

# Village of Carol Stream

## Special Meeting of the Village Board

Gregory J. Bielawski Municipal Center  
500 N. Gary Avenue, Carol Stream, IL 60188

January 30, 2012  
6:15 p.m. – 8:54 p.m.

### Meeting Notes

**ATTENDANCE: Mayor Pro Tem Pam Fenner**

**Trustee Matt McCarthy**  
**Trustee Tony Manzzullo**  
**Trustee Don Weiss**  
**Trustee Greg Schwarze**  
**Trustee Mary Frusolone**  
**Clerk Beth Melody**  
**Mayor Frank Saverino Sr. (absent)**

**Joseph E. Breinig, Village Manager**

**Robert Mellor, Asst. Village Manager**  
**Chris Oakley, Asst. to the Village Manager**  
**Phil Modaff, Dir. of Public Works**  
**James Knudsen, Dir. Engineering Services**  
**Robert Glees, Dir. of Community Dev.**  
**Don Bastian, Asst. Dir. of Community Dev.**  
**Jon Batek, Finance Director**

The meeting was called to order by Mayor Pro Tem Fenner and the roll call read. The results of the roll call vote were as follows:

Present: Mayor Pro Tem Fenner, Trustees McCarthy, Schwarze, Weiss, Frusolone & Manzzullo  
Absent: Mayor Saverino

The following is a summary of the items discussed at this meeting:

#### COMMUNITY DEVELOPMENT – ENHANCED CODE ENFORCEMENT

Village Manager Breinig stated that staff has developed a proposal for code enforcement enhancements that, if approved, would take time to implement. Staff was looking for direction on whether to proceed with the enhancements or continue to use the current code enforcement practices. Community Development Director Bob Glees reviewed a Power Point Presentation on the Village's past, present and proposed code enforcement program. The following are highlights of the presentation and discussions on this topic:

#### CODE ENFORCEMENT ACTIVITIES OVERVIEW

##### HISTORIC APPROACH

- Primarily complaint-based.
- Activity in past years consisted mostly of tall grass and routine property maintenance (i.e. fences, pools, etc.) of occupied properties.
- In recent years, emphasis has been to seek voluntary compliance. Results have been successful, with fewer property maintenance citations needing to be issued to achieve compliance.
- Citations Issued:

Year	2007	2008	2009	2010	2011
Number	67	28	21	10	3

**OBSERVED TRENDS**

- Increase in vacant single-family homes as a result of foreclosures.
- Carol Stream Foreclosures:

Year	2007	2008	2009	2010	2011
Number	134	231	289	310	234

- Higher unemployment rate & underemployment, and decreased equity in homes = tighter home improvement & maintenance budget.
- More properties are showing lack of maintenance

**CODE ENFORCEMENT ACTIVITIES OVERVIEW**

**PROPERTY MAINTENANCE CODE ENFORCEMENT**

- Majority of code enforcement cases involve residential property maintenance. In 2011, 327 of the total 392 code enforcement cases (83%) were for Property Maintenance Code violations.
- Starting to see some Property Maintenance Code violations at commercial properties.
- Dollars spent on contract grass and weed mowing is up in recent years:

Year	2007	2008	2009	2010	2011	2012
Amount	\$300	\$600	\$2,135	\$1,210	\$1,725	\$4,204*

(\*Includes a commercial property)

- Factors affecting grass & weed mowing costs include:
  - Number of properties serviced
  - Weather (frequency of mowings)
  - Contract prices
  - Number of commercial properties
  - More proactive approach to case management
- Have needed to become more proactive in management of vacant properties.
- Working with banks more often, rather than owner occupants.
- Needed to use a contract board-up service to secure a single-family residential property in 2011; should plan for this expense moving forward.

**REQUEST FOR DIRECTION**

**CODE ENFORCEMENT PROGRAM ENHANCEMENTS...**

If the Village Board determines that the increase in vacant properties and today’s Property Maintenance Code enforcement challenges warrant enhancements to the Code Enforcement Program, then staff suggests the following program enhancement guidelines.

