

**PUBLIC WORKS COMMITTEE MEETING
MONDAY, AUGUST 21, 2023 – 5:30 P.M.
CITY HALL – UPSTAIRS CONFERENCE ROOM
MINUTES**

I. ROLL CALL/CALL TO ORDER

Chairman Goshgarian called the meeting to order at 5:30 P.M. Aldermen Eileen Looby Weber and Ted Notz were in attendance.

Staff attending the meeting included Michael Thomas, Director of Public Works; Dan Martin, Superintendent of Public Works; Byron Kutz, Superintendent of Engineering; Chuck Myers, Superintendent of Parks & Forestry, and Jim Lockefer, Assistant Director of Public Works.

II. NEW BUSINESS / ACTION ITEMS

1. APPROVAL OF THE JUNE 12, 2023 PUBLIC WORKS COMMITTEE MEETING MINUTES

Alderman Notz moved to approve the June 12, 2023, Public Works Committee meeting minutes. Alderman Weber seconded the motion, which carried unanimously.

2. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL A PREFERRED DESIGN OPTION FOR THE ELAWA PARKING LOT IMPROVEMENTS PROJECT

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

**ELAWA PARKING LOT IMPROVEMENTS
DESIGN UPDATE**

- **Background**
 - Current parking lot has 80 spaces; at times needs for additional parking overflow into the adjacent neighborhood
 - Current 80 spaces include 40 spaces (gravel area) that need to be available for Lake County Forest Preserve at any time (1999 IGA)
 - Project improvements include resurfacing entrance drive and parking lot, drainage improvements with a bioswale, improved sidewalk accessibility, new EV charging stations, and landscape screening
- **Design Progress since 6/12/23 PW Meeting**
 - Community Development met with HOA in May & July
 - Staff met with Bleck July 13th & August 8th to discuss design options
 - Three concepts were developed to seek Public Works Committee & City Council input



ELAWA PARKING LOT IMPROVEMENTS DESIGN UPDATE

- Option 1: provides 112 total spaces (32 additional spaces)
 - Cost estimate: \$535,000 (FY24 budget \$375,000)
 - Project would occur in FY25 assuming additional funding is allocated via this fall's CIP budget process



ELAWA PARKING LOT IMPROVEMENTS
DESIGN UPDATE

- Option 2: provides 90 total spaces (10 additional spaces); future opportunity to add parking
 - Cost estimate: \$485,000 (FY24 budget \$375,000)
 - Project would occur in FY25 assuming additional funding is allocated via this fall's CIP budget process



ELAWA PARKING LOT IMPROVEMENTS DESIGN UPDATE

- Option 3: provides 79 total spaces (loss of one space)
 - Cost estimate: \$200,000 (FY24 budget \$375,000)



ELAWA PARKING LOT IMPROVEMENTS DESIGN UPDATE

Seeking PW Committee Direction for Staff to Proceed with a Preferred Design Option for the Elawa Parking Lot Improvements



The Committee and City staff discussed prior meetings with the neighbors adjacent to Elawa, landscape screening, future Elawa programming and parking needs, parking lot safety, lighting, traffic circulation, permeable versus impervious surfaces, and the project construction timeline.

Alderman Weber moved to recommend to City Council selection of design option one (32 additional spaces) for the Elawa Parking Lot Improvement Project and to complete the project by May 31, 2024. Alderman Notz seconded the motion, which carried unanimously.

3. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL EASEMENT AGREEMENTS FOR THE DEERPATH/WESTMORELAND SIDEWALK CONNECTIVITY PROJECT BETWEEN THE CITY AND THE NORTHWESTERN LAKE FOREST HOSPITAL

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

**DEERPATH/WESTMORELAND SIDEWALK CONNECTIVITY PROJECT
APPROVAL OF EASEMENTS**

- ~300 feet of new concrete sidewalk to connect Hospital bike path to public sidewalk by Faith Lutheran
- Construction bid approved by City Council on May 15, 2023
- Combination of temporary construction easements for two properties, and one permanent public sidewalk easement
- Allows inspection and City maintenance access in future for the City-owned sidewalk (east of asphalt path)
- Conveyed for the total sum of \$20 easement fee from the FY24 Capital Fund
- **Action requested: PW Committee recommends City Council Approval of Easement Agreements for the Deerpath/Westmoreland Sidewalk Connectivity Project between the City of Lake Forest and the Northwestern Lake Forest Hospital**



The Committee and City staff discussed the width of the sidewalk, construction timing, and construction traffic impacts.

