

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

PRESENT: Alderman Joseph Marchese, Alderman John Galan, Alderman Ted Schauer,
Dan Gombac-Director, Elizabeth Lahey-Secretary

ABSENT: None

GUESTS: 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.

NEW BUSINESS

A. Resolution – Extend Contract with Spring Green Lawn Care for Landscape Fertilization

Mr. Dan Gombac – Director presented the staff report. He stated that this request is to extend a contract to Spring Green Lawn Care for six fertilizer applications and one tree fertilizer application.

Mr. Gombac reported that all median areas and roadside rights of way on 75th Street from Route 83 west to Lemont Road would be fertilized throughout the year covering 26.52 acres as well as Plainfield Road from Cass Avenue east to 75th Street covering 2.00 acres for a total of 28.52 acres. He further reported that this would also include the City owned facilities for 4.90 acres and also City maintained median trees along 75th Street including 250 trees along 75th Street from Clarendon Hills Road west to Lemont Road.

Mr. Gombac stated that the 2010 fertilization program is \$27,366 and that the vendor has done a thorough job for the City using due caution and public notification.

Alderman Galan stated that this was a lengthy discussion at the budget meeting.

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 award the bid in an amount not to exceed \$27,366 for the City's annual Landscape Fertilization Services at Roadside Rights of Way and Medians and Specified City owned facilities.

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

Chairperson Marchese announced that this would be forwarded to the City Council on Monday, April 5, 2010.

B. Ordinance – 2010 Prevailing Wage Rate

Mr. Dan Gombac, Director stated that every year the state law requires that municipalities ascertain the prevailing wages to be paid on Public Works projects within the community. He further stated that an ordinance has been developed as in the past, to certify the prevailing wage rates for the coming year that has been received by the Illinois Department of Labor dated April 2010.

Mr. Gombac stated that the Committee received the contract language. He stated that all vendors are aware of the prevailing wage rates.

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 the annual prevailing wage rates as published by the State of Illinois.

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

Chairperson Marchese announced that this would be forwarded to the City Council on Monday, April 5, 2010.

C. Minutes: February 22, 2010 - Municipal Services Committee

Alderman Galan made a motion and it was seconded by Alderman Schauer to approve the February 22, 2010 Municipal Services Committee Meeting Minutes.

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

DIRECTOR'S REPORT

A. Innovations in American Government Awards

Mr. Dan Gombac, Director reported that Innovations in American Government Awards is an opportunity to receive a grant for \$100,000 from the Harvard School of Business. He stated that an application has been submitted and that he would keep the Committee informed of the outcome.

B. 2010 Ditch Catalogue

Mr. Dan Gombac, Director reported that the Committee received a copy of the City's Ditch Maintenance Catalog. He stated that the catalog provides a ditch maintenance schedule and that correlates to the road program. He further stated that the catalog provides information on the subdivision, street name, lengths, last resurfacing program, most recent ditch rehabilitation, level or priority (top, high, and low), current road rating, proposed ditch rehabilitation and proposed street rehabilitation.

Chairperson Marchese stated that there are 27 miles of ditches. He stated that this provides an opportunity to correct what needs to be done.

Mr. Gombac stated that this will be provided to the City Council. He stated that there are little projects that do not fall into the catalog.

Alderman Galan questioned the number of ditch miles.

Mr. Gombac reported that the miles are determined based on every side getting counted twice.

Alderman Schauer questioned the average cost per mile.

Mr. Gombac reported that the cost ranges from \$85 - \$95 per lineal foot based on the bids.

Alderman Galan questioned if 18.7 miles will be done this year.

Mr. Gombac stated that staff needs to make a correlation as to what has been done. He stated that he is going to double check because the math does not appear to match.

Alderman Poteraske asked what is budgeted for the lineal miles.

Mr. Gombac stated that budgeting was not based on miles.

Alderman Schauer questioned how bad the streets get torn up.

Mr. Gombac stated that it depends on the weight of the trucks.

Alderman Schauer questioned what constitutes a high priority ditch.

Mr. Gombac stated that critical elements of where water needs to get to and if it causes additional back-ups.

Alderman Schauer stated that there were six or seven high priority items. He questioned when they would be scheduled. Mr. Gombac responded as funding is available the dept will present accordingly.

Mr. Gombac stated that they are not budgeted but that he would like to look at the status in October. He stated that staff is exploring ways to acquire grants. He further stated that the average project cost is \$175,000 - \$250,000.

Chairperson Marchese stated that sooner or later the City is going to have to look at the critical projects and how much it is going to cost. He stated that fixing severe ditches lasts up to 40 years. He further stated that this topic could be discussed in a goal setting session to look at what can be done to generate doing these projects. Chairperson Marchese stated that he would like to know what projects outweigh others and the projected costs and how this can be approached maybe with a possibility of going to the public.

Alderman Poteraske stated that motor fuel tax can be used for ditches but that there are engineering expenses, etc. attached. He questioned how many lineal miles of ditches are there in 27 miles.

