



# CITY OF WOOD DALE

## **PUBLIC NOTICE**

IN ACCORDANCE WITH THE STATUTES OF THE STATE OF ILLINOIS AND THE ORDINANCES OF THE CITY OF WOOD DALE, NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL WILL CONTINUE ITS REGULAR STANDING COMMITTEE MEETINGS AT 7:30 P.M. ON THURSDAY, APRIL 9, 2020 IN THE COUNCIL CHAMBERS OF THE CITY HALL, 404 NORTH WOOD DALE ROAD, WOOD DALE, ILLINOIS, FOR THE PURPOSES SET FORTH IN THE FOLLOWING AGENDAS:

### STANDING COMMITTEES OF THE CITY OF WOOD DALE, ILLINOIS APRIL 9, 2020

#### **I. PLANNING, ZONING & BUILDING COMMITTEE**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of Meeting
  - i. March 26, 2020 Planning, Zoning & Building Committee Minutes
- D. Report and Recommendation
  - i. Authorize a Code Amendment to Chapter 6 of the City Code to Add Regulations that Address Airbnb Type Uses within the Rental Housing Program
- E. Items to be Considered at Future Meetings
  - i. Façade Program Grant Application – Spring
- F. Adjournment

#### **II. PUBLIC WORKS COMMITTEE**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of Meeting
  - i. March 26, 2020 Public Works Committee Minutes
- D. Report and Recommendation
  - i. Holiday Decorations for Clock Tower Area

E. Items to be Considered at Future Meetings

- i. Elizabeth Drive Bridge - April, 23
- ii. Groundwater Ordinance - April 23
- iii. George Street Itasca IGA - Spring

F. Adjournment

**III. FINANCE & ADMINISTRATION COMMITTEE**

A. Call to Order

B. Roll Call

C. Approval of Minutes of Meeting

- i. March 12, 2020 Finance & Administration Committee Minutes

D. Report and Recommendation

- i. Sewer Only Users – Senior Discount
- ii. 2020 Vehicle Sticker Strategy

E. Items to be Considered at Future Meetings

F. Adjournment

**POSTED IN CITY HALL ON APRIL 3, 2020 AT 4:00 PM  
LYNN CURIALE, CITY CLERK  
BY: MAURA MONTALVO, CITY DEPUTY CLERK**

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## **PLANNING ZONING & BUILDING COMMITTEE MINUTES**

Committee Date: March 26, 2020  
Present: Ald. Catalano, Jakab, Messina, Sorrentino, E. Wesley  
& Woods  
Absent: Ald. R. Wesley & Susmarski  
Also Present: Chief Vesta  
(via Conference Call): Mayor Pulice, City Manager Mermuys,  
Clerk Curiale, A. Lange, B. Garelli, E. Cage  
Meeting Convened at: 7:30 p.m.

### **APPROVAL OF MINUTES:**

The minutes of the March 12, 2020 meeting were approved as presented, with the exception of Ald. Woods who voted nay.

### **REPORT & RECOMMENDATION**

APPROVAL OF A SPECIAL USE AND MAJOR SITE PLAN REVIEW FOR UDO CASE NO. 2020-CDC-02

### **DISCUSSION:**

Ald. Catalano inquired about a handicapped parking space; Mr. Cage assured him that if it is a requirement he's sure the applicant will comply. Ald. E. Wesley asked about the amount of people actually working in the building. Mr. Cage stated there will be two employees and 10-12 clients staggered during the day between 8:00am and 5:00pm. Ald. E. Wesley expressed concerns about overflow parking using the City owned lot next door to the site. Mr. Cage agreed to relay that concern to the applicant.

Ald. Woods asked why Committee was not provided with the survey and floor plans that CDC was given, as he will not support this without first seeing those drawings. Mr. Cage stated that was an oversight. Ald. Woods noted that this is the City's downtown and this request doesn't fit with what is being done downtown. He is also displeased with the lack of information provided for the inside of the building. Ald. Sorrentino asked if Mr. Cage could show the applicant a site at a different location and not located in the gateway to Wood Dale. Mr. Cage said the applicant did testify there would not be any day labor.

### **VOTE:**

Ald. Woods made a motion, seconded by Ald. E. Wesley, to approve a Special Use and Major Site Plan Review for the UDO for Case No. 2020-CDC-02, for an Employment Agency to be



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Located at 345 E. Irving Park Road, West Suite within the C2 Zoning District, with the conditions requested by Mayor Pulice. These include: adding a handicapped parking space, ensuring the Applicant has the correct amount of required spaces (12), ensuring the line of sight is correct, and better floor plans must be provided. A roll call vote was taken, with the following results:

Ayes: None  
Nays: Ald. Catalano, Jakab, Messina, Sorrentino, E. Wesley & Woods  
Abstained: None  
Motion: Failed

**ITEMS TO BE CONSIDERED AT FUTURE MEETINGS:**

- Façade Program Grant – April
- Airbnb Code Revisions - April

**ADJOURNMENT:**

The meeting adjourned at 8:07 p.m.

*Minutes taken by Eileen Schultz*



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## **REQUEST FOR COMMITTEE ACTION**

Referred to Committee: April 9, 2020  
Subject: Airbnb Code Revisions  
Staff Contact: Ed Cage, Community Development Director  
Department: CD Department

**TITLE:** Authorize a Code Amendment to Chapter 6 of the City Code to Add Regulations that Address Airbnb Type Uses within the Rental Housing Program

### **RECOMMENDATION:**

Staff recommends amending the City Code to add regulations on Airbnb and essentially make these types of uses part of the Rental Housing Program.