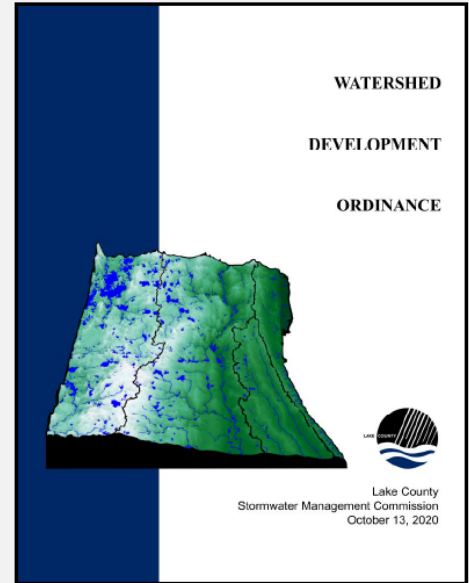
Alderman Notz moved to recommend to City Council of easement agreements for the Deerpath/Westmoreland Sidewalk Connectivity Project between the City of Lake Forest and the Northwestern Lake Forest Hospital. Alderman Weber seconded the motion, which carried unanimously.

4. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL ADOPTION OF REVISED 2023 LAKE COUNTY WATERSHED DEVELOPMENT ORDINANCE

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

ADOPTION OF REVISED 2023 LAKE COUNTY WATERSHED DEVELOPMENT ORDINANCE

- Lake County Board adopted revised Watershed Development Ordinance (WDO) on July 11, 2023
- WDO sets minimum County-wide standards for *regulated* development
- Revision includes 35 amendments
- WDO last revised on October 13, 2020
- Lake County Communities should adopt ordinance by October 5, 2023 to:
 - Remain in good standing with FEMA National Flood Insurance Program
 - Maintain SMC Community Certification Status
- **Action requested: PW Committee Requests City Council Approval to Replace Existing Section 152.30 of the City Code with the Lake County Watershed Development Ordinance as Approved by the County of Lake on July 11, 2023 with its Adoption by Reference**



The Committee and City staff discussed benefits of continuing with the City's participation with the Lake County Watershed Development Ordinance.

Alderman Weber moved to recommend to City Council approval to replace existing Section 152.30 of the City Code with the Lake County Watershed Development Ordinance as approved by the County of Lake on July 11, 2023. Alderman Notz seconded the motion, which carried unanimously.

5. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF THE ANNUAL HVAC MAINTENANCE SERVICES AGREEMENT

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

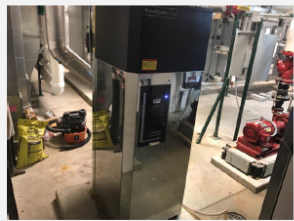

HVAC MAINTENANCE CONTRACT

- Building Maintenance operating budgets fund HVAC maintenance services
- Preventative Maintenance Program for approximately 415 pieces of HVAC equipment at 20 City facilities
 - Equipment serviced includes furnaces, boilers, chillers, pumps, air handlers, condensers, cooling towers and exhaust fans
 - Regular maintenance extends equipment life ensuring its reliability and reduces operating costs
- Received five bids via public bid process

Firm	Bid \$	2-Year Total \$
Quality HVAC Solutions	\$50,590	\$101,180
MK Industries	\$40,240	\$120,480
Roberts Environmental	\$72,942	\$145,884
Hayes Mechanical	\$75,220	\$150,440
Core Mechanical	\$89,507	\$179,014

- Quality HVAC Solutions did not share applicable references; no municipal experience
- MK Industries has significant applicable references and has completed positive past HVAC work for the City
- Two-year agreement with option for three 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 the Lowest Responsive and Responsible Bidder, MK Industries Inc., in the Amount of \$120,480

Alderman Notz moved to recommend to City Council award of bid for the two-year HVAC preventative maintenance contract to the lowest responsive and responsible bidder, MK Industries Inc., in the amount of \$120,480. Alderman Weber seconded the motion, which carried unanimously.