**Guidelines:**

- “Right-size” the allocation of resources and develop an approach that is tailored to the conditions present in Carol Stream.
- Increase resources, including staff and \$\$, if necessary, to achieve goals.
- Manage vacant properties and require proper maintenance.
- Should no longer be strictly complaint-based. Spend more time in the field to identify deteriorating properties. Use consistent judgment in applying codes to vacant properties and occupied properties.
- Continue to seek voluntary compliance.

### **Program Enhancements**

Staff proposes the following program enhancements for the management of vacant properties:

- Property Management Tracking System
- Interdepartmental Coordination (as necessary)
- Recovery of Property Maintenance Costs – Adopt ordinance and procedures per Illinois law to file priority liens for authorized activities (cutting grass & weeds, removing garbage and graffiti, securing properties, enclosing buildings i.e. “board-ups”). Lien is recoverable at point of sale, before all other liens except taxes.

### **Budget Impacts of Program Enhancements**

- Use of consultant to prepare the recommended lien ordinance and conduct training session to ensure that procedures are most efficient and in accordance with Illinois law.
- Hiring a seasonal contract employee (April through October) who would focus on maintenance of vacant properties.
- Increase the budget for grass & weed mowing and board-up services.

### **PROGRAM ENHANCEMENT COSTS**

#### **Current Budget Year**

- \$3,000 for Consultant Services to conduct training session in February or March

#### **FY12/13 Budget**

- \$11,000 for part-time seasonal contract employee
- \$2,000 for auto expenses (use retired Police vehicle or confiscated vehicle)
- \$2,700 increase in grass & weed mowing budget (from \$2,300 to \$5,000)
- \$2,000 for board-up services
- Total program enhancement cost - \$20,700
- Cost is for one year; would need to evaluate continuation of program enhancement in subsequent years.

Trustee McCarthy stated he was concerned with the negative image boarded-up housing has on the community. The Village Board discussed reimbursement of fees associated with board-up services and weed liens. Manager Breinig stated the Village recoups its costs wherever it can.

Trustees Fenner and McCarthy stated they do not want the Village to cite property owners for code violations if the Village is also not compliant and standards need to be applied Village-wide. Manager Breinig stated the Village is willing to work with property owners to abate violations and only issues citations as a last resort.

Trustee McCarthy stated the Village Board would like to receive a summary of code enforcement activity listing the code violations, enforcement efforts and violations issued. Vacant and occupied properties with the same type of violation need to be treated the same.

Trustee Weiss stated the Village should enlist inter-agency cooperation with the Park District, school districts, businesses, etc. to help identify code violations and maintenance issues. Trustee Manzzullo stated he feels more oversight needed on vacant properties and does not want this program to be overbearing on home-owners. He stated he favors complaint-based enforcement. Trustee McCarthy stated he feels the Village needs to be more proactive and work with property owners to abate violations because the Village is starting to look “shabby”.

## **CAPITAL IMPROVEMENT PROGRAM**

Director of Engineering Services Jim Knudsen presented the Capital Improvement Plan proposal to the Village Board and stated existing and projected fund balances for projects over the next 5 years were in good shape:

### **EXISTING FUND BALANCES**

- Capital Projects Fund - \$17.8M
- Motor Fuel Tax Fund - \$2.6M
- Water & Sewer Fund- \$17.4M

### **PROPECTED FUND BALANCES**

	FY13	FY14	FY15	FY16	FY17
Capital Projects Fund	\$13.6M	\$12.7M	\$8.8M	\$4.9M	\$0.7M
Motor Fuel Tax Fund	\$3.1M	\$0.2M	\$0.7M	\$1.2M	\$1.6M
Water & Sewer Fund	\$14.2M	\$12.5M	\$9.7M	\$6.7M	\$4.2M

Fund balances are projected to be positive throughout the entire five year plan which includes a return to normal, higher level pavement management program maintenance levels.

### **REVIEW OF THE MAJOR CHANGES MADE IN 2010**

In 2010 The Village Board directed staff to implement significant reductions in the pavement management program as a result of a serious financial crisis facing the Village and the economy in general in the hopes that the Village would be able to weather the storm. Street resurfacings, structural overlays and pavement reconstruction levels were all cut by over 50% in order to buy the Village time. In addition the Village elected to not fully improve certain roads, but instead opted for rural cross section improvements.