### **ANALYSIS:**

The current Rental Housing Program applies to residential properties that are to be rented or leased out to someone other than the property owner. This requires the property to be registered on an annual basis in conjunction with a life safety/property maintenance code inspection.

The City has had a few recent complaints relating to Airbnb properties within the City. The current code does not adequately address an Airbnb type use. The City Attorney has drafted language that would include an Airbnb type property within the Rental Housing Program. This would require the property to be registered and inspected by the City. This would provide the City a tool to address a complaint regarding an Airbnb property.

### **DOCUMENTS ATTACHED**

✓ Proposed Airbnb Code Revisions – Article XVI – as drafted by the City Attorney

# Article XVI

## RESIDENTIAL RENTAL PROPERTY

### 6.1601. PURPOSE:

### 6.1602. PROVISIONS OF INSPECTION RIGHTS AND PENALTIES:

### 6.1603. RULES AND DEFINITIONS:

### 6.1604. REGISTRATION REQUIRED:

### 6.1605. REGISTRATION APPLICATION AND REQUIREMENTS:

### 6.1606. INSPECTION REQUIREMENTS; TEMPORARY CERTIFICATE; REGISTRATION ISSUANCE OR DENIAL:

### 6.1607. REGISTRATION; SUSPENSION AND REVOCATION:

### 6.1608. OWNER RESPONSIBILITY:

### 6.1609. LEASES AND RENTAL AGREEMENTS:

### 6.1610. INSPECTION ACCESS:

### 6.1611. ENFORCEMENT:

### 6.1612. VIOLATIONS:

### 6.1613. PENALTY FOR VIOLATION:

### 6.1614. FEES (REP. BY ORD. O-18-024, 7-19-2018):

### 6.1615. EFFECTIVE DATE:

### **Sec. 6.1601. Purpose.**

The purpose of this article is to provide for the registration and inspection of rental residential property so as to protect the public health, safety and welfare of the people of the City of Wood Dale including:

- A. To protect the public health and safety by ensuring rental units comply with minimum housing standards of City ordinances;
- B. To protect the character and stability of residential areas;
- C. To correct and prevent housing conditions that adversely affect or are likely to adversely affect the life, safety, general welfare and health, including the physical, mental and social well being of persons occupying dwellings and neighboring residents;
- D. To prevent the overcrowding of dwellings by requiring compliance with minimum space standards per occupant for each dwelling unit;
- E. To facilitate the enforcement of minimum standards for the maintenance of existing residential buildings and thus to prevent slums, ~~and~~ blight and abuses or disregarding of City Codes;
- F. To preserve the value of land and buildings throughout the City. (Ord. O-07-001, 1-4-2007)

G. To foster the peaceful enjoyment of all residents.

**Sec. 6.1602. Provisions Of Inspection Rights And Penalties.**  

This article shall not be construed as to restrict the right of this City to inspect any property nor to seek penalties for violations of other provisions of this Code. (Ord. O-07-001, 1-4-2007)

**Sec. 6.1603. Rules And Definitions.**  

A. The language set forth in the text of this article shall be interpreted in accordance with the following rules of construction:

1. The singular number includes the plural number and the plural the singular.
2. The word "shall" is mandatory; the word "may" is permissive.
3. The masculine gender includes the feminine and neuter.

B. Whenever, in this article the following words and phrases have been used, they shall, for the purposes of this article, have the meanings respectively ascribed to them in this subsection, except when the context otherwise indicates:

CODE OFFICIAL: The City Housing Officer or his designee.

CONDITIONAL REGISTRATION: A limited approval of the premises for a period of up to six (6) months when a property cannot fully comply with all the applicable requirements of the City of Wood Dale due to special circumstances (e.g., weather conditions, unavailability of required materials or services, or other circumstances approved by the Code official).

MULTIPLE-FAMILY RENTAL RESIDENTIAL PROPERTY: Rental residential property with two (2) or more dwelling units.

PREMISES: A lot, plot or parcel of land including the interior and exterior of any structures thereon.

PROPERTY AGENT: A person, operator, firm, partnership, corporation, or other legal entity designated in writing by the property owner to the Code official to manage a rental residential property including the authority to receive notices or citations.

RENTAL RESIDENTIAL PROPERTY: Residential structures or individually titled dwelling units let or intended to be let for rent or lease including single-family detached structures, and structures being used as an Airbnb or other similar sharing of residential accommodations for gain or profit.

TENANT: An occupant of rental residential property, regardless of the duration of such tenancy or whether there exists any written lease type documentation. (Ord. O-07-001, 1-4-2007)

C. Words or phrases as used in this article and not defined in this section shall be defined as provided by the City of Wood Dale's current Property Maintenance Code, current Building Code,

and current Unified Development Code. (Ord. O-07-001, 1-4-2007; amd. Ord. O-10-017, 10-21-2010)

### **Sec. 6.1604. Registration Required.**

- A. It is unlawful for any person, firm, partnership, corporation, or other legal entity to operate, maintain or offer to rent within the City of Wood Dale a rental residential property or property used as lodging accommodation for which remuneration or compensation is received by the Property Owner or a Representative of the Property Owner, whether vacant or not, without first obtaining a registration or a temporary certificate as provided in this article.
  
- B. It is unlawful for a person to occupy a rental residential property, or for any owner or property agent to allow anyone to occupy as rental residential property which is not registered or which is without a temporary certificate as provided in this article.
  
- C. It is unlawful for any person, firm, partnership, corporation, or other legal entity to offer for rent or to occupy any vacant dwelling unit or any dwelling unit that becomes vacant in a rental residential property for which a registration is under suspension.
  
