AGENDA
VILLAGE OF ROSELLE
VILLAGE BOARD COMMITTEE OF THE WHOLE
March 12, 2018
Following Village Board Meeting

Meeting Chaired by Mayor Andy Maglio

1. Roll Call

2. Approval of Prepared Agenda

3. Citizen Comments/Questions
   Residents who wish to address the Board, please come to the podium, state your name and address, and limit your comments to three minutes.

4. 23W670 Pine Avenue - Land Division other than a Subdivision - 2 Lot Split
   Documents:
   23W670 PINE AVENUE.PDF

5. Village Hall Improvements
   Documents:
   VILLAGE HALL IMPROVEMENTS.PDF

6. IMRF Resolution
   Documents:
   IMRF RESOLUTION.PDF

7. Executive Session
   A. Executive Session Minutes
   B. Collective Bargaining
   C. Litigation
   D. Personnel
   E. Real Property
   F. Security Procedures
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   - G. Risk Management

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6. Other Business

7. Adjourn

In compliance with the Americans with Disabilities Act, any person with a disability requiring a reasonable accommodation to participate in the meeting should contact Jason Bielawski, ADA Compliance Officer, 8:30 a.m. to 5:00 p.m. Monday through Friday, telephone: 630-671-2810, email jbielawski@roselle.il.us.

31 South Prospect Street  Roselle, Illinois 60172-2023  www.roselle.il.us

Telephone: (630) 980-2000  Administrative Fax: (630) 980-8558  General Village Fax: (630) 980-0824
Item Title: 23W670 Pine Avenue – Land Division other than a Subdivision - 2 Lot Split

Staff Contact: Patrick N. Watkins, Community Development Director

COMMITTEE OF THE WHOLE ACTION
Recommendation regarding the land division of 23W670 Pine Avenue upon annexation.

Executive Summary:
The Planning and Zoning Commission recommended to the Village Board approval of the lot split with a 5-0 vote at their meeting on March 6, 2018. John Geschrey has petitioned the Village to divide the property located at 23W670 Pine Avenue into two (2) R-1 Single Family Residence lots.

Each lot meets the minimum R-1 lot requirements for lot area and lot width. A drainage easement is located on the rear 50-feet of each lot in order to protect a low area on the property and would not allow any structures to be built in that easement (see attached proposed sketch grading plan). Mr. Geschrey intends to build two (2) single-family homes that can be sold.

The annexation public hearing of the property will take place at the Village Board meeting on March 26, 2018.

Is this item budgeted? NA
Any other implications to be considered? N/A

Attachments:
Planning & Zoning Commission Memo
Proposed Sketch Grading Plan
MEMORANDUM

To: Planning and Zoning Commission
From: Caron Bricks, Planner
Date: March 6, 2018
Subject: PZ 17-1062, 23W670 Pine – Land Division

SITE: 23W670 Pine

ZONING: Current: R-3 Single Family Residence District (DuPage County)
Proposed: R-1 Single-Family Residence District (Village of Roselle)

REQUEST: REVIEW a proposed plat of subdivision (Geschrey’s Subdivision)

SURROUNDING LAND USE:

<table>
<thead>
<tr>
<th>SITE</th>
<th>CURRENT ZONING</th>
<th>LAND USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORTH</td>
<td>R-3 Single Family Residence</td>
<td>Single Family Homes</td>
</tr>
<tr>
<td></td>
<td>(DuPage County)</td>
<td></td>
</tr>
<tr>
<td>EAST</td>
<td>R-1 Single Family Residence</td>
<td>Single Family Homes</td>
</tr>
<tr>
<td></td>
<td>(DuPage County)</td>
<td></td>
</tr>
<tr>
<td>SOUTH</td>
<td>R-1 Single Family Residence</td>
<td>Single Family Homes</td>
</tr>
<tr>
<td></td>
<td>(DuPage County)</td>
<td></td>
</tr>
<tr>
<td>WEST</td>
<td>R-3 Single Family Residence</td>
<td>Single Family Homes</td>
</tr>
<tr>
<td></td>
<td>(DuPage County)</td>
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</tbody>
</table>

BACKGROUND: Roselle resident John Geschrey has purchased the 1.03 acre lot at 23W670 Pine and has petitioned the Village to annex the property into the Village. Upon annexation, he is proposing to subdivide the property into two (2) R-1 lots to build new houses on. Annexing the property into the Village allows for the two (2) new homes to be connected to Village water and sewer. The existing house and garage on the property will be demolished.

