

**PUBLIC WORKS COMMITTEE MEETING**  
**THURSDAY, MARCH 8, 2018 – 6:00 P.M.**  
**SAVANNAH CONFERENCE ROOM - MUNICIPAL SERVICES**  
**MINUTES**

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

Alderman Michelle Moreno called the meeting to order at 6:16 P.M. Alderman Melanie Rummel was in attendance.

Chairman Randy Tack arrived to the meeting at 6:33 P.M.

Staff in attendance included Michael Thomas, Director of Public Works; Bob Ells, Superintendent of Engineering; Dan Martin, Superintendent of Public Works; Robert Kiely, City Manager and Jim Lockefer, Management Analyst.

**II. APPROVAL OF THE FEBRUARY 21, 2018 PUBLIC WORKS COMMITTEE MEETING MINUTES**

Alderman Moreno moved to approve the February 21, 2018 Public Works Committee meeting minutes. Alderman Rummel seconded the motion, which carried unanimously.

**III. REVIEW OF WAUKEGAN ROAD SIDEWALK RESURFACING; MIDDLEFORK TO RTE. 176 – BOB KIELY**

City Manager Kiely explained that this topic has been discussed a number of times over the past 18 months. He explained that resident Mrs. Uihlein walks the sidewalk along Waukegan Road as part of her daily walk routine. He explained that other than Mrs. Uihlein, the sidewalk is not utilized very often. He explained that last summer City staff did make some repairs to the sidewalk, however the sidewalk is still not in very good shape. He explained that since the repairs were completed, Mrs. Uihlein has stated that she will pay for the sidewalk replacement if the City moves forward in coordinating the replacement. Mrs. Uihlein has requested that the work be completed this upcoming summer. A challenge in meeting that timeline is that the sidewalk is located in IDOT right-of-way. In order to complete the work, the project has to be completed in accordance with IDOT standards and the City must obtain a permit from IDOT. This includes completing an engineering design and going out to bid for construction in accordance to the IDOT requirements. He explained that he has had conversations with Mrs. Uihlein's associates about the topic appearing on the tonight's Public Works Committee Meeting agenda. He explained if the topic was approved by the Public Works Committee tonight, it will appear on the March 19, 2018 City Council Meeting agenda. Appearing on the City Council Meeting agenda will be subject to receiving signed documentation that Mrs. Uihlein will be funding the project.

He explained that Mrs. Uihlein has made other another funding commitment with the City that has not been followed through on yet. According to Mrs. Uihlein's associates, she will move forward with her other financial commitment as soon as the sidewalk project along Waukegan Road is completed. Alderman Newman has been working with Mrs. Uihlein on a Golf Course grant and staff continues to work with her to receive funding for an Elawa Farm bathroom.

City Manager Kiely explained that staff is recommending to proceed with GeWalt Hamilton to prepare the necessary engineering design plans to secure a permit from IDOT to grind and resurface the sidewalk from Rte.176 to Middlefork. He explained that this project does not cover the rest of the sidewalk from Middlefork to Deerpath. He explained that there is a possibility that residents may question why the City chose not to complete the rest of the sidewalk construction. He explained that to complete the rest of that area is an estimated \$215,000. The City currently does not have funding budgeted for that work and Mrs. Uihlein has not expressed interest in funding that portion of the sidewalk.

Alderman Rummel inquired about the total project cost. City Manager Bob Kiely explained that the total cost of the project is estimated to be approximately \$358,000. He explained that the City's cost to hire GeWalt Hamilton to provide a design is \$40,000. Lake County has explained that they are willing to provide \$10,000 to help fund the City portion of the project to bring the total cost to the City to \$30,000. He explained that the City will be paying less than 10% of the total project cost. He explained that it will also open up the process for the Golf Course and Elawa project funds to be secured.

Alderman Rummel inquired about how committed the City is to the other projects Mrs. Uihlein's funds are associated with. City Manager Kiely explained that the Elawa bathroom project is very committed. The City has already run a sanitary line to the project area. Mrs. Uihlein has been provided with the design and has signed off on the design. She has not provided funding for construction yet. She has explained that when the sidewalk project is complete, she will provide those funds. City Manager Kiely explained that he was confident in Mrs. Uihlein's commitment.

City Manager Kiely explained that the City Council write-up will be carefully worded to keep Mrs. Uihlein's name private and in a way to explain that City funds will be spent subject to receiving the executed documentation that outlines Mrs. Uihlein's commitment to fund the project.