- D. This article shall not apply to the following structures unless said unit is also being used to provide lodging or accommodation for gain or profit:
  - 1. Owner occupied residential dwelling units unless said unit is also being used to provide lodging or accommodation for gain or profit;
  - 2. Residential buildings or dwelling units which are vacant and which are not intended to be let for rent;
  - 3. Hotels, motels, and other structures which rent rooms to occupants which are primarily transient in nature;
  - 4. Dwellings, buildings, structures and uses registered and inspected by the State or the Federal government, including, but not limited to, nursing homes, retirement centers, rest homes, etc.;
  - 5. Dwellings, buildings, structures and uses owned by other governmental agencies and public housing authorities.
  
- E. A registration or a temporary certificate for a rental residential property cannot be transferred to another rental residential property nor a succeeding owner. (Ord. O-07-001, 1-4-2007)

### **Sec. 6.1605. Registration Application And Requirements.**

- A. Each applicant for a registration to maintain a residential property for the purpose of renting it to others shall file a written application with the Code official stating:
  - 1. The full legal name, address, and home and work telephone numbers of each and every owner;



2. If the residential property is held in a trust, state the name, address, work phone number of the trustee and each beneficial interest holder;
3. The address of the rental residential property;
4. The number of dwelling units within the rental property;
5. The name, address, and phone number of any management company retained as property agent for the property and the name, address, and phone number of the person specifically assigned to the rental residential property;
6. The name and twenty four (24) hour phone number or numbers of a responsible person who, in emergency situations, will be available on a twenty four (24) hour basis and who has the authority to make repairs as needed;
7. The name and phone number of the tenant of the rental residential property.

B. Whenever there is a change in the ownership of a rental residential property or the owner's property agent, the owners shall within thirty (30) days of such changes, file an updated written notice with the Code official indicating such changes. (Ord. O-07-001, 1-4-2007)

C. Each application for a new registration or a renewal of an existing registration shall be accompanied by a fee as specified in the master fee schedule. All such fees shall be payable at the Offices of the Community Development Department.

D. All registration fees shall be due and payable upon submission of the registration application or renewal forms. All registrations shall expire every year on December 31. For a renewal registration all registration fees that remain unpaid after December 31 shall be assessed a late payment fee as specified in the master fee schedule. This late payment fee shall be in addition to the registration fee. (Ord. O-18-024, 7-19-2018)

E. No permits for any structural, mechanical, electrical, or plumbing alterations or repairs, or any remodeling, shall be granted to rental residential properties unless the property has a valid rental registration, or the work requiring a permit is to bring the property into compliance with property maintenance, zoning and building requirements so that a rental registration can be issued. (Ord. O-07-001, 1-4-2007)

## **Sec. 6.1606. Inspection Requirements; Temporary Certificate; Registration**

### **Issuance Or Denial.**

- A. Upon submission of a completed application for a registration or a registration renewal for any rental residential property and the payment of all required fees, an inspection of the rental residential property shall be scheduled by the applicant with the Code official within two (2) weeks.

B. Upon receipt of a completed application for a registration or a registration renewal for any rental residential property, including the payment of all required fees and the scheduling of a required registration inspection, the Code official shall issue a temporary certificate indicating that a registration has been duly applied for, and that such registration shall be issued or denied after the property has been inspected for compliance with applicable City codes. A temporary certificate, as issued, shall authorize continued occupancy of the rental residential property pending the issuance or denial of the applied for registration. The temporary certificate shall be valid until the scheduled date of the registration inspection, and following the registration inspection until the date of reinspection issued by the Code official. However, in no case shall a temporary certificate be valid for longer than one hundred twenty (120) days.

C. A registration inspection of rental residential property shall include the premises and, in the case of multi-family rental residential property, a percentage of the individual dwelling units with a minimum of at least one dwelling unit. The Code official or his designee shall determine which dwelling units are to be inspected.

D. When a registration inspection of a rental residential property reveals any violations of applicable codes, a compliance time frame will be set by the Code official. In establishing a compliance time frame, the Code official shall determine the reasonable minimal time necessary to correct the violations based upon the number and severity of the violations. The Code official shall provide notice by personal service or send notice to the property owner or the listed property agent by regular U.S. mail at the last address provided on the most recent registration application. Such notice shall include the following:

1. Description of the property sufficient for identification;
2. A statement listing the violations of applicable codes;
3. A statement of the date upon which the registration reinspection will occur; and
4. An explanation that if upon completion of the registration reinspection the requirements of applicable City codes have not been met, then a written denial of the registration and a revocation of the temporary certificate may be issued.

E. A registration reinspection shall be conducted at the end of the compliance time frame. Upon completion of the registration reinspection of the rental residential property, the Code official shall:

1. Approve the registration if the rental residential property meets the requirements of applicable City codes; or
2. Approve a conditional registration if the property cannot be fully registered due to special circumstances; or
3. Issue a written denial of the registration and revoke the temporary certificate if the requirements of City codes have not been met. The written denial shall specify the defect(s) that remain and shall be transmitted by regular U.S. mail to the applicant.

F. A conditional registration may be issued for a term not exceeding six (6) months to those rental properties which cannot be fully registered due to special circumstances (e.g., weather conditions, unavailability of required materials or services, or other circumstances approved by the Code official). Any property which has not met the requirements of the applicable City codes by the end of the conditional registration term shall be considered unregistered.

G. A dwelling unit which is in total compliance at the time of the registration inspection shall receive a registration to replace the temporary certificate. If said property remains in compliance and no violations occur within the period covered by the registration and the tenants do not change during the registration period, a one year extension of the registration may be given, with no additional inspections being required, provided a registration renewal fee is paid. If any violation occurs, then an additional inspection may be required.