PLANNING ANALYSIS: Each lot meets the minimum R-1 lot requirements for lot area and lot width. The proposed zoning for the two (2) new lots, R-1, fits the character of the neighborhood. Each lot is 100 feet wide by 225 feet long, for a total area of approximately 22,500 sf per lot. The proposed plat meets all of the Village’s subdivision regulations for a Land Division Other Than Subdivision. Each lot would be accessed via Pine. A drainage easement has been placed over the rear fifty (50) feet of each lot to accommodate a low area on the property. The easement protects the low area from being built on in the future.
RECOMMENDATION FOR ZONING: Planning staff recommends approval of the proposed plat of subdivision, as the plat meets the requirements of the Village’s Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance.

ACTIONS NEEDED:
1. Recommendation to the Village Board for PZ 17-1062.

ATTACHMENTS:
1. Geschrey Plat of Subdivision
2. Aerial
AGENDA ITEM # 5

AGENDA ITEM EXECUTIVE SUMMARY
Committee of the Whole Meeting
March 12, 2018

Item Title: Village Hall Improvements

Staff Contact: Jason M. Bielawski, Assistant Village Administrator

COMMITTEE OF THE WHOLE ACTION
Concur with staff’s recommendations for improvements at Village Hall to include wall paper removal, painting, and new furniture.

Executive Summary:
Beginning last year, the Village initiated improvements at Village Hall that included wall paper removal, painting, and new furniture and department signage in the first floor and second floor lobby/public areas. The painting and wall paper removal work were completed by Freshcoat, which also completed similar work at the Fire Station following a formal bid process in 2017. The 2018 budget includes $55,000 for additional Village Hall improvements that includes $25,000 for painting/wall paper removal in the first floor employee bathrooms, common areas, and kitchen as well as $30,000 for carpet replacement on both floors of Village Hall.

Attached is a proposal from Freshcoat for painting, wall paper removal, wall paper installation, and staining doors in the Finance Department and adjoining employee bathrooms and kitchen. Staff recommends Option #2 at a cost of $4,929 with wallpapering the bathrooms only at an additional cost of $472 plus the cost of wall paper. Staff hopes to be able to use wall paper leftover from last year’s project. Furthermore, staff recommends doing the alternate work in the Finance Department general office areas at a cost of $5,427. Therefore, the total cost of the work performed by Freshcoat would be $10,828. If additional wallpaper is needed, staff would purchase it directly from the supplier.

Because the painting/wall paper removal will be under budget, staff is also purchasing additional furniture for the 1st floor lobby from BOS/AOI. Last year a few pieces of furniture, two chairs and two side tables, were purchased with the expectation that additional furniture would need to be purchased after the television kiosk was installed, the display case and bench seating were removed, and the signage and pictures were installed. Recently staff met with a BOS/AOI representative and determined the lobby could benefit from additional furniture including two chairs, one side table, and one taller
table. Attached is the proposal for the furniture at a cost of $2,663.32 and the final furniture layout in the lobby.

Per the Village’s Purchasing Policy, because these purchases are budgeted and each below $20,000 in cost, the Village Administrator can approve the purchases without Village Board approval. However, staff felt it was appropriate to present this to the Village Board for any discussion prior to starting the work.

**Implications:**
**Is this item budgeted?** Yes, the 2018 budget includes $55,000 for Village Hall improvements. The painting/wall paper removal will cost $10,828 plus the cost of wall paper and the furniture costs $2,663.32 for a total of $13,491.32.