Alderman Rummel inquired about discussing the gas light LED conversion project with Mrs. Uihlein to see if she would be interested in donating funds to that project. City Manager Kiely explained that Mrs. Uihlein would have to be brought up to speed on the conversion project. He explained that it is important to work with Mrs. Uihlein on the Waukegan Road sidewalk project so that the funds for the other projects open up. He explained that Mrs. Uihlein really would like this sidewalk project to be completed as soon as possible, however, the City needs to adhere to the IDOT standards and permitting process. Due to this, the project will most likely occur and be completed in the fall of 2018.

Alderman Rummel made a motion to recommend that the Waukegan Road Sidewalk Resurfacing; Middlefork to Rte. Project be on the March 19, 2018 City Council Meeting agenda with a recommendation to approve GeWalt Hamilton to provide a design for \$40,000. Alderman Moreno seconded the motion; the motion carried unanimously.

#### **IV. GAS LIGHT CONVERSION PROJECT UPDATE / REVIEW AND APPROVAL OF DIRECTIONAL BORE MACHINE BID – DAN MARTIN**

Superintendent of Public Works Dan Martin, reviewed a project presentation and map. Superintendent Martin reviewed the map which outlined the ten year project schedule. He explained that the map has been updated since the last Public Works Committee to meet Committee recommendations to consolidate some of the smaller areas and the Lake Forest Preservation Foundation recommendation to have gas lights located in the historic districts converted last.

Superintendent Martin explained that first area of the program has also been adjusted to be completed in two years instead of one year. This is due to the majority of year one funding being spent on the directional boring machine. He explained that in the second year of the program, the full \$70,000 will be utilized for the necessary conversion materials. Superintendent Martin explained that any remaining funds in a given year will be utilized in beginning the next gas light area. Director Thomas explained that the program could potentially be condensed depending on how quickly the conversions occur.

Superintendent Martin reviewed the full conversion program. He explained that the total project cost is estimated to be \$695,000. It is scheduled to be an annual program for ten years with \$70,000 allocated each year. He explained that the payback period was also adjusted to now include the estimated cost of electricity after the full conversion is complete. He explained that the updated payback period is 13.3 years. The inclusion of the cost of electricity only added a quarter of a year to the payback period.

Superintendent Martin then reviewed a cost analysis of what it would cost the City if the decision was made to pursue purchasing a new directional boring machine or renting a machine, instead of purchasing a used machine. He explained that a new machine costs approximately \$120,000. He explained that renting a machine would cost the City approximately \$7,000 per month. Throughout the ten year program for construction season months, this would cost an estimated \$420,000. The City received a low bid to purchase a used machine for \$60,000.

Alderman Rummel inquired about controlling the light intensity of the LED bulbs. Superintendent Martin explained that he and the Street Section are researching dimmer switches to control a lights intensity.

Alderman Rummel inquired which part of a newly converted light is likely to fail first. Superintendent Martin explained that the bulb will most likely to be the first thing that will fail and need to be replaced after the conversion takes place. He explained that lights will almost be maintenance free after a conversion.

Superintendent Martin explained that a request to bid was send out to 70 Vermeer Dealers. He explained that the City received two bids. The low bid was received from a dealer in Arkansas for \$60,000. The bid includes delivery and

training instructions. The higher bid was received from a local dealer. The higher bid featured a machine that was older and also had more hours of use.

Alderman Moreno inquired if there was a warranty that is included with the purchase of the machine. Superintendent Martin explained that there is a one year warranty included with the equipment, which is typically a standard offer when purchasing used equipment.

Director Thomas explained that if a recommendation to City Council is approved by the Committee, the item will be brought to the March 19, 2018 meeting for approval. He explained that if City Council approves, notice will be sent to the Arkansas Vermeer Dealer so that the machine is held until May 1, 2018, when the funds for the machine become available.

Alderman Moreno motioned to recommend approval to City Council for the directional bore machine bid for \$60,000. Chairman Tack seconded the motion; which carried unanimously.

**V. REVIEW AND APPROVAL OF F.Y. '19 CAPITAL EQUIPMENT BIDS – MICHAEL THOMAS**

Director Thomas reviewed the capital equipment bid tabulation. He explained that it is important to get equipment ordered so that the process of manufacturing and assembling the equipment to City specifications can begin. He explained that the equipment the City is looking to purchase will only be available for order until March 22, 2018. At that point a newer model will be available for purchase but would not be received for 8+ months. If the Committee approves the recommended equipment tonight, the equipment will appear on the March 19, 2018 City Council Meeting agenda in order to meet the March 22, 2018 deadline.