H. If during a registration inspection any dwelling unit is determined to be unfit for occupancy as specified in the City's Property Maintenance Code, an additional number of the dwelling units in the subject rental residential property will be inspected. The number of units to be inspected shall be determined by the Code official. If similar violations are observed in the additional dwelling units, the entire rental residential property will be subject to inspection. Any unit found unfit for occupancy shall be subject to the enforcement procedures contained in the City's Property Maintenance Code.

The number of dwelling units to be inspected per registered building shall be determined by the Code official. The dwelling units to be inspected shall be selected by the Code official. (Ord. O-07-001, 1-4-2007)

I. All additional inspections made necessary because of cited violations not being corrected at the time of the initial registration reinspection, access is denied, or when the owner/tenant is not ready for a scheduled inspection, shall be subject to a fee as specified in the master fee schedule, except that a single reinspection will be conducted at the end of the conditional registration term without added fees for the purpose of determining compliance. The conditional registration and the full rental residential registration shall not be issued and the property shall not be considered properly registered until all reinspection fees are paid. (Ord. O-18-024, 7-19-2018)

J. Applications for registration renewals shall be made in the same manner as for new applications except that such applications shall state thereon such fact. (Ord. O-07-001, 1-4-2007)

### **Sec. 6.1607. Registration; Suspension And Revocation.**

A. A registration may be suspended when any violation of applicable City codes has been identified by the Community Development Department and property owner has been properly notified of the violation and given a reasonable period of time in which to correct the violation, but has failed to do so. A registration may also be suspended when any information provided in the registration application is determined by the Code official to be false.

B. When an inspection of a registered rental residential property reveals any violations of applicable codes, a compliance time frame will be set by the Code official using the standard as set forth in this article. The Code official shall provide notice by personal service or send notice to the property owner or the listed property agent by regular U.S. mail at the last address provided on the most recent registration application. Such notice shall include the following:

1. Description of the property sufficient for identification;
2. A statement listing the violation(s) of applicable codes;
3. A statement indicating the date upon which a reinspection will occur; and
4. An explanation that if upon completion of the reinspection the requirements of applicable City codes have not been met, then the registration for the rental residential property shall be suspended.

C. A reinspection will be conducted at the end of the compliance time frame. If the Code official finds that the requirements of applicable City codes have not been met upon the completion of such reinspection, then the registration for the rental residential property shall be suspended.

D. When a registration is suspended, the Code official shall send notice to the property owner or the listed property agent at the last address provided on the most recent registration application. Such notice shall be sent by certified mail, return receipt requested. The notice shall include the following:

1. Description of the property sufficient for identification;
2. A statement of the reasons for the suspension;
3. An explanation of the property owner's right to appeal the suspension;
4. If the property owner changes his address or changes property agents and fails to notify the Community Development Department, such notice shall be sufficient if sent by certified mail to the owner or his property agent's last address provided on the last registration application.

E. A property owner whose registration has been suspended may request a reinspection prior to revocation. If, upon reinspection, the Community Development Department finds that the registered property in connection with which the notice was issued is now in compliance with this article, then the Code official may reinstate the registration. The request for a reinspection shall not stay the revocation of the registration unless the Code official grants such request pursuant to a showing of good cause by the property owner.

F. Any person whose registration has been suspended shall be entitled to appeal the suspension to the City Council by filing a petition within twenty (20) days after the date of suspension. The Code official shall transmit to the City Council copies of all records and notices upon which the suspension is based. A hearing shall be scheduled as soon as practical upon receipt of a timely petition. The City Council in considering any such petition may immediately revoke the

registration, continue the suspension to a definite compliance date with revocation being the penalty for noncompliance, or dismiss the charges and reinstate the registration.

- G. A registration may be revoked when a petition for appeal has not been filed within twenty (20) days following the date of issuance of an order of suspension, or, if the suspension is sustained after appeal. A registration may also be revoked when in the opinion of the Code official emergency conditions exist in a rental residential property that require the immediate vacating of a structure as specified in the City's Property Maintenance Code.
- H. A registration which has been properly revoked as provided in this section shall not be reinstated. The property owner may, however, obtain a new registration after all violations have been corrected and by following the procedures for obtaining a new registration and payment of appropriate fee as set forth in this article.
- I. If a registration is revoked without having the opportunity of a suspension hearing, the property owner has the right to appeal the revocation. Such appeal shall conform to subsection F of this section. Such an appeal shall operate as a stay of the revocation until such time as the City Council renders a decision on the appeal. (Ord. O-07-001, 1-4-2007)
- J. Whenever a temporary certificate or registration is revoked, the Code official shall send notice to the property owner or the listed property agent at the last address provided on the most recent registration application. Such notice shall be sent by certified mail, return receipt requested. The Code official shall also notify all tenants of the rental residential property by posting a notice on all entrances to the rental residential structure. The notice to the tenants shall include the following:
- 1) You are hereby notified that the temporary certificate or registration for this structure has been revoked pursuant to this chapter of the City of Wood Dale Municipal Code.
  - 2) You must vacate this structure within 60 days of the date of this notice.
  - 3) If you fail to vacate this structure, you will be in violation of the City of Wood Dale Municipal Code and subject to a fine of up to \$750 for each day you are in violation.
- K. Whenever an owner or property agent of a rental property fails to register such property with the Community Development Department, the Code official shall notify all tenants of the rental property by posting a notice on all entrances to the rental property indicating the following:
- 1) You are hereby notified that the owner or the agent of this rental structure has failed to register this rental property with the City of Wood Dale in violation of the City of Wood Dale Municipal Code.
  - 2) You must vacate this structure within 60 days of the date of this notice.
  - 3) If you fail to vacate this structure, you will be in violation of the City of Wood Dale Municipal Code and subject to a fine of up to \$750 for each day you are in violation.

