

THE MINUTES OF THE MEETING  
OF THE BOARD OF TRUSTEES  
VILLAGE OF ROSELLE  
MAY 23, 2022  
Meeting Held at Roselle Village Hall  
Council Chambers  
31 S. Prospect  
Roselle, IL. 60172  
Streamed live on YouTube

1. CALL TO ORDER  
The meeting of the Board of Trustees of the Village of Roselle was called to order at 7:00 p.m. by Mayor Pileski.
2. PLEDGE OF ALLEGIANCE – Led by Mayor Pileski.
3. ROLL CALL:  
Upon Roll Call the following answered: Mayor Pileski, Trustees Berkshire, Della Penna, Domke, Lenisa, Piorkowski, and Trejo.  
ABSENT: None  
  
OTHERS PRESENT: Village Administrator Jason Bielawski, Assistant Village Administrator Brian Joanis, Village Attorney Jim Knippen, Finance Director Tom Dahl, Community Development Manager Caron Bricks, Fire Chief Mark Bozik, Deputy Fire Chief Dave Gnad, Police Chief Steve Herron, Public Works Director Karen Young, Assistant Public Works Director Kristin Mehl, Community Relations Coordinator Melissa Brito, Economic Development Analyst Matthew Galloway and Village Clerk Patty Burns.
4. PRESENTATION OF PREPARED AGENDA  
**Motion** by Trustee Domke, second by Trustee Trejo, to Approve the Prepared Agenda as presented.  
Upon voice vote: **MOTION CARRIED.**
5. CITIZEN COMMENTS/QUESTIONS –  
Comment submitted by Diana Eckert – she expressed her thanks to Village Attorney, Jim Knippen, for his many years of service to the village and best wishes on his retirement.
6. OFFICIALS AND STAFF REPORTS  
  
6A. MAYOR –
  1. A Proclamation was read and a plaque was presented to Village Attorney, Jim Knippen, honoring his many years of service with the Village of Roselle.

- 6B. VILLAGE TRUSTEES – No report.
  - 6C. VILLAGE CLERK – Village Clerk Patty Burns announced that she is planning to retire soon. The Village will post information and an application seeking candidates for the Village Clerk vacancy, who will serve until a special election in April, 2023. Candidate interviews will be held with the Village trustees.
  - 6D. VILLAGE ADMINISTRATOR – No Report.
  - 6E. VILLAGE ATTORNEY – Agenda Item 13A has corrections. Corrected language has been given to the Village Clerk.
  - 6F. TREASURER’S REPORT – Given by Finance Director Tom Dahl.
7. UNFINISHED BUSINESS
8. **CONSENT AGENDA**
- A. PRESENTATION AND APPROVAL OF VILLAGE BOARD MINUTES OF MAY 9, 2022.
  - B. APPROVE AND HOLD THE EXECUTIVE SESSION MINUTES OF FEBRUARY 14, MARCH 14, MARCH 28 AND APRIL 25, 2022. APPROVE AND RELEASE THE EXECUTIVE SESSION MINUTES OF APRIL 11, 2022.
  - C. ADOPT RESOLUTION 2022-2523 RETAINING *JOHNSON, PETERSON, AND MURRAY CHICAGO, LLC*, AS SPECIAL COUNSEL FOR HEARING OFFICER AND OTHER DUTIES AS ASSIGNED.
  - D. ADOPT RESOLUTION 2022-2524 APPROVING AN ASSESSMENT PLAT FOR 540 E. IRVING PARK ROAD.  
**Motion** by Trustee Trejo, second by Trustee Domke, to Approve the Consent Agenda.  
ROLL CALL:  
AYES: Trejo, Domke, Piorkowski, Lenisa, Berkshire, Della Penna  
NAYS: None  
ABSENT: None  
**MOTION CARRIED.**

