

**MINUTES
CITY OF DARIEN
MUNICIPAL SERVICES COMMITTEE MEETING
February 27, 2012**

PRESENT: Alderman Joseph Marchese - Chairman, Alderman Ted Schauer, Alderman Halil Avci, Dan Gombac-Director, Michael Coren- Treasurer, Michael Griffith - Senior Planner, Elizabeth Lahey-Secretary

ABSENT: None.

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. Amvets Collection Center – Annual Review for 1 year renewal.

Mr. Michael Griffith, Senior Planner presented the staff report. He reported that the City has not received any complaints. He stated that the Ordinance establishes a one year approval since 2005.

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, the proposed amendment to the Darien Towne Centre PUD does meet the standards of the Darien Zoning Ordinance and move that the Municipal Services Committee recommend to the City Council approval of the request associated with this petition, subject to:

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

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

B. 8409 Creekside Lane – Petitioner seeks a variation to reduce the required interior side yard setback from 10 feet to 6 feet in order to construct an addition.

Mr. Michael Griffith, Senior Planner reported that the homeowner is proposing to construct an addition on the southeast side of the home. He stated that the addition extends 10 feet from the house in order to store a boat. Mr. Griffith reported that the PZC recommended approval and that the main concern was drainage and how to direct the stormwater.

Mr. Gombac reported that he emailed Chairperson Meyer who had concerns. He reported that he was out at the property and that a topographic survey would be required but that staff does not see any conditions that would have a negative affect.

Chairperson Marchese questioned if the petitioner is setting back the third car garage.

Mr. Griffith reported that the addition will not be even with the front face of the garage and it will be set back five feet because the house and the lot line are at an angle. He stated that the plat of survey indicates that it will be outside of any easements.

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 request associated with PZC 2012-02 is in conformance with the standards of the Darien City Code and move that the Municipal Services Committee recommend approval of the petitioner subject to the following:

- 1. Topographic survey and retaining wall to address drainage.**

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

Chairperson Marchese announced that this item would be placed on the Consent Agenda at the March 5th City Council Meeting.

C. Zoning Map – Approval of the 2012 Zoning Map

Mr. Michael Griffith, Senior Planner reported that this is an annual item that must be done. He stated that there were a few minor changes but nothing significant.

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

Alderman Avci made a motion and it was seconded by Alderman Schauer to approve the 2012 Zoning Map as presented.

D. Resolution – Accepting the unit price proposal for analytical soil testing fees from Testing Services Corporation at the proposed unit prices for certain waste for a period of May 1, 2012 through April 30, 2013.

Mr. Dan Gombac, Director reported this is a mandate that was passed on July 30, 2011, Public Act 96-1416-Clean Construction or Demolition Debris (CCDD) stating that every excavation, excluding water main breaks fronting residents and not identified in suspect zones need to be tested for contaminant or volatile organic chemicals (VOC). Should an excavation sample exceed the VOC limits the material would require additional sampling and disposal procedures.

The expenditure would come from the water, street or capital accounts with a total estimated cost for all maintenance and budgetary programs in an amount of \$26,000 pending budget approval.

Alderman Avci asked who acquires the samples.

Mr. Gombac reported that the vendor, Testing Services Corporation would collect and analyze representative samples of each excavation and provide certification.

Alderman Avci questioned if the \$26,000 was adequate.

Mr. Gombac reported that he was confident that \$26,000 would be sufficient.

Alderman Schauer questioned the procedures for a ditch project.

Mr. Gombac reported that the vendor would come out and determine if there are any suspicious zones through an existing EPA atlas. If a suspicious zone is identified the depth would be determined and pending the quantity may be utilized within the same location or hauled off to a designated landfill for the contaminated spoils.

Alderman Avci questioned the timing of the results.

Mr. Gombac stated that the vendor could do an analysis and determine the parameters if required within a week.

Alderman Schauer questioned the numbers tested for \$26,000.

Mr. Gombac reported that the \$26,000 would cover approximately 22 various excavation projects.

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

Alderman Avci made a motion and it was seconded by Alderman Schauer to approve a resolution accepting the unit price proposal for analytical soil testing fees from Testing Services Corporation at the proposed unit prices for certain waste for a period of May 1, 2012 through April 30, 2013.

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

E. Resolution – Preliminary approval of a contract with Suburban Concrete for the 2012 Concrete Program.

Chairperson Marchese reported that this item is also pending City Council approval of the 2012 Street Program.

Mr. Gombac reported that this year staff is requesting \$407,245 for the 2012 Sidewalk, Apron and Curb and Gutter Removal and Replacement Program and to waive the residential \$75.00 permit for the application for concrete work. He reported that the City is now on a sidewalk removal and replacement maintenance program and that funding for the sidewalk has been significantly reduced over the last two years. He further stated that the sidewalks are all ADA compliant.