(Ord. O-18-024, 7-19-2018)

**Sec. 6.1608. Owner Responsibility.**  

- A. The owner of a rental residential property shall maintain a record for each property with the full legal names of every tenant in each dwelling unit.
  
- B. The owner or property agent of a rental residential property shall provide each tenant with the name and telephone number of a responsible person who, in emergency situations, will be available on a twenty four (24) hour basis and who has the authority to make repairs as needed.
  
- C. The owner of a rental residential property shall inform each tenant in writing, prior to occupancy, of the maximum number of persons allowable by the occupancy standards of the City Property Maintenance Code as amended. This number shall be determined by the Code official. (Ord. O-07-001, 1-4-2007)

**Sec. 6.1609. Leases And Rental Agreements.**  

- A. All rental agreements, leases, and renewal agreements shall be in writing, signed by the tenant.
  
- B. Each rental agreement, lease or renewal agreement shall contain the following provision:  

*The tenant(s) is hereby notified that, upon proper notice, the City of Wood Dale may conduct annual inspections with the consent of the tenant, solely for purposes of compliance with the City of Wood Dale Rental Residential Property Ordinance and other relevant provisions of the City Code.*
  
- C. Except as provided herein, this article is not intended to affect the rights and obligations of the parties to a lease or rental agreement for a rental residential property. (Ord. O-07-001, 1-4-2007)

**Sec. 6.1610. Inspection Access.**  

If any owner, property agent, occupant or other person in control of a rental residential property or a dwelling unit contained therein fails or refuses to consent to free access and entry to the property or dwelling unit under his control for any inspection pursuant to this article, the Code official or his designee may apply to the Circuit Court for a search warrant or other appropriate court order authorizing such inspections. (Ord. O-07-001, 1-4-2007)

**Sec. 6.1611. Enforcement.**  

It shall be the duty of the Community Development Department to enforce the provisions of this article as authorized by this Code and the current Property Maintenance Code as adopted and amended from time to time by the City of Wood Dale. (Ord. O-07-001, 1-4-2007)

**Sec. 6.1612. Violations.**  

The following shall constitute violations of this article:

- A. Failure of the owner or owners of the rental residential property to register such property with the City;
- B. Failure of the occupants of the rental residential property to vacate such property within sixty (60) days after receiving notice from the Code official that such property is not properly registered or that the registration or temporary certificate has been revoked;
- C. Failure of the owner or owners of the rental residential property to vacate all tenants from such property within sixty (60) days after the registration or temporary certificate has been revoked;
- D. Failure of the owner or owners of the rental residential property to maintain the structure and premises in compliance with applicable building, property maintenance and zoning ordinances;
- E. Any person other than one authorized by the Code official who removes or defaces any notices which have been posted pursuant to this article shall be liable for the penalties provided for by this article. (Ord. O-07-001, 1-4-2007)

**Sec. 6.1613. Penalty For Violation.**  

Any person, firm or corporation violating any of the provisions of this article, in addition to other legal and equitable remedies available to the City, shall be subject to enforcement as defined in [chapter 1, article IV](#) of this Code and penalties as specified in the master fee schedule. (Ord. O-18-024, 7-19-2018)

**Sec. 6.1614. Fees<sup>1</sup>.**  

(Rep. by Ord. O-18-024, 7-19-2018)

**Sec. 6.1615. Effective Date.**  

The provisions of this article shall be in full force and effect from and after the date of adoption. (Ord. O-07-001, 1-4-2007)

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## PUBLIC WORKS COMMITTEE MINUTES

Committee Date: March 26, 2020  
Present: Ald. Catalano, Jakab, Messina, Sorrentino, E. Wesley  
& Woods  
Absent: Ald. R. Wesley & Susmarski  
Also Present: Chief Vesta  
(via Conference Call): Mayor Pulice, City Manager Mermuys,  
Clerk Curiale, A. Lange, E. Cage  
Meeting Convened at: 8:07 p.m.

### APPROVAL OF MINUTES:

The minutes of the March 12, 2020 meeting were approved as presented.

### REPORT & RECOMMENDATION

APPROVAL OF AGREEMENT BETWEEN CITY OF WOOD DALE AND DAHME MECHANICAL INDUSTRIES, INC. FOR THE FY2020 WASTEWATER TREATMENT FACILITY IMPROVEMENTS

### DISCUSSION:

Ald. E. Wesley asked about the exact work being done by Dahme. Director Lange explained it is for minor repairs to keep the north and south treatment plants operational. It is also for HVAC work which was not addressed during the major project back in 2013.

### VOTE:

Ald. Catalano made a motion, seconded by Ald. Jakab, to approve an Agreement between the City of Wood Dale and Dahme Mechanical Industries Inc. for the FY 2020 Wastewater Treatment Facility Improvements in a not to exceed amount of \$153,080. A roll call vote was taken, with the following results:

Ayes: Ald. Catalano, Jakab, Messina, Sorrentino, E. Wesley & Woods  
Nays: None  
Abstained: None  
Motion: Carried



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**REPORT & RECOMMENDATION:**

**RECOMMENDATION FOR AWARD OF CONTRACT FOR WARD 2 & 3 STORMWATER PROJECT**

**DISCUSSION:**

Aaron Fundich of Robinson Engineering was also present during the Committee conference call. Mr. Fundich stated that if the contract is awarded April 2<sup>nd</sup> by City Council, work will begin the last week in May after Memorial Day. Ald. E. Wesley asked about penalties if the job is not finished. Mr. Fundich stated there are a series of interim completion deadlines partially related to the school and on how quickly they need to move on the project so the townhome driveways are not out of service for more than four weeks at a time. There is also a final completion deadline. The liquidated damages amount for any of those deadlines is \$5,000 per calendar day. Director Lange noted that information is included in the Contract which is available at Public Works; it was not included in the packet as it is very lengthy.