## REGULAR AGENDA

9. COMMUNITY DEVELOPMENT – Trustee Wayne Domke
  - 9A. PASS ORDINANCE 2022-4215 AMENDING THE ZONING ORDINANCE REGARDING ANIMAL GROOMING AS A HOME OCCUPATION.  
**Motion** by Trustee Domke, second by Trustee Trejo  
ROLL CALL:  
AYES: Domke, Trejo, Berkshire, Piorkowski, Lenisa, Della Penna  
NAYS: None  
ABSENT: None  
**MOTION CARRIED.**
10. ADMINISTRATION – Trustee Tom Della Penna  
No Report
11. FIRE – Trustee Cheryl Lenisa
  - 11A. ADOPT RESOLUTION 2022-2525 AUTHORIZING THE MAYOR TO SIGN AND DIRECTING THE VILLAGE CLERK TO ATTEST TO AN INTERGOVERNMENTAL AGREEMENT FOR THE REIMBURSEMENT OF EXPENSES RELATED TO RESPONSES ON TOLL HIGHWAY AUTHORITY PROPERTY BETWEEN THE *ILLINOIS STATE TOLL HIGHWAY AUTHORITY* AND THE VILLAGE OF ROSELLE.  
**Motion** by Trustee Lenisa, second by Trustee Domke  
ROLL CALL:  
AYES: Lenisa, Domke, Trejo, Berkshire, Piorkowski, Della Penna  
NAYS: None  
ABSENT: None  
**MOTION CARRIED**
12. POLICE – Trustee Lee Trejo  
No Report
13. PUBLIC WORKS –Trustee Bruce Berkshire
  - 13A. ADOPT RESOLUTION 2022-2526 AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR THE VILLAGE HALL MASONRY REPAIRS BETWEEN THE VILLAGE OF ROSELLE AND *GARLAND/DBS, INC.*, IN THE AMOUNT OF \$64,957.00, THROUGH THE MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT (MICPA).  
**Motion** by Trustee Berkshire, second by Trustee Trejo  
ROLL CALL:  
AYES: Berkshire, Trejo, Lenisa, Domke, Della Penna, Piorkowski

NAYS: None  
ABSENT: None  
**MOTION CARRIED**

14. FINANCE – Trustee Thomas Piorkowski

14A. ACCOUNTS PAYABLE

**Motion** by Trustee Piorkowski, second by Trustee Trejo, to Approve the Accounts Payable List for May 23, 2022 in the amount of \$1,475,599.99 in order that the amounts approved by the Board of Trustees agree with the amounts posted in the General Ledger.

ROLL CALL:

AYES: Piorkowski, Trejo, Lenisa, Domke, Della Penna, Berkshire,

NAYS: None

ABSENT: None

**MOTION CARRIED.**

15. NEW BUSINESS

16. CITIZENS COMMENTS/QUESTIONS - None

17. 2022-2025 VILLAGE OF ROSELLE STRATEGIC PLAN PRESENTATION

The Village Board has continued its practice of conducting strategic planning sessions to determine priorities for the Village and for developing initiatives and action items to measure progress towards achieving these priorities. Since November 2021, the Village Board and management team conducted strategic planning sessions, facilitated by Craig Rapp, LLC, to determine the priorities, initiatives, desired outcomes, and action items for the Village for the next three years. These collaborative efforts have culminated in a work plan that has identified the five strategic priorities: financial stewardship; reliable infrastructure; operational sustainability; customer experience.

Over the next three years, staff will work closely with the Village Board to address the strategic initiatives and action items necessary to accomplish those five priorities.

As a part of this strategic planning process, the Board approved the purchase of strategic planning software from Envisio to better allow staff to internally manage, track, and report progress on each strategic initiative established in the Village's 2022-2025 Strategic Plan. Along with internal reporting, this software will create a public facing dashboard that will display the progress and status of each initiative.

Staff is currently in the beginning stages of the 90-day implementation process with Envisio and anticipates the first complete report to the Board to occur in September 2022. Staff will also be prepared to highlight the progress of the

implementation of the Envisio software and status of the Strategic Plan to the Board during the mid-year budget review in July 2022.

