

**COMMITTEE-OF-THE-WHOLE  
MINUTES OF THE MEETING OF THE PRESIDENT  
AND THE BOARD OF TRUSTEES OF  
THE VILLAGE OF ARLINGTON HEIGHTS  
HALL COMMUNITY ROOM  
THURSDAY, MARCH 13, 2014  
7:30 P.M.**

BOARD MEMBERS PRESENT: Mayor Thomas Hayes, Trustees Blackwood, Breyer, Farwell, LaBEDz, Rosenberg, Scaletta, Sidor, & Tinaglia

Trustee Glasgow arrived at 8:06 P.M.

STAFF MEMBERS PRESENT: Bill Dixon, D. Mikula, T. Kuehne, S. Shirley, J. Massarelli, M. Pagones, M Juarez, C. Papierniak, J. Musinski, S. Mullany, D. Sabatello, T. Horndash, C. Thomas, C. Gorlecki, A. Ellwanger, P. Robb, P. Wilkiel

**SUBJECTS:**

4. Staff Follow-up from Previous Meeting
5. Engineering Department
6. Public Works Department
7. Other Business
8. Adjournment

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President Hayes called the meeting to order at 7:31 PM.

**4. Staff Follow-up from Previous Meeting**

There were no follow-ups.

**5. Engineering Department**

**Director of Engineering Jim Massarelli** highlighted some sections of the Engineering Department's budget saying that the performance measures have been updated to include a clearer view of turnaround time for permit and plan commission reviews. He continued by highlighting some new requests of the Engineering Department which include; a funding request for a part-time temporary help position, and a \$1,500 request by the Bicycle and Pedestrian Advisory Commission for a community bike ride. He also noted that the Engineering Department is in the processes of obtaining federal funds that would fund 80% of the Nichols Road reconstruction project scheduled to be done in 2015, and said that there will be a change order request in regard to the Wilke/Northwest Highway improvements.

**Mr. Massarelli** said that Engineering is focused on using less costly methods and improved materials for road construction in order to extend the service life and explained that a product called Reclamite which penetrates, preserves, and seals the roads is being tested, both on a resurfaced and on a reconstructed roadway. He added that within the next few years the pavement committee will review how well the material has performed. Further discussion took place regarding the use and benefits of the Reclamite product as well as with the condition of Village streets after this winter season.

**Mr. Massarelli** finished by saying that the Engineering Department is working with School District #214 and the Human Resources department to begin a high school student intern program this summer.

**Trustee Rosenberg** questioned the review turnaround time. **Mr. Massarelli** said that there have been a lot of large scale plan review projects. **Trustee Rosenberg** also asked about the increase in the parking lot resurfacing line item. **Mr. Massarelli** stated that the increase is for the resurfacing of the Village's section of the Senior Center parking lot, saying that when it is restriped, it is hoped that there will be an additional 30-40 more parking spaces. **Mr. Dixon** added that the parking lot has dual owners and that the other owner is looking at some alternatives to resurfacing their portion.

**Trustee Sidor** asked about the Neighborhood Drainage Improvement line item and where the Village is with this project. **Mr. Massarelli** said that, internally, information is being gathered (easements & Plats) and said that once the weather is better, surveying will be done in order to obtain field data and said that he is hoping that the project has a summer bid, and if everything goes well, then construction could start. He added that he hoped to fit everyone on the list into this project for this year.

**Trustee Scaletta** asked if the request for a temporary position could be an intern. **Mr. Massarelli** said no and said that this position would be assisting in the office during the construction season and that the interns will be out in the field learning. **Mr. Dixon** added that at least three college student interns are hired during the summer to work in the field and said that the temporary position requested will help with the telephones and help serve the public. **Trustee Scaletta** congratulated the Engineering Department for the great work done on the Northwest Highway/Arthur/Davis Street project and asked if traffic was still being monitored. **Mr. Massarelli** said yes it was, and added that once the contract is up and it is no longer a federally funded project, the Village can then go out and make modifications to the signage as needed. **Trustee Scaletta** also asked about the Northwest Highway/Wilke project. **Mr. Massarelli** said that they have learned a lot from the Arthur/Davis project and said they are hoping for approvals and permits from Union Pacific to come through and added that they will be looking for funding for FY2015/2016 when it is anticipated that construction will be done.

**Trustee Farwell** thanked Mr. Massarelli for updating his performance measures to show a clearer view of turnaround time for permit and plan reviews saying that it increases the Village's ability to report in a clear and rational manner to the public each of the Village's department performances.