Ald. E. Wesley asked about proceeding with School District 7 not yet signing off on the IGA. Mr. Mermuys explained that City Attorney Bond has been working with the School District's attorney and is recommending it would have no negative bearing on the project. The District plans to take this up at their next meeting. Mr. Bond advised the City to go ahead and proceed with this project, and the School District will sign that IGA as soon as they are able. Mr. Fundich stated they won't issue a formal Notice to Proceed to the contractors until the Easement Agreement is in place with the school; they also still need a final agreement with ComEd.

Mr. Fundich spoke about materials and processes being used. He stated they are very comfortable with the concrete box covert from an operational and maintenance standpoint. With DuroMaxx pipe, it was going to be very important that area be done with outstanding workmanship. In addition to being less expensive, they believe the concrete box covert has less construction risks. From a future operation and maintenance standpoint, since it will be 20' feet deep instead of 30' feet deep, it will be easier and less costly. Also, with the lift station now being 9' or 10' feet shallower than the prior design, electrical costs with pumping are also anticipated to be less than the original DuroMaxx design would have been.

Ald. Catalano asked for more information on Benchmark. Mr. Fundich stated they have an office in Bartlett and Chicago, and they did a very extensive check on the company. He noted they have the highest prequalification by IDOT standards by volume of work they are able to procure. The vast majority of their work is in Chicago or for IDOT, so he spoke directly with several of their references, as his main concern was work done in residential neighborhoods.



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**VOTE:**

Ald. Catalano made a motion, seconded by Ald. Sorrentino, to approve a Contract Award for the Ward 2 and 3 Stormwater Project to Benchmark Construction in the not-to-exceed amount of \$9,738,764.65. A roll call vote was taken, with the following results:

Ayes:	Ald. Catalano, Jakab, Messina, Sorrentino, E. Wesley & Woods
Nays:	None
Abstained:	None
Motion:	Carried

**ITEMS TO BE CONSIDERED AT FUTURE MEETINGS:**

- Elizabeth Drive Bridge – April
- Engineering Standards – April
- George Street Itasca IGA – Spring

City Manager Mermuys reported that the Engineering Standards will be delayed as a result of the current COVID-19 situation.

**ADJOURNMENT:**

The meeting adjourned at 9:00 p.m.

*Minutes taken by Eileen Schultz*



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## **REQUEST FOR COMMITTEE ACTION**

Referred to Committee: April 9, 2020  
Subject: Holiday Decorations  
Staff Contact: Alan Lange, Public Works Director  
Department: Public Works

**TITLE:** Direction on the Purchase of Holiday Decorations for Clock Tower Area

### **RECOMMENDATION:**

Provide direction on and approve the purchase Holiday Decorations for the Wood Dale Clock Tower Area.

### **BACKGROUND:**

The City has recently completed the Wood Dale Clock Tower Project and is looking to bolster the holiday decorations in this area. Staff has gathered a few options that would be feasible to install in this location and are attached for review. Currently, lights are placed in the trees, bushes and fence line of this area, as well as lighting of the LED panels and display screens. The options attached are display pieces that can be set up in the open areas around the Clock Tower.

### **ANALYSIS:**

Staff has gathered options and pricing from two commercial decoration firms, Temple Display, Ltd. out of Oswego, IL and Christmas Designers who has provided the City with decorations in the past. In the document attached there is a description on sizing, price and possible locations for each item. Items one, two and three can be made in different sizes if it is determined that the standard size will not work in a location. Should the Council approve a desired decoration setup, staff will place the order to have the decoration created and shipped. There is currently funds in the amount of \$17,652.86 left in the Seasonal Decorations account for Fiscal Year 2020 and \$25,000 in the proposed Fiscal Year 2021 budget.

### **DOCUMENTS ATTACHED**

- ✓ Decoration options and possible locations

## Decoration Options for the Wood Dale Clock Tower Area

### Item 1



10'x14' Snowman

\$4,451.00

Waving arm moves back and forth.