### **Deferred Maintenance**

- Street Resurfacings
- Structural Overlays
- Pavement Reconstructions
- Rural Pavement Sections

### **Costs and Ramifications of Modified Plan**

- Creates a backlog of work and costs.
- Flexible Pavement Program cost is \$2.63M more expensive due to price increases alone.
- Greatly increases the risk of additional pavement failure costs that are projected to reach almost \$10M.

### **ROADWAY IMPACTS**

- Overall avg. PCI declined from 82 in 2008 to 71 in 2011.
- Number of failed to fair streets rose from 22 to 105.
- Backlog rose from 59,000 SY to 355,000 SY.
- Resulting Financial Impact: \$6.9 M in additional backlog
- The declining condition of our pavements will accelerate if we continue at these maintenance levels.

### **Pavement Management Plan Recommendations**

- Reinstigate original program.
- Begin reducing backlog.
- Increase pavement patching program.

Staff feels we can do this without having to find another revenue source for at least for five years unless other projects become programmed or unfunded mandates are enacted.

### **WATER AND SEWER ISSUES**

- Water and sewer pipes also deteriorate like streets, but typically have longer life spans.
- Past maintenance and repair has been reactionary.
- Past replacements based on pipe material, break history, under pavement and age.
- Previously identified replacements are estimated at \$30M.
- Several unknowns:
  - Sanitary Sewer System I&I Reduction Projects
  - Water System Replacement & Improvement Projects
  - IEPA NPDES Permit - WRC Required Improvements

### **WATER AND SEWER PROGRAM**

- Complete water and sanitary sewer system GIS utility atlases.
- Continue with studies and implementation.
- Sanitary Sewer System Evaluation Study (SSES)
- Water System Study
- GIS Utility System Update & Implementation
- WRC Improvements
- WRC Permit
- Develop water and sanitary sewer system programs.

### **STORM WATER ISSUES**

- Storm sewer pipes also deteriorate like streets, but typically have longer life spans.
- Past maintenance and repair has been reactionary.
- More frequent and intense storms creating flooding conditions in original Carol Stream and southeast.
- Unfunded mandates continue to burden municipalities.
- Potential for very costly storm water management infrastructure projects due to environmental regulations and flooding.

### **Plan Recommendations**

- Monitor and assist DuPage County with the planning, design and construction of the Armstrong Park Flood Control Project.
- Continue with studies and implementation.
- Klein Creek Flood Plain Structure Buyouts
- Southeast Stormwater Study
- Tubeway & Westgate Stormwater Study
- Pond Shoreline Maintenance Program
- Stream Maintenance Program
- Continue to implement our Storm Water Management Program given existing staffing levels and financial constraints.
- Continue to monitor and stay active in the development and implementation of storm water and environmental regulations.

Director of Engineering Services Knudsen reviewed the list of proposed CIP projects as well as those that could not be programmed at current staffing and funding levels.

The Village Board concurred with the following recommendations:

**Pavement Management Program**

- Reinstitute original program.
- Increase pavement patching program.

**Water & Sewer Program**

- Complete water and sanitary sewer system GIS utility atlases.
- Continue with studies and implementation as previously outlined.
- Develop water and sanitary sewer system programs.

**Storm Water Management Program**

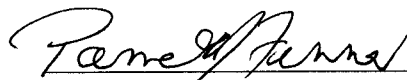
- Monitor and assist DPC with the Armstrong Park Flood Control Project.
- Continue with studies and implementation as previously outlined.
- Implement Storm Water Management Program.
- Monitor storm water and environmental regulations.


**Requested But Unfunded Projects**

- Programming of unfunded projects will require:
- Reassessment of existing funded projects
- Possible staffing additions
- Additional funding sources
- Rescheduling of existing projects

There being no further business, a motion was made by Trustee McCarthy and seconded by Trustee Schwarze to adjourn the Special Board meeting. The meeting was adjourned unanimously at 8:54 p.m.


FOR THE BOARD OF TRUSTEES

  
Pam Fenner, Mayor Pro Tem

  
Beth Melody, Village Clerk

Minutes approved by the President and Board of Trustees on this

6<sup>th</sup> day of FEBRUARY 2012.

  
Village Clerk