

PUBLIC WORKS COMMITTEE MEETING
TUESDAY, OCTOBER 30, 2018 – 6:30 P.M.
MUNICIPAL SERVICES TRAINING ROOM
MINUTES

I. ROLL CALL/CALL TO ORDER

Chairman Raymond Buschmann called the meeting to order at 6:30 P.M. Alderman Michelle Moreno was in attendance. Alderman Melanie Rummel arrived at 6:40 P.M.

Staff in attendance included Michael Thomas, Director of Public Works; Dan Martin, Superintendent of Public Works; Bob Ells, Superintendent of Engineering; Robert Kiely, City Manager; Mike Strong, Assistant to the City Manager; Kevin Cronin, Fire Department Deputy Chief and Jim Lockefer, Management Analyst.

II. APPROVAL OF THE SEPTEMBER 24, 2018 PUBLIC WORKS COMMITTEE MEETING MINUTES

Chairman Buschmann moved to approve the September 24, 2018 Public Works Committee meeting minutes. Alderman Moreno seconded the motion, which carried unanimously.

The Committee had discussions on the current detailed minute taking style. The Committee directed Management Analyst and Public Works Committee minute taker Jim Lockefer to proceed in recording future minutes as "skinny minutes".

III. REVIEW & RECOMMEND APPROVAL TO CITY COUNCIL TWO FIRE DEPARTMENT ENGINE ACQUISITIONS, A NEW REPLACEMENT PURCHASE, AND SALE OF EXISTING EQUIPMENT - KEVIN CRONIN & MICHAEL THOMAS

Fire Department Deputy Chief Kevin Cronin reviewed a Lake Forest Fire Apparatus presentation with the Committee. Deputy Chief Cronin reviewed the current Lake Forest Fire Department fleet and provided information on the year, make, mileage, and engine hours of each vehicle. Deputy Chief Cronin reviewed two fire department apparatus that were currently available from Knollwood. He provided information on the year, make, mileage, and engine hours of each of the two Knollwood vehicles, as well as the cost associated in purchasing the vehicles. He explained that Lake Forest could take over the Knollwood Engine free of any cost by assuming the grant Knollwood obtained for the vehicle. Deputy Chief Cronin reviewed a chart of how the Lake Forest Fire Department fleet would change and the cost savings that could be realized if the two Knollwood vehicles were obtained. Deputy Chief Cronin reviewed the following impact to the Capital Improvement Program if the vehicles were obtained from Knollwood:

- 1 New engine \$525,000 – price offset from IDEX & Bears \$\$\$?
- 1 Used engine \$110,000 – price offset by sale of Used LF vehicles
- 1 used ladder truck \$0 – assume current AFG grant, no cost to LF
- Repairs and re-lettering of two used vehicles - \$60,000
- Sell four used vehicles and reduce fleet by one fire apparatus- possible revenue from sales \$70 - \$100,000? (\$25,000 already collected for 251)

- CIP savings 231 replacement with a new rig- \$1,200,000 spread over FY20 & 21, 215 replacement with a new rig in FY 20 \$600,000

The Committee had discussions on the proposed Chicago Bears partnership. The Committee requested that the potential partnership idea is not brought to City Council until the proposal is further understood and developed.

Deputy Chief Cronin reviewed the following recommendations for the Public Works Committee to consider recommending approval to City Council:

1. Approve purchase of new engine from Marion not to exceed \$525,000.
2. Approve purchase of Used Knollwood Engine 44 not to exceed \$110,000.
3. Approve funds for repairs, lettering/paint updates, and loose equipment on used truck and engine, not to exceed \$60,000.
4. Approve assumption of AFG grant for Knollwood Truck 44, no cost to Lake Forest.
5. Approve declaration of 3 used LFFD apparatus as surplus and allow sale of the vehicles.

The Committee requested that for recommendation #4, language is added in the presentation so that it is clearly understood and highlighted that Lake Forest, in taking ownership of the AFG grant, would be responsible for the reimbursement of the fair market value of the truck to FEMA if the truck is sold by the City.

City Manager Kiely suggested that recommendations #2 – #4 are brought to the November 19, 2018 City Council meeting. He suggested that recommendation #1 appears at the December 3, 2018 City Council meeting. He recommended that the City Council write up for the November 19, 2018 meeting highlights that recommendations #2 – #4 were discussed, reviewed, and recommended for approval by the Public Works Committee. He explained that there will be a full presentation on the long term vehicle replacement plan for the Fire Department at the November 26, 2018 budget meeting.

The Committee discussed City Manager Kiely's suggestions and Chairman Buschmann explained that there was Committee consensus to move forward with the recommendations as presented by Deputy Chief Cronin and City Manager Kiely.

