

PUBLIC WORKS COMMITTEE MEETING
TUESDAY, JUNE 11, 2019 – 6:30 P.M.
MUNICIPAL SERVICES TRAINING ROOM
MINUTES

ROLL CALL/CALL TO ORDER

Chairman Raymond Buschmann called the meeting to order at 6:30 P.M. Alderman Melanie Rummel was in attendance. Alderman Moreno arrived at 6:35 P.M.

Staff in attendance included Michael Thomas, Director of Public Works; Dan Martin, Superintendent of Public Works; Bob Ells, Superintendent of Engineering; John Gulledge, Chief Water Plant Operator; Mike Tiegs, Assistant Chief Water Plant Operator and Jim Lockfeer, Management Analyst.

Also in attendance was Brian Hackman, Water Plant Project Manager, Strand Associates.

I. APPROVAL OF THE APRIL 4, 2019 PUBLIC WORKS COMMITTEE MEETING MINUTES

Chairman Buschmann inquired about the Committee's previous discussion on the Deerpath Streetscape Project and the higher engineering costs associated with pursuing a grant. Director Thomas explained that the design approach associated with the ITEP grant, following the federally required state IDOT process, requires a phased design approach. This phased design contains far more steps and additional work than a traditional, locally funded design.

Alderman Rummel inquired how the Rte. 60 Bike Path discussion concluded at the end of the last meeting. Director Thomas explained that it was recommended the topic be incorporated into the Rte. 60 corridor planning efforts. He explained a grant could be applied for after the City completes phase I design. Chairman Buschmann requested that the statement be added to the April 4, 2019 minutes.

Alderman Rummel moved to approve the April 4, 2019 Public Works Committee meeting minutes subject to the incorporation of the recommended addition to the minutes. Chairman Buschmann seconded the motion, which carried unanimously.

II. UPDATE OF THE WATER PLANT PROJECT AND REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL FOR A REQUEST TO USE THE REMAINING PROJECT CONTINGENCY DOLLARS – DAN MARTIN & BRIAN HACKMAN, P.E. STRAND ASSOCIATES

Superintendent Martin introduced Brian Hackman with Strand Associates. He explained that Mr. Hackman has been overseeing the Water Plant Project and is the Project Manager. Superintendent Martin also introduced John Gulledge, the City's Chief Water Plant Operator and Mike Tiegs, the Assistant Chief Water Plant Operator. He explained that he has asked Mr. Hackman to provide the Committee with a comprehensive review of the project since the project is now substantially completed. He explained that staff was also seeking the

Committee's recommendation to City Council for use of the remaining project contingency funds.

Mr. Hackman provided the Committee with an overview of the Lake Forest water system and the Water Plant project schematic. He provided a detailed overview of the project components and their locations. He highlighted the many plant efficiencies that have now been realized in completing the project. Mr. Hackman reviewed the original 2015 project schedule and how the actual completed milestones matched up to that original schedule. He was happy to report that the project team was able to stay on schedule and meet many of the original deadlines. Mr. Hackman reviewed many construction in progress pictures and explained each picture in detail. Mr. Hackman reviewed the below project budget overview:

	CC Awarded 2017	Spent to Date	FY20 To Spend	Total Remaining
JJ Henderson	\$8,818,000.00	(\$8,818,000.00)	(\$35,850.69)	
Strand	\$570,000.00	(\$570,000.00)	(\$14,970.00)	
Contingency	\$441,000.00	(\$219,719.26)		\$221,280.74
Totals	\$9,829,000.00	(\$9,607,719.26)	(\$50,820.69)	\$170,460.05

The Committee, City staff, and Mr. Hackman had discussions on the various project components, challenges associated with the project, efficiencies that have been realized in completing the project, the City's sanitary sewer system, and the Water Plant's intake valve cleaning program.

Mr. Hackman reviewed the below chart that outlined the recommendations for the use of the project contingency money.

FY20 Remaining Contingency	\$170,460.05	
GE/Suez	(\$64,000.00)	For Contract 2-2015 Warranty Services (Post-Construction) By Suez
Strand	(\$16,750.00)	Assistance to City Membrane System Long Term Performance Test Demonstrations (2) and review of monthly operational data.
Asphalt Driveway	(\$65,000.00)	To replace an asphalt driveway that has seen significant deterioration due to weather and construction over the last 15 years. If not completed with the current city contract it will be added to CIP for FY21.
Concrete Wall	(\$32,000.00)	2018 Repairs to a Breakwall Cave-in along the shoreline. Cost prohibited completing the entire project properly. The concrete work will be completed using this years award of bid concrete contract.
Total Remaining	(\$7,289.95)	The Operating Budget will be used to cover the \$7300.00 Overage for the Concrete project.

