

**MINUTES
CITY OF DARIEN
MUNICIPAL SERVICES COMMITTEE MEETING
January 25, 2010**

PRESENT: Alderman Joseph Marchese, Alderman John Galan, Alderman Ted Schauer, Michael Coren – Treasurer, Dan Gombac-Director, Michael Griffith – Senior Planner, Dan Salvato – Superintendent; Public Works, David Fell – Street Division, Kris Throm – Water Division, Elizabeth Lahey-Secretary

ABSENT: None

GUESTS: Alderman Halil Avci, Alderman John Poteraske

Chairperson Marchese called the Municipal Services Committee Meeting to order at 6:30 p.m. at City Hall – City Council Chambers, Darien, Illinois and declared a quorum present.

Protocol for Municipal Services Committee

Mr. Dan Gombac, Director, presented the protocol for the Committee. He explained that the planning and development discussion will always be listed first on the agenda since development items usually have residents attending the meeting. He further explained how the meetings will be conducted.

Chairperson Marchese stated that as done in the past with the Planning/Development Committee, staff will provide the Committee with periodic updates regarding ongoing projects in Darien.

NEW BUSINESS

A. Zoning Map

Mr. Michael Griffith - Senior Planner, reported that the Committee received a copy of the updated Zoning Map. He stated that each year the City is required to update the map.

Alderman Galan questioned if the map included the Ward boundaries.

Mr. Griffith stated that the map did not include the Ward boundaries.

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

Alderman Galan made a motion and it was seconded by Alderman Schauer to approve the City of Darien 2010 Zoning Map as presented.

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

B. Minor PUD Amendment: Darien Towne Centre PUD, Illinois Amvets Collection Center, Wal-Mart, 2189 75th Street: Annual review/approval.

Mr. Michael Griffith – Senior Planner, presented the staff report. He reported that the City Council granted a minor amendment to the Darien Towne Centre PUD in March 2005 to allow an Illinois Amvets Collection Center in the Wal-Mart parking lot. He further reported that there have been no issues with the collection center and that Amvets is seeking approval to continue operating the donation center.

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

Alderman Galan made a motion and it was seconded by Alderman Schauer that based upon the submitted petition, the proposed amendment to the Darien Towne Centre PUD meets the standards of the Darien Zoning Ordinance and move that the Municipal Services Committee recommend approval to the City Council subject to the following:

- 1. Approval extended for a period of 1 year.**

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

C. DuPage County Development Commission (CDC): Approval of an Intergovernmental Agreement (IGA) for membership

Mr. Dan Gombac – Director, presented the staff report. He reported that the CDC was established in 1975 as a cooperative effort of DuPage municipalities and the County Board with responsibility to advise the County Board on Community Development Block Grants, Emergency Shelter Grant, HOME Investment Partnership Program and Human Services Grant Fund. Mr. Gombac reported that staff is interested in the Community Development Block Grants programs and that in order to apply, the City must become a member of the CDC. He further reported that if approved, an Intergovernmental Agreement will be established along with a designated staff member to attend one meeting per year.

Alderman Galan questioned who would represent the City of Darien.

Mr. Gombac reported that it would be either himself or Mr. Griffith.

Treasurer Coren asked if there was a cost.

Mr. Gombac reported that there was no cost for membership.

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

Alderman Schauer made a motion and it was seconded by Alderman Galan to approve the Intergovernmental Agreement (IGA) for membership for the DuPage County Development Commission (CDC).

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

D. Resolution - Accept a Plat of Dedication for Ashbrook Court and Certain Property

Mr. Dan Gombac – Director, presented the staff report. He reported that the Committee received a revised copy of the plat. Mr. Gombac reported that the Ashbrook Place Residential Association requested that the City of Darien take ownership of Ashbrook Court within the Ashbrook Place Development in October of 2009. He stated that the City Council approved a criterion for the acceptance of private roadways in December 2006.

Mr. Gombac reported on the Criteria for the City to take over ownership of the private residential streets within the City. He noted that the criterion was provided in the Agenda Memo.

Mr. Gombac reported that staff is utilizing the City Attorney and the City Engineer and that the costs have been forwarded to the President of the Association. He reported that the Association is in agreement with the City and that they would participate in the capital program if approved.

Alderman Galan questioned the estimated cost.

Mr. Gombac reported that the estimated cost would be approximately \$5,000.

Mr. John Felder representing the Ashbrook Association was in the audience. He stated that he was on the Board of Directors and that he is an original owner.

Chairperson Marchese questioned what prompted the Association to seek this request.

Mr. Felder stated that the Association is looking to defray some of their costs.

Alderman Schauer questioned the cost of the Association dues.

Mr. Felder stated that the homeowners pay \$1,600 annually.

Alderman Poteraske was in the audience. He questioned what the ongoing cost would be to accept responsibility.