IV. REVIEW & RECOMMEND APPROVAL TO CITY COUNCIL APPROVAL OF AN EASEMENT FOR THE EVERETT ROAD INTERSECTION IMPROVEMENT PROJECT – BOB ELLS

Superintendent Ells reviewed a map of the project area with the Committee. The map highlighted an area that he explained requires a plat amendment for which private City-owned property would now be public right-of-way. He explained that in order to move forward with the improvement project it is required that the City dedicates a portion of City owned property as public right-of-way.

Superintendent Ells reviewed another map with the Committee that he explained was for informational purposes only. The map identified four properties that the City will eventually need to negotiate obtaining additional right-of-way necessary for the improvement project.

The Committee had discussions on the future negotiations that will need to be had with the properties. Superintendent Ells further explained the negotiation process.

The Committee had discussions about adding a potential right turn lane in the area. Superintendent Ells explained that at this point in the design process, the current design does not have the turn lane included. He explained that the City would need to restart the entire project process in order to include a right turn lane. The Committee explained that they understood the challenge and explained the current project should move forward as designed. The Committee explained that the right turn lane could be a separate, future project the City could pursue.

Alderman Rummel moved to recommend approval to City Council of an easement for the Everett Road Intersection Improvement Project. Alderman Moreno seconded the motion, which carried unanimously.

V. UPDATE REGARDING LAKE ROAD STORM SEWER AND CURB/GUTTER SSA – MIKE STRONG & MICHAEL THOMAS

Assistant to the City Manager Mike Strong reviewed and provided the Committee with background information on the history of the project as well as the proposed project scope. He explained that City staff met with neighbors in the proposed project area in July 2018 to explain the proposed project as well as the SSA process. Assistant to the City Manager Strong explained that the neighbors were instructed to submit a petition to the City showing that the majority of the homeowners in the project area support and are willing to pay for the project. The SSA process would continue after a successful petition is received.

Assistant to the City Manager Mike Strong explained that the core group of neighbors who wanted the original project scope to move forward were not receiving the same support and interest from their fellow neighbors within the originally suggested project area. Assistant to the City Manager Mike Strong reviewed a map of an updated project area that contained a more concentrated section of neighbors who supported the project. He explained costs estimates were obtained for this smaller project area. He explained the cost information was provided the neighbors in the area. He explained that the City has since received feedback from the neighbors explaining that there may not be project support because of the costs.

Assistant to the City Manager explained that at this point in time, it is up to the neighbors to gather support for the proposed project via a petition. That petition would need to be submitted to the City prior to continuing the SSA process.

The Committee had discussions on how the SSA cost can potentially be administered amongst the neighbors.

VI. REVIEW OF THREE INDIVIDUAL RAVINE PROJECT BIDS – DAN MARTIN.

Superintendent Martin reviewed a chart of three ravine projects that City staff has been attempting to obtain pricing on. He explained that the City has attempted to bid the projects on two separate occasions and in two different ways. Unfortunately, the first bid processes resulted in only one bid received and therefore was not a competitive process. In an attempt to obtain multiple bids, City staff went through the bid process a second time. Unfortunately the second bid process resulted in zero bids received.

Superintendent Martin explained that City staff publically posted and directly notified numerous contracting firms about both bid opportunities. He explained that there was also approximately six contracting firms who attended the second onsite pre-bid meeting.

The Committee had discussions on the projects and why firms were not bidding on the work. Director Thomas and Superintendent Martin both explained that ravine work is challenging for contractors to complete. They explained that ravine work poses access issues, takes very experienced personnel to complete, and can also be high risk. They explained contracting firms are much more willing and comfortable in bidding on lower risk sewer projects that can be completed in right-of-ways.

The Committee had discussions on the bid process. The Committee directed staff to obtain a quote directly from the contracting firm completing the North Beach Access Road Ravine Project, John Keno and Company (Keno). Director Thomas explained that if pricing was obtained from Keno and the Committee recommends moving forward with the Keno proposal the bid process would have to be waived by City Council at the time of approval. The Committee had discussions on waiving the bid process. The Committee explained that they would be in support of waiving the bid process due to the two prior unsuccessful bid process attempts not producing competitive bids.

The Committee directed Director Thomas to obtain a proposal from Keno and requested that the proposal is brought to City Council to seek Council approval.

VII. REVIEW & RECOMMEND APPROVAL TO CITY COUNCIL THE HAND SHOVELING BID FOR MULTIPLE WINTER SEASONS – DAN MARTIN

Superintendent Martin reviewed a presentation on the topic with the Committee. He explained that the Hand Shoveling Program is contracted out. The program involves snow removal from seven primary sidewalk locations in the City. Superintendent Martin explained that City staff initiated a public bid process on October 11, 2018. On October 25, 2018 the City obtained four bids.