The Committee, City staff, and Mr. Hackman had discussions on the long term performance testing program and the value of that data. The Committee and City staff had discussions about the project bond and the repayment schedule. The Committee recommended that Elizabeth Holleb be prepared to answer questions related to the project bond. The Committee and City staff had discussions about the scheduling and funding of the replacement of the asphalt access driveway.

The Committee thanked Mr. Hackman, Mr. Gulledge, Mr. Tiegs, and the rest of the City staff for their efforts in completing such a significant project. The Committee recommended that a City Council tour of the Water Plant is coordinated as well as a ribbon cutting ceremony.

Alderman Rummel motioned to recommend approval to City Council the request to use the remaining project contingency dollars. Alderman Moreno seconded the motion, which carried unanimously.

III. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE CITY BUILDINGS' JANITORIAL SERVICES CONTRACT – DAN MARTIN

Superintendent Martin explained that a drafted City Council write-up on the topic was included in the Committee's packet.

The Committee had discussions about where the topic should be placed on the City Council agenda. The Committee suggested that the topic should be placed outside of the consent agenda do to the low bid not being accepted. The Committee discussed the Mayor and City Manager making the final decision on where the topic is placed on the agenda.

The Committee and City staff reviewed the City's janitorial building coordinator group and how that group serves as the liaison between City building staff personnel and the janitorial firm in recording and reporting building issues. The Committee and City staff discussed the current janitorial service contract and the service level provided by the firm.

Alderman Rummel motioned to recommend approval to City Council the award of the janitorial contract to the lowest and responsible bidder, Multisystem Management Company. Alderman Moreno seconded the motion, which carried unanimously.

IV. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL DESIGN SERVICES AGREEMENTS FOR BOTH THE ROSEMARY AND RINGWOOD RAVINE PROJECTS –JIM LOCKEFEEER

Public Works Management Analyst Jim Lockefeer explained that drafted City Council write-ups on both topics were included in the Committee's packet.

Mr. Lockfeer reviewed the Ringwood Ravine Repair Project. He reviewed the project area location and the issues within the project area that are in need of repair. He explained that staff is seeking the Committee's approval in recommending to City Council a design services agreement with Bleck Engineering Company, Inc. to provide engineering design services for the Ringwood Road Ravine Project in an amount not to exceed \$44,500. He explained that on September 4, 2018 City Council approved the City Manager to enter into a professional agreements with Bleck Engineering Company, Inc. and Hey & Associates, Inc. for professional public ravine engineering services. He explained that those agreements were the result of an RFP process staff underwent to select two engineering firms that would be used going forward to complete ravine project designs. He explained that each ravine area is unique and very challenging. Therefore, the RFP process was important in identifying two firms that had high qualifications and prior ravine design experience. He explained that there is an FY20 design budget of \$45,000 available for the design repair of the Ringwood ravine repair and that the proposal came in slightly under budget.

Mr. Lockfeer reviewed the Rosemary Ravine Repair Project. He reviewed the project area location and the issues within the project area that are in need of repair. He explained that staff is seeking the Committee's approval in recommending to City Council approval of design services agreement with Hey and Associates, Inc. to provide engineering design services for the Rosemary Road Ravine Project in an amount not to exceed \$77,750. He explained that there is an FY20 design budget of \$50,000 available for the design repair. He explained that staff was recommending funding the budget overage of \$27,750 out of the FY20 Storm: Bluff, Ravine, & Ditch Improvements. He explained that the budget overage was do to additional structural repair work that was needed that was not revealed until a more detailed analysis was completed.

The Committee and City staff had discussions on some of the specific issues at each project location that were in need of repair.

The Committee and City staff had discussions in regards to the proposals developed by each firm. Mr. Lockfeer explained that these firms both executed professional service agreements with the City back in September. These agreements were reviewed by the City attorney's office prior to final execution by the City Manager.

The Committee and City staff had discussions about the historical significance of the failed headwall within the Ringwood Ravine Repair Project area. City staff explained that the headwall could not be seen or accessed by the public. The Committee requested that the historic significance of the wall is researched and that an effort is made to preserve the wall as long as the infrastructure in the

area is not jeopardized. It was explained that the completed projects should be aesthetically pleasing.

The Committee and staff had discussions about the City's public responsibility in making the repairs to the project areas. Mr. Lockfeer explained that staff met with the City Attorney and each project area respective design firm to discuss ownership and responsibility. He explained that prior to that meeting each firm completed surveys of their project areas. Mr. Lockfeer explained that at this time staff believes that these repairs are the City's responsibility. He explained that once design is finalized the same group will meet again to discuss the City's responsibility before any construction begins.

The Committee and staff had discussions about pursuing appropriate grants for project construction, once the designs are complete.

The Committee and City staff had discussions on the required permits and environmental assessments required for the project areas.