Possible for location 1 and 2

Item 2



14'Hx24'W

\$2,543.00

Possible for Location 1

Item 3



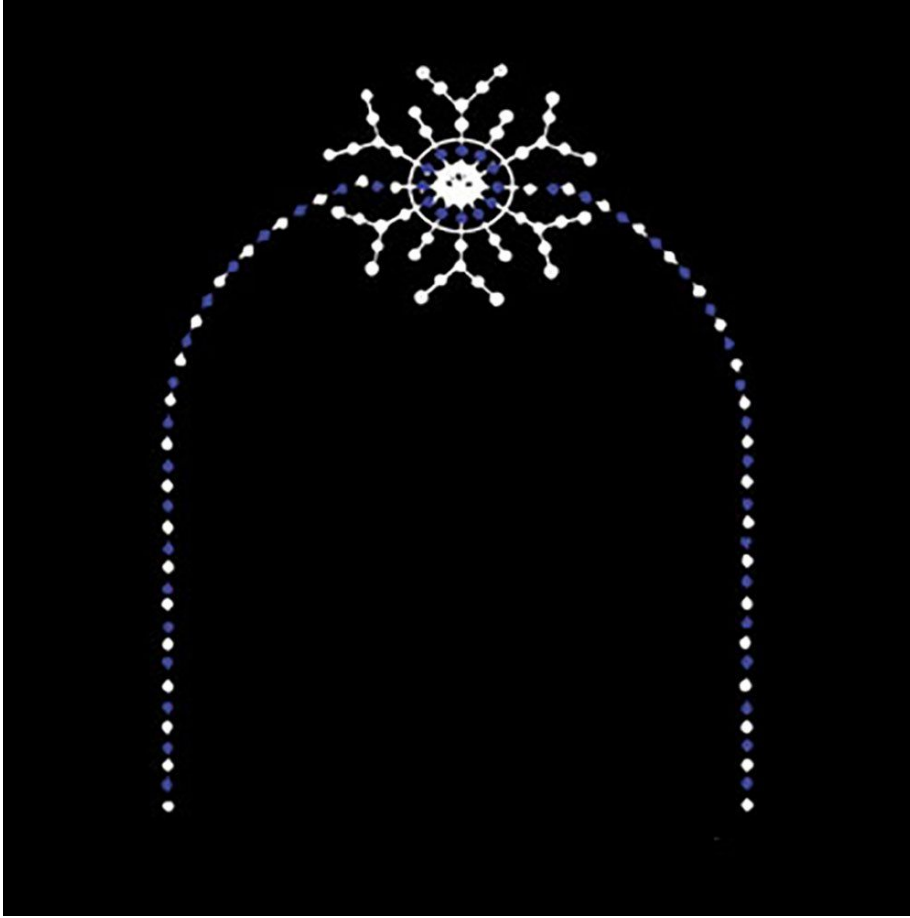
SSUA-1 Bell (A.) 17' x 12'

17'x12'

\$3,986.00

Possible for location 1 or 2 if reduced in size.

Item 4

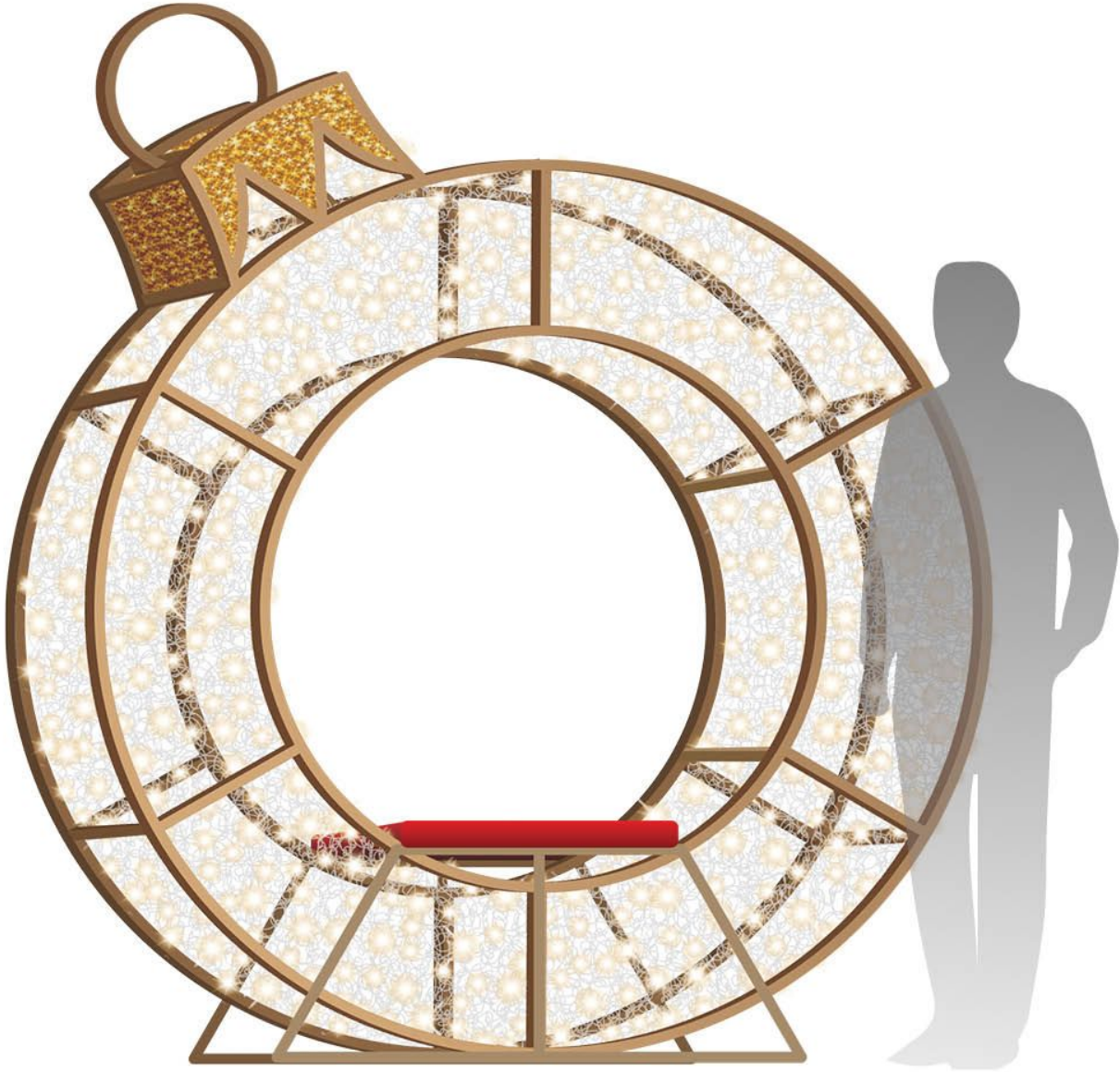


12'Hx10'W

\$1,718.01

Possible over the sidewalk area.

