

PUBLIC SERVICES COMMITTEE

Minutes of Public Meeting

April 1, 2002

Village of Downers Grove
Committee Room
801 Burlington Avenue, Downers Grove

ROLL CALL:

PRESENT: Commissioner Marilyn Schnell, Chair Public Works Committee
Commissioner Martin Tully and
Mr. Jack Bajor, Director of Public Works

STAFF: Chrys Rymas, Stormwater Engineer
Megan Dugard, Recording Secretary

ABSENT: None

Visitors: Mr. Joe Hurt, 207 Leitch, LaGrange, IL 60525

Commissioner Schnell called the Publics Works Services Committee Meeting to order at 5:26 p.m.

Commissioner Tully motioned to adopt and accept the minutes of February 18, 2002 as corrected and presented.

Motion carried 2:2

Commissioner Tully motioned to accept the minutes of March 11, 2002 as presented.

Motion carried 2:2

Mr. Bajor introduced Mr. Joe Hurt, Prime Builders and explained Mr. Hurt's concern regarding storm sewer repairs made at the location of 1948 Elmore by Prime Builders.

Mr. Hurt added a home was built on the property; the drainage repairs were made and paid for by him. A 2000 square foot easement was given to the Village. He is requesting the village shares a portion of the cost and reimburse him \$6,000.

Commissioner Schnell asked if this matter was discussed with the Village Manager, Rick Ginex?

Mr. Bajor stated has not discussed this with the Village Manager, Rick Ginex. He discussed the issue with Chrys Rymas and they both researched the available files for data. There was some discussion with Ken Rathje, Community Development, on how we may have addressed this in the past. This may have been able to go through the Storm Water Advisory Committee; however,

the meetings are once a month. He thought the Public Services Committee would be an appropriate place to start.

Commissioner Schnell stated this matter could be presented to full council. She suggested Mr. Bajor review past minutes of the Council and Planning Commission meetings. The Village Clerk would be able to assist. There have been past discussions related to this area at Council and before the Planning Commission.

Commissioner Tully agreed with the suggestion. He appreciated Mr. Hurt attending the meeting this evening to make the presentation and provide the background information on this issue. He is uncertain if this is the appropriate procedure to be following or if even this should be presented before this Committee. There may be proper channels to address this request. Nevertheless, it is appreciated Mr. Hurt attended this evenings meeting. It is beneficial to have one if not two, Council Members understand the issue.

Commissioner Schnell directed Mr. Bajor follow up on the suggested sources provided as a start. Once the information is available, Mr. Bajor and Mr. Hurt should review the material together. If it is perceived as an error, then it could be brought to the attention of the Village Manager and presented to the full Council.

Commissioner Tully added one question he has is what is the appropriate procedure. Is there a policy or practice for this type of issue? He is in agreement with Commissioner Schnell. More information is necessary if it is submitted to this committee or Council for review. Follow up on the sources as suggested. He believes issues less than \$15,000 does not require Council approval. The departments this does fall under will require additional background information and need to be consulted. Additionally, our interim Village Attorney should be consulted as well.

Mr. Bajor stated the unusual circumstances in this particular request are a bit confusing. It would be very helpful if Mr. Hurt had a letter stating this agreement.

Commissioner Schnell stated the suggestion on reviewing minutes from past discussions should provide the information.

Commissioner Tully continued that in trying to be helpful, this must be dealt with in the appropriate manner. In some respects it may or may not be beneficial for Mr. Hurt to appear before full Council.

Mr. Hurt stated he is working with Jack Bajor on this matter because he is not familiar with the Village requirements but does want to stay within the system to resolve the issue in an orderly fashion.

Mr. Bajor stated when incidents like this come forward, a unique situation being a tributary area. The Village Clerk, April Holden, will be contacted and will review the past council minutes for the necessary information.

Commissioner Schnell suggested discussing the Main and Franklin update.

Mr. Bajor explained the project at Main and Franklin Streets as recommended by Metro is to provide a traffic signal at this intersection. In addition, Metro has recommended two way traffic

operation restricted on Franklin. This will be going before the Parking & Traffic Commission on April 9, 2002 for review and recommended to Council.

Commissioner Tully asked if there were any material changes on the final draft report.

Mr. Bajor responded there were no material changes on the final draft report.

Commissioner Schnell inquired if the traffic signal has been ordered, or when would the signal be ordered.

Mr. Bajor stated he would discuss this with Bob Schiller and advise Commissioner Schnell.

Ms. Rymas presented the status of the Village of Downers Grove Stormwater and Wetland project. At our last meeting, staff was requested to present billing material documentation. Included in the packets for this evening, copies of records, which could be located, were included for review.

In reviewing the remaining files, it could not be determined whether our consultants Christopher Burke or Environmental SE (V3) reviewed these files.

A copy of a tabulated listing generated by Bob Jungwirth was located in the files. Upon reviewing this information, we were unable to determine the consultants review status. There was no supporting documentation available.

It is her understanding according to the Ordinance, Mr. Jungwirth as the Administrator, was allowed to make determinations on all wetland matters. He did inspect the sites himself.