The Committee and City staff reviewed how having each firm complete a project will help staff develop an understanding of each firm's strengths.

Alderman Moreno motioned to recommend approval to City Council the awards of the design services agreements for both the Rosemary and Ringwood ravine projects. Alderman Rummel seconded the motion, which carried unanimously.

V. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL PHASE I DESIGN SERVICES FOR THE WAUKEGAN & WESTLEIGH ROAD INTERSECTION IMPROVEMENT PROJECT – BOB ELLS

Superintendent Ells reviewed the past discussions that surrounded the project. He explained that a design for the intersection improvements was originally completed by Baxter & Woodman in 2010. The proposed improvements will increase the traffic flow and safety at this intersection by widening the roadway, constructing dedicated left and right turn lanes and adding pedestrian signals, cross-walks, sidewalks, and ADA accessible curb ramps. He explained that in January of 2020 Lake County Council of Mayors Surface Transportation Program (STP) funding will be available and that this project will be a good candidate for the program. He explained that an approved phase I design is required to be completed prior to submitting a project proposal through the program. He explained that while the City completed a preliminary design there are other design aspects that need to be completed in order to meet the requirements of a phase I design. Superintendent Ells reviewed the Baxter & Woodman proposal of an amount to not exceed \$75,000 to provide phase I engineering design services for the Waukegan Road and Westleigh Intersection Improvements Project. Superintendent Ells explained that there is a \$60,000 FY20 project budget.

He explained that staff was recommending to use the leftover funds from the annual street resurfacing program to fund the \$15,000 budget overage. He explained that if this project is selected for STP funding, federal dollars can be used for the needed Phase II design update (estimated at \$75,000), construction and construction engineering in an 80% federal/20% local funding formula.

The Committee and City staff had discussions on the project scope, project components and intersection safety.

The Committee and staff had discussions on Baxter & Woodman's prior experience in working on the project. Superintendent Ellis that staff is seeking an exception from Administrative Directive 3-5, Section 9.1J – Professional Services Existing Relationship. The Committee recommended that the existing relationship is outlined in the City Council write-up.

Alderman Rummel motioned to recommend approval to City Council approval to City Council phase I design services for the Waukegan & Westleigh Road Intersection Improvement Project. Alderman Moreno seconded the motion, which carried unanimously.

INFORMATIONAL ITEMS

VI. WEST FORK CULVERT ISSUE / LETTERS SENT – DAN MARTIN

Superintendent Martin explained that the letter included in tonight's packet as well as the additional materials has been sent to 29 homeowners on the west side of West Fork Drive. He explained that at the request of a homeowner in the area, City staff investigated the berm storm sewer culverts located in the backyards of these properties. He explained that these culverts were installed in 1988 as part of an agreement initiated by the 29 West Fork neighbors to construct a berm between the Tollway and the western edge of the West Fork Drive backyard properties for screening and noise purposes. He explained that the purpose of the letter was to bring to the attention of the homeowners this agreement as well as their ownership of the culverts. Superintendent Martin explained that the City Attorney's Office reviewed the agreement and found that the City did not own or have any maintenance responsibilities associated with the culverts.

The Committee and City staff had discussions about the language used in the agreement.

The Committee and City staff had discussions about how the City may be able to support the neighbors if the majority would like to move forward in clearing and cleaning their culverts.

VII. NEW CONTRACTOR FOR WAUKEGAN ROAD ASPHALT SIDEWALK – MICHAEL THOMAS

Director Thomas explained and reminded the Committee that this is a majority resident funded project. He explained that the resident's preferred contractor, Performance Paving, had informed the resident that they would no longer be able to provide construction services for the project. The resident has now been working with Peter Baker & Sons for construction services. Director Thomas explained that the new contractor will be required to complete and submit the required IDOT documentation for the project. He explained that once the resident arrives at a final price with the new contractor, City Council would need to approve of an agreement.

City staff and the Committee reviewed the City's costs associated with the project and project timing.

VIII. EXTENSION OF LANDFILL TIPPING FEE AGREEMENT – MICHAEL THOMAS

Director Thomas explained The City disposes all of its solid waste collected both on the residential routes and the weekend Compost Center, at one of two landfills within Lake County. Waste Management operates its landfill in Grayslake and Advanced Disposal operates theirs in Zion. The City has traditionally utilized whichever landfill provided the least expensive disposal rate. For the past seventeen years, Advanced Disposal has charged a lesser rate. He explained that it has come to staff's attention that Waste Management has entered into a definitive agreement under which a subsidiary of Waste Management will acquire all outstanding shares of Advanced Disposal. The transaction, which was unanimously approved by the Boards of Directors of both companies, is expected to close by the first quarter of 2020, subject to the satisfaction of customary closing conditions, including regulatory approvals and approval by a majority of the holders of Advanced Disposal's outstanding common shares. He explained that the acquisition will result in Waste Management owning both landfills in Lake County.

