

**PUBLIC WORKS COMMITTEE MEETING
THURSDAY, JULY 1, 2021 – 3:30 P.M.
IN-PERSON / REMOTE ACCESS MEETING
CITY HALL / ZOOM MEETING
MINUTES**

I. ROLL CALL/CALL TO ORDER

Chairman Jim Preschlack called the meeting to order at 3:30 P.M. Alderman Jennifer Karras was present. Alderman Ted Notz was in attendance remotely via Zoom.

Chairman Preschlack introduced himself as the new Public Works Committee Chairman and welcomed Alderman Karras to the Public Works Committee. Chairman Preschlack explained that he had met with Public Works staff to develop a new strategic agenda format.

Staff attending the meeting included Michael Thomas, Director of Public Works; Dan Martin, Superintendent of Public Works; Byron Kutz, Superintendent of Engineering and Jim Lockfeer, Assistant to the Director of Public Works.

II. ASSET, INFRASTRUCTURE, & SERVICE HIGHLIGHTS

Chairman Preschlack explained that this new standing item would be an informational agenda item on Public Works services, assets, and infrastructure. He explained that staff might look to highlight a particular item for the Committee's review and discussion on an as needed basis.

Director Thomas reviewed the below summary presentation slide on the topic.

ASSET, INFRASTRUCTURE, & SERVICE HIGHLIGHTS		
Operating Section	Service	Description
Streets	Pavement Maintenance	Asphalt, concrete repairs, sidewalks, signs, striping and litter collection
	Lighting: Electric & Gas Lights	Maintenance of City electric street lights and intersection signalization
	JULIE Locates	Locating underground utilities
	Gas Light Conversion	Conversion of all City gas lights to LED technology (fixture & electrification)
Sanitation	Sweeping	Sweep City streets to reduce the debris blocking and entering the storm sewer system
	Refuse Collection	Bi-weekly; top of drive collection
	Recycling	Once weekly, curbside collection
	Compost Center	City operated for disposal of recyclables, yard waste, metal and electronics
Water & Sewer	Yard Waste	Bi-weekly; curbside collection
	Sewer Maintenance	Repairs, cleaning, catch basins/manholes and maintenance of sanitary and storm sewer system
	Water Meter Reading	Meters are read monthly to collect regular billing data, identify unreasonably high or low water usage, or malfunctions with the meter
	Water Mains	Maintenance of City's water mains, including valves, fire hydrants and taps
Water Plant	JULIE Locates	Locating underground utilities
	Production	Production of potable water (water reservoir and elevated tank), including IDNR and EPA record-keeping
Fleet	Equipment Maintenance	Maintenance of pumps, valves, generators and sewer lift stations
	Equipment/Vehicle Repair	Maintenance of all City-owned vehicles/equipment, including improvements to new and existing equipment
Building Maintenance	Capital Purchases	Specifications/bidding of equipment needed for City Fleet
	Capital Repairs	Electrical, carpentry, plumbing and roof repairs for all City buildings, including planning and designing upgrades and replacements of facilities
Engineering	Janitorial Services	Specifications, bidding and monitoring
	Permitting/Plan Review	Review and issuance of permits and oversight of development plans
	Enforcement/ Inspection	Field supervision of construction projects to include - asphalt, sidewalk, sewer and water mains
	Capital Improvement Project Specifications	Provide design and specifications for all City infrastructure projects
All Sections	Environmental and Aesthetics Considerations	When possible, with both capital projects and Department operations, consider environmental and aesthetic features based upon cost/benefit analysis
	Snow & Ice Control	Plowing and treatment of all City streets, parking lots, sidewalks and public buildings

The Committee and City staff discussed various Operating Section services.

Chairman Preschlack recommended that the Water Plant be highlighted for the Committee's next meeting.

III. PROJECT ROADMAP

Chairman Preschlack explained that this new standing item would be a discussion and review of in-flight capital Public Works projects.

Director Thomas reviewed the below summary presentation slides on the topic.