Mr. Gombac further reported that many residents have participated in the Concrete Program, through the City as well as the private portion directly with the vendor. Treasurer Coren stated that this was a terrific program but that he would like to suggest that staff look at having the resident billed in advance before the work is done so that the City does not have to chase residents for payment. Mr. Coren had identified open account receivables.

Mr. Gombac reported that he would follow up and report back to the Committee on the account receivables.

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 for the 2012 Concrete Program contract with Suburban Concrete, Inc. in an amount not to exceed \$407,245.00 for the 2012 Sidewalk, Apron and Curb and Gutter Removal and Replacement Program and to waive the residential \$75.00 permit fee application for concrete work.

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

F. Resolution – Preliminary approval of a contract extension with Suburban Concrete for concrete flatwork for Capital Projects as they relate to Storm Water Ditch Projects.

Mr. Dan Gombac, Director reported that the resolution allows preliminary approval for the vendor to do work as it relates to the various storm water ditch projects.

Alderman Avci made a motion and it was seconded by Alderman Schauer to approve a resolution authorizing the City to add quantities to the proposed current contract for Suburban Concrete Inc. for the removal and replacement of concrete aprons required for apron restorations as required for various capital and storm water projects for a period of May 1, 2012 through April 30, 2013.

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

G. Resolution – Preliminary approval of a contract with James D. Fiala Paving Inc. for the 2012 Street Maintenance Program

Mr. Dan Gombac, Director reported that the proposed resolution is for the preliminary approval for the 2012 Street Maintenance contract with James D. Fiala Paving Inc. in the amounts of \$1,253,108.49 for the base bid; Option No. 1 – Resurfacing Public Works Facility \$174,988.75; Option No. 2 – Darien Pathway Development \$23,557.00. Mr. Gombac reported that the City Council pulled the Letter of Credit on the Darien Pathway Development. He reported that Option No. 3 – Capra Trail-Bailey Park Homeowners Association is for a private roadway in the amount of \$65,631.00. He stated that the Homeowners Association will provide the funds prior to City Council approval and scope of work. Mr. Gombac reported Option No. 4 – Mark DeLay School Parking Lot \$56,200.00 and Option No. 5 – Selective Base Repair 1,500 square yards in the amount of \$60,000.00 which covers roadways that were crack filled in the 3-6 year range and addresses conditions before they worsen. He reported that the total cost \$1,635,485.24 with the proposed contract subject to the FY 2012-13 budget approval.

Alderman Schauer questioned if the public works facility gas tanks have been replaced.

Mr. Gombac reported that last year urgent repairs were done on the gas island. He stated that the tanks are isolated under the concrete and require no maintenance.

Chairperson Marchese stated that he wished some of the other Alderman attended the tour of the public works facility. He asked that staff provide photos.

Alderman Schauer questioned when the facility was built.

Chairperson Marchese stated that it was purchased in the 1980's and the parking lot has not been resurfaced since it was purchased.

Alderman Avci questioned if staff has a contingency plan in the event the Council cuts the budget.

Mr. Gombac reported that he will take a look at the highest rated roads and reduce it by what is recommended.

Chairperson Marchese questioned if the vendors are aware that everything is pending approval.

Mr. Gombac reported that the vendors are aware that everything is pending City Council approval and there is no contract until approved.

Alderman Avci suggested concentrating on ditch for one year and streets for the next year for cost savings.

Mr. Gombac reported that alternating ditch and streets was not how the maintenance schedules were prepared. He stated that the goal continues to always do the ditch prior to the road resurfacing and the ditch rating also takes that into account.

Chairperson Marchese stated that when the criterion is set the City looks at doing the worst ditches. He stated that they are not tied to each other.

Treasurer Coren agreed with Alderman Avci stating that it may be a money savings to do ditches or roads all at once for an economy of scale.

Mr. Gombac reported that staff looked at this but that a ditch project cannot be done until May. He stated that there is concern on how much a vendor can do before becoming overwhelmed. Mr. Gombac recommended the implementation as proposed within the ditch maintenance catalogue. The suggestion is to complete the top 3-5 ditches on a yearly basis. The road program also needs to maintain approximately 5 miles per year and presents a fair balance of drainage and road projects.

Chairperson Marchese stated that there is an expectation from the residents and that he does not like to see a ditch and/or road projects go for a year. He stated that it is an intriguing thought and worthy of discussion by the entire City Council.

