

**PUBLIC WORKS COMMITTEE MEETING
 MONDAY, APRIL 17, 2025 – 5:00 P.M.
 CITY HALL – UPSTAIRS CITY COUNCIL CONFERENCE ROOM
 MINUTES**

I. ROLL CALL/CALL TO ORDER

Chairman Ara Goshgarian called the meeting to order at 5:00 P.M. Aldermen Ted Notz and Richard Walther were in attendance.

Staff attending the meeting included Mike Thomas, Director of Public Works; Byron Kutz, Superintendent of Engineering; Dan Martin, Superintendent of Public Works; Chuck Myers, Superintendent of Parks & Forestry; Corey Wierema, Forestry Supervisor, and Jim Lockfeer, Assistant Director of Public Works.

II. NEW BUSINESS / ACTION ITEMS

1. APPROVAL OF THE MARCH 17, 2025, PUBLIC WORKS COMMITTEE MEETING MINUTES

Alderman Notz moved to approve the March 17, 2025, Public Works Committee meeting minutes. Alderman Walther seconded the motion, which carried unanimously.

2. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL APPROVAL OF A BID EXTENSION FOR THE FY26 LONGLINE STRIPING PROGRAM- JIM LOCKFEER


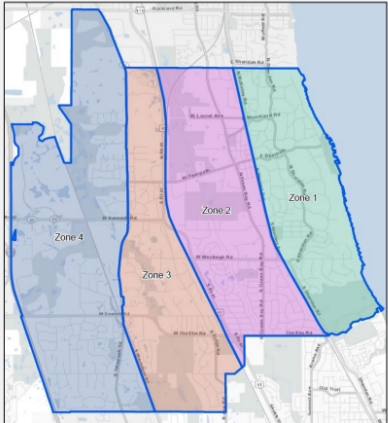
Assistant Director Lockfeer reviewed the below presentation slides on the topic.

FY26 LONGLINE STRIPING BID EXTENSION

- FY26 Streets Operating Capital Program Budget - \$85,000
- Suburban Purchasing Cooperative (SPC) joint bid
- City's Long Line Striping Program is split into 4 zones (includes all streets, parking lots and crosswalks)
 - Zone 2 completed in 2024/2025
 - Zone 3 to be completed in 2025
- The 2024 SPC thermoplastic lane marking contract was awarded to Superior Road Striping, Inc (now "High Star Traffic")
 - Contract included three potential one-year extensions (subject to performance & proposed price increases)
- No cost increase proposed via this extension

Description	UOM	2024 Cost per Unit	2025 Cost per Unit
4" Line	LF	\$0.70	\$0.70
6" Line	LF	\$0.90	\$0.90
12" Line	LF	\$2.00	\$2.00
24" Line	LF	\$4.75	\$4.75
Letters & Symbols	SF	\$4.75	\$4.75

- Lane marking specifications meet Illinois IDOT standards
- **Action Requested: PW Committee Recommends City Council approval of a bid extension for the FY26 Longline Striping Program to High Star Traffic in the Amount of \$85,000**

The Committee and City staff discussed historic price increases with the program and contract language regarding extension options.

Alderman Notz moved to recommend to City Council approval of a bid extension for the FY26 Longline Striping Program to High Star Traffic in the amount of \$85,000. Alderman Walther seconded the motion, which carried unanimously.

3. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL OF THE FY26 ROAD SALT PURCHASE – JIM LOCKEFEER



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

FY26 ROAD SALT PURCHASE

- Municipal Services salt storage bays hold a total of 2,400 tons
 - On average the City uses 2,900 tons of salt per snow season
 - 2,400 tons represents 83% of total average season usage
- City participates in Lake County's joint salt purchase bid; City has participated since 2016
- FY25 contract price per ton was \$84.47; FY26 price of \$88.69 (5% increase)
- Seeking purchase of 1,500 tons

Salt	Tonnage
End of Season Salt Inventory Total	2,400
Total Salt for Start of 2024/2025 Winter	2,400
Tons to be Purchased for 2024/2025 Winter Reserve	<u>+1,500</u>
Total Tons Available for Winter 2024/2025	3,900

- FY26 budget: \$169,260
- **Action Requested: PW Committee Recommends City Council approve a total purchase of 1,500 tons of road salt from Morton Salt in the amount of \$133,035 for the FY '26 Winter Season**

The Committee and City staff discussed recent winter seasons and salt utilization.

