

**PUBLIC WORKS COMMITTEE MEETING  
MONDAY, NOVEMBER 3, 2025 – 5:30 P.M.  
CITY HALL – UPSTAIRS CITY COUNCIL CONFERENCE ROOM  
MINUTES**

**I. ROLL CALL/CALL TO ORDER**

Chairman Notz called the meeting to order at 5:30 P.M. Aldermen Richard Walther and Nancy Novit were in attendance.

Staff attending the meeting included Michael Thomas, Director of Public Works; Byron Kutz, Superintendent of Engineering; Corey Wierema, Superintendent of Public Works; Matt Brugioni, Superintendent of Public Works, and Jim Lockfeer, Assistant Director of Public Works.

**II. NEW BUSINESS / ACTION ITEMS**

**1. APPROVAL OF THE OCTOBER 20, 2025, PUBLIC WORKS COMMITTEE MEETING MINUTES**

Alderman Novit moved to approve the October 20, 2025, Public Works Committee meeting minutes. Alderman Walther seconded the motion, which carried unanimously

**2. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL A JOINT FUNDING AGREEMENT WITH IDOT FOR THE WAUKEGAN AND WESTLEIGH INTERSECTION IMPROVEMENTS – BYRON KUTZ**

Superintendent Kutz reviewed the below presentation slides on the topic.

**WAUKEGAN AND WESTLEIGH INTERSECTION IMPROVEMENTS**

- To improve intersection safety and traffic flows
- Signal replacement, drainage upgrades, and pavement widening/resurfacing
- Addition of:
  - Northbound and Southbound left-turn lanes on IL Route 43
  - Southbound right-turn lane on IL Route 43
  - Westbound left-turn lane on Westleigh Road
- Tentative construction schedule :  
March 2026 – August 2026

**Proposed Intersection Geometry**

S Waukegan Rd

W Westleigh Rd

York

**WAUKEGAN AND WESTLEIGH INTERSECTION IMPROVEMENTS- JOINT FUNDING AGREEMENT FOR FEDERALLY FUNDED CONSTRUCTION WITH IDOT**

- Received a grant of \$2,620,000 (Total Est. \$3,602,100)
- Local match ~ \$982,100 (excluding construction engineering and contingency)
- Use of Federal funds requires project to be bid by IDOT on State bidding
- IDOT requires funding agreements executed by City prior to bid opening
- Bid opening – January 16, 2026
- Specific 'Action Requested' language may be revised prior to Council Approval based on ongoing IDOT coordination
- **Action requested: PW Committee Recommends Approval of a Resolution for a Joint Funding Agreement for Federally Funded Construction with the state of Illinois Department of Transportation for Construction of the Waukegan and Westleigh Intersection Project, Section Number 13-00095-00-CH, for a Local Match Estimated at \$982,100, and Authorize the City Manager to Execute Required Agreements and Additional Paperwork as Required by IDOT Related to Work on This Project**

The screenshot shows a web-based form titled "Joint Funding Agreement for Federally Funded Construction" from the Illinois Department of Transportation. The form includes fields for "Local Public Agency" (City of Lake Forest), "County" (Lake), and "Section Number" (13-00095-00-CH). It also contains sections for "Construction" with checkboxes for "Local Labor", "Construction on State Letting", "Construction Engineering", "Utilities", and "Railroad Work". A "LOCATION" table is visible with the following data:

Local Street/Route Name	File/Route	Length	From	To
Waukegan Road (43)	2706	0.28	0.39	0.67
Westleigh Street				

The Committee and City staff discussed the State grant and bidding process.

Alderman Walther moved to recommend City Council approval of a Resolution for a Joint Funding Agreement for federally funded construction with the State of Illinois Department of Transportation for construction of the Waukegan and Westleigh Intersection Project, Section Number 13-00095-00-CH, for a local match estimated at \$982,100, and authorize the City Manager to execute required agreements and additional paperwork as required by IDOT related to work on this project. Alderman Novit seconded the motion, which carried unanimously.

**3. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL CONSTRUCTION ENGINEERING SERVICES FOR THE WAUKEGAN AND WESTLEIGH INTERSECTION IMPROVEMENT PROJECT – BYRON KUTZ**

Superintendent Kutz reviewed the below presentation slide on the topic.