Superintendent Martin reviewed the four bids obtained from Kaplan, The Service Innovators, Snow Systems, and Proven Snow & Ice Control. He reviewed the following table:

Firm	Year	Shovel \$ (Per Push)	Salting \$ (Per Salting)	Shovel & Salt \$ (Per Occurrence)	High Est. Annual Season Total \$ ¹	High Est. Total Contract \$
Kaplan ²	2018 – 2021	\$1,070.92	\$452.00	\$1,522.92	\$60,155.34	\$243,587.02
	2021 – 2022	\$1,123.00	\$475.00	\$1,598.00	\$63,121.00	
The Service Innovators	2018 – 2022	\$909.44	\$643.00	\$1,552.44	\$61,321.38	\$245,285.52
Snow Systems	2018 – 2022	\$1,225.00	\$798.00	\$2,023.00	\$79,908.50	\$319,634.00
Proven Snow/Ice Control	2018 – 2022	\$3,150.00	\$675.00	\$3,825.00	\$151,087.50	\$604,350.00

Superintendent Martin explained that Kaplan’s bid was turned in and date and time stamped the day before the bid opening. Staff saw Kaplan’s unsealed bid the morning of the bid opening, contacted Kaplan and notified them that their bid needed to be sealed. Kaplan immediately drove to Municipal Services Building, placed their bid in an envelope, sealed it, and submitted it at 10:06 a.m.; 6 minutes after the bid deadline.

Superintendent Martin reviewed a history of the past three snow season total Hand Shoveling Program costs. He explained that every snow season and every snow event is unique in the type of response needed.

Superintendent Martin explained that Staff is seeking the Committee’s approval in recommending the Kaplan Hand Shoveling Program bid to City Council subject to the Committees review and discussion on Kaplan’s late bid submittal. He explained that Kaplan submitted the low bid and has provided a high level of service for the Snow Shoveling Program over the past three snow seasons.

The Committee had discussions on Kaplan’s late bid submittal and the second low bid submitted by The Service Innovators.

Chairman Buschmann explained that there was Committee consensus in recommending awarding the contract to Kaplan for the annual Hand Shoveling Program in an amount not to annually exceed \$60,000, subject to a review of the Kaplan bid submittal process by the City Attorney.

VIII. REVIEW & RECOMMEND APPROVAL TO CITY COUNCIL ALL CITY EXPENDITURES AND CONTRACTOR RECOMMENDATIONS FOR THE WAUKEGAN ROAD SIDEWALK PROJECT – MICHAEL THOMAS

Director Thomas reviewed the following chart of all expenditures and contractor recommendations for the Waukegan Road Sidewalk Project:

Item Description	\$ Amount – CITY	\$ Amount – DONOR
Phase I Design	\$39,880	
Phase II Design	\$22,300	
Phase I Construction		\$199,000
Phase II Construction		\$211,000
Phase I Concrete	\$19,355	
Phase II Concrete	\$10,000 (Est.)	
Restoration	\$25,000 (Est.)	
TOTAL	\$116,535	\$410,000

The Committee had discussions on the donor agreement, the project area and the project timing.

Chairman Buschmann motioned to recommend approval to the City Council of all City expenditures and contractor recommendations for the Waukegan Road Sidewalk Project. Alderman Rummel seconded the motion, which carried unanimously.

IX. REVIEW & RECOMMEND APPROVAL TO CITY COUNCIL EXTENDING THE RESOLUTION ENCOURAGING AND FACILITATING THE REPLACEMENT OF LEAD WATER SERVICES - JIMMY LOCKEFEEER

Public Works Management Analyst Jim Lockefeer reviewed a drafted City Council write-up on the topic. He explained that in September of 2016, the Public Works Committee directed staff to present a Resolution for Council consideration in an effort to encourage and facilitate the full replacement of lead water services, from the point of connection at the water main, to the connection at the water meter or foundation. The Resolution was approved by City Council in October of 2016 and directs that, for a period of two years, standard permit fees for the replacement of lead service lines will be waived.

He explained that staff is recommending that a Resolution is approved to extend the waiving of the standard permit fees for the replacement of lead service lines for an additional two years.

Alderman Rummel motioned to recommend approval to City Council to extend the resolution encouraging and facilitating the replacement of lead water services. Alderman Moreno seconded the motion, which carried unanimously.

X. PUBLIC COMMENT

There was no public comment.

XI. NEXT MEETING – TBD

The Committee recommended that the next meeting occur on Tuesday, December 11, 2018.

XII. ADJOURNMENT

Alderman Rummel moved to adjourn the meeting of the Public Works Committee at 8:57 P.M. Alderman Moreno seconded the motion, which carried unanimously.

Respectfully submitted,

Jim Lockefeer Jr.
Management Analyst