Alderman Walther moved to recommend to City Council approval of a total purchase of 1,500 tons of road salt from Morton Salt in the amount of \$133,035 for the FY '26 Winter Season. Alderman Notz seconded the motion, which carried unanimously.

4. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL APPROVAL OF A BID FOR THE FY26 WATER LEAK DETECTION PROGRAM – DAN MARTIN

Superintendent Martin reviewed the below presentation slide on the topic.

FY26 LEAK DETECTION PROGRAM BID

- Three-year program budget - \$90,000
- Water distribution system consists of approximately:
 - 170 miles of water main
 - 6,800 service connections
 - 1,500 fire hydrants
 - 1,800 valves
- Many leaks surface and are immediately repaired; some go undetected due to size or underground travel to storm sewers
- Leak detection pinpoints undetected leaks through acoustic leak detection method
- Consulting Engineering, Inc. opted to not provide final contract extension
- March 24, 2025, Municipal Partnering Initiative (MPI) Program bid received with Arlington Heights, Glenview, Highland Park, Northbrook and Northfield; Only one bid received



Firm	Year One Bid \$	Year Two Bid \$	Year Three Bid \$	Total Three-Year Bid \$
M.E Simpson Company Inc	\$48,450	\$50,150	\$50,150	\$148,750

- Three-year agreement with option for three additional one-year periods (subject to performance)

FY26 LEAK DETECTION PROGRAM BID

- Three-year agreement includes option to renew for three additional one-year extensions upon agreement with both parties; additional years could have possible negotiated increases equal to or less than the Chicago CPI

FY2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Water Operating Capital 501-6078-435.35-15	\$ 30,000	\$ 48,450	Y

- The budget overage of \$18,450 will be covered using remaining fund balance or allocated Water Fund reserves
- **Action requested: PW Committee Recommends City Council approval of a three-year contract with M.E. Simpson Company Inc for Leak Detection Services included in the FY2026 – FY2028 Operating Capital Budget for the sum of \$ 148,750**

The Committee and City staff discussed past program budgeting and the MPI bid process.


Alderman Notz moved to recommend to City Council approval of a three-year contract with M.E. Simpson Company Inc for Leak Detection Services included in the FY2026 – FY2028 Operating Capital Budget for the sum of \$ 148,750. Alderman Walther seconded the motion, which carried unanimously.

5. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL APPROVAL OF A BID EXTENSION FOR THE FY26 VALVE EXERCISING PROGRAM – DAN MARTIN

Superintendent Martin reviewed the below presentation slide on the topic.

FY 26 VALVE EXERCISING PROGRAM BID EXTENSION

- Operating Capital Budget - \$25,000
- Exercising valves throughout distribution system ensures reliable valve operation & maintains water quality
 - Each valve in designated annual zones is operated through full closing/opening cycle
 - Exercising prevents valve rust build up that could render the valve inoperable or prevent tight shutoffs; ensures reliability to immediately isolate water lines for main breaks & extends valves useful life
- Program utilizes GIS to record detailed valve info (i.e. location, number of turns, size, close direction)
- Municipal Partnering Initiative (MPI) Program bid with Glenview, Niles and North Chicago
- June 5, 2021, City Council award a three-year Valve Exercising Program bid to Wachs Water Services in the amount of \$52,245
- Three-year agreement with option for two additional one-year periods
- Contractor has performed favorably past three-years; year-one contract extension sum is \$22,828
- Increased cost due to higher labor & equipment costs; 2025 zone has larger valves
- **Action requested: PW Committee recommends City Council award final one-year extension of the City's Contract with Wachs Water Services to provide Valve Exercising Services for the sum of \$22,828**



The Committee and City staff discussed past project budgeting and the MPI bid process.


Alderman Walther moved to recommend to City Council award final one-year extension of the City's contract with Wachs Water Services to provide valve exercising services for the sum of \$22,828. Alderman Notz seconded the motion, which carried unanimously.

6. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT FOR CITY ENGINEERING SERVICES – BYRON KUTZ

Superintendent Kutz reviewed the below presentation slides on the topic.

CITY ENGINEERING SERVICES/PLAN REVIEW

- Perform Plan-review and serve as City Engineer/Surveyor as-needed to fulfill statutory requirements
 - Technical plan-review and approval of permit-projects
 - Technical assistance and advisor for the Planning Commission
 - Public project plan review and general professional engineering services as needed
- One year agreement (5/1/25 - 4/30/26) with two additional one-year optional renewals
- Staff initiated RFP process - 12 firms downloaded RFP; one proposal received
- GHA has the experience, qualifications, institutional knowledge, specialized capabilities, and ability to perform on time
- Dan Strahan (GHA) has been in this role since 2013
- Non-Reimbursable Budget: FY2026 \$45,000
- Reimbursable Budget: Varies based on number of plan-reviews which is driven by developments (FY2026 projected expenses \$40,000)
- GHA Average 4.6% hourly rate increase since last year



Action Requested: PW Committee Recommends City Council Approval of a Professional Services Agreement for Plan Review and City Engineering Services with Gewalt Hamilton Associates, Inc. in an Amount Not to Exceed \$45,000, and Authorize the City Manager to Enter Into a One-Year Agreement with Two Additional One-Year Optional Renewals

Alderman Notz moved to recommend to City Council approval of a professional services agreement for plan review and City engineering services with Gewalt Hamilton Associates, Inc. in an amount not to exceed \$45,000, and authorize the City Manager to enter into a one-year agreement with two additional one-year optional renewals. Alderman Walther seconded the motion, which carried unanimously.

7. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL OF A DESIGN SERVICES AGREEMENT FOR CHEROKEE STORM SEWER PROJECT – BYRON KUTZ

Superintendent Kutz reviewed the below presentation slides on the topic.

**CHEROKEE ROAD STORM SEWER IMPROVEMENTS
DESIGN ENGINEERING SERVICES**

- Flooding blocks street access for residents and emergency vehicles
- Project limits roughly from Forest Hill to 783 Cherokee (paving Forest Hill to Grandview)
- Replaces undersized storm sewer to properly convey stormwater and alleviate flooding consistent with the minimum level of design
- Scope includes project modeling, design and specifications, preliminary and final cost estimates, and development of construction documents
- Construction: Summer 2026 (FY2027)

**CHEROKEE ROAD STORM SEWER IMPROVEMENTS
DESIGN ENGINEERING SERVICES**

- Staff initiated RFP process; 11 proposals received

Consultant Firm	Proposal Amount
Bleck	\$57,625
Christopher B. Burke Engineering	\$59,876
GSG	\$72,450
Clark Dietz	\$84,521
BLA INC.	\$84,858
Hey and Associates	\$88,945
GHA	\$90,900
Baxter and Woodman	\$92,425
Kimley-Horn	\$99,455
Horner and Shifrin	\$101,900
Thomas Engineering	\$104,975

- Christopher B. Burke's proposal included evaluating up to three proposed condition alternatives
- FY2026 Budget: \$85,000
- Final cost estimates due in mid September prior to FY26 budget submittal
- **Action requested: PW Committee Recommends City Council Approval of Design Engineering Services for the Cherokee Road Storm Sewer Improvements Project to Christopher B. Burke Engineering, Ltd., and Authorize the City Manager to Execute an Agreement in the Amount of \$59,876 to Include a 5% Contingency in the Amount of \$2,994 for a Total Cost of \$62,870**

The Committee and City staff discussed the project location, the design scope of services, design modeling, and the downstream discharge location of the existing storm sewer system.

Alderman Walther moved to recommend to City Council approval of design engineering services for the Cherokee Road Storm Sewer Improvements Project to Christopher B. Burke Engineering, Ltd., and authorize the City Manager to execute an agreement in the amount of \$59,876 to include a 5% contingency in the amount of \$2,994 for a total cost of \$62,870. Alderman Notz seconded the motion, which carried unanimously.


8. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL APPROVAL OF A DESIGN SERVICES AGREEMENT FOR UPDATES TO THE COMPREHENSIVE BRIDGE INSPECTION REPORT – BYRON KUTZ

Superintendent Kutz reviewed the below presentation slide on the topic.

