

**PUBLIC WORKS COMMITTEE MEETING
WEDNESDAY, NOVEMBER 3, 2021 – 5:00 P.M.
MUNICIPAL SERVICES BUILDING TRAINING ROOM
MINUTES**

I. ROLL CALL/CALL TO ORDER

Chairman Jim Preschlack called the meeting to order at 5:00 P.M. Alderman Jennifer Karras was present. Alderman Notz joined the meeting at 5:20 P.M.

Staff attending the meeting included Michael Thomas, Director of Public Works; Dan Martin, Superintendent of Public Works; Byron Kutz, Superintendent of Engineering and Jim Lockfeer, Assistant to the Director of Public Works.

II. ASSET, INFRASTRUCTURE, & SERVICE HIGHLIGHTS – MUNICIPAL SERVICES BUILDING

The Committee began the meeting with a tour of the City's Municipal Services Building. The Committee explained that the tour was very informative and helpful in understanding the many different Public Works Operating Sections and the services they provide to the community.

III. FY '22 PROJECT ROADMAP STATUS CHART

Director Thomas and the Committee reviewed the below summary presentation slides on the topic.

PROJECT ROADMAP – CAPITAL FUND			
Project	Asset Category	% Complete	Notes
Annual Pavement Resurfacing Program	Road	100%	Complete
Annual Pavement Patching Program	Road	100%	Complete
Waukegan & Westleigh Intersection Phase II Design	Road	20%	In progress: IDOT approved Phase I Design, Phase II internal kickoff meeting held, right of way acquisition process starting soon
Annual Concrete Sidewalks & Curbs Repairs	Road & Sidewalk	100%	Complete
Illinois & Woodland Pedestrian Bridge Designs	Bridge	75%	In progress: designs to be completed and bid in October, Illinois Bridge will be replaced early to mid spring, Woodland Bridge will be replaced during summer 2022 after LFHS is out
Lake-Woodbine Bridge Reconstruction Design PH I	Bridge	25%	In progress: Use of MFT funds approved by IDOT, internal staff kickoff meeting held, meeting with stakeholder on 9/2, awaiting HPC meeting date to reintroduce/review status of project
Seminary Ravine Study	Ravine	95%	Substantially complete: Final minor report edits and revisions underway
Ringwood Road S Ravine Project	Ravine	100%	Complete
Property Condition Assessments	Facility	100%	Complete
Dickinson Hall Exterior Tuck Pointing	Facility	30%	In progress: City Council approved contractor 9/20; tuck pointing to be completed in Spring
Capital Equipment - All Funds	Capital Equipment	90%	90% equipment received, in-service modifications are continuing and will continue into late fall/early winter
Old Elm Parking Lot	Parking Lot	100%	Complete
Forest Park Bluff Slope Stabilization	Forest Park Bluff	60%	In progress: Design efforts continuing; construction cost estimate complete; working to finalize plans
Annual Storm Sewer Lining Program	Storm Sewer	100%	Complete

PROJECT ROADMAP – WATER FUND

Project	Asset Category	% Complete	Notes
Water Distribution Pressure Sensors	Water	35%	In progress: bid opportunity posted 10/29; mandatory pre-bid meeting 11/10; bid opening 11/16; in-house Water & Sewer project work substantially completed
Water Valve Replacements	Water	25%	Supply chain issues in receiving the valves; work pushed to spring of 2022
Water Plant 42" and 24" Intake Line Cleaning	Water	100%	Completed
Deerpath Watermain Design (Ahwahnee-Golf)	Water	75%	In progress: final design efforts underway, responding to IEPA and USACOE review comments
Spruce Lift Station Pump Overhaul	Sanitary	0%	Staff to develop bid specifications for Fall 2021 bid opening; work to be scheduled for Winter 2022 (low pumpage)
Annual Sanitary Sewer Lining Program	Sanitary	100%	Complete

The Committee discussed the upcoming November 8, 2021 Finance Committee meeting.

IV. NEW BUSINESS / ACTION ITEMS

1. APPROVAL OF THE SEPTEMBER 8, 2021 PUBLIC WORKS COMMITTEE MEETING MINUTES

Alderman Notz moved to approve the September 8, 2021 Public Works Committee meeting minutes. Alderman Karras seconded the motion, which carried unanimously.

2. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENTS FOR FACILITY ARCHITECTURAL DESIGN SERVICES – JIM LOCKEFEER

Assistant to the Director Lockefeer reviewed the below summary presentation slide on the topic.

