

**PUBLIC WORKS COMMITTEE MEETING  
TUESDAY, DECEMBER 10 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. Aldermen Michelle Moreno and Melanie Rummel were present.

Staff in attendance included Michael Thomas, Director of Public Works; Dan Martin, Superintendent of Public Works; Bob Ells, Superintendent of Engineering; Jason Wicha, City Manager; Mike Strong, Assistant to the City Manager; Cathy Czerniak, Director of Community Development and Jim Lockefer, Management Analyst.

Also in attendance were six Lake Forest residents living in the Oxford Road area.

**INFORMATION ITEMS**

**I. OXFORD ROAD STORM SEWER SSA – MIKE STRONG & MICHAEL THOMAS**

Director Thomas provided some background information on the topic. He explained that after some property owners in Oxford had learned about the City's upcoming Burr Oak Storm Sewer Project they inquired if they would be able to initiate their own storm sewer project on Oxford. He explained that the property owners were informed by City staff that there is an opportunity, however, the cost of their project would be the responsibility of the property owners on Oxford. He explained that these homeowners were informed of the City's ability to provide project assistance through the establishment of a Special Service Area ("SSA"). He explained that he and Mike Strong began to develop materials for the potential SSA that included project timing, project cost estimates, and defining the properties within the SSA. He explained that these materials were going to be shared with Oxford property owners on December 18, 2019 at City Hall at an evening meeting that every Oxford property owner was invited to attend via a mailed notice.

Assistant to the City Manager Mike Strong reviewed a presentation with the Committee on the topic. He explained what a SSA is and outlined the SSA process. Mr. Strong reviewed the potential Oxford storm sewer SSA project location and scope. He explained that a total of 16 parcels could potentially be included in the SSA. He explained that in addition to the storm sewer installation, the project would also include some curb and gutter installation, and the resurfacing of the private Oxford Road drive. Mr. Strong reviewed a potential project schedule if the property owners successfully petition their follow neighbors to initiate an SSA. He explained that in order for the City to move forward with the SSA, the property owners defined within the SSA area would need to submit a petition that demonstrates 2/3 property owner consent. He explained that at this time, staff had very high level, per parcel, SSA project cost estimates and that more accurate costs could not be developed until after

preliminary design is complete. He explained that if the property owners submit a successful 2/3 petition to the City, the City would pay the upfront cost for the design. He explained that the money would then be recaptured by the City if the SSA is officially established in the future.

The Committee and City staff had discussions about how the City funds SSA projects and the potential cost to Oxford property owners.

Kenneth Moan, Lake Forest resident of 2 Oxford Road, explained that Oxford Road has an informal HOA group to manage their private drive. He explained that this type of project is something above the group's experience level in managing. He explained that he is looking forward to the next step of meeting with the majority of his neighbors at the public informational meeting held by the City next week.

The Committee, City staff and the residents in attendance had discussions about the project process, timeline, defining the properties that would be considered as part of the SSA, and the potential benefits.

The Committee thanked the residents in attendance for attending tonight's meeting and encouraged them to encourage their neighbors to attend next week's public information meeting at City Hall.

## **II. REVIEW OF WINTER 2019/2020 SNOW PLAN – MICHAEL THOMAS & DAN MARTIN**

Director Thomas explained that the Snow Plan has existed for approximately 15 years. He explained that the plan is reviewed and updated on annual basis. He explained that the plan covers every detail of the City's entire snow operations. Director Thomas reviewed the plan priorities and highlighted that every snow event is different and can cause the timing associated with when the priorities to potentially change on an event-by-event basis.

The Committee and City staff discussed the snow event employee scheduling and call in process, sidewalk snow removal contractual services, and the data staff records throughout the snow season that tracks total costs.

The Committee and City staff discussed the IDOT Route 60 & 43 snow removal agreement, the liability associated with the agreement, intersection clearing responsibilities, communicating the City's new responsibilities with neighboring communities, evaluating the overall effectiveness of the agreement after the snow season, the agreement's impact on City street snow removal services, and receiving and processing payment from IDOT. Director Thomas explained that the City's new responsibility had been identified and outlined in the 2019/2020 Snow Plan. City Manager Jason Wicha explained that once the agreement is officially executed the news will be shared with the residents of Lake Forest as well as neighboring communities.

