

PUBLIC WORKS COMMITTEE MEETING MONDAY, NOVEMBER 22, 2021 – 4:00 P.M. REMOTE ACCESS MEETING – ZOOM MINUTES

I. ROLL CALL/CALL TO ORDER

Chairman Jim Preschlack called the virtual meeting to order at 4:00 P.M. Alderman Ted Notz was present. Alderman Jennifer Karras was not in attendance.

Chairman Preschlack stated that in accordance with state statute, he made the determination that it was not practical or prudent to schedule an in-person Public Works Committee meeting because of the COVID-19 pandemic, and therefore the meeting was being held remotely.

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

II. ASSET, INFRASTRUCTURE, & SERVICE HIGHLIGHTS – MUNICIPAL SERVICES BUILDING

The Committee reviewed the below summary presentation slide on the topic.

ASSET, INFRASTRUCTURE, & SERVICE HIGHLIGHTS		
Operating Section	Primary 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
	ULIE Locates	Locating underground utilities
	Gas Light Conversion	Conversion of all City gas lights to LED technology (fixture & electrification)
	Sweeping	Sweep City streets to reduce the debris blocking and entering the storm sewer system
Sanitation	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
	Yard Waste	Bi-weekly; curbside collection
Water & Sewer	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
	ULIE Locates	Locating underground utilities
Water Plant	Production	Production of potable water (water reservoir and elevated tank), including IDNR and EPA record-keeping
	Equipment Maintenance	Maintenance of pumps, valves, generators and sewer lift stations
Fleet	Equipment/Vehicle Repair	Maintenance of all City-owned vehicles/equipment, including improvements to new and existing equipment
	Capital Purchases	Specifications/bidding of equipment needed for City Fleet
Building Maintenance	Capital Repairs	Electrical, carpentry, plumbing and roof repairs for all City buildings, including planning and designing upgrades and replacements of facilities
	Sanitorial Services	Specifications, bidding and monitoring
Engineering	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
	Environmental and Aesthetics Considerations	When possible, with both capital projects and Department operations, consider environmental and aesthetic features based upon cost/benefit analysis
All Sections	Snow & Ice Control	Plowing and treatment of all City streets, parking lots, sidewalks and public buildings

The Committee and City staff discussed the overall value of this item appearing on the agenda and the next site or field visit to better understand Public Works operations and upcoming capital projects.

III. FY '22 PROJECT ROADMAP STATUS CHART

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

PROJECT ROADMAP – CAPITAL FUND

Project	Asset Category	% Complete	Notes
Annual Pavement Resurfacing Program	Road	100%	Complete
Annual Pavement Patching Program	Road	100%	Complete
Waukegan & Westleigh Intersection Phase II Design	Road	25%	In progress: IDOT approved Phase I Design. Phase II internal kickoff meeting held, right of way acquisition process starting soon
Annual Concrete Sidewalks & Curbs Repairs	Road & Sidewalk	100%	Complete
Illinois & Woodland Pedestrian Bridge Designs	Bridge	100%	Bids opened on 10/28, lowest responsible bidder will be recommended at 11/22 PVW Committee which will then be presented at the 12/6 Council meeting. Illinois Bridge will be replaced early to mid spring. Woodland Bridge will be replaced during summer 2022 after LFHS is out
Lake-Woodbine Bridge Reconstruction Design PH I	Bridge	25%	In progress: public information meeting at Gorton Community Center scheduled for 6:30 pm on 12/13 with multiple public notices planned in the next few weeks. HPC meeting tentatively 1/26.
Seminary Ravine Study	Ravine	100%	Complete
Ringwood Road S Ravine Project	Ravine	100%	Complete
Property Condition Assessments	Facility	100%	Complete
Dickinson Hall Exterior Tuck Pointing	Facility	30%	In progress: City Council approved contractor 9/20; tuck pointing to be completed in Spring
Capital Equipment - All Funds	Capital Equipment	90%	90% equipment received, in-service modifications are continuing and will continue into late fall/early winter
Old Elm Parking Lot	Parking Lot	100%	Complete
Forest Park Bluff Slope Stabilization	Forest Park Bluff	75%	In progress: Design efforts continuing; construction cost estimate complete; working to finalize plans
Annual Storm Sewer Lining Program	Storm Sewer	100%	Complete

PROJECT ROADMAP – WATER FUND

Project	Asset Category	% Complete	Notes
Water Distribution Pressure Sensors	Water	35%	Bids opened on 11/16; PW Committee 11/22; CC 12/6
Water Valve Replacements	Water	25%	Supply chain issues in receiving the valves; work pushed to spring of 2022
Water Plant 42" and 24" Intake Line Cleaning	Water	100%	Completed
Deerpath Watermain Design (Ahwahnee-Golf)	Water	75%	In progress: design is nearing completion, with bidding anticipated in mid December
Spruce Lift Station Pump Overhaul	Sanitary	0%	Staff to develop bid specifications for Fall 2021 bid opening; work to be scheduled for Winter 2022 (low pumpage)
Annual Sanitary Sewer Lining Program	Sanitary	100%	Complete

The Committee and City staff discussed the Lake-Woodbine Bridge Project schedule.