Commissioner Tully asked about the listing showing Project, Consultant and Invoice headings.

Ms. Rymas stated she prepared this listing for this meeting based on review of the files and invoices.

Commissioner Tully asked if the amounts listed were passed through to the developer.

Ms. Rymas responded the items on the listing were passed through to the developer.

Commissioner Tully asked about the document presented with the written date of 1/28/02, Permits Open for Response, were these documents prepared by Bob Jungwirth, that were found.

Ms. Rymas explained this document was prepared by Planning Resources of all the audit permits, which are open and have not yet been finalized since January 2002.

Commissioner Tully asked if there are 28 open permits to date.

Ms. Rymas explained there is an error in the listing. 26 permits remain open to date, 9 files have supporting documentation.

Commissioner Tully repeated there are 26 permits remaining open to date, 9 files have been reviewed with paper work on file. What is the status of the 9 files, are they being resolved and, when will they be resolved.

Ms. Rymas responded staff is still negotiating with Planning Resources on securing a contract.

Commissioner Schnell asked if the 9 files with the supporting documentation could be closed. **Ms. Rymas** stated she did not feel the 9 files could be closed. The 26 files need to be reviewed by the consultant.

Commissioner Tully stated 16 files have no supporting documentation of review and 2 items as stated in Ms. Rymas' memo were reviewed by Du Page County directly.

Ms. Rymas confirmed this is correct. The applicant requested Du Page County review the project. There is no supporting documentation for Du Page County review. We took the word of the applicant.

Commissioner Tully inquired if the 2 items reviewed by Du Page County remain open.

Ms. Rymas stated the 2 items reviewed by Du Page County remain open.

Commissioner Tully asked if there has been any follow up from Du Page County with respect to the open items.

Ms. Rymas responded there has been no follow up from Du Page County on the remaining open files.

Mr. Bajor added during our meetings with Kay Whitlock, our Administrator, discussions were generally the whole situation regarding the wetland issues.

Commissioner Tully inquired if there was a time frame in closing the open records or is that only an issue Planning Resources could tell us when they are under contract and have reviewed the files.

Ms. Rymas responded after Planning Resources is under contract, the files have been reviewed, all documentation is complete, a file is then closed. This process can take up to three months.

Commissioner Tully asked if it is possible to close some of the files that are past the time even though there is absent documentation.

Ms. Rymas stated this is true. We are at that point of closing out some files but will document that we have been unsuccessful in contacting the proper individuals involved. The file can then be closed. It is her understanding from Planning Resources this will be accepted by County.

Commissioner Tully requested that we secure written documentation from County on any acceptance of closed files.

Mr. Bajor stated Kay Whitlock is composing a letter and will meet with the County within 1-½ months to provide our six-month report on what we have done since being sited under probation. We have six months to go forward and address these issues.

Commissioner Schnell asked if there has been any other storm water issues with the County.

Ms. Rymas stated since we were off probation the first time, Planning Resources has been our consultant and proved to be very good on handling the issues. Dealing with wetland issues, we are fine, concerning detention, we are not aware of any further problems at this point.

Commissioner Tully asked if the County has done any periodic audits on detention or wetland review, or anything next to stormwater.

Ms. Rymas responded the County has not done any periodic audits.

Commissioner Tully stated that it seems historically the County tends to perform audits in response to resident comments or resident complaints. What program do we have in place presently, or are there any suggestions, or recommendations to avoid or improve this situation in the future. Number one is proper documentation, second is keeping a checklist to follow, to satisfy the Du Page County audits.

Ms. Rymas stated we have future projects on file, which will be included in the formal audit. We need to go back into files on these projects.

Commissioner Schnell asked if we had a system, which shows the status of each particular project, and a checklist provided.

Ms. Rymas stated there is a file available but not a checklist.

Mr. Bajor stated we are working with Brian Pabst on the public construction. Chrys Rymas, Bob Schiller and I will discuss putting together a checklist and adopt the procedure. A big concern is the cost of the wetlands, which was not budgeted.

Commissioner Tully stated the County would have to advise if they would permit us to resolve 5 files per year in working to close out the matter, which would be fine. We need to secure this in writing from the County as to what will be acceptable. The concern is that somewhere along the line, too much time will pass and our efforts will be refused.

Mr. Bajor added making the public aware at the Stormwater Meetings would be helpful to answer questions and concerns of the residents.

Commissioner Tully asked if Christopher Burke had the same expertise as Planning Resources concerning wetland review.

Mr. Bajor responded that Christopher Burke does not have the same level of expertise as Planning Resources concerning wetland review. Planning Resources devotes their whole staff to wetland review. They are specialists in wetland delineation litigation; Christopher Burke is more storm water engineer.

Approved June 4, 2002

Commissioner Tully stated he heard Mr. Bajor mention this in the past.

Ms. Rymas added Christopher Burke has staff available for wetland review.

Commissioner Schnell suggested an e-mail summation as to where we stand and will advise within the next couple days on a future meeting date.

Adjourned 6:26 p.m.