PROFESSIONAL SERVICES AGREEMENTS FACILITY ARCHITECTURAL DESIGN SERVICES

- Capital Funds and Operating Funds fund designs
- Mechanical engineering services used for existing facility renovation projects (e.g. office spaces, locker rooms, lobbies, break/lunch rooms)
- Mechanical engineering design services include conceptual design, final design & construction documents, and project construction oversight
- RFP process modeled after other professional services agreements (e.g. landscape design, ravine engineering design, mechanical engineering services)
 - Two firms selected: project consistency & firm availability
- Received seven proposals

Firm	Fee Schedule
bailey edward	\$70 - \$245
Cordogan Clark	\$65 - \$235
Eckenhoff Saunders Architects	\$70 - \$250
Larson & Darby Group	\$44 - \$215
StudioGC	\$54 - \$250
Williams Architects / Aquatics	\$82 - \$243
Woodhouse Tinucci Architects	\$90 - \$195



- Proposals reviewed in detail by staff RFP Review Committee
 - Assigned scores based on firm experience, references/project results, and fee schedule
- Three-year agreement with option for two additional one-year periods (subject to performance)

Action requested: PW Committee recommends City Council authorize the City Manager to enter into professional service agreements with Cordogan Clark and Larson & Darby Group for Facility Architectural Design Services

The Committee and City staff discussed the request for proposal review process.

Alderman Karras moved to recommend approval to City Council authorization of the City Manager to enter into professional service agreements with Cordogan Clark and Larson & Darby Group for Facility Architectural Design Services. Alderman Notz seconded the motion, which carried unanimously.

3. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL THE PROPOSED FY'23 CAPITAL EQUIPMENT – DAN MARTIN

Superintendent Martin reviewed the below summary presentation slides on the topic.

FY'23 CAPITAL EQUIPMENT				
General Fund				
Department	Unit #(s)	New / Replace	Item	Budget
Police	1	Replace	Large SUV Evidence Technician	\$50,000
	9	Replace	Mid-Size Police SUV	\$40,000
	23	Replace	Parking Scooter	\$30,000
Fire	201	Replace	Admin SUV	\$40,000
(Proposed Environmental Sustainability fund upcharge option for Hybrid (+ \$ 6,000))				
Building Maintenance	51	Replace	Walk-In Van	\$70,000
Sanitation	181	Replace	Rear-Load Garbage Truck	<u>\$300,000</u>
TOTAL:				\$530,000

FY'23 CAPITAL EQUIPMENT				
Parks & Recreation Fund				
Department	Unit #(s)	New / Replace	Item	Budget
Forestry	642	Replace	21" Chipper	\$200,000
TOTAL:				\$200,000
Water Fund				
Department	Unit #	New / Replace	Item	Budget
No Items				
Golf Fund				
Department	Unit #(s)	New / Replace	Item	Budget
Golf	891	Replace	Greensmaster TriFlex	\$46,500
	833	Replace	Workman Cart	\$26,300
	832	Replace	Range Cart	<u>\$12,200</u>
TOTAL:				\$85,000
Cemetery Fund				
Department	Unit #(s)	New / Replace	Item	Budget
No Items				

FY'23 CAPITAL EQUIPMENT

CAPITAL EQUIPMENT REPLACEMENT FORM

Department: Police Department
Section: Police Department
Unit #: 1
Make: Chevrolet
Model: Tahoe
Year: 2017
Class: S.U.V.
In-Service Dates: 9 / 11 / 2017
Life to Date Miles (in the Department): 84,000 miles
CLF Utilization Standard: 25,000 miles/year
Average Annual Utilization, Life to Date: 26,100 miles/year
Annual Utilization Last Fiscal Year: 17,400 miles
Annual Maintenance Costs for Last 3 Fiscal Years:
 \$15,400 - FY21
 \$ 8,600 - FY20
 \$ 4,500 - FY19
**Life to Date Maintenance Cost:
 (Includes Parts, Labor, and Outside Services)** \$35,300



These units are used for: Primarily Unit #1 is the Department's Evidence Technician vehicle. It carries additional Police Patrol equipment that is not in any of the patrol Ford Interceptors. This unit is used by the Police Department for various patrol and radar monitoring.

Recent Mechanical Issues: The City has been utilizing the Chevrolet Tahoe for a Police pursuit vehicle for many years. Fleet Maintenance has found previous units to be extremely reliable, with up to approximately 150,000 miles. After that, the vehicle is transferred to either the Engineering, Community Development, or used as a pool vehicle. Unit #1 has had recent engine work including Camshaft, Lifters and Head Gaskets, Motor Mounts, Ignition Coils, Batteries, Alternator and starter, A/C repair, Water Pump

FY2023 Budget Amount: \$50,000

Proposed Replacement: Chevrolet Police Tahoe

Can a similar piece of equipment be rented? If so, what is the cost? No, there are no rental police vehicles.