2025 SUPPLEMENTAL BRIDGE INSPECTIONS

- Last Comprehensive Bridge Inspection Report - September 2020 (\$199,440)
- In-depth scope not included in annual IDOT bridge inspections
- IDOT does not require specific inspection intervals for pedestrian bridges
- City Council approval of annual bridge inspection \$30,000 (3/17/25)
- Tasks include:
 - In-depth climbing inspections for the Walden Lane East and Walden Lane West vehicular bridges.
 - In-depth climbing inspections for the Elm Tree and Bluff's Edge pedestrian bridges.
 - Inspection of the North Shore Line, Laurel Avenue, and Old Mill Road pedestrian bridges.
 - Recent IDOT mandates such as load rating of Ferry Hall Bridge
- WJE is the City's IDOT Bridge Program Manager
- Budget - FY2026: \$60,000; FY2027: \$60,000
- Administrative Directive 3-5, Section 6.11 – Existing Relationship

Action requested: PW Committee Recommends City Council Approval of Structural Engineering Services for 2025 Supplemental Bridge Inspections to Wiss, Janney, Elstner Associates, Inc., and Authorize the City Manager to Enter Into an Agreement in an Amount Not to Exceed \$59,686



The Committee and City staff discussed the types of inspections completed.

Alderman Notz moved to recommend to City Council approval of structural engineering services for 2025 Supplemental Bridge Inspections to Wiss, Janney, Elstner Associates, Inc., and authorize the City Manager to enter into an agreement in an amount not to exceed \$59,686. Alderman Walther seconded the motion, which carried unanimously.

III. CIP PROJECT SCHEDULE

There were no Committee discussions.

FY25 CIP PROJECT SUMMARY CHART – CAPITAL FUND

Project	Asset Category	% Complete	Project Timeline	Notes
Annual Longline Striping Program	Road	90%	August – Spring 2025	Some FY25 funding is still available. Staff is currently coordinating with the Contractor on returning in the coming weeks to complete FY25 contract.
Waukegan & Everett Intersection (Land Acquisition)	Road	5%	2024	City selected for STP-Shared grant for land-acquisition on 12/1/23, coordination is ongoing.
Waukegan & Westleigh Intersection (Land Acquisition)	Road	98%	2024	ROW material provided to both City and School District; coordination and approval process underway. Presented to City Council on 8/5.
Westleigh Resurfacing (41-Western) Phase I Design	Road	25%	TBD	CC approved on 7/15/24. Actual road construction was not awarded grant funding but placed on contingency list.
Deerpath Intersection Traffic Light/Crossing Improvements	Road / Sidewalk	0%	June 2025	Recently received one bid over budget. Bid received is being reviewed in detail to see if we can complete some scope in-house. Staff will also explore discussions with Deerpath Streetscape electric contractor.
CBD Infrastructure Improvements Evaluation	Streetscape	98%	November 2024	Second staff coordination meeting with engineering firm occurred on April 9 & May 23, 2024; staff has received draft final report; Engineering to review report and provide final comments to consultant.
McLennon-Reed Bridge Repairs – Design	Bridge	99%	Winter 2024	Construction schedule has been changed in order to be timed concurrently with Lake Woodbine.
McLennon-Reed Bridge Repairs – Construction	Bridge	0%	Winter 2026/ Spring 2027	Construction schedule has been changed in order to be timed concurrently with Lake Woodbine.
Lake-Woodbine Bridge Reconstruction – Construction	Bridge	0%	Winter 2026/ Spring 2027	Construction options discussed with the Finance Committee on November 12; awaiting award or denial of recent IDOT grant application to determine next steps.
Ringwood Bridge Replacement Phase I Design	Bridge	10%	2024 – 2025	City Council approved agreement w/ engineering firm to begin Phase I at their December 2nd meeting
ADA Transition Plan	Facilities / Right of Way / Parks	85%	April	Facility visits completed. First draft of plan in completed. Staff is working with consulting firm to finalize plan.