PROJECT ROADMAP – CAPITAL FUND		
Project	% Complete	Notes
Annual Concrete Sidewalks & Curbs Repairs	90%	Substantially completed; minor punch list items and restoration work remain
Annual Pavement Resurfacing Program	60%	In progress; milling, base patching, and binder work complete; surface, and restoration work remain
Annual Pavement Patching Program	0%	To begin following the completion of the Resurfacing Program
Annual Storm Sewer Lining Program	25%	Pipe cleaning to occur in July followed by the lining of pipes in October
Property Condition Assessments	70%	In progress; Phase II building walk-throughs completed / reviewing facility reports
Capital Equipment - All Funds	90%	90% equipment received; in-service modifications are continuing and will continue into late fall/early winter
Illinois & Woodland Pedestrian Bridge Designs	70%	In progress; designs to be completed and bid in October
Lake-Woodbine Bridge Reconstruction Design PH I&2*	5%	In progress; staff meeting held; seeking PWC approval for change order
Old Elm Parking Lot	30%	In progress; EV charging station & special water quality stormwater structure received; structure to be installed then lot will be resurfaced
Forest Park Bluff Slope Stabilization	25%	In progress; preliminary design efforts underway
Seminary Ravine Study	20%	In progress; preliminary design (surveying) efforts underway
Ringwood Road S Ravine Project	65%	In progress; culvert lining complete; in-stream ravine work, curb and gutter work, road resurfacing, and restoration work remain
Dickinson Hall Exterior Tuck Pointing	5%	In progress; developing specification for bid
Waukegan & Westleigh Intersection Phase II Design	20%	In progress; preliminary Phase II design efforts underway

*Item to be further reviewed under New Business / Action Items

PROJECT ROADMAP – WATER FUND		
Project	% Complete	Notes
Water Distribution Pressure Sensors	50%	In progress; design efforts underway; to be bid to align with water valve replacements
Water Valve Replacements	25%	To begin in September; replacements expected to be completed by the end of October
Spruce Lift Station Pump Overhaul	0%	Staff to develop bid specifications for Fall 2021 bid opening; work to be scheduled for Winter 2022 (low pumpage)
Water Plant 42" and 24" Intake Line Cleaning	100%	Completed
Deerpath Watermain Design (Ahwahnee-Golf)	25%	In progress; preliminary design (surveying) efforts underway
Annual Sanitary Sewer Lining Program	25%	Pipe cleaning to occur in July followed by the lining of pipes in October

The Committee and City staff discussed grant funding opportunities and grant program impacts to project timing.

IV. NEW BUSINESS / ACTION ITEMS

1. APPROVAL OF THE APRIL 1, 2021 PUBLIC WORKS COMMITTEE MEETING MINUTES

Alderman Notz moved to approve the April 1, 2021 Public Works Committee meeting minutes. Chairman Preschlack seconded the motion, which carried unanimously.

2. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF THE MUNICIPAL PARTNERSHIP INITIATIVE (MPI) HVAC MAINTENANCE CONTRACT BID – JIM LOCKEFEER

Assistant to the Director Lockfeer reviewed the below summary presentation slide on the topic.

HVAC MAINTENANCE CONTRACT BID

- City building operating budgets fund HVAC maintenance services
- Preventative Maintenance Program for approximately 415 pieces of HVAC equipment in 20 City facilities
 - Extends equipment life, ensuring its reliability, and reducing operating costs
 - Equipment serviced consist of furnaces, boilers, chillers, pumps, air handlers, condensers, cooling towers and exhaust fans
 - Contractors respond to emergency “no heating” or “no cooling” calls
- Received three bids through Municipal Partnership Initiative (MPI) public bid process

Firm	Bid \$	2-Year Total \$
Hayes Mechanical	\$52,924	\$106,907
First Point Mechanical	\$59,606	\$120,404
McDonough Mechanical	\$90,416	\$182,640
- Two-year agreement with option for two additional one-year periods (subject to performance)
 - Bid price cannot exceed 2% annual increase

Action requested: PW Committee recommends City Council award of bid for the two-year HVAC Preventative Maintenance Contract to Hayes Mechanical in the amount of \$106,907



Alderman Notz moved to recommend approval to City Council the award of bid for the two-year HVAC Preventative Maintenance Contract to Hayes Mechanical in the amount of \$106,907. Alderman Karras seconded the motion, which carried unanimously.

3. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF THE SUBURBAN PURCHASING COOPERATIVE (SPC) FY22 LONG LINE STRIPING CONTRACT – DAN MARTIN

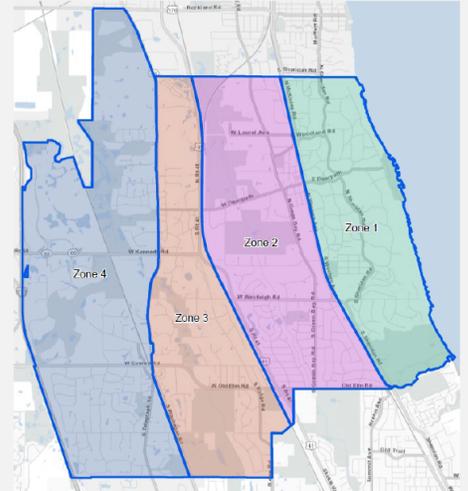
Superintendent Martin reviewed the below summary presentation slide on the topic.

FY22 LONG LINE STRIPING PROGRAM CONTRACT

- FY22 program budget - \$75,000
- Suburban Purchasing Cooperative (SPC) joint bid
- The 2020 SPC/IDOT thermoplastic lane marking contract was awarded to Superior Road Striping, Inc. of Melrose Park
 - Lane marking specifications meet Illinois IDOT standards
 - Pricing / terms & conditions remain the same as FY21 contract (extended due to COVID-19 impacts)

Description	UOM	2019 Cost per Unit	2021 Cost per Unit
4" Line	LF	\$0.52	\$0.52
6" Line	LF	\$0.76	\$0.76
12" Line	LF	\$1.52	\$1.52
24" Line	LF	\$3.78	\$3.78
Letters & Symbols	SF	\$3.51	\$3.51
Removal	SF	\$0.41	\$0.41

- City's Long Line Striping Program is split into 4 zones (includes all streets, parking lots and crosswalks)
 - Zone 2 completed in 2020
 - Zone 3 to be completed in 2021



Action requested: PW Committee recommends City Council award the FY22 Long Line Striping Program to Superior Road Striping, Inc. in the amount of \$75,000

The Committee and City staff discussed the annual budgeted amount for the program and the program zones.

Alderman Notz moved to recommend approval to City Council the award of the FY22 Long Line Striping Program to Superior Road Striping, Inc. in the amount of \$75,000. Alderman Karras seconded the motion, which carried unanimously.

4. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF THE MUNICIPAL PARTNERSHIP INITIATIVE (MPI) VALVE EXERCISING PROGRAM BID – DAN MARTIN

Superintendent Martin reviewed the below summary presentation slide on the topic.

VALVE EXERCISING PROGRAM BID

- Three-year program budget - \$60,000
- Exercising valves throughout distribution system ensures reliable valve operation & maintains water quality
 - Each valve in designated annual zones is operated through full closing/opening cycle
 - Exercising prevents valve rust build up that could render the valve inoperable or prevent tight shutoffs; ensures reliability to immediately isolate water lines for main breaks & extends valves useful life
- Program utilizes GIS to record detailed valve info (i.e. location, number of turns, size, close direction)
- Municipal Partnering Initiative (MPI) Program bid with Glenview, Niles and North Chicago

Company Name	Dollar Amount Bid (3-Year Total)
Wachs Water Services	\$ 52,245
M.E. Simpson	\$ 80,592



- Three-year agreement with option for two additional one-year periods (subject to performance)

Action requested: PW Committee recommends City Council award the three-year Valve Exercising Program bid to Wach Water Services in the amount of \$52,245

The Committee and City staff discussed repairs to valves that cannot be exercised or turned, the frequency that all valves are turned, and water system pressure sensors.

Alderman Notz moved to recommend approval to City Council the award of the three-year Valve Exercising Program bid to Wach Water Services in the amount of \$52,245. Alderman Karras seconded the motion, which carried unanimously.

5. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF THE MUNICIPAL PARTNERSHIP INITIATIVE (MPI) LEAK DETECTION PROGRAM BID – DAN MARTIN

Superintendent Martin reviewed the below summary presentation slide on the topic.