Can this piece of equipment be shared with another Department or other local agencies? No

Is this piece of equipment used on a daily, weekly, or monthly basis? Please explain. Daily. The unit is used throughout the day by each shift's Evidence Technician.

For the replacement piece, are you requesting any enhancements that the unit already does not have? Please explain. No

CAPITAL EQUIPMENT REPLACEMENT FORM

Department: Police Department
Section: Police Department
Unit #: 9
Make: Ford
Model: Interceptor Utility (Explorer)
Year: 2019
Class: S.U.V.
In-Service Dates: 7 / 01 / 2019
Life to Date Miles (in the Department): 68,000 miles
CLF Utilization Standard: 25,000 miles/year
Average Annual Utilization, Life to Date: 29,600 miles/year
Annual Utilization Last Fiscal Year: 39,900 miles
Annual Maintenance Costs for Last 3 Fiscal Years:
 \$ 5,700 - FY21
 \$ 2,900 - FY20
 \$ 0 - FY19
**Life to Date Maintenance Cost:
 (Includes Parts, Labor, and Outside Services)** \$12,400



These units are used for: This unit is used by the Police Department for various patrol and radar monitoring. It is also used to transport prisoners to the County jail, officers to Court appearances, etc.

Recent Mechanical Issues: The City began using the Ford Police Interceptor Utility in the fall of 2013. When mileage becomes high on the Interceptors, they begin to have problems with their FTU (power transfer unit for 4WD), water pumps, and engine mounts. The driver's seats are typically re-built multiple times throughout their use with the Police Department. These issues have since been resolved by Ford.

It is Fleet Maintenance's opinion that the Ford Explorers be replaced when they accrue 100,000 miles; 150,000 miles for the Chevrolet Tahoes. After those mileage points, both vehicles begin to cost significant dollars to maintain with continued use in Police operations.

FY2023 Budget Amount: \$40,000

Proposed Replacement: Ford Police Interceptor Utility (Explorer)

Can a similar piece of equipment be rented? If so, what is the cost? No, there are no rental police vehicles.

Can this piece of equipment be shared with another Department or other local agencies? No

Is this piece of equipment used on a daily, weekly, or monthly basis? Please explain. Daily. The units are used all day except when a team car member is off for vacation or is ill

For the replacement piece, are you requesting any enhancements that the unit already does not have? Please explain. No

FY'23 CAPITAL EQUIPMENT

CAPITAL EQUIPMENT REPLACEMENT FORM

Department: Police Department
Section: Parking Enforcement
Unit #: 23
Make: Westward Industries
Model: GO-4
Year: 2015
Class: Tractors
In-Service Dates: 8/1/2015
Life to Date Miles (in the Department): 5600 hours
CLF Utilization Standard: 400 hours/year
Average Annual Utilization, Life to Date: 900 hours/year
Annual Utilization Last Fiscal Year: 34 hours
Annual Maintenance Costs for Last 3 Fiscal Years:
 \$ 240 - FY21
 \$ 2,610 - FY20
 \$ 3,200 - FY19
**Life to Date Maintenance Cost:
 (Includes Parts, Labor, and Outside Services)** \$14,700



These units are used for: The Police Department's CSO (Community Services Officers) use this vehicle for parking enforcement throughout downtown and the multiple City-owned parking lots. It is also used for traffic control during special events (e.g. 4th of July, Lake Forest Day, etc.).

Recent Mechanical Issues: The unit has had recent work done to its electrical system including the battery and charging system, the heat and venting systems, and the brake system.

FY2023 Budget Amount: \$30,000

Proposed Replacement: Westward Industries GO-4

Can a similar piece of equipment be rented? If so, what is the cost? No

Can this piece of equipment be shared with another Department or other local agencies? Yes, if needed to assist in traffic control for neighboring communities' special events (e.g. Lake Bluffs 4th of July parade).

Is this piece of equipment used on a daily, weekly, or monthly basis? Please explain. Daily basis (except weekends) for traffic and parking enforcement

For the replacement piece, are you requesting any enhancements that the unit already does not have? Please explain. No. Staff is proposing an identical unit.

CAPITAL EQUIPMENT REPLACEMENT FORM

Department: Fire Department
Section: Fire Department
Unit #: 201
Make: Ford
Model: Interceptor Utility (Explorer)
Year: 2015
Class: S.U.V.
In-Service Dates: 6/15/2015
Life to Date Miles (in the Department): 97,068 miles
CLF Utilization Standard: 25,000 miles/year
Average Annual Utilization, Life to Date: 15,000 miles/year
Annual Utilization Last Fiscal Year: 16,300 miles
Annual Maintenance Costs for Last 3 Fiscal Years:
 \$ 2,300 - FY21
 \$ 2,000 - FY20
 \$ 4,100 - FY19
**Life to Date Maintenance Cost:
 (Includes Parts, Labor, and Outside Services)** \$12,100



These units are used for: Unit #201 is a Fire Department administration vehicle that is used to assist in command situations as well transport personnel for public education, inspections, and investigations.