## WAUKEGAN AND WESTLEIGH INTERSECTION IMPROVEMENTS CONSTRUCTION ENGINEERING

- Construction inspection and observation
- Construction coordination and communications
- Construction documentation and project-closeout
- Staff initiated RFP process; two proposals received



Consultant Firm	Proposal Amount
Thomas Engineering (TEG)	\$356,058
<b>GHA</b>	<b>\$378,875</b>

- TEG relied more on interns; GHA better met project management experience expectations
- FY2027 Budget: \$380,000 (adjusted to \$398,00 recent Budget Submittal)
- Council Approval in January following IDOT bid-opening

**PW Committee Recommends City Council Approval of Construction Engineering for the Waukegan and Westleigh Intersection Project to Gewalt Hamilton Associates, Inc., and Authorize the City Manager to Execute an Agreement in the Amount of \$378,875 to Include a 5% Contingency in the Amount of \$19,125 for a Total Cost of \$398,000**

The Committee and City staff discussed the proposals received, intersection lighting, and the condition of the existing watermain within the intersection and its potential replacement.

Alderman Novit moved to recommend City Council approval of construction engineering for the Waukegan and Westleigh Intersection Project to Gewalt Hamilton Associates, Inc., and authorize the City Manager to execute an agreement in the amount of \$378,875 to include a 5% contingency in the amount of \$19,125 for a total cost of \$398,000. Alderman Walther seconded the motion, which carried unanimously.

- 4. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL A RESOLUTION TO JOIN THE ILLINOIS WATER/WASTEWATER AGENCY RESPONSE NETWORK– JIM LOCKEFEEER**  
Assistant Director Lockfeer reviewed the below presentation slide on the topic.

## RESOLUTION FOR CITY TO JOIN ILWARN

- The Illinois Water/Wastewater Agency Response Network (ILWARN) that helps water and wastewater utilities recover from disasters by providing access to needed resources
- Participation can help improve City IEPA compliancy related to our Emergency Response and Risk and Resiliency Plans
- There is no obligation to respond to an emergency; municipalities may respond at their discretion and as resources allow
- There is no cost to become a member, though a standard resolution must be signed before joining
- Current members include Highland Park, Gurnee, Glen Ellyn, Antioch, Glencoe, Lake County Public Works, and Batavia, among others
- **PW Committee Recommends City Council Approval of a Resolution to Join the Illinois Water/Wastewater Agency Response Network**



The Committee and City staff discussed notification of the City's insurance carrier if the City were to go assist another municipality.

Alderman Walther moved to recommend to City Council approval of a Resolution to join the Illinois Water/Wastewater Agency Response Network. Alderman Novit seconded the motion, which carried unanimously.

### III. CIP PROJECT SUMMARY CHART

The Committee and City staff discussed the below presentation slides.

#### FY25 CIP PROJECT SUMMARY CHART – CAPITAL FUND

Project	Asset Category	% Complete	Project Timeline	Notes
Waukegan & Everett Intersection (Land Acquisition)	Road	5%	2024	City selected for STP-Shared grant for land-acquisition on 12/1/23. ROW Funding Agreements will be presented to CC later this year
Waukegan & Westleigh Intersection (Land Acquisition)	Road	100%	2024	Presented to City Council on 8/5. Approval process complete.
Westleigh Resurfacing (41-Western) Phase I Design	Road	65%	TBD	CC approved on 7/15/24. Actual road construction was not awarded grant funding but placed on contingency list. City will apply for construction grant this fall.
CBD Infrastructure Improvements Evaluation	Streetscape	98%	November 2024	Staff has received draft final report; Engineering to review report and provide final comments to consultant.
McLennon-Reed Bridge Repairs – Design	Bridge	100%	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 – Fall 2026	Construction schedule has been changed in order to be timed concurrently with Lake Woodbine. Bids have been received and will be presented to Council in November.
Lake-Woodbine Bridge Reconstruction – Construction	Bridge	0%	Winter 2026 – Fall 2026	City Staff received announcement from IDOT of additional grant funding. Bids have been received and IDOT is continuing with award process. ComEd has temporarily relocated an aerial line across the ravine.
Ringwood Bridge Replacement Phase I Design	Bridge	20%	2024 – 2025	Consultant is proceeding with Phase I design. Staff presented update to CC on 9/2.
ADA Transition Plan	Facilities / Right of Way / Parks	85%	December	Final draft of plan is complete. HR Director to review final draft. Working to finalize the plan by the end of November for a grant application due in December.

Highlighted areas represents the project was updated since the October 20, 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	50%	November	Demolition complete and all new footings installed. Working to finalize some storm sewer connects / downspouts prior to concrete.
West Park: Tennis Court Construction	Parks	100%	July	Complete
Cemetery Ravine Restoration – Design	Ravine	95%	May – Spring 2025	Design progressing. Submitted for IEPA grant application in mid-July.
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	100%	January 2025 – August 2025	Complete.
Scott-Wisconsin and Griffith-Woodland Storm Sewer Improvement Design	Storm Sewer	95%	May – September	Design progressing.