Director Thomas explained that in an attempt to control Lake Forest's disposal costs for an additional five years beginning in 2022, staff contacted the General Manager of Advanced Disposal's landfill to inquire about extending the existing agreement before the acquisition is finalized. The General Manager reviewed the request with Advanced Disposal's management and agreed to an additional five years at the conclusion of the current agreement.

The Committee and City staff had discussions about the annual increase in the tipping fees associated with the agreement.

IX. "MEET THE FLEET" – FRIDAY, JUNE 14, 2019 – JIM LOCKFEER

Management Analyst Jim Lockfeer explained that the Public Works Department would be hosting its third annual "Meet the Fleet" event Friday, June 14 at the

Municipal Services Building fleet garage. He explained that the event is free family event that has been well attended in the past.

X. SALT PRICES – MICHAEL THOMAS

Director Thomas reviewed the below chart of salt bids obtained by the Village of Arlington Heights

BIDDER	ADDENDUM #1	UNIT PRICE 1,000 TONS	TOTAL BID 1,000 TONS	Alternate #1 Price Per Ton 12/7/19 -2/4/20	Alternate #2 Price Per Ton (pick up)
Morton Salt Chicago, IL	Yes	\$101.09	\$101,090.00	\$102.09	\$101.00
Cargill North Olmsted, OH	Yes	\$79.56	\$79,560.00	\$79.56	\$79.56
Compass Minerals Overland Park, KS	Yes	\$94.07	\$94,070.00	\$94.07	\$90.00
Detroit Salt Detroit, MI	Yes	\$78.45	\$78,450.00	\$78.45	\$78.00
Midwest Salt West Chicago, IL	Yes	\$93.00	\$93,000.00	\$93.00	\$83.00
Conserv FS Woodstock, IL	Yes	\$98.00	\$98,000.00	\$98.00	\$87.00

He explained that the Lake Forest purchase price for FY19/20 salt is \$64.88 per ton through the Lake County Bid. On March 18, 2019 City Council approved the purchase 3,600 tons. He was happy to report the much lower cost per ton the City was able to receive.

XI. N. WESTERN AVENUE AREA STORM SEWER PROJECT – MICHAEL THOMAS

Director Thomas explained that this topic was brought up at the third ward meeting. He explained that there were upset residents who believed that their area storm Minerals sewer project of Burr Oak, Thomas Place, Franklin, and Western Ave needed to be advanced. He explained that this project was identified in the 2014 Baxter & Woodman storm sewer analysis. He explained like all major storm sewer projects, the projects are funded every three years unless City Council approves to advance the project. He explained that Aldermen Preschlack and Goshgarian both feel as though the project should be advanced. Director Thomas explained that in order to provide a project estimate, the area would need to be further investigated. He explained that no project design has been completed.

The Committee and City staff had a discussion on project scope, how long a project design would take to complete, and how the project could potentially be budgeted.

XII. PUBLIC COMMENT

There was no public comment.

XIII. NEXT MEETING – TBD

Director Thomas reviewed pictures of the North Beach Access Road projects and provided an update on accomplishments as well as the current work being completed. The Committee and City staff had discussions on the project landscaping and the health of the existing oak trees.

Alderman Rummel inquired about the status of the coal tar based sealant topic being reviewed by the Lake Forest Collaborative for Environmental Leadership (LFCEL). Jim Lockfeer explained that the group meets quarterly and still has not yet had an opportunity for the topic to appear on an agenda. He explained that he would follow up with Alderman Preschlack about the request of the Public Works Committee to review the topic at the next LFCEL meeting.

Alderman Rummel inquired about the Lake Michigan Watershed Group. Superintendent Ells explained that he attended the kickoff meeting and will continue to attend the meetings going forward. He explained that the focus of the group right now is identifying the goals, objectives, and outcomes of the plan. The Committee and City staff had discussions about raising awareness of the plan and its goals.

Alderman Rummel reviewed concerns about the magnitude of impervious surfaces being installed as the result of commercial and residential projects and developments being completed. She inquired about an impermeable surface ordinance requiring a lot to not exceed a certain percentage of impervious surface. The Committee and staff had discussions about how this percentage could potentially be obtained, the challenges in adopting an ordinance of this nature, and Lake County's Watershed Development Ordinance. Alderman Rummel explained that she would like to seek further discussion on the topic.

XIV. ADJOURNMENT

Alderman Rummel moved to adjourn the meeting of the Public Works Committee at 10:33 P.M. Chairman Buschmann seconded the motion, which carried unanimously.

Respectfully submitted,

Jim Lockfeer Jr.
Management Analyst