Mr. Gombac stated that \$1.53 million is projected to complete 11 projects.

Alderman Poteraske suggested taking the most critical to do the most critical projects first.

Mr. Gombac stated that he preferred not to do just ditches.

Alderman Schauer stated that there was a residence on Gail Avenue that would prefer to have ditches before the street. He stated that the City should not deviate from the system of the roads but to take a look at high priorities before 2017 and 2018.

Chairperson Marchese stated he would like to see a report prepared for the next goal setting session.

Alderman Poteraske stated that high priority isn't good enough. He stated that he wants to know how to quantify and present less intuitively.

Mr. Gombac stated that he could prepare a report based on points.

Alderman Galan stated that staff does an excellent job on road repair and that we are trying to apply it to the ditch program. He stated that the two have to be separated and looked at as two stand alone programs.

Chairperson Marchese stated that he would like staff to prepare a report for high priority projects, the number of miles and the projected costs.

Mr. Gombac stated that ditches need to be considered when doing the road.

Alderman Galan stated that a solid linkage needs to be created between the two.

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

C. Memo – Water System Maintenance

Mr. Dan Gombac – Director reported that staff was following up with the Committee regarding discussion at the March 2nd budget meeting regarding flushing the fire hydrants. He explained that the fire districts can fight fires even if the hydrant doesn't work properly by using gallons of water on board a fire engine.

Mr. Gombac reported that fire hydrant flushing has not been done in several years. He reported on the plans to flush hydrants and a plan to flush on a yearly basis as well as replace hydrants and valving. He further reported that the Committee received a survey on what other communities have done and standards from the NFPA.

Alderman Galan questioned how long it takes to complete the flushing.

Mr. Gombac reported that staff will need seven or eight days to complete flushing. He stated that there would not be a need for paying employees overtime. He further stated that the last flushing was done in 1991 but there may have been spot flushing done.

Alderman Galan applauded staff for the quickness of a maintenance schedule. He stated that it was interesting that this has not been done since 1991.

Alderman Schauer questioned how many of the 1,400 hydrants may be broken.

Mr. Gombac stated that he is hoping for no more than five hydrants. He stated that flushing will be done in the evening so that residents are not affected.

Chairperson Marchese stated that he has been an Alderman since 1997 and he remembers seeing signs for hydrant flushing.

Alderman Galan stated that a procedure needs to be in place.

Alderman Schauer stated that in his 10 years in Darien that he has never seen hydrants flushed. He questioned why the fire department does not get involved.

Chairperson Marchese stated that fire departments that have fire protection districts do not get involved because they are a separate taxing body.

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

D. Memo – Water Atlas

Mr. Dan Gombac – Director reported that the Committee received a memo as a follow-up to the recent budget meetings regarding the Water Main Atlas. He stated that at those meetings that staff requested \$3,000 under a discretionary line item referred to as Water Atlas which is budgeted bi-annually as field revisions that are identified or anticipated.

Mr. Gombac explained that the water main atlas currently provides staff with a road map of the 90 miles of water mains, 950 main line water valves and 1,200 fire hydrants. He stated that recently the City incorporated 16 miles of water mains, 166 main line water valves and 172 fire hydrants from DuPage County (SERF) water infrastructure. He further stated that the County provides an atlas of the SERF system but the City also has an independent water main atlas.

Mr. Gombac stated that staff is exploring ways to move towards one water atlas that identifies both due to the 15 interconnects. He stated currently the water main atlases cannot be merged because the City water main atlas does not correlate to a particular scale and makes it impossible to accurately pinpoint the City's mainline valves and fire hydrants. Mr. Gombac stated the SERF system is mapped on an atlas through the DuPage County Geographic Information System (GIS) and that in 2009 staff worked with Christopher Burke Engineering in updating the City's water atlas through a cross reference process utilizing subdivision plans or as-builts.

Mr. Gombac stated that the atlas is vital to locate items such as main line valves and fire hydrants especially during emergency situations. He stated that the City's atlas does not provide any accuracy but a general location of the appurtenances. He further stated that during the snow season when a water main break occurs it is difficult for staff to locate valves that are buried and it is not uncommon to shut down as many as six valves within a one or two block quadrant.

Mr. Gombac reported that staff met with the County to look at incorporating the City's water infrastructure with the SERF system. He stated that currently the City has an Intergovernmental Agreement that was implemented in 2008 for the City to access the County's GIS website. He further stated that the County has agreed to inventory Farmingdale Drive between 75th Street and 79th Street and record water main valves, fire hydrants and storm sewer inlets followed by an evaluation to determine future costs, equipment rental, outside consulting services, software, hardware and future maintenance costs regarding the implementation of the water atlas through a GIS system.

Mr. Gombac stated that he will keep the Committee advised of the findings.

Chairperson Marchese stated that he would like this to be on the agenda for the goal setting discussions in October.