Highlighted areas represents the project was updated since the March 17, 2025, PW Committee meeting

FY25 CIP PROJECT SUMMARY CHART – CAPITAL FUND

Project	Asset Category	% Complete	Project Timeline	Notes
Gorton Community Center Patio & Drop in Center	Facility	5%	Spring / Summer 2025	3/17/25 PWC review and approval; 4/7/25 CC review and approval.
West Park: Tennis Court Construction	Parks	10%	March – June 2025	CC approved on 11/18/24. Construction underway, completion expected late May / early June.
Northcroft Park: Handball Courts Installation	Parks	0%	Spring 2025	Design is complete. Bid opening March 26. Bids surpassed budget, discussing options with donor.
Cemetery Ravine Restoration – Design	Ravine	90%	May – Spring 2025	Design progressing.
Walden Ravine Bed Restoration – Design	Ravine	80%	May – Summer 2025	Design progressing.
Seminary Ravine Improvements Construction	Ravine	0%	TBD	City obtaining approximately \$1 million in federal grant funding. Project construction schedule is subject to EPA grant administering timeline. Staff is working with design consultant on grant materials.
Ahwahnee Road & Lane Storm Sewer Upgrade Construction	Storm Sewer	40%	January 2025 – Summer 2025	Construction on Golf Course is substantially complete with only restoration remaining. Work on Ahwahnee Road substantially complete with crews then starting on Ahwahnee Lane in a week.
Scott-Wisconsin and Griffith-Woodland Storm Sewer Improvement Design	Storm Sewer	75%	May – September	Design progressing.

Highlighted projects represents the project was updated since the March 17, 2025, PW Committee meeting

FY25 CIP PROJECT SUMMARY CHART – WATER FUND

Project	Asset Category	% Complete	Project Timeline	Notes
Water Meter Replacement Purchase & Installation	Water	10%	FY25-FY29	PWC approved on 10/21 and CC approved on 11/4 for meter equipment, installation and project management. Shop drawings and submittals have been approved, working to have antenna infrastructure and meter software procured and installed.
Watermain Replacements (Field/Spring) & Valve Repairs	Water	95%	Summer – Fall 2024	PWC reviewed on 5/6/24 and CC bid approval on 5/20/24. Field Court and Spring Lane construction is complete. Transmission main valve at 41 & Gage to be replaced in coming weeks.

Highlighted projects represents the project was updated since the March 17, 2025, PW Committee meeting

FY26 CIP PROJECT SUMMARY CHART – CAPITAL FUND

Project	Asset Category	% Complete	Project Timeline	Notes
Annual Pavement Resurfacing & Patching Program	Road	0%	June – October	PWC to review 3/3/25; CC approval 3/17/25
Crack Sealing Program	Road	0%	Fall 2025	PWC to review 4/7/25; seek CC approval 5/5/25
Concrete Streets Repair	Road	0%	Summer 2025	PWC to review 3/17/25; seek CC approval 4/7/25
Annual Longline Striping Program	Road	0%	Fall 2025	PWC to review 4/7/25; seek CC approval 4/24/25
Waukegan & Westleigh Intersection Improvements - Construction Engineering	Road	0%	Summer 2027	PWC to review 12/1/25; seek CC approval 1/19/26
Concrete Sidewalk/Curb Replacement	Road / Sidewalk	0%	Summer 2025	PWC to review 3/17/25; seek CC approval 4/7/25
Whispering Oaks Sidewalk Connections	Sidewalk	0%	June – July	Contract currently being awarded by IDOT
Deerpath Streetscape – Construction	Streetscape	25%	January – October	Watermain construction substantially complete. North Shore gas to complete gas main replacement in March/April. Streetscape Improvement contract currently being awarded by IDOT. Streetscape Improvement construction is anticipated to begin in late-April or early-May. Extensive communication and business outreach efforts continue. Streetscape project-team visited businesses on 4/3/25.
Bank Lane Streetscape Improvements – Design	Streetscape	95%	January – April	Design progressing. PWC to review construction bids 5/5/25; seek CC approval 5/19/25. Construction to begin late-June or early-July.
McClory Bike Path Resurfacing (Westleigh to Ryan)	Bike Path	0%	July – August	PWC to review 3/17/25; seek CC approval 5/5/25
Walden East Bridge Repairs Design	Bridge	0%	May – September	PWC to review 4/7/25; seek CC approval 5/5/25