6. REVIEW AND RECOMMEND APPROVAL TO CITY COUNCIL AWARD OF BID FOR THE PUBLIC SAFETY BUILDING CHILLER REPLACEMENT PROJECT

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



PUBLIC SAFETY BUILDING CHILLER REPLACEMENT PROJECT

- Large facility HVAC systems feature chillers as an efficient way to provide air conditioning
- PSB chiller installed in 1997; highlighted as future priority project replacement in 2020 Facility Condition Assessment Report
- Chillers have an estimated useful life of 20 – 25 years
- Project design, bid process, and future construction oversight supported by professional mechanical engineering firm
- Project FY24 budget \$260,000; received nine bids through public bid process

Firm	Bid \$
Oak Brook Mechanical	\$236,800
F.E. Moran	\$245,800
Voris Mechanical	\$273,150
Helm Mechanical	\$279,750
AT Mechanical	\$287,800
Core Mechanical	\$290,330
Premier Mechanical	\$294,000
MK Industries	\$325,041
Air Con Refrigeration & Heating	\$330,581

- Oak Brook Mechanical has significant HVAC system replacement experience; all references were positive and applicable
- Project construction schedule being developed; potential long lead times with new chiller

Action Requested: PW Committee Recommends City Council Award of Bid for the Public Safety Building Chiller Replacement Project to Oak Brook Mechanical Services, Inc., in the Amount of \$236,800, to Include a 10% contingency in the Amount of \$23,200, for a Grand Total Amount of \$260,000

The Committee and City staff discussed the project design process.

Alderman Weber moved to recommend to City Council award of bid for the Public Safety Building Chiller Replacement Project to Oak Brook Mechanical Services, Inc., in the amount of \$236,800, to include a 10% contingency in the amount of \$23,200, for a grand total amount of \$260,000. Alderman Notz seconded the motion, which carried unanimously.

III. FY '24 CIP PROJECT SCHEDULE

The Committee and City staff reviewed and discussed the below presentation slides.

CIP PROJECT SUMMARY CHART – CAPITAL FUND

Project	Asset Category	% Complete	Project Timeline	Notes
Annual Pavement Resurfacing & Patching Program	Road	50%	Mid July – Mid October	4/3 PWC review and recommended approval to CC; 4/17 CC approval. First phase began in mid-July.
Crack Sealing Program	Road	5%	Early Fall	4/3 PWC review and recommended approval to CC; 5/1 CC approval.
Concrete Streets Repair	Road	5%	August – September	5/1 PWC review and recommended approval to CC; 5/15 CC approval. Program began week of 8/14.
Annual Longline Striping Program	Road	5%	September	6/20 CC approval. Coordinating work schedule to occur after Patching Program.
Waukegan & Everett Intersection (Land Acquisition)	Road	5%	2023 – 2024	Applied for STP-Shared grant for land-acquisition, award notification is Fall 2023. Dates for PWC and CC is to be determined pending potential award of grant.
Waukegan & Westleigh Intersection (Land Acquisition)	Road	5%	2023 – 2024	Dates for PWC and CC is to be determined pending initial coordination with the School District.
Concrete Sidewalk/Curb Replacement	Road / Sidewalk	5%	August – September	5/1 PWC review and recommended approval to CC; 5/15 CC approval. Sidewalk replacement around schools will be prioritized first. Program began week of 8/14.
Deerpath Sidewalk Connectivity (41-Westmoreland)	Sidewalk	10%	September – October	5/1 PWC review and recommended approval to CC; 5/15 CC approval. 9/5 seeking CC approval of hospital easements.
Whispering Oaks Sidewalk Connections (SRTS) Design PH 2	Sidewalks	5%	Fall	Phase I design approval received, Phase II design to begin early Fall
McLennon-Reed Bridge Repairs – MFT Resolution	Bridge	0%	Spring 2024	11/20/23 seeking PWC review and recommended approval to CC; 12/4/23 seeking CC approval.
McLennon-Reed Bridge Repairs – Construction	Bridge	0%	Spring 2024	1/16/24 seeking PWC review and recommended approval to CC; 2/5/24 seeking CC approval.
Lake-Woodbine Bridge Reconstruction Design PH 2	Bridge	15%	Summer 2023 – Fall 2024	4/3 PWC review and recommended approval to CC; 4/17 CC approval. Design underway.
Elawa Parking Lot Resurfacing and Expansion – Design	Parking Lot	10%	Summer – Fall	Onsite meeting with stakeholders on 5/6 and 7/22. 6/12 PWC review and recommended approval to CC; 6/20 CC approval. Seeking CC input on size of expansion 9/5 CC meeting.
Elawa Parking Lot Resurfacing and Expansion – Construction	Parking Lot	0%	Fall 2023 or Spring 2024	Dates TBD pending design completion.
ADA Transition Plan	Facilities / Right of Way / Parks	10%	January	Approved by City Council 4/17. Project kickoff held. Consultant review of City policies and reports underway.