**Trustee Domke** asked whether staff will report on progress throughout the year. *Staff indicated that progress will be reported on throughout the year and the reporting software will be available for Board review.*

**Mayor Pileski** added that updates will be highlighted in the *Roselle Minute*. He also acknowledged appreciation to staff for their efforts on this initiative.

Staff was directed to move forward as recommended.

#### 18. INTERGOVERNMENTAL AGREEMENT – FOUNDER'S DAY

Staff has been working with the Roselle Park District Director on drafting an intergovernmental agreement that outlines the roles and responsibilities of both the Park District and Village for the Founders Day Celebration on October 8. The event is being co-hosted by the Park District and Village and an intergovernmental agreement will formalize each party's role in jointly conducting the event. The following summarizes the key provisions of the Agreement:

- The event will primarily be held at the Clauss Recreation Center.
- The Park District is primarily responsible for contracting with and overseeing the vendors and exhibitors including event set up.
- The Village is primarily responsible for paying for the cost of vendors and exhibitors via reimbursement to the Park District and providing necessary public safety and road closure resources.
- The Village is solely responsible for the fireworks portion of the event that will be held on Lake Park High School property as well as ensuring compliance with the Village's Liquor Code.
- Both parties will assist with event clean up.
- Village will share equally in the cost for damage done above and beyond normal wear and tear to Park District property.

**Trustee Domke** asked whether a pyrotechnics company has been chosen for fireworks. *Staff indicated that they have received two proposals to date, but a final decision on vendor has yet to be determined.*

**Mayor Pileski** added that the cost of fireworks is included in the Centennial Budget.

Staff was directed to proceed as recommended.

#### 19. YARD FLOODING ASSISTANCE PROGRAM MODIFICATIONS

On March 28, 2016, the Village Board approved the Yard Flooding Assistance Program to help property owners address significant drainage concerns that involved at least two single family properties. As established, the Program reimburses property owners for 50% of the cost of the drainage improvements with

a maximum reimbursement amount of \$3,000. Initially the budget for the program was established at \$30,000. Since the start of the program in 2016, the funding has been used for a total of 6 projects. The total Village reimbursement for these projects was \$15,622.

Due to significant rains this past spring, the Village has seen an increase in the number of requests to be evaluated for eligibility in the program. As of May 17, 2022, there were twelve projects that have been determined to be eligible for the program. Once a property is determined to be eligible, the homeowner is responsible for getting quotes from contractors, completing the necessary paperwork for the program and securing a building permit. At this time, there have been no complete submittals of paperwork and building permits, though two properties are in that process. When meeting with property owners about the program, it is often brought up that the improvements that are needed to their property will exceed \$6,000 and therefore the reimbursement will be less than 50% since the program currently has reimbursement capped at \$3,000. Staff reviewed the programs of several area communities, and some have a cap as high as \$5,000. Based on rising costs for construction, staff would recommend increasing the maximum reimbursement for the program to \$5,000 but maintain the maximum reimbursement percentage at 50%.

The FY 2022 budget for the program is \$10,000 based on low participation in previous years. However, due to the significant number of eligible projects identified this year for the program, staff recommends increasing the funding for the program to \$30,000 as it was in previous years.

**Trustee Della Penna** asked staff if the increase to \$30,000 is enough. *Staff indicated that they felt comfortable with \$30,000 in funding.*

**Trustee Domke** asked if funds from one year can be rolled into the next year. *Staff indicated that the budget will not allow rolling over unused funds into the next year.*

**Trustee Della Penna** asked staff to review and research additional modifications as needed going forward.

Staff was directed to proceed as recommended.

20. OTHER BUSINESS – None.

21. ADJOURN VILLAGE BOARD MEETING

**Motion** by Trustee Della Penna, second by Trustee Domke, to Adjourn the Village Board Meeting at 7:42 p.m.

Upon voice vote: **MOTION CARRIED.**

Submitted on this 23rd day of May, 2022.

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Patty Burns, Village Clerk