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

E. Memo – Brush Pick-up Schedule

Mr. Dan Gombac, Director reported that the Committee received a memo based on a follow-up from the March 15, 2010 City Council Meeting and Mayor Weaver requesting that the Committee revisit the proposed brush pick-up schedule for 2010-11. He reported that staff received several requests through Alderman Avci and Alderman Poterasko requesting that the brush pick-up schedule be revised. Mr. Gombac stated that the requests vary from starting the program in April ending in October and alternating months such as April, June, August and October.

Mr. Gombac stated that the Committee recently conducted and reviewed the past and present practices, logistics and costs incurred of the brush pick-up program. He stated that the pick-up schedule was also revised from seven to four pick-ups per year with the last full week of June, July, August and September.

Chairperson Marchese stated that this was an item on a number of agendas with attention to looking at several concepts to farm out the work, eliminate the program or cut back with potential savings to the City. He reported that the Committee based a decision on public works data and that the April and May date would involve full-time staff and would be more costly.

Alderman Galan stated that the City is trying to save money. He questioned how many people use the program and stated that he personally uses the service and that any changes to the program would affect him personally. Alderman Galan stated that the Committee needed to take a look at if there is a better way to deliver the service.

Chairperson Marchese stated that reducing the costs from \$120,000 to \$80,000 (four days instead of seven) is a significant savings.

Chairperson Marchese asked if there was anyone in the audience wishing to present public comment.

Mr. Jim Bulla, 3109 Drover Lane, Darien stated that he sent an email to the City Administrator regarding the brush pick-up schedule. Mr. Bulla stated that although the highest volume of brush pick-up is in the summer months, large brush early in the year is large and he finds it difficult to dispose. He stated that he understood that cut backs needed to be made but suggested not starting the program until June.

Alderman Galan stated that the City is trying to do things for the community. He stated that he uses the brush pick-up and that it is a wonderful program.

Chairperson Marchese stated that the staff cannot be crews made up of summer staff.

Mr. Gombac stated that drivers need to have a valid CDL license and that the chippers are very powerful. He stated that at least one to two full time staff is present and that safety is top priority. He further stated that residents can drop off brush at Public Works. Mr. Gombac stated that staff will reevaluate the program and bring it back to the Committee for more discussion.

Mr. Bulla stated that there needs to be an early pick-up.

Chairperson Marchese stated that the Committee received Mr. Bulla's email from the City Administrator and that the Committee is committed to seeing what works. He stated that the recommendation for the months discussed was based on feedback from the employees who work on the street. He further stated that financially this may be something that the City may not be able to fund in the future and that staff is continually assessing. Chairperson Marchese stated that they welcome the resident's thoughts.

Alderman Galan stated that Mr. Gombac has been helpful to the overall budget.

Alderman Poteraske stated that based on resident feedback that he understands that something needs to be cut but residents are expressing that the timelines were too narrow and too tight. He stated that April, June, August and October covered more of a time period and although full-time staff would have to be used it did not seem disastrous. Alderman Poteraske suggested looking at October 1st instead of September even if it was already published in the newsletter as September. He stated that over the last couple of weeks that he has received a number of calls and that the Mayor has received some as well. He further stated that the most economical doesn't always work.

Chairperson Marchese stated that staff is being used to complete tasks for cost savings. He stated that the City needs to find a cost savings but also to determine the best four months.

Alderman Galan stated that it is not just brush pick-up but also getting rid of the brush. He stated that in the past the City gave the mulch away and that the City is going to sell truckloads of mulch for a cheap price to recuperate the rental equipment costs.

Alderman Poteraske stated that the City is asking residents to accumulate their brush for two months.

Mr. Kevin Monaghan, 7509 Norman Drive, Darien stated that the City is providing a service for free and that we are up against a tough economic cycle. He stated that residents have to realize that there are going to be changes. He further stated that \$120,000 is a lot of money and that this program is not a life or death situation. Mr. Monaghan stated that four of the seven pickups for brush pick-up is still an excellent perk for residents.

Alderman Schauer stated that the ultimate goal is to get the “best bang for the buck” and utilizing summer workers for May, June and July.

Mr. Gombac stated that summer staff is not out until late May and early June.

Alderman Galan stated that no one is in disagreement with cutting back to four pickups. He stated that the issue is four months that are picked and if the numbers are within reason. He further stated that there is a timing issue.

Chairperson Marchese stated that there appeared to be a concern with the end of June and suggested changing to the last week in May or the first week in June so there is not much wait time.

Alderman Galan suggested discussion at the April 5th City Council Meeting because this was time sensitive. He stated that the City will have to allow time to get the word out to residents if the dates are changed.

Mr. Gombac stated that he would prepare a memo to the City Council for discussion suggesting the last week in May or the first week in June whichever is cost effective, July, August and the last week in September and that this program will be evaluated on a trial basis.

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

NEXT MEETING

Chairperson Marchese announced that the next scheduled meeting will be held on Monday, April 26, 2010 at 6:30 p.m.

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 8:30 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

Elizabeth Lahey
Secretary

Joseph Marchese
Chairperson

John Galan
Alderman

Ted Schauer
Alderman