**TRUSTEE SCALETTA MOVED, SECONDED BY TRUSTEE BLACKWOOD THAT THE COMMITTEE-OF-THE-WHOLE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE BOARD APPROVE THE PROPOSED FY2015 BUDGET IN ITS ENTIRETY FOR THE ENGINEERING DEPARTMENT. The motion passed unanimously. Trustee Glasgow was absent**

## **6. Public Works Department**

**Director of Public Works Scott Shirley** started by saying that the Public Works budget is 5.2% higher than last year mainly because of the amount of salt that will need to be purchased to replenish what was used this winter, increases in vehicle depreciation chargebacks, and increased custodial service costs. He continued by giving a brief overview of the other funds Public Works uses saying that a Parking Fund line item increased due to new de-icing material costs, and said that in regards to the Flood V Fund, there are two flood studies, one which is 3-4 weeks behind schedule because of the winter weather that was experienced.

**Mr. Shirley** said that in regards to the Public Building Fund, the budget was increased due to the Village phone system project that needs to be completed. He explained that the current system is 20-25 years old, is no longer supported and cannot be backed up, that it has poor features, and that replacement parts are dwindling. Regarding the EAB fund, **Mr. Shirley** said that 2,400 trees will be removed this spring and summer, and said that besides in-house crews there are two contractors that will be doing removals and a third contractor that will be doing the annual tree trimming. **Mr. Shirley** said that the Water Utility Operations Fund will increase 1.5%, that \$80,000 of unspent water main replacement money was carried over, and said the sewer lining program is in its 4<sup>th</sup> year and will continue. He finished by saying the Fleet Operations Fund is down about 19% because there won't be as many big ticket items purchased this year.

**Mayor Hayes** questioned the large increase in sign maintenance in the performance measures. **Mr. Shirley** explained that the majority of the increase is because the school speed zone requirements had to be updated and that there were a significant amount of signs that were replaced.

**Trustee Scaletta** commented on the in-house paver program saying that the paver box purchase will give public works staff the flexibility in paving and with their other responsibilities. **Trustee Labedz** asked Mr. Shirley to explain the purpose of a paver box. Mr. Shirley answered that it was a device that lays hot asphalt level and evenly and said that the one that is being purchased will be 6' wide and can be adjusted to work in smaller areas. **Trustee Scaletta** then asked for more information on the phone system upgrade. **Mr. Shirley** explained that because of security reasons, the original phone switch was constructed in the basement of the police department saying that at that time, it handled the 911 emergency circuits. He said that when Village Hall was constructed, the future phone room for the switch was built in the basement and that this past summer the switch was moved to Village Hall. **Water Production Foreman Todd Horndasch** explained that the switch has not been supported by the manufacturer for about three years and said the voicemail system has not been supported for seven years. He went on to explain the problems with the

voicemail system, with the lack of availability of replacement parts, and the fact that we do not have a proper auto-attendant. He also voiced his concerns with the difficulty the public has when they call the Village and said a new system will be supported for years to come and will have an actual auto-attendant. **Trustee Scaletta** said that this has been an issue and is glad that it is moving forward. **Trustee Blackwood** asked if the phone system uses voice over internet protocol (VOIP). **Mr. Horndasch** said that VOIP is in Village Hall and said that the Police Department was programmed with VOIP prior to the phone switch move. He added that Public Works is still digital and said that the emergency phones in the parking garages are analog. **Trustee Blackwood** asked for a breakdown on the \$250,000 phone system upgrade in the Building Improvement line item. **Mr. Horndasch** stated that \$55,000 is for the phone system upgrade, \$62,000 for the voicemail upgrade and the balance would be for maintenance and software support. **Mr. Dixon** added that these numbers are estimates. **Trustee Glasgow** said that a lot of people do not like auto attendants and is concerned with having too many steps to follow. **Mr. Horndasch** agreed and said that the Village has total input on how the auto attendant will be set up. He went on to say that there will be an option to wait for the attendant or to push a button to go into the auto attendant, and from there they will only have to push one additional button.

**Trustee Glasgow** questioned the Street Light Supplies and the Vail Street Garage Daily Fees line item decreases. It was answered that the decreases reflected re-alignment to prior years' usage. He also asked if there would be any additional issues regarding the Equipment Rental line item. **Superintendent of Utilities Jeff Musinski** and said that the \$175,000 portion of that line item is in regard to main breaks, saying that the debris removed from main breaks is stored, and said that Public Works contracts out the hauling of it. He explained that with more main breaks, there are more spoils to haul and said that everything is monitored closely.

**Trustee Glasgow** asked how much money is being saved with the installation of the new water meter installations. **Mr. Musinski** stated that there was a staff reduction as a result of the new meters and said that almost the whole town can be read within a month without having to get out of the car.

**Trustee Glasgow** questioned the decrease in the water utility vehicle replacement line item. **Mr. Shirley** said that it depends on what vehicles are up for replacement based on their condition and expected use of life. **Trustee Glasgow** voiced his concern with having such lower amount now that could cause an overload at one time later. **Mr. Shirley** said that we never have planned level purchasing and said that in some years you may see a spike.

