

**MINUTES
CITY OF DARIEN
MUNICIPAL SERVICES COMMITTEE MEETING
January 25, 2021**

PRESENT: Alderman Thomas Belczak -Chairman, Alderman Eric Gustafson,
Alderman Joseph Kenny, Mayor Joe Marchese, Dan Gombac – Director, Jordan
Yanke - Senior Planner, Elizabeth Lahey - Secretary

ABSENT: None

ESTABLISH QUORUM

Chairperson Thomas Belczak called the meeting to order at 7:00 p.m. This was a Zoom call and City Staff was present at City Hall Council Chambers, Darien, Illinois. Chairperson Belczak declared a quorum present.

NEW BUSINESS

- a. Ordinance – Approval of a text amendment to Section 9-3-1 of the City Code adding restrictions regarding the idling of vehicles, specifically expanding the zoning districts in the City where property owners shall post “No Idling/per Darien City Code” signs.**

Mr. Dan Gombac, Director reported that at the March 2019 City Council meeting, the Council adopted a text amendment to regulate vehicle idling times as a way to reduce air pollution and conserve fuel. He reported that per the adopted Ordinance, a mandate for owners of property in any of the City’s B Zoning Districts to post “No Idling/per Darien City Code” signs were included.

Mr. Gombac reported that since the time of adoption, staff has been requested to expand the zoning districts subject to the mandate to include the Office Research and Light Industry (OR&I) Zoning District and the General Industrial (I-1) Zoning District.

There was some discussion regarding no idling in the B-2 District. Mr. Gombac reported that all B-2 Districts have complied and that signs are up.

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

Alderman Kenny made a motion, and it was seconded by Alderman Gustafson to approve a text amendment to Section 9-3-1 of the City Code adding restrictions regarding the idling of vehicles, specifically expanding the zoning districts in the City where property owners shall post “No Idling/per Darien City Code” signs.

Upon voice vote, the MOTION CARRIED UNANIMOUSLY 3-0.

b. Motion - Architectural and design guidelines for Commercial and Office developments. Per City Council direction, guidelines are recommended versus mandates, meaning the guidelines will not be implemented as a zoning code amendment or Comprehensive Plan update.

Mr. Dan Gombac, Director reported that at the September 21, 2020 City Council meeting, the Council directed staff to develop an informational sheet containing recommended design guidelines for Commercial and Office developments. He reported that the Council directed staff to develop an Informational Sheet instead of proceeding with a zoning code amendment or Comprehensive Plan update to implement design guidelines throughout the City.

Mr. Gombac stated that staff provided a narrative and summary of comparable design standards in the packet. He stated that with the approval of the recent commercial building at 7532 S. Cass Avenue, which included an economic incentive for improved elevations, several members of Council requested that staff investigate if any similar and comparable communities have code requiring a minimum architectural and design standard for construction. He reported that staff compiled a spreadsheet [Attachment B] from similar and adjacent municipalities.

Mr. Jordan Yanke, Senior Planner reported that staff put together an information attachment [Attachment A] of what the City would like to see with redevelopment.

Alderman Gustafson suggested possibly looking at changing some of the standards.

Chairperson Belczak stated that the information provided spells out what the City is looking for and he would like to see how this works.

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

Alderman Belczak made a motion, and it was seconded by Alderman Kenny to approve architectural and design guidelines for Commercial and Office developments. Per City Council direction, guidelines are recommended versus mandates, meaning the guidelines will not be implemented as a zoning code amendment or Comprehensive Plan update.

Upon voice vote, the MOTION CARRIED UNANIMOUSLY 3-0.

c. Resolution – Approval awarding a contract to Homer Tree Care, Inc in an amount not to exceed \$147,000.00 for the City's 2021/22 Tree Trimming and Removal Program.

Mr. Dan Gombac, Director reported that the proposed tree trimming program consists of trimming approximately 1,750 parkway trees, approximately 65 tree removals and stump grinding. He reported that the subdivisions to be trimmed: are Darien Club, Downers Fairview, Brookhaven Manor and Alison Court. He further reported that this year's program also includes contract pricing for the Private Property Tree Trimming Program to all the residents and that the program would allow residents to have their private property trees trimmed or removed and stump grinding at the resident's expense.

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

Alderman Kenny made a motion, and it was seconded by Alderman Gustafson awarding a contract to Homer Tree Care, Inc in an amount not to exceed \$147,000.00 for the City's 2021/22 Tree Trimming and Removal Program.

Upon voice vote, the MOTION CARRIED UNANIMOUSLY 3-0.