**Any other implications to be considered?** After the completion of these projects, staff will present recommendations for completing additional improvements at Village Hall.

**Attachments:**
Painting Proposal
Furniture Proposal and lobby furniture layout
Proposal #4848 Roselle Village Hall 1st floor office area

Option #1-Cost of wall covering not included in quote
All workers insured and bonded/Patching, sanding, and caulking included
In hallway, kitchen, and 2 bathrooms wallpaper removed, walls washed and prepped for wallpaper. Owner’s wallpaper installed
Door frames sanded and painted 2 coats owner’s color/semi-gloss finish
Small room in back of space painted/doors and frames painted
Doors sanded and 1 coat of gel stain applied
Labor and materials-$8,366.00

Option #2-Same area/wall paper removed/walls prepped for paint
Walls given 2 coats owner’s choice of color/egg shell finish suggested
Door frames sanded and painted 2 coats owner’s color/semi-gloss finish
Small room in back of space painted/doors and frames painted
Doors sanded and 1 coat of gel stain applied
Labor and materials-$4,929.00

Alternate-paper only baths adds $472 plus the cost of paper
Alternate work-General office area

Patching/sanding/caulking done where necessary

Walls, columns, and copy room given 2 coats owner’s choice of color

Egg shell finish suggested/walls sanded between coats

Frames and borrowed lights sanded and given 2 coats of owner’s choice of paint/semi-gloss finish suggested

Doors sanded and given 1 coat of matching gel stain

**Labor and materials-$5,247.00**
## Proposal

**Sold to:**  Thomas W. Dahl, CPA  
Village of Roselle  
31 South Prospect Street  
Roselle, IL 60172  

**Install At:**  Village of Roselle  
31 South Prospect Street  
Roselle, IL 60172  

**Date:**  Monday, February 26, 2018  
**Quote #:**  1803VOR  
**Presented By:**  William Reid  
**Project:**  Lobby Furniture  

<table>
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<th>Item</th>
<th>Qty</th>
<th>Product</th>
<th>Unit</th>
<th>Extended</th>
</tr>
</thead>
</table>
| 1    | 1   | TOP ONLY 96X36/TT  
Beige, flat edge | $349.44 | $349.44 |

**STANDING HEIGHT TBL**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Product</th>
<th>Unit</th>
<th>Extended</th>
</tr>
</thead>
</table>
| 2    | 2   | C11780  
Custom Base - standing height Shiraz Cherry - Flat edge | $208.00 | $416.00 |
| 3    | 1   | C11781  
Custom Stretcher - Shiraz Cherry - Flat Edge | $118.40 | $118.40 |

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Product</th>
<th>Unit</th>
<th>Extended</th>
</tr>
</thead>
</table>
| 4    | 2   | G1401G4  
Savoy Lounge Chair | $576.24 | $1,152.48 |

**UPHOLSTERY:**  DOT COM RIVER  
**WOOD FINISH:**  MAHOGANY ON MAPLE  

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Product</th>
<th>Unit</th>
<th>Extended</th>
</tr>
</thead>
</table>
| 5    | 1   | G1250T5  
BELMONT LAMINATE SIDE TABLE, 20" X 20" X 20.5"H | $202.00 | $202.00 |

**WOOD FRAME:**  MAHOGANY ON MAPLE  
**LAMINATE INLAY:**  GRAY MATRIX
<table>
<thead>
<tr>
<th>6</th>
<th>INSTALLATION</th>
<th>$425.00</th>
<th>$425.00</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Village Hall lobby, see plan for positioning, contact: Tom Dahl</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Sub-Total: $2,663.32

Project Total: $2,663.32

Lead Time Approximately: 3-4 Weeks.

Thank you for allowing AOI the opportunity to present pricing. If you should have any questions, please contact me at 630.784.7743 or William.Reid@bos.com.