He explained that the equipment he is recommending to purchase is under budget. Alderman Rummel inquired where the excess funds are allocated to if equipment comes in under budget. He explained that the funds remain in the Capital Equipment budget and if the need comes along for smaller equipment those dollars are utilized. If they are not utilized, they will be directed back to the Capital Improvement Project fund.

Director Thomas explained that he will also be moving forward in trading-in the old street sweeper for \$4,500. He explained interest in the old sweeper has been minimal.

Alderman Rummel moved to approve F.Y. '19 capital equipment bids. Alderman Moreno seconded the motion, which carried unanimously.

**VI. REVIEW AND APPROVAL OF F.Y. '19 ASPHALT STREET RESURFACING LIST – BOB ELLS**

Superintendent of Engineering Bob Ells reviewed a map and a list of the list of streets that will be included in the bid for the FY 19 asphalt street resurfacing program. He explained that the bid will be published tomorrow, March 9, 2018.

Alderman Rummel inquired about any streets that didn't make this year's list but that need to be resurfaced. Superintendent Ells explained that there are many

streets that would fall into that category. He explained that the budget for the program has been reduced over the years. He explained that due to the budget becoming smaller the Engineering Section identifies streets that are somewhat nearby to one another that need to be resurfaced in an effort to reduce contractor mobilization costs.

Superintendent Ells explained that the Engineering Section tracks when streets were last resurfaced as well as any repair work or patching that has been completed. He explained the key data utilized in deciding what streets need to be resurfaced is the data obtained from the IMS testing. This testing is conducted on every City street by an independent firm every three years. A score to each street is then assigned. The worse scores are typically addressed first.

Alderman Rummel moved to approve F.Y. '19 asphalt street resurfacing list. Alderman Moreno seconded the motion, which carried unanimously.

#### **VII. FOLLOW-UP OF WATER PLANT INTAKE CLEANING PROJECT CONTRACT TERMS & CONDITIONS – DAN MARTIN**

Superintendent Martin noted that he had updated the terms and conditions for the intake cleaning project based upon comments received at the last Public Work Committee Meeting. He reviewed the 2014 contract and explained that the contract that was currently being created by the City's attorney office would be very similar to the one used the last last the intake pipes were cleaned.

Alderman Rummel inquired about the contractor being required to name the City as additionally insured on their insurance forms. Superintendent Martin explained that it is typically a standard requirement and he would make sure that the City Attorney's office includes that language in the final contract.

#### **VIII. OTHER**

Director Thomas explained that a letter was dropped in the Committee's DropBox in regards to the ComEd customer owned facility issue.

Alderman Rummel explained that she wants to make sure that the pressure is kept on ComEd to ensure they continue to make progress in addressing the issue. She also inquired about where the City stood in placing notice on the title of affected homes. Chairman Tack explained that the local realty people also need to be educated on the areas.

Director Thomas also explained the salt purchase bid with Lake County will be brought to the City Council meeting March 19, 2018.

Superintendent Ells reviewed the upcoming Army Corps of Engineering PAS study that was discussed at the last Public Works Committee Meeting. He explained that the municipalities that are going to be involved with the PAS study have received agreements that need to be executed to confirm participation. The agreement outlines a cost share agreement for the study. He explained that depending on the results of the study, a more detailed study will then be taking place. He explained that there are a total of six agencies involved. He explained that if additional communities join, the cost per community will go down. He explained that this initial study will take approximately six months to complete. He

explained that one potential outcome of all the studies is identifying a need for more stormwater detention.

Alderman Rummel inquired about potentially obtaining grant money from SMC for the North Beach Access Road Project. Superintendent Ells explained that Lake County SMC has \$25,000 available for grant funding. City staff has been in contact with SMC about applying for that grant money.

**IX. PUBLIC COMMENT**

There was no additional public comment.

**X. NEXT MEETING**

Director Thomas explained that he would email the Committee a few suggested dates and times for an April meeting.

**XI. ADJOURNMENT**

Alderman Rummel moved to adjourn the meeting of the Public Works Committee at 7:17 P.M. Alderman Moreno seconded the motion, which carried unanimously.

Respectfully submitted,

Jim Lockefer Jr.  
Management Analyst