

**MINUTES  
CITY OF DARIEN  
MUNICIPAL SERVICES COMMITTEE MEETING  
November 22, 2010**

**PRESENT:** Chairperson Joseph Marchese, Alderman John Galan, Alderman Ted Schauer, Dan Gombac-Director, Michael Griffith – Senior Planner, Elizabeth Lahey-Secretary

**ABSENT:** None

**OTHERS:** Alderman John Poteraske, Robert Scatena, Greg Spiers, Kara Allard, Frank Mocerino- Web Q & A

Chairperson Marchese called the Municipal Services Committee meeting to order at 6:30 p.m. at City Hall - Conference Room, Darien, Illinois and declared a quorum present.

**NEW BUSINESS**

**A. Discussion – Review maintenance regarding storm sewers, detention and retention basin infrastructure within private developments.**

Mr. Dan Gombac, Director presented the staff report. He reported that Mayor Weaver requested the Committee to review practices regarding maintenance procedures for storm sewers, detention and retention basin infrastructure within private developments. He stated that recently, Mr. Robert Scatena, Board Member for the Sawmill Creek Homeowners Association had contacted Mayor Weaver and Alderman Marchese requesting that the City financially assist in the repair of a storm sewer located within a private development.

Mr. Gombac presented the Committee with two proposals. Proposal A: To maintain the current level of service and allow staff to contact, evaluate, identify, consult and provide vendors to the property owners and if there is a threat to a structure or public safety concern that City staff will correct the deficiency and invoice the property owner. Proposal B: Provide a cost share program that will allow the City to contribute financially an amount not to exceed \$5,000 and that the level of participation would require that the parties involved would be responsible for the costs. Outlots would pay \$1,000, Multi-Family \$2,500 and Commercial - \$3,000.

Mr. Gombac reported that all work exceeding the City's financial share would be the responsibility of the property owner and that the City would entertain the proposal, execute the proposal, and schedule all work and restoration. If there is a threat to a structure or public safety concern the City staff would correct the deficiency and invoice the property owner per the proposed cost share. Mr. Gombac further reported that this would require a new budget line item and budget approval. Proposal C: Staff would contact, evaluate, identify, consult, entertain the proposals, execute the proposal and schedule all work and restoration at the property owner/s expense. Prior to the execution of the proposal, the City must receive funds in the full amount from the property owner or Association.

Mr. Gombac stated that staff is recommending Proposal B.

Chairperson Marchese stated that when he was on the Administrative/Finance Committee that Thistlewood served as a good tool for this discussion. He stated that this would be setting a precedent and a procedure to deal with it.

Alderman Galan stated that this would be treated similar to a rear yard drainage practice. He stated that it was a good methodology and that he is leaning towards Proposal B.

Alderman Schauer agreed and that the City would be setting a precedent. He stated that the best route is setting a cap to the City.

Chairperson Marchese stated that Proposal B mimics what is already done with rear yards.

Alderman Poteraske was in the audience. He questioned if this would include sanitary sewers.

Mr. Gombac stated that this did not include sanitary sewers and that the designated Sanitary District controls them.

Mr. Greg Spiers, Property Manager stated that they are taking in upstream water from the street.

Mr. Gombac stated that the subdivision was built in phases and the topography suggested that all storm water did flow towards the development. Illinois drainage law further states that the downstream recipient must accept upstream water, and the practice was not uncommon.

Chairperson Marchese stated that there is an issue with stagnant water gathering because of obstruction and blockage in the pipe regardless of where the water is coming from.

Alderman Galan questioned if there was City money available.

Mr. Gombac stated that this would be presented at the budget meeting in January. He stated that there is no funding for this program but that he would propose \$20,000.

Mr. Gombac informed the committee of the root problem in the existing pipe and informed the Committee that a preliminary cost for repairs would be \$6,500 to \$10,000.

Mr. Scatena stated that the situation is getting worse and that the resident has been very patient.

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

Mr. Spiers stated that the Homeowners Association could front the money and the City could reimburse the Association when the money is available.

Mr. Scatena thanked the City and Mr. Gombac for his hard work.

**Alderman Schauer made a motion and it was seconded by Alderman Galan to approve the adoption of Proposal B as presented.**

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

Chairperson Marchese announced that this would be forwarded to the City Council on Monday, December 6th.