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

Alderman Avci made a motion and it was seconded by Alderman Schauer for preliminary approval of the 2012 Street Maintenance contract with James D. Fiala Paving Inc. in the amount of \$1,635,485.24 subject to the FY 2012-2013 budget approval.

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

H. Resolution – Intergovernmental Agreement with Darien Public School District #61 to repave Mark DeLay School parking lot.

Mr. Dan Gombac, Director reported that this resolution is an Intergovernmental Agreement with Darien Public School District #61 to repave Mark DeLay School parking lot.

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 an Intergovernmental Agreement between the City of Darien and the Darien Public School District #61 for asphalt paving work at Mark DeLay School.

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

I. Resolution – Accepting a proposal from Associated Technical Services (ATS) for the 2011-12 Water Leak Survey in a total amount not to exceed \$11,544.24.

Mr. Dan Gombac, Director reported that this resolution accepts a proposal from Associated Technical Services (ATS) for the annual leak survey. He reported that this contract is unique because it provides an incentive base to locate leaks. The leak survey allows the vendor to leak survey the City and pinpoint leaks at the presented unit pricing. Mr. Gombac reported that last year the survey was performed and several leaks were found. He stated that the water loss has been reduced from 7% to 3% last year.

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 to accept a proposal from Associated Technical Services (ATS) for the 2011-12 water leak survey in an amount not to exceed \$11,544.24.

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

J. Resolution – Extend Contract with TruGreen for Landscape Fertilization.

Mr. Dan Gombac, Director reported that this resolution accepts a proposal from TruGreen for a three year contract in an amount not to exceed \$18,010.00 for the 2012 landscape fertilization services at roadside rights of way and medians of 75th Street and certain segments of Plainfield Road as well as City owned facilities such as the Water Plant grounds, the Public Works Facility and the City Hall grounds. He reported that the contract is identical to last year with five fertilizer applications.

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

Alderman Avci made a motion and it was seconded by Alderman Schauer to approve a resolution authorizing the Mayor to execute a contract extension for landscape fertilization services between the City of Darien and TruGreen.

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

K. Resolution – Illinois Department of Transportation Agreement for Maintenance in Right of Ways.

Mr. Dan Gombac, Director reported that this resolution allows the City of Darien to perform maintenance and emergency work on City owned infrastructure within the State of Illinois right of ways for 2012 and 2013.

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 City of Darien to perform maintenance or emergency work as it relates to City maintained infrastructure on state maintained right of ways between the City of Darien and the Illinois Department of Transportation.

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

L. Discussion – Municipal Services Employee Analysis

Mr. Dan Gombac, Director reported on the analysis. He stated that presently the mechanic is being pulled in two different directions. He explained what the affect is on the department and noted that the Committee received a spreadsheet analysis.

Mr. Gombac reported that the decision is time sensitive and that the numbers were presented to the City Treasurer. He stated that the City Council will be provided with the spreadsheet analysis.

Chairperson Marchese stated that he was concerned that City services will suffer and that he worries about the morale.

Treasurer Coren stated that this year there was some cost savings due to lack of snow therefore reducing overtime.

Alderman Schauer questioned if there are any retirements planned within the next couple of years.

Mr. Gombac reported that he does not anticipate retirement for at least three to four years.

Alderman Avci stated that staff did a great job identifying the tasks. He stated that not all work happens at the same time. He suggested instead of hiring at a higher level to look at two levels

of outside work at a lower level to serve the need and with less cost. The Committee had discussed seasonal help and temporary help.

Mr. Gombac reported that he provided the Committee with scenarios justifying another employee. He reported that he provided a quick comparison with the Village of Lisle, who is very similar to Darien and has more employees per population served.

The Committee agreed that they would support staff's recommendation.

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

M. Minutes – January 18, 2012 – Municipal Services Committee

Alderman Avci made a motion and it was seconded by Alderman Schauer to approve the January 18, 2012 Municipal Services Committee Meeting Minutes.

Upon voice vote, THE MOTION CARRIED 3-0.

DIRECTOR'S REPORT:

a. Project Surveys

Mr. Dan Gombac, Director reported that every year residents have the opportunity to comment on the projects. He stated that he was disappointed on the returns but that "no news is good news."

Chairperson Marchese reported on an article on citizen volunteers for something to discuss at a future meeting.

Alderman Avci stated that a budget related meeting prior to the budget meeting would be helpful. Mr. Gombac informed the Committee that he would discuss the item with Administrator Vana.

NEXT MEETING:

Chairperson Marchese announced that the next meeting is scheduled for Monday, March 26, 2012 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 8:33 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

Elizabeth Lahey
Secretary

Joseph Marchese
Chairperson

Halil Avci
Alderman

Ted Schauer
Alderman