**Trustee Sidor** thanked Mr. Shirley for all he does in keeping everything working in the Village. He also thanked him for his additional efforts with the municipal aggregation and said that he received many nice emails. **Mr. Shirley** thanked Assistant Director Chris Papierniak for his efforts saying that he ran the program in Cary and brought in a lot of experience.

**Trustee Tinaglia** commended both Engineering and Public Works for all they do. He then asked if VOIP is becoming the standard. **Electronic Technician Charlie Thomas** said that it is becoming the standard and is useful in the installation of

phones that have internet in the building and is dependent heavily on the internet infrastructure. He added that the Village does not have a solid internet connection between all of the Village locations to have consistent telephone connections and said that we can move toward that in the future if we upgrade our network, but said that it is better to maintain the hybrid system that we have now.

**Trustee Tinaglia** asked if there was another way to fund the cost of vehicle stickers and how many tax dollars are collected through the sale of fuel. **Mr. Kuehne** said that in regards to the MFT allocation that the Village receives from the State, there is a 19 cent per gallon charge that goes into a community pool and that the Village gets a portion of. **Mr. Dixon** added that it is set by State law. **Mr. Kuehne** also said that there is a per capita amount received from the State and said that if you get an estimate on how many gallons are sold in town, you can figure out what a local gas tax would bring in. He also said that during the CIP process back in November, the issue of a gas tax was brought up with the intent of adding that money to the MFT Fund. **Trustee Tinaglia** asked if utility lines could get buried. **Mr. Shirley** said that it can, but said that it is very expensive and that there are other complicating factors with other things that are in the ground, such as water mains.

**Trustee Rosenberg** asked about the increase of the outside contractual repairs under the Equipment Maintenance line item. **Mr. Shirley** said that that budget line item needed to be more in line with actual expenses that are being experienced. **Trustee Rosenberg** then asked about the large increase in the Construction in Progress line item Parking Structure Maintenance. **Mr. Shirley** stated that a preliminary draft structural evaluation of the parking garages was received and said that 7-8 items were recommended to be taken care of promptly. He added that they were not structural or unsafe items, and said that if they were not addressed they would get worse and require more money to repair. Discussion continued on increases of other line items and with some of Public Works' performance measures including; water main replacement, water meter radio replacement, as well as sewer lining, flushing, and root cutting.

**Trustee Rosenberg** asked if there is any public service for water lines freezing. **Mr. Musinski** said the frost depth was very deep this year and added that when some homes were constructed water lines weren't buried deep enough. He added that public works has helped some residents with this issue. **Mr. Shirley** said that he is not aware of anyone that went without water saying that public works tried to help them thaw the pipes themselves, or have stepped in, or did house-to-house connections.

**Trustee Rosenberg** asked if all replacement patrol vehicles are going to be a type of SUV. **Mr. Dixon** stated yes, saying that the Village is going to use the full life of the current fleet before we make a purchase. **Mr. Shirley** said that if a patrol vehicle is being replaced, it will be a SUV. **Mr. Papierniak** added that there are two specific SUVs, one type is the interceptor and the other will be larger SUV. Discussion continued regarding the cost and transfer of equipment from old to new vehicles.

**Trustee Rosenberg** asked about a funding source for improvements that will be recommended from the two flood studies that are being completed. **Mr. Kuehne** said that after it is determined what improvements need to be done and what the costs of

those improvements would be, then we can figure out how it gets financed and said there would be a series of options that could be considered. **Mr. Shirley** added that the projects that will come out of the studies are going to have budget amounts and said that layouts and design will take some time. He said that there will be a lot of unanswered policy and financial questions that would need to be answered before beginning design on any particular project that leads to construction.

**Mayor Hayes** asked Mr. Shirley how some of the numbers of the Overtime Civilian line items in the AE & E Fund were arrived at. **Mr. Shirley** said it that the amounts were based on last year's numbers, as well as with yearly salary adjustments.

The Board thanked Mr. Shirley and his department for all the good work that they have been doing.

**TRUSTEE GLASGOW MOVED, SECONDED BY TRUSTEE SIDOR, THAT THE COMMITTEE-OF-THE-WHOLE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE BOARD APPROVE THE PROPOSED FY2015 BUDGET IN ITS ENTIRETY FOR THE PUBLIC WORKS DEPARTMENT. The motion carried unanimously.**

## **7. Other Business**

There was no other business.

## **8. Adjournment**

There being no further business to discuss,

**TRUSTEE GLASGOW MOVED, SECONDED BY TRUSTEE SCALETTA TO ADJOURN THE MEETING AT 9:27 P.M. The motion carried unanimously.**