**B. Ordinance – Brookhaven Plaza PUD, 7516 Cass Avenue: Petitioner requests approval of a minor PUD amendment to reduce the required parking stall widths from 10 feet to 9 feet for the south parking area, along Plainfield Road.**

Mr. Dan Gombac, Director reported that Mr. Manos phoned and stated that he had a conflict and would not make the meeting.

Mr. Michael Griffith, Senior Planner presented the staff report. He stated that the petitioner is seeking a minor amendment to the PUD to reduce the required parking stall width from 10 feet to 9 feet for the southern parking area only. He reported that the petitioner seeks to increase the number of parking stalls by reducing the stall width but that the remaining stalls will be 10-foot wide stalls.

Mr. Griffith reported that the stalls were restriped less than 10 ft. and that the City received a complaint.

Alderman Galan stated that Mr. Manos has spent a significant amount of money in Brookhaven. He stated that there is never a problem getting in parking spaces and that he would like to change the variance for the entire shopping center.

Alderman Schauer stated that having him restripe would hurt business in Darien.

Alderman Poteraske was in the audience and stated that he has worked with Mr. Manos on many issues.

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 of a minor PUD amendment to reduce the required parking stall widths from 10 feet to 9 feet for Brookhaven Plaza PUD, 7516 Cass Avenue for the entire parking lot.**

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

Chairperson Marchese announced that this would be forwarded to the City Council on Monday, December 6<sup>th</sup>.

**C. Discussion – Benefits of the Web Q & A Building Services Module service versus current Office building permitting procedures.**

Mr. Dan Gombac, Director reported that staff has been working with the Web Q & A Staff in piloting a Building Permit Program. He introduced the Web Q & A representatives Ms. Kara Allard and Mr. Frank Mocerino. Mr. Gombac reported that Web Q & A has been in business for the past 10 years and are out of Woodridge. Mr. Gombac stated that the program is not in the budget and that the current pilot program will terminate in April.

Ms. Mary Wintermute, City staff stated that she has been working on the Web Q & A. She stated that anyone can access the system. She stated that the system allows her to access information readily. She further stated that the old system is cumbersome and permits get stagnant because tracking is done via paper.

Alderman Galan questioned who maintains the database.

Mr. Frank Mocerino, Customer Support Specialist stated that they back up the system through a secure offsite internet server connection.

Chairperson Marchese asked what other modules are available.

Mr. Mocerino stated that Lemont and Westmont currently use a similar system to track code enforcement violations.

Chairperson Marchese asked staff how many permits are there yearly.

Ms. Wintermute stated that there are approximately 450 permits per year and the program will save many man hours from various data entry. She stated that everyone in the front office is trained on the current Web Q & A and would allow any staff member to access the proposed program.

Alderman Galan stated that he was very supportive of this program

Mr. Gombac reported that the cost is \$425.00 per month for a total of \$5,300 per year with a return on investment realized through the elimination of multi entries and steps for a permit process. He stated that saving 15 minutes per day costs approximately \$8,500.

Chairperson Marchese stated that the savings in staff hours equates to a savings.

Alderman Galan stated that the City would be stepping backwards by going back to the old system after the pilot program is expired.

Alderman Schauer stated that he agreed.

Mr. Gombac also introduced the technology to pay online and presented a fee schedule. The pay cost for the first year would be a \$1,700 set up fee and 2% user fee.

Mr. Mocerino explained that the 2% fee is used to recuperate costs. He explained that any department collecting cash could be added to the system but that there would be a cost for development of the program.

Chairperson Marchese stated that he supported the program as recommended. He asked that staff work with Web Q & A on how to recuperate convenience charges and costs for taking information from the old system.

The Committee requested Staff to forward the proposed program for FY11/12 budget consideration.

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

**D. Resolution – Authorizing the Mayor to enter into an engineering agreement with Christopher B. Burke Engineering, Ltd. for pavement corings for the proposed 2011 Street Maintenance Program in an amount not to exceed \$12,250.**

Mr. Dan Gombac, Director reported that approval of this resolution is to authorize the Mayor to enter into an engineering agreement with Christopher B. Burke Engineering, Ltd. for pavement corings for the proposed 2011 Street Maintenance Program in an amount not to exceed \$12,250. He reported that the money is budgeted.