Mr. Dan Salvato – Superintendent, Public Works, stated that a half hour of staff times the number of snow events projected on a 4” snow fall.

Mr. Gombac stated that the entire area together is approximately 1,000 feet.

Chairperson Marchese stated that Ashbrook is a nice development and it is not very large.

Mr. Gombac stated that the Association is looking for preliminary approval before they spend the money. He stated that the preliminary approval will be forwarded to the City Council and if approved will go back to the Committee for final approval. Mr. Gombac stated that there will need to be a new plat of subdivision.

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

Alderman Galan made a motion and it was seconded by Alderman Schauer recommending approval to the City Council a resolution to accept a Plat of Dedication for the roadways within the Ashbrook Court Development subject to the conditions noted in the Agenda Memo Criteria 1-9.

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

Chairperson Marchese announced that this would be on the February 1, 2010 City Council agenda.

E. Resolution – Preliminary Approval of a Contract with James D. Fiala Paving, Inc. for the 2010 Street Maintenance Program.

Mr. Dan Gombac – Director presented the staff report. He stated that the preliminary approval is for the 2010 Street Maintenance contract with James D. Fiala Paving, Inc. in the amount of \$1,309,190.80 including Alternate 1- Mystic Trace; Alternate 2-Williams Street plus Alternate One; Alternate 3-James Peter Court plus Alternate Two; Alternate 4-Plants 3 and 4 plus Alternate Three. Mr. Gombac reported that this proposed contract is subject to the FY10-11 Budget approval and that there are 22 roadways.

Alderman Galan questioned if there was a timeframe after preliminary approval.

Mr. Gombac stated that there will be a 90 day window after approval.

Alderman Galan stated that he was in favor of the contract and that the real number is the best.

Mr. Gombac reported that staff estimated the cost to be \$1.5 million but that the cost is \$1.3 million.

Alderman Poteraske stated that this would not go to the City Council until after the budget is approved. He asked that when the list of streets is done that staff mark which are related to ditches and which are not.

Mr. Gombac stated he would provide a breakdown. He stated that some projects will be done simultaneously.

Chairperson Marchese suggested that staff highlight the ditch projects that were done last year.

Alderman Schauer asked what the timeline would be with a 90 day window and if the City was under any obligation.

Mr. Gombac stated that the City Council will meet after the budget approval process and that the contractor is aware of the timeline. He stated that they will honor the figures that have been discussed.

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

Alderman Schauer made a motion and it was seconded by Alderman Galan to award the base bid and Alternates 1-4 to James D. Fiala Paving Inc. for the 2010 Road Maintenance Contract in the amount of \$1,309,190.80.

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

F. Resolution – Preliminary Approval of a Contract with Suburban Concrete Inc. for the 2010 Concrete Program.

Mr. Dan Gombac – Director presented the staff report. He reported that preliminary approval is for the 2010 Concrete Program contract with Suburban Concrete, Inc. in an amount not to exceed \$341,600.00 for the 2010 Sidewalk, Apron and Curb and Gutter Removal and Replacement Program and to waive the residential \$75.00 permit fee application. He further reported that this would be presented to the budget committee in February.

Mr. Gombac stated that the prices are great and that they received quotes from many vendors. He stated that the contract will be 90 days and that the City is under no obligation.

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

Alderman Schauer made a motion and it was seconded by Alderman Galan to award the contract from Suburban Concrete, Inc. in an amount not to exceed \$341,600.00 for the 2010 Sidewalk, Apron and Curb and Gutter Removal and Replacement Program and to waive the residential \$75.00 permit fee application.

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

**G. Minutes: November 23, 2009 – Planning/Development Committee
Minutes: November 17, 2009 – Public Works Committee**

Alderman McIvor made a motion and it was seconded by Alderman Poteraske to approve the November 23, 2009 Planning/Development Meeting Minutes. (Because Alderman McIvor is no longer on the Committee, Mr. Gombac received verbal approval prior to the meeting).

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

Alderman Galan made a motion and it was seconded by Alderman Schauer to approve the November 17, 2009 Public Works Committee Meeting Minutes.

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

H. Discussion/Overview – Fiscal Year 2010/2011 Budget

Mr. Dan Gombac – Director stated that the Committee received the 2010/2011 preliminary budget overview. He stated that the only portion missing is the water department.

Mr. Gombac reported that staff has proposed a budget with no projects and elimination of personnel. He further reported that staff discussed eliminating three brush pick-ups per year with the most logical months April, May and October. There was some discussion regarding brush chipping and selling the chips to residents.

Treasurer Coren agreed with possibly selling the chips but cautioned the Committee that if the chips did not sell that it would be a cost to the City to remove.

Alderman Galan suggested that staff look into selling the chips further.

Mr. Gombac reported on Small Tools and Equipment, Foresting, Street Sweeping, Drainage, Tree Trimming Removal, Street Reconstruction and Equipment.

