copy of an email from Mr. James Stumpner, IDOT that they are not able to enter into a Municipal Maintenance Agreement with Darien.

Mr. Gombac reported that he has scheduled a meeting with IDOT to address all the Frontage Road issues and hopes to get more accountability from IDOT. He reported that all of the Frontage Roads are state roads with the exception of one portion near the Public Works Facility.

NEXT MEETING:

Chairperson Marchese announced that the next meeting is scheduled for Tuesday, December 27, 2011 at 6:30 p.m.

ADJOURNMENT:

With no further business before the Committee, Alderman Avci made a motion and it was seconded by Alderman Schauer. Upon voice vote, THE MOTION CARRIED unanimously and the meeting adjourned at 7:00 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

Elizabeth Lahey
Secretary

Joseph Marchese
Chairperson

Halil Avci
Alderman

Ted Schauer
Alderman