The Committee and City staff discussed the City's snowbird program and the plowing of City sidewalks.

The Committee wished staff best of luck with the upcoming snow season.

**III. UPDATE REGARDING PROPOSED IDOT JURISDICTIONAL TRANSFER FOR THE DEERPATH & RTE. 41 PUMP STATION PROJECT – MICHAEL THOMAS**

Director Thomas explained that easement request agreements from IDOT have been submitted to ComEd and UP. He explained that both utilities have expressed their support in granting the necessary easements.

Director Thomas explained that the questions in regards to IDOT's rights to construct the pump station on the property and then transfer it to the City that were previously reviewed by the Committee were submitted to IDOT from the City Attorney's Office. He explained that the questions have been directed to IDOT's main attorney's office in Springfield for their review and response. He explained that following the response City staff and IDOT will need to meet to discuss the project schedule.

The Committee and City staff discussed the questions proposed by the City Attorney's Office and potential next steps IDOT may need to take.

The Committee and City staff discussed the Everett and Route 43 Project. Superintendent Ells explained that Metra was still looking to schedule a meeting with the State and the City to discuss submitting a grant proposal for the required track crossing upgrades.

**ACTION ITEMS**

**IV. APPROVAL OF THE OCTOBER 30, 2019 PUBLIC WORKS COMMITTEE MEETING MINUTES**

Alderman Rummel to approve the October 30, 2019 Public Works Committee meeting minutes. Alderman Moreno seconded the motion, which carried unanimously.

**V. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL A CODE UPDATE REGARDING SUMP PUMP & DOWNSPOUT DISCHARGE AS IT RELATES TO PROPERTY LINES AND PUBLIC RIGHT-OF-WAY – CATHY CZERNIAK**

Director Czerniak explained that the proposed code amendment is minor in scope, however, it is still important. Director Czerniak explained that as the City continues to experience heavy rainfall events, staff has become increasingly more aware of situations where residents have installed private systems that discharge at or near property lines. She explained that the goal of these systems is to move stormwater of a private property as quickly as possible, however, these discharge points can negatively impact an adjacent property owner, sidewalk, parkway, or street. In many cases if the discharge point was just set back more centrally on the property creating the discharge, many of these issues could be avoided. Director Czerniak explained that currently, the City code does not speak to where privately installed pipes are allowed to discharge. When an issue arises at a private property, City staff encourages the property

owner to move any issue causing discharge points away from any issue area, however, there is nothing in City Code that requires a property owner to do so. She explained these issues were the impetus to recommend the code change. She explained that in reviewing this particular section of the code there were other recommended changes that were identified and recommended.

Director Czerniak reviewed the recommended code changes. She explained that rather than requiring a property to connect private sump pump and storm sewer systems to a public storm sewer, the connection requirement would be at the discretion of the City Engineer and not mandatory. She explained that in some cases it might be a better option to have these systems daylight onto the private owner's property than the City's storm sewer system. She explained that having systems that daylight decreases the capacity burden on the City storm system and also provides additional environmental benefits by allowing the stormwater to infiltrate soil naturally. She explained that some general updates to the type of material that should be used for storm sewer pipes was also updated to be more consistent with current construction and engineering standards. She explained that revisions were also recommended to limit connections being made to City road drains. She explained that road drains are not adequate to support direct connections from private systems. The recommended language only allows approved connections to road drain if the City Engineer determines it is appropriate following their review. Lastly, the code update would also establish a minimum distance from property lines for discharge points to resolve the issue and the overall impetus for the recommended updates.

The Committee and City staff had discussions about non-residential properties and stormwater detention.

Chairman Buschmann recommended one minor language change to the proposed updated language. Director Czerniak explained that she would incorporate the suggested edit.