- d. Resolution – Approval awarding a contract to Rag’s Electric, Inc., the 2021 Street Light Maintenance Contract beginning May 1, 2021 through April 30, 2022.**

Mr. Dan Gombac, Director reported that staff received four sealed bids for the 2021-22 Street Light Maintenance Contract. He reported that staff provided a bid tabulation, [Attachment A], for costs to repair streetlights, hourly rates for labor, equipment, and lamp costs. He further reported that the tabulation also included a pricing schedule for two additional option years, and that Rags Electric was not the lowest price for the subsequent years. He stated that upon the expiration of the proposed contract ending April 30, 2022, staff will review whether the contract should be rebid or further negotiated and forwarded for City Council approval.

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

Alderman Belczak made a motion, and it was seconded by Alderman Gustafson awarding a contract to Rag’s Electric, Inc., the 2021 Street Light Maintenance Contract beginning May 1, 2021 through April 30, 2022.

Upon voice vote, the MOTION CARRIED UNANIMOUSLY 3-0.

- e. Resolution – Approval to authorize the Private Property Rear Yard Storm Water Management Assistance Projects.**

Mr. Dan Gombac, Director reported that throughout the year, the City receives complaints regarding drainage issues within the rear lot lines/easements. Tines/easements. He reported that the complaints are due to standing water that stems from active sump pumps, grading issues and mature landscaping and that the areas further stay saturated throughout the season, thereby making it difficult to mow and maintain these areas and further creates conditions for mosquito breeding.

Mr. Gombac reported that the City’s Private Property-Rear Yard Storm Water Management Assistance Policy allows residents, multifamily, commercial property owners, and the City to work together in resolving these nuisance ponding and drainage issues. He reported that Attachment A shows the costs, location, and reimbursement schedule.

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

Alderman Belczak made a motion, and it was seconded by Alderman Gustafson approval of a Resolution to authorize the Private Property Rear Yard Storm Water Management Assistance Projects.

Upon voice vote, the MOTION CARRIED UNANIMOUSLY 3-0.

f. Resolution - Approval to extend a contract with Denler Inc. in an amount not to exceed \$221,250.00 for the 2021 Crack Fill Program.

Mr. Dan Gombac, Director reported that the FY 21/22 Budget includes funds for the 2021 Crack Fill Program. He reported that crack sealing is a routine maintenance treatment that significantly delays roadway deterioration and that the sealing material is applied into the cracks before they become too large and before the freeze-thaw cycles have an opportunity to shift the pavement and develop larger cracks and by doing this, the life of the road is extended, and maintenance costs are greatly reduced over time.

Mr. Gombac reported that in 2019 the City of Darien teamed up with local public agencies including Burr Ridge, Downers Grove, DuPage County, Elmhurst, Lombard, Villa Park, West Chicago, Wheaton, and Woodridge and solicited competitive bids, collectively. He reported that Attachment A are the bid results from the bid opening held by the Village of Woodridge on March 21, 2019.

Mr. Gombac reported that this would be the last extension of a three (3) year program.

He reported that crack filling was not done due to the COVID-19 pandemic.

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

Alderman Belczak made a motion, and it was seconded by Alderman Gustafson approval of a Resolution to extend a contract with Denler Inc. in an amount not to exceed \$221,250.00 for the 2021 Crack Fill Program.

Upon voice vote, the MOTION CARRIED UNANIMOUSLY 3-0.

g. Resolution – Approving the services for a Code Enforcement Officer.

Mr. Dan Gombac, Director reported that Code Enforcement operations provides a framework for staff to provide code compliance in a manner which is clear and concise for residents, visitors, and businesses. He reported that the strategy of the department is now to shift focus to a more proactive versus reactive nature of code compliance and that the primary point person for Code Enforcement is the City Planner. Mr. Gombac reported that due to time constraints, staff does not have the ability to be proactive for code compliance and therefore recommending approval of a Code Enforcement Officer. He further reported that Attachment A provides the guidelines.

Mr. Gombac reported that staff works with the Community Service Officer and that staff is working on bringing in house adjudication.

Mr. Jordan Yanke, City Planner reported that it is difficult for the City Planner to get out and keep the Code Enforcement going.

Alderman Gustafson stated that he has been pushing for a Code Enforcement Officer for a while and that this position is needed. He stated that being reactive upsets a lot of residents and that he prefers to be proactive.

Alderman Kenny questioned how much money is generated from ticketing. Mr. Gombac reported that on a \$200 fine the City gets approximately \$30-\$50.

Mr. Gombac reported that he is recommending an individual who has 20-25 years in Code Enforcement and who is contracted with Willowbrook.

There was some discussion from the Committee on getting a resume and summary for discussion at the next meeting.

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

Alderman Belczak made a motion, and it was seconded by Alderman Gustafson to table the Resolution approving the services for Code Enforcement Officer to the next meeting.