Recent Mechanical Issues: The unit is in relatively good shape and will be transferred to The Fire Inspection Bureau for use by the City's Fire Inspectors. This car will replace a significantly higher mileage Ford Explorer currently being used by The Fire Bureau.

FY2023 Budget Amount: \$40,000 (\$6000 Hybrid upcharge Environmental Sustainability Fund)

Proposed Replacement: Ford Interceptor SUV (Explorer) (Hybrid)

Can a similar piece of equipment be rented? If so, what is the cost? With this SUV having a specific use 24/7/365, there are no rental Fire pieces of equipment.

Can this piece of equipment be shared with another Department or other local agencies? No

Is this piece of equipment used on a daily, weekly, or monthly basis? Please explain. Daily for emergency response 24/7/365.

For the replacement piece, are you requesting any enhancements that the unit already does not have? Please explain. No

FY'23 CAPITAL EQUIPMENT

CAPITAL EQUIPMENT REPLACEMENT FORM	
Department:	Parks & Recreation
Section:	Golf Course
Unit #:	833
Make:	Toro
Model:	Workman 3200
Year:	1998
Class:	Tractors
In-Service Dates:	10/01/1998
Life to Date Hours (in the Department):	6560 hours
CLF Utilization Standard:	400 hours/year
Average Annual Utilization, Life to Date:	No Data Available
Annual Utilization Last Fiscal Year:	No Data Available
Annual Maintenance Costs for Last 3 Fiscal Years:	No Data Available
Life to Date Maintenance Cost: (Includes Parts, Labor, and Outside Services)	No Data Available



CAPITAL EQUIPMENT REPLACEMENT FORM	
Department:	Parks & Recreation
Section:	Golf Course
Unit #:	832
Make:	ClubCar
Model:	Utility Cart
Year:	2002
Class:	Tractors
In-Service Dates:	2002
Life to Date Hours (in the Department):	4626 hours
CLF Utilization Standard:	400 hours/year
Average Annual Utilization, Life to Date:	164 hours/year
Annual Utilization Last Fiscal Year:	No Data Available
Annual Maintenance Costs for Last 3 Fiscal Years:	No Data Available
Life to Date Maintenance Cost: (Includes Parts, Labor, and Outside Services)	No Data Available



These units are used for: The golf course maintenance operation utilizes this unit for its general course maintenance.

Recent Mechanical Issues: N/A

FY2023 Budget Amount: \$26,300

Proposed Replacement: Toro Workman HDX

Can a similar piece of equipment be rented? If so, what is the cost? No

Can this piece of equipment be shared with another Department or other local agencies? No

Is this piece of equipment used on a daily, weekly, or monthly basis? Please explain. Used daily by Deerpath's golf course maintenance personnel.

For the replacement piece, are you requesting any enhancements that the unit already does not have? Please explain. No

These units are used for: The golf course maintenance operation utilizes this unit for general course maintenance

Recent Mechanical Issues: N/A

FY2023 Budget Amount: \$12,200

Proposed Replacement: Cushman Hauler 1200

Can a similar piece of equipment be rented? If so, what is the cost? No

Can this piece of equipment be shared with another Department or other local agencies? No

Is this piece of equipment used on a daily, weekly, or monthly basis? Please explain. Used daily by Deerpath's golf course maintenance personnel.

For the replacement piece, are you requesting any enhancements that the unit already does not have? Please explain. No

The Committee and City staff discussed the Public Works Fleet Section, preventative maintenance programs, supply-chain issues with ordering equipment, Police Department vehicle usage, and City used vehicle trade-ins and sales.

Alderman Notz moved to recommend approval to City Council the proposed FF'23 Capital Equipment. Alderman Karras seconded the motion, which carried unanimously.

V. BUDGET / HIRING / INNOVATION UPDATES

The Committee and City staff discussed challenges associated with filling open seasonal employee positions and a future Public Works work order system.

VI. PUBLIC COMMENT

There was no public comment.

VII. NEXT MEETING – NOVEMBER 18TH OR 22ND

The Committee and City staff discussed scheduling the next meeting on November 22, 2021 at 4 P.M. Director Thomas explained that he would email the Committee the confirmed date and time.

The Committee and City staff discussed snow operations and the Department's weather tracking services.

VIII. ADJOURNMENT

Alderman Notz moved to adjourn the meeting of the Public Works Committee at 6:43 P.M. Alderman Karras seconded the motion, which carried unanimously.

Respectfully submitted,

Jim Lockefeer Jr.
Assistant to the Director of Public Works