Alderman Moreno moved to recommend approval to City Council a Code update regarding sump pump & downspout discharge as it relates to property lines and public right-of-way. Alderman Rummel seconded the motion, which carried unanimously.

#### **VI. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL FINAL DRAFT OF THE INFLOW & INFILTRATION POLICY – JIMMY LOCKEFEER**

Management Analyst Jim Lockfeer explained that following the October 30, 2019 Committee meeting and at the direction of the Committee, staff shared the latest version of the draft policy at the November 12, 2019 Finance Committee meeting. He explained that at the Finance Committee meeting, the Committee shared comments supporting a policy that focused more on

education and less on enforcement and fining non-complaint private property owners who do not make the necessary repairs.

He explained that following the Finance Committee meeting, staff updated the policy to reflect the comments shared at the meeting. He explained that that there were no new additions to the policy, however, the "Private Property I&I Procedures" section was scaled back. He explained that language on enforcement and fining non-complaint homeowners was removed from the section. He explained that homeowners would still receive mailed notice from the City alerting them of any private identified I&I issues. He explained that the letter will highlight why correcting I&I issues are important and recommend that the homeowner contact the City to coordinate a meeting to discuss the identified issues in person. Mr. Lockfeer explained that the policy still does not replace the City's Home Inspection Program which requires any identified prohibited connections from the property to the City's sanitary sewer system be corrected prior to any change in ownership.

The Committee and City staff had discussions about the necessary repairs to correct public I&I issues and future smoke testing.

Alderman Moreno moved to recommend approval to City Council of the final draft of the Inflow & Infiltration Policy. Alderman Rummel seconded the motion, which carried unanimously.

**VII. REVIEW AND APPROVAL OF PUBLIC WORKS' CORE & ELECTIVE DOCUMENT  
MICHAEL THOMAS**

Director Thomas explained that the reviews of every City Department's Core and Elective documents are part of the annual budget process. He explained that last year, the Committee reviewed the Public Work's document and made some minor edits. He asked the Committee if there were any changes that they would like to see made this year. There was consensus amongst the Committee that there were no recommended changes that needed to be made.

The Committee and City staff had discussions about the gas light LED conversion project.

Alderman Moreno moved to recommend approval of the Public Works' Core & Elective Document. Alderman Rummel seconded the motion, which carried unanimously.

**VIII. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL THE PROPOSED FY '21  
CAPITAL EQUIPMENT – MICHAEL THOMAS**

Director Thomas reviewed the proposed FY2021 Capital Equipment List. He reviewed each piece of equipment being replaced by funding source. Equipment being proposed for replacement was further outlined by department,

equipment details, and budget costs. Director Thomas reviewed detailed replacement forms for each piece of equipment being requested.

The Committee and City staff had discussions about each requested piece of equipment and how the equipment is utilized.

The Committee and City staff had discussions about the amount of ambulances within the City's fleet.

The Committee and City staff had discussions about how equipment and vehicles can be repurposed and utilized by other departments.

The Committee and City staff discussed the City's Fleet Section. Director Thomas explained that the Fleet Section is doing extremely well and is fully staffed.

Director Thomas discussed the timing associated with bringing the topic to City Council and ordering the equipment if the Committee recommends approval to City Council. He reviewed the joint bid organizations and processes the equipment is bid through in order to competitively purchase the equipment.

Alderman Rummel motioned to recommend approval to City Council the FY21 proposed capital equipment. Alderman Moreno seconded the motion, which carried unanimously.

#### **PUBLIC COMMENT**

There was no additional public comment.

#### **NEXT MEETING – TBD**

The Committee agreed to leave the next date as to be determined.

Alderman Rummel explained that she attended a League of Women Voter SWALCO presentation. She explained comments that were shared by the SWALCO representative at the meeting.

#### **ADJOURNMENT**

Alderman Moreno moved to adjourn the meeting of the Public Works Committee at 9:17 P.M. Alderman Rummel seconded the motion, which carried unanimously.

Respectfully submitted,

Jim Lockefer Jr.  
Management Analyst