Mr. Gombac further stated that this item would allow staff to evaluate the cores and present a cost estimate for the 2011 paving maintenance.

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

**Alderman Galan made a motion and it was seconded by Alderman Schauer to approve A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT FOR ENGINEERING SERVICES BETWEEN THE CITY OF DARIEN AND CHRISTOPHER B. BURKE ENGINEERING, LTD. IN AN AMOUNT NOT TO EXCEED \$12,250.00.**

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

**E. Resolution – Illinois Department of Transportation (IDOT) Resolution authorizing expenditures to balance with the Illinois Department of Transportation Motor Fuel Tax (MFT) audit reviews.**

Mr. Dan Gombac, Director reported that this resolution authorizes expenditure adjustments to balance with the Illinois Department of Transportation Motor Fuel Tax (MFT) audit reviews. He reported that staff reviewed the audits and replied with a response, provided signatures and prepared the IDOT resolutions.

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 approve A RESOLUTION AUTHORIZING EXPENDITURES TO BALANCE WITH THE ILLINOIS DEPARTMENT OF TRANSPORTATION MOTOR FUEL TAX (MFT) AUDIT REVIEWS.**

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

**F. Resolution – Modify an Intergovernmental Agreement to sell meter readings to DuPage County for billing purposes.**

Mr. Dan Gombac, Director presented the staff report. He reported that DuPage County currently reads meters for the sewer system and for water billing for the City. Mr. Gombac reported that

staff investigated the potential to read meters by purchasing equipment and hiring four part-time employees to read meters with mileage reimbursed through their own vehicle. He reported that DuPage County recently conducted a rate study to determine the fair share contribution they were receiving from partnering municipalities. He stated that from the study that the County increased the contribution from \$40,000 to \$150,000 of which \$54,816 is the County cost to read the meters and remainder for billing and collections.

Mr. Gombac stated that instead of paying \$54,816 the City would forgo the payment and complete a task with a net cost to the City in the amount of \$27,177.60 in the first year, and approximately \$1,000.00 in the subsequent years. He reported that the City would realize a cost savings of \$81,476.80 after two years of conducting the program.

Mr. Gombac stated that Staff is looking at alternatives for meter reading and billing such as an automated meter reading system.

Chairperson Marchese stated that the City has no other option at this time but to pay the County the \$150,000.

Alderman Poteraske was in the audience. He stated that the City is getting a bad deal.

Chairperson Marchese recommended forwarding a letter to DuPage County from the Mayor and City Administrator with the City's displeasure and objection and that this is presented at the City Council Meeting and published in the newspaper.

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

**Alderman Galan made a motion and it was seconded by Alderman Schauer objecting to the Intergovernmental Agreement with a letter objecting to the fees associated with it.**

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

**G. Minutes – October 25, 2010 Municipal Services Committee**

**Alderman Galan made a motion and it was seconded by Alderman Marchese to approve the October 25, 2010 Municipal Services Committee Meeting Minutes.**

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

### **DIRECTOR'S REPORT**

- a. Snow Operations Update** – Mr. Gombac reported that staff is preparing a snow route catalog.
- b. Water Plant Maintenance Projects** – Mr. Gombac reported that the plant has a new façade and that an adjustment has been made to the water fund.
- c. Salt Storage Facility Update** – Mr. Gombac reported that the EPA mandates all construction sites and \$2,200 was spent to remove arsenic in the dirt and put in new dirt. He reported that the contaminated soil was brought to a landfill.

**NEXT MEETING**

Chairperson Marchese announced that the next scheduled meeting will be rescheduled to be held on Tuesday, December 28, 2010 at 6:30 p.m.

**ADJOURNMENT**

**There being no other business before the Committee, Alderman Marchese made a motion and it was seconded by Alderman Galan to adjourn. Upon voice vote, THE MOTION CARRIED unanimously and the meeting adjourned at 8:56 p.m.**

**RESPECTFULLY SUBMITTED:**

**APPROVED:**

---

**Elizabeth Lahey**  
Secretary

---

**Joseph Marchese**  
Chairperson

---

**John Galan**  
Alderman

---

**Ted Schauer**  
Alderman