Alderman Poteraske questioned if the Committee would be making a recommendation to the City Council.

Chairperson Marchese stated that there will not be a recommendation but that the data will be forwarded to the City Council. He stated that staff's recommendations are a direct result of the Public Works Committee. He stated that the Committee is very sensitive to the loss of personnel. Chairperson Marchese commended staff on saving the City money and keeping the budget in line.

Alderman Poteraske stated that he would like to see less in the base and more in the discretionary column in a tight economy.

Chairperson Marchese stated that at the Committee of the Whole the budget does not need to be discretionary to make it easier. He stated that the Public Works Committee adopted a philosophy and that they were sensitive and looked at services which the City provides.

Mr. Gombac reported that the Capital Projects will be proposed as "bare bones." He referenced the map in the room and stated that the map provides the top, high and low ditch projects.

Mr. Gombac reported on the In House Projects, Stormwater Replacement, Curb and Gutter and Meter Reading (AMR).

DIRECTOR'S REPORT – Planning and Development Project Status

Chairperson Marchese reported that during the Planning/Development Committee Meetings the Director would provide a status report on the projects every six months. He stated that the list has really been cleaned up.

Mr. Dan Gombac – Director reported that a lot of the outstanding items on the list are "clean-up" items and things that need to be done by the City Attorney.

Alderman Galan questioned what staff is working on now that the list is cleared up.

Chairperson Marchese stated that Mr. Gombac and Mr. Griffith were instrumental in moving the projects along because the developers were not completing the work.

Alderman Galan stated that he was unhappy with the way that staff handled the trenching on Cass Avenue and the stepping on toes at the County. He stated that although he understood the City and County's position that he did not want to go back to having a bad relationship with the County.

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

NEXT MEETING

Chairperson Marchese announced that the next scheduled meeting will be held on Monday, February 22, 2010 at 6:30 p.m.

RECESS OF THE MEETING

At 8:15 p.m. Alderman Galan made a motion and it was seconded by Alderman Schauer to recess the Meeting of the Municipal Services Committee.

Upon voice vote, THE MOTION CARRIED unanimously.

RECONVENE

At 8:30 p.m. Alderman Galan made a motion and it was seconded by Alderman Schauer to reconvene the Municipal Services Committee Meeting at the Public Works Facility, 1041 South Frontage Road.

Upon voice vote, THE MOTION CARRIED unanimously.

A. Presentation and Tour of the Public Works Facility and Equipment

The Committee Members and guests were provided a tour and presentation of the Public Works Facility and the Equipment. Staff presented the equipment needs and equipment which was to be placed in surplus.

1974 9 –Ton Trailer – Used to haul large pipes

Wood rotting out. Purchase new trailer for \$6,500 and place the 1974 in surplus. Will be presented in the upcoming budget.

Alderman Schauer asked if the trailer could be rented. Staff stated that timing would be an issue. Alderman Schauer suggested that it was time to stop putting money into the trailer.

1993 Arrow Board – Used to control traffic

Barely works. Purchase new \$4,500.

Mr. Gombac stated that this machine is needed and is a safety issue. He stated that this will be presented in the upcoming budget.

1999 Chipper

Lacking safety features. This vehicle will not be presented in the upcoming budget.

Alderman Poteraske suggested that if the City only has two chippers that the residents will have to follow a new schedule.

General Utility Truck

Has 95,000 miles and rust. \$58,000 to replace.

2003 - Truck 400 – Water Department Vehicle

135,000 miles and ongoing mechanical problems. Used daily.

1998 1 Ton

129,000 miles used every day for cul-de-sac plowing. \$79,000 to replace.

This vehicle has been pushed for the second time to next year's budget.

1998 Hot Box

Rotted out and unreliable. \$22,000 to replace with a trailer mounted and a dumping feature and less clean up.

Truck 110

Plow is bent and dump is rusted.

1997 Truck 403 – Water Department Vehicle

Ongoing mechanical problems, rust. Rear wheel drive and difficult to maneuver in the snow. Replace with 250 4x4 \$30,500. Vehicle has been in the budget four times.

1988 Concrete Cutter

\$2,400 to replace.

1986 Compressor

24 years old. \$12,500 to replace. Not in the budget for consideration.

Chairperson Marchese stated that he wants to bring the compressor back as an expansion item. He stated that staff needs to prioritize what is important.

Salt Shed

1991 put on concrete walls. Storm shifted building. Staff reconstructed it but a good wind could take it away. \$150,000 to make it ten times larger to store more.

There was no one wishing to present public comment.

ADJOURNMENT

There being no other business before the Committee, Alderman Galan made a motion and it was seconded by Alderman Schauer to adjourn. Upon voice vote, THE MOTION CARRIED unanimously and the meeting adjourned at 9:25 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

Elizabeth Lahey
Secretary

Joseph Marchese
Chairperson

John Galan
Alderman

Ted Schauer
Alderman