IV. NEW BUSINESS / ACTION ITEMS

1. APPROVAL OF THE NOVEMBER 3, 2021 PUBLIC WORKS COMMITTEE MEETING MINUTES

Alderman Notz moved to approve the November 3, 2021 Public Works Committee meeting minutes. Chairman Preschlack seconded the motion, which carried unanimously.

2. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF BID FOR THE WATER DISTRIBUTION SYSTEM PRESSURE SENSORS PROJECT – DAN MARTIN

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

2021 WATER DISTRIBUTION MONITORING PROJECT

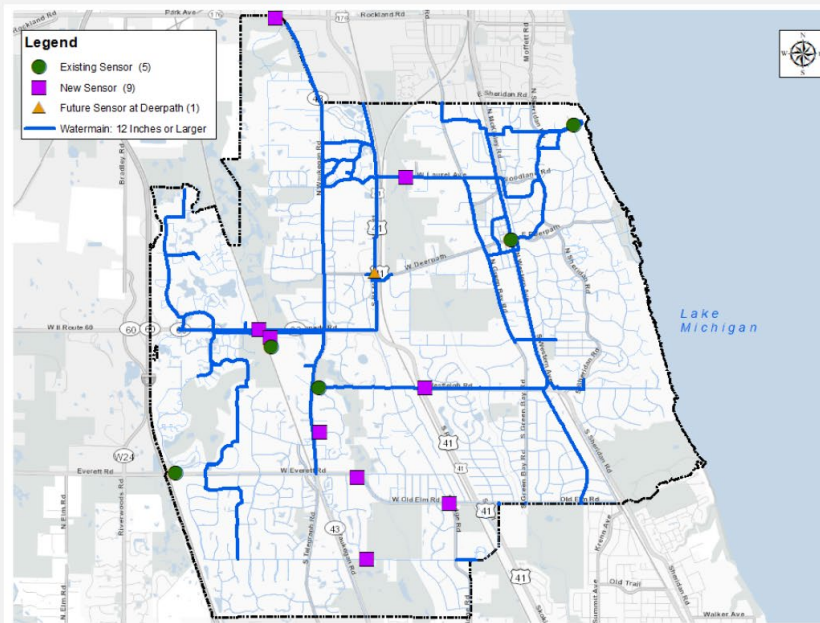
- FY22 CIP Water Fund Budget – \$360,000
- Key project enhancements:
 - Adding eight (8) new pressure and flow monitoring locations spread across the Water Distribution System
 - Incorporate one (1) flow monitor at the elevated tank to support existing pressure sensor
 - Quickly identify watermain break locations & other disruptions within the system
 - Establish data trends for future modeling to support upcoming water main replacement decision process
- Received two bids at the November 16, 2021 bid opening

Firm	Bid Total \$
Integrated Process Solutions, Inc.	\$337,000
Wunderlich - Malec	\$353,500



- Staff is requesting to use the remaining budgeted \$23,000 (\$360,000 - \$337,000) for Strand Associates to provide technical engineering assistance (i.e. submittals, shop drawing approval, Request for Information, etc.) and/or project contingency
- **Action requested: Public Works Committee recommends City Council award of bid for the 2021 Water Distribution Monitoring Project to the lowest responsive bidder, Integrated Process Solutions, Inc. in the amount of \$337,000 and utilize the remaining \$23,000 for project contingency and technical engineering assistance from Strand Associates for a total sum of \$360,000**

2021 WATER DISTRIBUTION MONITORING PROJECT



The Committee and City staff discussed the location of the new sensor installations, system sensor coverage, the opportunity for future sensor install locations, and water interconnections with Highland Park and Lake Bluff.

Alderman Notz moved to recommend approval to City Council award of bid for the 2021 Water Distribution Monitoring Project to the lowest responsive bidder,

Integrated Process Solutions, Inc. in the amount of \$337,000 and utilization of the remaining \$23,000 for project contingency and technical engineering assistance from Strand Associates for a total sum of \$360,000. Chairman Preschlack seconded the motion, which carried unanimously.



3. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF BID FOR THE ILLINOIS AND WOODLAND PEDESTRIAN BRIDGE REPLACEMENTS – MICHAEL THOMAS

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

PEDESTRIAN BRIDGE REPLACEMENTS- ILLINOIS AND WOODLAND

- History:
 - 2020 Bridge Inspection Report identifies both bridges as "high-priority" due to bridge superstructures being in poor condition.
- Budget:

Bridge	FY2022	FY2023	TOTAL
Illinois	\$325,000	\$244,000	\$569,000
Woodland	\$25,000	\$624,000	\$649,000
TOTAL	\$350,000	\$868,000	\$1,218,000
- Schedule:
 - Will avoid both bridges under construction at the same time.
 - Illinois Bridge to begin Spring 2022 with both bridges being completed no later than August 17, 2022.
 - Woodland Bridge outage during the Summer 2022 to reduce impacts to high school traffic.
 - Construction schedules are dependent on material (steel) availability.
- Requesting approval to award bid so that both bridges can be ordered immediately due to long lead-times (same reasoning as capital equipment approvals)





PEDESTRIAN BRIDGE REPLACEMENTS- ILLINOIS AND WOODLAND

- Received five bids (references checked by Engineering staff)

Contractor Firm	Bid Amount
Copenhaver Construction, Inc.	\$1,015,903
F.H. Paschen	\$1,075,613
Lorig Construction Co	\$1,181,216
Alliance Contractors Inc.	\$1,221,845
MYS Inc.	\$2,086,529

- Staff recommends the second lowest bidder due to multiple negative reference checks, indicating Copenhaver Construction not to be a responsible bidder.
- Construction Assistance is budgeted in FY2023 for \$35,000 which will be presented at a future Committee Meeting.
- Action requested: PW Committee recommends City Council award the lowest responsive and responsible bid for the Illinois and Woodland Pedestrian Bridge Replacements to F.H. Paschen, in the amount of \$1,075,613 and a 10% construction contingency in the amount of \$107,561 for a total project cost of \$1,183,174.**




The Committee and City staff discussed grant funding opportunities for the project and past City grant applications that were submitted for the project.


Alderman Notz moved to recommend approval to City Council award of the lowest responsive and responsible bid for the Illinois and Woodland Pedestrian Bridge Replacements to F.H. Paschen, in the amount of \$1,075,613 and a 10% construction contingency in the amount of \$107,561 for a total project cost of \$1,183,174. Chairman Preschlack seconded the motion, which carried unanimously.

4. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AUTHORIZATION FOR THE CITY MANAGER, BASED ON FINAL CITY ATTORNEY APPROVAL, TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF LAKE FOREST AND THE LAKE COUNTY STORMWATER MANAGEMENT COMMISSION, FOR THE BURR OAK STORMWATER DETENTION/STORM SEWER PROJECT GRANT AWARD, AND APPROVAL OF A PROJECT EXPENSE MATCH IN THE AMOUNT OF \$314,036 TO THE LAKE COUNTY STORMWATER MANAGEMENT COMMISSION – BYRON KUTZ


Superintendent Kutz reviewed the below summary presentation slides on the topic.

**BURR OAK STORM SEWER PROJECT
INTERGOVERNMENTAL AGREEMENT**

- City receiving grant funds through Lake County Stormwater Management Commission (SMC) and Illinois Department of Commerce and Economic Opportunity (DCEO)
 - SMC is administering grant funds from DCEO
- Burr Oak Project grant award total: \$2,435,964 (\$2,750,000 - \$314,036)
- \$314,036 is Lake County SMC administrative fee; all Lake County grant program projects pay this fee (based on grant award amount)
- DCEO is requiring SMC to submit project IGAs for all 11 projects that received a grant
- SMC developed IGA template to use with every agency; IGA is approximately 95% complete
 - DCEO has reviewed / approved latest version
 - City Attorney's Office has reviewed / approved latest version
 - State's Attorney's Office completing final review
- City Attorney to complete final review following State's Attorney's Office review
- City Manager will execute IGA upon final review and approval by City Attorney