LEAK DETECTION PROGRAM BID

- Three-year program budget - \$90,000
- Water distribution system consists of approximately:
 - 170 miles of water main
 - 6,800 service connections
 - 1,500 fire hydrants
 - 1,800 valves
- Many leaks surface and are immediately repaired; some go undetected due to size or underground travel to storm sewers
- Leak detection pinpoints undetected leaks through acoustic leak detection method
- Municipal Partnering Initiative (MPI) Program bid with Arlington Heights, Glenview, Niles, Northfield, and Winnetka

Company Name	Dollar Amount Bid (3-Year Total)
Consulting Engineering, Inc.	\$ 60,690
Utilis Corp	\$ 94,860
M.E. Simpson	\$ 134,300

- Three-year agreement with option for two additional one-year periods (subject to performance)

Action requested: PW Committee recommends City Council award the three-year Leak Detection Program bid to Consulting Engineering, Inc. in the amount of \$60,690



The Committee and City staff discussed follow up repairs identified through the Leak Detection Program.

Alderman Karras moved to recommend approval to City Council the award of the three-year Leak Detection Program bid to Consulting Engineering, Inc. in the amount of \$60,690. Alderman Notz seconded the motion, which carried unanimously.

6. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF THE RECYCLING PROCESSING AGREEMENT – DAN MARTIN

Superintendent Martin reviewed the below summary presentation slide on the topic.

RECYCLING PROCESSING AGREEMENT

- Resource Management has been City’s recycling processing firm for 12 years
- April 2, 2021 – Resource Management sent City agreement termination notice; agreed to continue to process LF recycling until new processing firm is selected
- Staff initiated public bid process on June 16; three bids received on June 30
 - Lakeshore Recycling Systems
 - Waste Management
 - GFL Environmental
- Staff currently reviewing bids; recommendation to be made at upcoming PWC Meeting



The Committee and City staff discussed recycling processing firm ability for contamination audits and reviewed the status of the intern curbside recycling cart audit program.

Superintendent Martin explained that staff was not yet seeking any Committee approval related to this item.

7. **REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL CHANGE ORDER FOR LAKE-WOODBINE BRIDGE RECONSTRUCTION DESIGN – MICHAEL THOMAS**

Director Thomas reviewed the below summary presentation slide on the topic.

CHANGE ORDER LAKE-WOODBINE BRIDGE RECONSTRUCTION DESIGN

- FY22 design budget (MFT funds) – \$115,000
- 3/15/21 – City Council approved Phase I Design Services with H.W. Lochner in the amount of \$87,470
- Additional \$27,328 needed to complete Structure Geotechnical Report and Preliminary Environmental Site Assessment (PESA)
 - Previous staff mistakenly did not include the cost of the geotechnical report in the amount requested
 - IDOT notified H.W. Lochner that it no longer accepts a simple “letter to the file” to update PESA



Action requested: PW Committee recommends City Council approve a change order agreement with H.W. Lochner, Inc. and an IDOT Resolution for additional MFT funds for Phase I Design of the Lake / Woodbine Bridge in the amount of \$27,328 for a total design sum of \$114,798

The Committee and City staff discussed the design process related to neighborhood communications and the Historical Preservation Commission.

Alderman Notz moved to recommend approval to City Council a change order agreement with H.W. Lochner, Inc. and an IDOT Resolution for additional MFT funds for Phase I Design of the Lake / Woodbine Bridge in the amount of \$27,328 for a total design sum of \$114,798. Alderman Karras seconded the motion, which carried unanimously.

V. BUDGET / HIRING / INNOVATION UPDATES

1. INTRODUCTION OF CITY'S NEW SUPERINTENDENT OF ENGINEERING, BYRON KUTZ

Director Thomas introduced the City's new Superintendent of Engineering, Byron Kutz. Superintendent Kutz provided the Committee with background on his career experiences. The Committee welcomed Superintendent Kutz.

VI. PUBLIC COMMENT

There was no public comment.

NEXT MEETING – THURSDAY, SEPTEMBER 16, 3:30 P.M.

ADJOURNMENT

Alderman Notz moved to adjourn the meeting of the Public Works Committee at 4:47 P.M. Alderman Karras seconded the motion, which carried unanimously.

Respectfully submitted,

Jim Lockefefer Jr.
Assistant to the Director of Public Works