Highlighted areas represents the project was updated since the March 17, 2025, PW Committee meeting

FY26 CIP PROJECT SUMMARY CHART – CAPITAL FUND

Project	Asset Category	% Complete	Project Timeline	Notes
Rec Center HVAC RTU Replacements	Facility	0%	Summer 2025	PWC to review 5/5/25; seek CC approval 5/19/25
Senior Center Air Condenser Replacement	Facility	0%	Fall 2025 / Winter 2026	Design progressing. Construction bids: PWC to review 7/21/25; seek CC approval 8/4/25
Waveland Park Picnic Shelter Renovation – Construction	Park / Facility	0%	Late Summer – Fall 2025	Design is currently progressing and anticipated to be completed in late April. Construction bid PWC review 6/2/25; CC bid approval 6/16/25
South Park: Tennis/Basketball Surface Maintenance	Parks	0%	October	Park Board to review 4/15/25; seek CC approval 4/21/25
Forest Park: Playground Equipment Replacement	Parks	0%	September – October	Park Board to review 3/18/25; seek CC approval 4/7/25
Annual Storm Sewer Lining Program	Storm Sewer	0%	June	PWC to review 4/21/25; seek CC approval 5/5/25
Storm Sewer Design Cherokee: Grandview-Forest Hill	Storm Sewer	0%	May – October	PWC to review 4/7/25; seek CC approval 4/21/25. Construction budgeted with FY27 funding
Griffith Woodland Storm Sewer Construction	Storm Sewer	0%	Spring / Summer 2026	PWC and CC to review March/April 2026

Highlighted areas represents the project was updated since the March 17, 2025, PW Committee meeting

FY26 CIP PROJECT SUMMARY CHART – WATER FUND

Project	Asset Category	% Complete	Project Timeline	Notes
Water Meter Replacement Purchase & Installation	Water	5%	FY25-FY29	PWC approved on 10/21 and CC approved on 11/4 for meter equipment, installation and project management. Communication equipment expected to be installed early summer.
Green Bay Watermain Replacement Design (Linden-Greenwood)	Water	5%	February – September	PWC reviewed on 2/3/25 and CC approved proposal 2/18/25.
Basswood Watermain Replacement Design (Blackthorn-Westleigh)	Water	5%	February – September	PWC reviewed on 2/3/25 and CC approved proposal 2/18/25.
Water Plant AHU Coil Replacements	Water	0%	Summer 2025	PWC to review 4/21/25; seek CC approval 5/5/25.
Elevated Tank Generator Replacement	Water	0%	Summer 2025	PWC to review 4/21/25; seek CC approval 5/5/25.
Ahwahnee Ln Watermain Replacement (S. of Deerpath)	Water	0%	Summer 2025	PWC to review 3/17/25; seek CC approval 4/7/25.
Valve Repairs	Water	0%	Summer 2025	PWC to review 3/17/25; seek CC approval 4/7/25.
Elevated Tank Painting	Water	0%	September – October	PWC to review 4/21/25; seek CC approval 5/5/25.
Annual Sanitary Sewer Lining Program	Sanitary	0%	June	PWC to review 4/21/25; seek CC approval 5/5/25.
Manhole Lining and I&I Repairs	Sanitary	5%	Summer – Fall 2025	PWC reviewed on 2/3/25 and CC approved bid 2/18/25.

Highlighted areas represents the project was updated since the March 17, 2025, PW Committee meeting

IV. PUBLIC COMMENT

There was no Public Comment.

V. NEXT MEETING – APRIL 21, 2025

Director Thomas explained that the next meeting date would be confirmed via email. Alderman Walther suggested that an update on the Lake & Woodbine Bridge Project be shared at the next meeting.

Director Thomas shared an that the Public Works Department received an American Public Works Association for the Forest Park Boardwalk Project.

VI. ADJOURNMENT

Alderman Notz moved to adjourn the meeting of the Public Works Committee at 6:02 P.M. Alderman Walther seconded the motion, which carried unanimously.

Respectfully submitted,

Jim Lockefeer Jr.
Assistant Director of Public Works