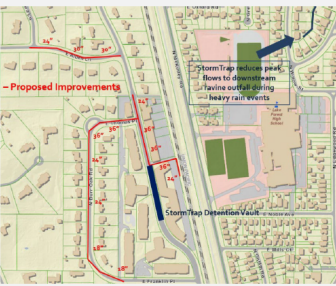

**Illinois
Department of Commerce
& Economic Opportunity**



**LAKE COUNTY
STORMWATER MANAGEMENT COMMISSION**

**BURR OAK STORM SEWER PROJECT
INTERGOVERNMENTAL AGREEMENT**

- Tentative Schedule:
 - December 6, 2021 City Council: Recommendation of IGA approval.
 - Mid-February 2022: SMC expects final agreement from DCEO.
 - Late February or early March 2022: City Council award of bid and construction oversight agreement.
 - Mid to late March 2022: Construction commences lasting 5 months.
 - Public Outreach and Communication efforts will begin 4-6 weeks prior to City Council's award of bid.
- **Action requested: PW Committee recommends City Council authorize the City Manager to execute an Intergovernmental Agreement between The City of Lake Forest and the Lake County Stormwater Management Commission for the Burr Oak Stormwater Detention/Storm Sewer Project based upon final City Attorney review, and the approval of a project expense match in the amount of \$314,036 to the Lake County Stormwater Management Commission.**

The Committee and City staff discussed the past bids for construction the City previously received, the low bid construction contractor's agreement to hold their original bid price, the anticipated project construction schedule, DCEO bid requirements, neighborhood construction impacts, and the project communications plan.

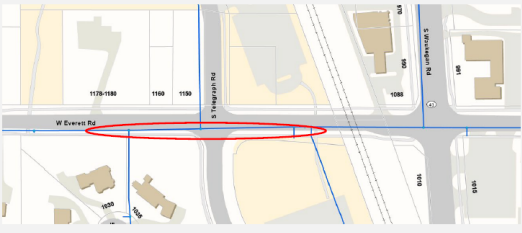
Alderman Notz moved to recommend approval to City Council authorization the City Manager to execute an Intergovernmental Agreement between The City of Lake Forest and the Lake County Stormwater Management Commission for the Burr Oak Stormwater Detention/Storm Sewer Project based upon final City Attorney review, and the approval of a project expense match in the amount of \$314,036 to the Lake County Stormwater Management Commission. Chairman Preschlack seconded the motion, which carried unanimously.

5. **REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL APPROVAL OF THE EVERETT AND WAUKEGAN WATERMAIN DESIGN – BYRON KUTZ**

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

EVERETT & WAUKEGAN ROAD INTERSECTION WATERMAIN DESIGN

- Intersection improvement project to improve traffic delays and intersection safety with traffic studies dating back to 2009.
 - Original study and design scopes focused solely on intersection geometry while determining project feasibility.
- City Council reviewed the project on July 19, 2021; added dedicated westbound right-turn lane.
- Request is to replace the undersized 1927 watermain within the project limits
 - Important to incorporate now that overall project design is continuing.
 - Constructing with overall project reduces costs and impacts to the traveling public.
 - CivilTech is designing project and will add the watermain design to the overall plans
- Construction of overall project is anticipated for summer of 2025 and contingent on grant funding.
- Utilizing FY22 savings from: Deerpath Streetscape Watermain Design (\$20,000) and Deerpath Watermain Design (\$3,000)
- Action requested: PW Committee recommends City Council approve a change order to the agreement with CivilTech Engineering, Inc. to provide watermain design for the Everett & Waukegan Road Intersection project in the amount of \$22,175.**



The Committee and City staff discussed the timing of the project related to the intersection improvement project.

Alderman Notz moved to recommend approval to City Council approve a change order to the agreement with CivilTech Engineering, Inc. to provide watermain design for the Everett & Waukegan Road Intersection project in the amount of \$22,175. Chairman Preschlack seconded the motion, which carried unanimously.

V. **BUDGET / HIRING / INNOVATION UPDATES – SNOW OPERATIONS: EMPLOYEE SCHEDULING SYSTEM**

Assistant to the Director Lockefeer explained that Public Works Snow Command had been working to implement a new internal employee snow event scheduling system. He explained that the new system would help realize time saving efficiencies in creating and communicating employee snow event operations schedules.

VI. PUBLIC COMMENT

There was no public comment.

VII. NEXT MEETING – JANUARY 4th or 5th

The Committee and City staff discussed scheduling the next meeting on January 10, 2022 at 4 P.M. Director Thomas explained that he would email the Committee the confirmed date and time.

VIII. ADJOURNMENT

Alderman Notz moved to adjourn the meeting of the Public Works Committee at 5:17 P.M. Chairman Preschlack seconded the motion, which carried unanimously.

Respectfully submitted,

Jim Lockefeer Jr.
Assistant to the Director of Public Works