Item 5



8'Hx6'10"Wx1'6"D

\$4,425.00

Has a seat for pictures.

Possible at Location 3



**Item 6**



8'Hx6'Wx2'D

\$4,495.95

Possible at Location 2 or 3

Possible Locations

Location 1



Location 2



Location 3



### Overall Locations







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**FINANCE AND ADMINISTRATION  
COMMITTEE MINUTES**

Committee Date: March 12, 2020  
Present: Ald. Catalano, Jakab, Messina, Sorrentino, Susmarski, E. Wesley & Woods  
Absent: Ald. R. Wesley  
Also Present: Mayor Pulice, City Manager Mermuys, Clerk Curiale, Treasurer Porch, Police Chief Vesta, B. Wilson, A. Lange, E. Cage  
Meeting Convened at: 9:21 p.m.

**APPROVAL OF MINUTES:**

The minutes of the February 27, 2020 meeting were approved as presented.

**REPORT & RECOMMENDATION**

FY 2021 AUDIT CONTRACT

**DISCUSSION:**

None

**VOTE:**

Ald. E. Wesley made a motion, seconded by Ald. Jakab, to authorize the City to enter into a one-year extension with Sikich for the FY2021 audit at the same price as the FY2020 audit. A roll call vote was taken, with the following results:

Ayes: Ald. Catalano, Jakab, Messina, Sorrentino, Susmarski, E. Wesley & Woods  
Nays: None  
Abstained: None  
Motion: Carried

**ITEMS TO BE CONSIDERED AT FUTURE MEETINGS:**

- Utility Bill Printing Bid Results – March 26
- Sewer Discount for Residents who have sewer only and are not using City water & seniors asking for discount (Ald. Catalano)

**ADJOURNMENT:**

The meeting adjourned at 9:26 p.m.

*Minutes taken by Eileen Schultz*



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## **REQUEST FOR COMMITTEE ACTION**

Referred to Committee: April 9, 2020  
Subject: Sewer Only Senior Discount  
Staff Contact: Brad Wilson, Finance Director  
Department: Finance

**TITLE:** Sewer Only Users – Senior Discount

### **RECOMMENDATION:**

Provide staff direction as it relates to providing a senior discount to sewer only accounts. Staff will then work with the attorney to draft the appropriate code changes.

### **BACKGROUND:**

Currently the senior discount applies to water and garbage, there is no relief for the sewer charges.

### **ANALYSIS:**

The recent rate increases were focused heavily on the sewer rates (\$2 per thousand, \$7 fixed cost). This resulted in a \$19 increase for those residents who are on the “sewer only” rate. The sewer only rate is a formula based upon a two person household, so there is no way to make any changes to affect the bill i.e. use less water.

That being the case, the City received a complaint that those that are on the senior discount are being disproportionately affected. As mentioned above, currently the senior discount does not do anything to the sewer rate. With that in mind, the suggestion was to add a sewer discount similar to the current water discount (first 2,500 gallons at no charge), although it would only apply to the sewer only accounts that are receiving the senior discount. Limiting the sewer discount to only those who are on sewer only would then give anyone on the senior discount a discount of 2,500 gallons

and ½ off of the garbage. This would provide some relief for those that are not able to otherwise effect their bill amount through conservation or other methods.

Currently, there 8 accounts that are sewer only and on that qualify for the senior discount.

**DOCUMENTS ATTACHED**

✓ None





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## **REQUEST FOR COMMITTEE ACTION**

Referred to Committee: April 9, 2020  
Subject: 2020 Vehicle Sticker Strategy  
Staff Contact: Brad Wilson, Finance Director  
Department: Finance

**TITLE:** 2020 Vehicle Sticker Strategy

### **RECOMMENDATION:**

Provide staff direction related to the 2020 vehicle stickers.

### **BACKGROUND:**

Each year the City mails out vehicle sticker renewals in mid-May, with the due date of June 30<sup>th</sup> of that given year.

### **ANALYSIS:**

With the ongoing COVID-19 crisis, staff is seeking direction from the Council related to the issuance of vehicle stickers for 2020. Below are a couple of possible concepts, but at this point all options are on the table. Please bear in mind that staff is not endorsing any option, but simply providing these as a way to guide the conversation.

1. Proceed as normal, regular rates apply
  - a. Mail date would be mid-May, penalties July 1<sup>st</sup>
  - b. No changes to how we have done them in the past
2. Proceed as normal, however all stickers are \$0
  - a. Mail date would be mid-May, no fees would be assessed if purchased by June 30<sup>th</sup>
    - i. Possibility of a second mailer with a penalty being assessed, no reason to not submit for free

- b. No in-person interaction, drop box and mail only submissions
    - i. Would answer calls assisting with questions
    - ii. Stickers would be mailed back
  - c. A piece explaining this and how to update the information (if needed) would be included in the mailer
  - d. Information would be retained, program would continue to be managed
3. Delay the issuance until a later date; June 30, 2021 expiration date would remain
- a. Program would operate “as normal”, only the mail and due date would be delay.
    - i. Example – Mail August 15<sup>th</sup>, due September 30<sup>th</sup>, penalties assessed on October 1<sup>st</sup>
  - b. Fees would apply as normal
4. Cancel for 2020 and resume in 2021

**DOCUMENTS ATTACHED**

✓ None