CIP PROJECT SUMMARY CHART – CAPITAL FUND

Project	Asset Category	% Complete	Project Timeline	Notes
Gorton Community Center Patio & Drop in Center	Facility	5%	TBD	Staff presented project to HPC 1/25; project needs to return to HPC; Com Dev leading special use permit review.
Public Safety Water Cooled Chiller Replacement	Facility	10%	Winter 2024	8/21 seeking PWC review and recommended approval to CC; 9/5 seeking CC approval.
Volwiler Carpet & Flooring Replacement	Facility	0%	Fall	Obtaining additional quotes for project work.
Police Department Break Room Renovation	Facility	100%	May – July	Project is substantially complete.
Rockefeller/McCormick/Loch Ravine Construction	Ravine	50%	July – September	5/15 CC approved. Project construction is underway.
Washington Road Ravine Construction	Ravine	0%	TBD	Nearby needed storm sewer repair work identified and is currently being designed. This storm sewer work will be recommended as a separate project and part of the upcoming CIP budget process, however, both projects to be bid jointly due to their proximity.
Annual Storm Sewer Lining Program	Storm Sewer	10%	Late August – September	3/20 PWC review and recommended approval to CC; 4/3 CC approval.
Ahwahnee Road Storm Sewer Upgrade Construction	Storm Sewer	0%	December 2023 – Summer 2024	11/20 seeking PWC review and recommended approval to CC; 12/4 seeking CC approval. Awaiting grant announcement.
Beach Crane Replacements	Beach	10%	October	Crane replacements to occur in October.
Deerpath Community Park Improvement Project	Park	50%	Fall	Final field base grading is complete. Concrete work associated with the center walk and building foundations is substantially complete. Field turf system installation underway.
Townline Park Splash Pad	Park	100%	Spring	Slip resistant surfacing installed over the concrete on the splash pad. Completed work and opened splash pad for the season on May 23.
Forest Park Bluff Slope Stabilization	Forest Park	10%	September 5, 2023 – March 2024	3/20 PWC review and recommended approval to CC; 4/3 CC approval. Construction to begin post labor day 2023 (work prior to 9/18 limited to preparation and tree removal) and will be completed prior to 2024 beach opening. Boardwalk is currently being re-bid with a bid opening 9/7.

CIP PROJECT SUMMARY CHART – WATER FUND

Project	Asset Category	% Complete	Project Timeline	Notes
Sir William Lane Watermain Replacement (Lawrence-Everett)	Water	90%	Mid June – End August	3/6 seeking PWC review and recommended approval to CC; 3/20 CC approval. Watermain is installed, water services are currently being installed, and spot sidewalk/curb repairs along with complete road resurfacing will soon be completed.
Membrane Module Replacement	Water	100%	May – June	2/6 PWC review and recommended approval to CC; 2/21 CC approval. Anticipate delivery & installation to begin in June. All modules have been installed.
Water Meter Replacement Project Design	Water	10%	June – December	6/20 CC approval. Kickoff meeting completed. Vendor demos being scheduled for early September.
Annual Sanitary Sewer Lining Program	Sanitary	10%	Late August – September	3/20 PWC review and recommended approval to CC; 4/3 CC approval.
Manhole Lining and I&I Repairs Design (Smoke Testing)	Sanitary	75%	Spring – Summer	4/17 PWC review and recommended approval to CC; 5/1 CC approval. Smoke testing completed the week of 7/31. Follow up dye testing to and written report will occur over the next two months.
Pump VFD Upgrade (2 Year)	Water	10%	May – January	CC approved two-year contract on 3/7/21. First year contract completed; second year VFDs ordered with expected fall delivery.

IV. BUDGET / HIRING / INNOVATION UPDATES – APPRENTICE PROGRAM UPDATE

Director Thomas explained that most of the new Apprentice Program positions had been filled. He explained that Operating Section Supervisors are very excited in filling their positions and look forward to working with these new employees.

V. PUBLIC COMMENT

There was no Public Comment.

VI. NEXT MEETING – SEPTEMBER 18 5PM (TENTATIVE)

Director Thomas explained that he will follow up with the Committee if a meeting is needed.

VII. ADJOURNMENT

Alderman Weber moved to adjourn the meeting of the Public Works Committee at 6:58 P.M. Alderman Notz seconded the motion, which carried unanimously.

Respectfully submitted,

Jim Lockefeer Jr.
Assistant Director of Public Works