Highlighted projects represents the project was updated since the October 20, 2025, PW Committee meeting

## FY26 CIP PROJECT SUMMARY CHART – CAPITAL FUND

Project	Asset Category	% Complete	Project Timeline	Notes
Annual Pavement Resurfacing & Patching Program	Road	100%	June – October	Punchlist and patching is remaining.
Crack Sealing Program	Road	100%	July	Complete.
Concrete Streets Repair	Road	100%	Summer 2025	Complete.
Annual Longline Striping Program	Road	100%	Summer 2025	Complete.
Waukegan & Westleigh Intersection Improvements - Construction Engineering	Road	0%	Summer 2027	PWC to review 11/3/25; seek CC approval 1/19/26
Concrete Sidewalk/Curb Replacement	Road / Sidewalk	100%	Summer 2025	Complete.
Whispering Oaks Sidewalk Connections	Sidewalk	100%	June – July	Complete. Monitoring seed and blanket.
Deerpath Streetscape – Construction	Streetscape	98%	January – October	Substantial completion on 10/31 with the road being opened at the end of the day. Punchlist will continue for the following 2 weeks.
Bank Lane Streetscape Improvements – Design	Streetscape	100%	January – April	Complete.
McClory Bike Path Resurfacing (Westleigh to Ryan)	Bike Path	100%	July	Complete.
Walden East Bridge Repairs Design	Bridge	5%	June – April 2026	Awarded by City Council.

Highlighted areas represents the project was updated since the October 20, 2025, PW Committee meeting

## FY26 CIP PROJECT SUMMARY CHART – CAPITAL FUND

Project	Asset Category	% Complete	Project Timeline	Notes
Rec Center HVAC RTU Replacements	Facility	100%	August	Complete
South Park: Tennis/Basketball Surface Maintenance	Parks	100%	June	Complete
Waveland: Tennis/Basketball Surface Maintenance	Parks	100%	June	Complete
Waveland Park Pavilion Project	Parks	20%	Fall 2025 – Winter 2026	Demolition complete, footings installed, installing site utilities
Forest Park: Playground Equipment Replacement	Parks	100%	September – October	Complete
Annual Storm Sewer Lining Program	Storm Sewer	15%	October- November	Will be completed by mid-November.
Storm Sewer Design Cherokee: Grandview-Forest Hill	Storm Sewer	85%	May – October	PWC reviewed 4/7/25; CC approved 5/5/25. Construction budgeted with FY28 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 October 20, 2025, PW Committee meeting

## FY26 CIP PROJECT SUMMARY CHART – WATER FUND

Project	Asset Category	% Complete	Project Timeline	Notes
Water Meter Replacement Purchase & Installation	Water	10%	FY25-FY29	First phase (test phase) of installs underway. 178 meters installed.
Green Bay Watermain Replacement Design (Linden-Greenwood)	Water	85%	February – September	PWC reviewed on 2/3/25 and CC approved proposal 2/18/25. Design work is now underway.
Basswood Watermain Replacement Design (Blackthorn-Westleigh)	Water	85%	February – September	PWC reviewed on 2/3/25 and CC approved proposal 2/18/25. Design work is now underway.
Water Plant AHU Coil Replacements	Water	100%	Late Summer 2025	Complete.
Elevated Tank Generator Replacement	Water	10%	Winter 2026	CC approved 6/2/25. Coordinating work with contractor.
Ahwahnee Ln Watermain Replacement (S. of Deerpath)	Water	100%	Summer 2025	Complete.
Valve Repairs	Water	100%	Summer 2025	Complete.
Elevated Tank Painting	Water	10%	Spring 2026	Work was placed on hold due to large water transmission main breaks.
Annual Sanitary Sewer Lining Program	Sanitary	15%	October-November	Will be completed by mid-November.
Manhole Lining and I&I Repairs	Sanitary	100%	Summer – Fall 2025	Complete

Highlighted areas represents the project was updated since the October 20, 2025, PW Committee meeting

#### IV. PUBLIC COMMENT

There was no Public Comment.

#### V. NEXT MEETING – DECEMBER 1, 2025

**VI. ADJOURNMENT**

Alderman Novit moved to adjourn the meeting of the Public Works Committee at 6:11 P.M. Alderman Walther seconded the motion, which carried unanimously.

Respectfully submitted,

Jim Lockfeer Jr.  
Assistant Director of Public Works