Upon voice vote, the MOTION CARRIED UNANIMOUSLY 3-0.

- h. Resolution – Approval to enter into an engineering agreement with Christopher B. Burke Engineering for professional services related to a Controlled Wetland Management Burn and Vegetation Management at the Dale Road Basin in an amount not to exceed \$27,750.00.**

Mr. Dan Gombac, Director reported that this is an engineering agreement with Christopher B. Burke Engineering for a controlled burn consisting of 4-acres and commonly referred to as the Dale Basin. He reported that as part of wetland management, fire has been treated as a management tool for wetlands with its major use for the eradication of undesirable vegetation and decaying plants. He reported that the scope of work to be performed by Christopher B. Burke Engineering includes permitting, notifications, controlled burns, vegetation management and reports.

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

Alderman Gustafson made a motion, and it was seconded by Alderman Kenny approval of a Resolution to enter into an engineering agreement with Christopher B. Burke Engineering for professional services related to a Controlled Wetland Management Burn and Vegetation Management at the Dale Road Basin in an amount not to exceed \$27,750.00.

Upon voice vote, the MOTION CARRIED UNANIMOUSLY 3-0.

- i. Resolution – Approval to enter into an agreement for professional services related to Management and Monitoring of 10-acres of Wetland/Natural Areas within the Tara Hill subdivision for a five-year period in an amount not to exceed \$25,000.00.**

Mr. Dan Gombac, Director reported that this is an agreement renewal with Christopher B. Burke Engineering, Ltd. for the Monitoring of the Tara Hill Wetlands/Natural Areas. He reported that the wetlands are under the jurisdiction of the DuPage County Storm Water and Wetland

Ordinance and it is the City of Darien's responsibility to maintain the area through the established Special Service Area Agreement on file and to enforce any violations of the ordinance, such as destruction of the wetland area, dumping, or mowing in the buffer areas.

Mr. Gombac reported that the proposed contract is a multi-year contract as it allows the City and the consultant to maintain the wetlands to an optimal level and that the five-year program allows an opportunity to maintain costs with no increases through an efficient management plan.

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

Alderman Belczak made a motion, and it was seconded by Alderman Gustafson approval of a Resolution to enter into an agreement for professional services related to Management and Monitoring of 10-acres of Wetland/Natural Areas within the Tara Hill subdivision for a five-year period in an amount not to exceed \$25,000.00.

Upon voice vote, the MOTION CARRIED UNANIMOUSLY 3-0.

j. Resolution - Preliminary approval for the 2021 Street Maintenance contract with Brothers Asphalt Paving, Inc. as per the following schedule of pricing: base bid - \$1,218,851.55; alternate 1 - patching - \$ 89,100.00; alternate 2 – aggregate shoulders - \$24,000.00; alternate 3 - 67th Street realignment - \$96,818.75 for a total of \$1,428,770.30.

Mr. Dan Gombac, Director reported that this year's 2021 Street Maintenance Program includes 4.64 miles to be resurfaced. He reported that the proposed program is the same program that was cancelled last year due to the COVID-19 Pandemic.

Mr. Gombac reported that typically the City averages approximately 5 miles of resurfacing per year.

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

Alderman Kenny made a motion, and it was seconded by Alderman Gustafson preliminary approval for the 2021 Street Maintenance contract with Brothers Asphalt Paving, Inc. as per the following schedule of pricing: base bid - \$1,218,851.55; alternate 1 - patching - \$ 89,100.00; alternate 2 – aggregate shoulders - \$24,000.00; alternate 3 - 67th Street realignment - \$96,818.75 for a total of \$1,428,770.30.

Upon voice vote, the MOTION CARRIED UNANIMOUSLY 3-0.

K. Minutes – September 28, 2020 Municipal Services Committee

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

Chairperson Belczak noted the name change from Kara Smith to Karen Smith. Alderman Kenny noted words missing from his statement.

Alderman Kenny made a motion, and it was seconded by Alderman Gustafson approval of the September 28, 2020 Municipal Services Committee Meeting Minutes as amended.

Upon voice vote, the MOTION CARRIED UNANIMOUSLY 3-0.

DIRECTOR'S REPORT

There was no report.

NEXT SCHEDULED MEETING

Chairperson Belczak announced that the next meeting is scheduled for Monday, February 22, 2021.

ADJOURNMENT

With no further business before the Committee, Alderman Gustafson made a motion, and it was seconded by Alderman Kenny to adjourn. Upon voice vote, THE MOTION CARRIED unanimously, and the meeting adjourned at 8:15 p.m.

RESPECTFULLY SUBMITTED:

**Thomas Belczak
Chairman**

**Eric Gustafson
Alderman**

**Joseph Kenny
Alderman**