Sincerely,

William Reid

Approval- Signature/Date

Project Terms:

* 50% deposit required at time of order entry
* 40% deposit at time of installation
* Remaining 10%; Net 15 days upon project completion
* Quote valid for 30 days
* 1.5% late payment fee after 30 days
* Customer grants Affordable Office Interiors (AOI) a security interest in the goods in consideration for the credit granted
* In consideration for credit extended, customer grants AOI, Inc. a security interest in the goods sold
* A service charge of 3% will be applied to all Credit Card purchases over $3,000.00
* All orders are non-cancelable or returnable. Used product is available on a first come/first serve basis
* This bid/proposal could change depending on any contract requirements not previously provided to our company, specifically insurance requirements from the landlord that may cause additional coverages and premiums

Our standard coverage is as follows, free of charge. There may be additional costs to you associated with any requested modifications

<table>
<thead>
<tr>
<th>Type of Coverage</th>
<th>Carrier</th>
<th>Each Occurrence</th>
<th>Aggregate</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Liability</td>
<td>Cincinnati Insurance</td>
<td>$1,000,000</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Automobile</td>
<td>Cincinnati Insurance</td>
<td>$1,000,000 CSL</td>
<td>N/A</td>
</tr>
<tr>
<td>Excess Umbrella</td>
<td>Cincinnati Insurance</td>
<td>$5,000,000</td>
<td>$5,000,000</td>
</tr>
<tr>
<td>Installation Floater</td>
<td>Cincinnati Insurance</td>
<td>$250,000 per location</td>
<td>N/A</td>
</tr>
</tbody>
</table>
AGENDA ITEM EXECUTIVE SUMMARY
Committee of the Whole Meeting
March 12, 2018

Item Title: IMRF Resolution

Staff Contact: Tom Dahl, Finance Director

COMMITTEE OF THE WHOLE ACTION

| Does the Village Board want to continue the practice of allowing cash payments in lieu of or related to healthcare benefits to be reported as IMRF earnings? |

Executive Summary:
On December 15, 2017, the IMRF Board of Trustees adopted Resolution 2017-12-17 giving employers the option to include insurance opt-out program payments as reportable earnings to IMRF. Pursuant to previous IMRF direction, the Village has included the insurance opt-out program as reportable earnings for those employees who have participated in the opt-out program and retire from the Village. To continue the same practice and comply with the IMRF directive, the Village Board must adopt a resolution allowing cash payments in lieu of or related to healthcare benefits to be reported as IMRF earnings.

Implications:
Is this item budgeted? Yes, since this practice was in place in prior years the IMRF Village contribution rate includes the opt-out payments as earnings.

Any other implications to be considered? Currently there are 9 IMRF employees receiving the opt-out payment. IMRF has stated the impact on the Village’s contribution rate is negligible because of numerous factors that go into calculation of the rate.

Attachments:
A sample resolution to Include Cash Payments Related to Health Insurance as IMRF Earnings
RESOLUTION NO. 2018-

A RESOLUTION TO INCLUDE CASH PAYMENTS RELATED TO HEALTH INSURANCE AS IMRF EARNINGS

WHEREAS, standard member earnings reportable to the Illinois Municipal Retirement Fund do not include the value of health insurance or cash payments in lieu of or related to healthcare benefits; and

WHEREAS, the governing body of an IMRF participating unit of government may elect to include in IMRF earnings cash payments in lieu of or related to healthcare benefits; and

WHEREAS, the Board Trustees of the Village of Roselle is authorized to include such payments made separately from salary and made in lieu of or related to healthcare benefits as earnings reportable to IMRF and it is desirable that it do so.

NOW, THEREFORE, be it resolved that the Board of Trustees of the Village of Roselle does hereby elect to include as earnings reportable to IMRF cash payments made separately from salary and made in lieu of or related to healthcare benefits effective on the inception of the policy.

BE IT FURTHER RESOLVED that the Village Clerk is authorized and directed to file a duly certified copy of this resolution with the Illinois Municipal Retirement Fund.

ADOPTED this 26th day of February, 2018

AYES:
NAYS:
ABSENT:

__________________________
Andrew J. Maglio, Mayor

ATTEST:

____________________________
Patricia Burns, Village Clerk