I. **ROLL CALL/CALL TO ORDER**
Chairman Cathy Waldeck called the meeting to order at 5:00 p.m. Alderman Timothy Newman was present.

Aldermen Stanford Tack and Michelle Moreno were not present. A quorum requiring three of the four Public Works Committee members was not established.

Staff in attendance included Michael Thomas, Director of Public Works; Dan Martin, Superintendent of Public Works; Bob Els, City Engineer; Bob Kiely, City Manager; Elizabeth Holleb, Director of Finance; Mike Strong, Assistant to the City Manager; and Becky Pocasangre, Administrative Assistant.

Also in attendance was Mark Lawton, Reporter with the Pioneer Press.

II. **APPROVAL OF THE JULY 20, 2015 PUBLIC WORKS COMMITTEE MEETING MINUTES**
Since a Committee quorum was not present, meeting minutes from the July 20, 2015 Public Works Committee Meeting were not approved.

III. **BUFFALO BOX DISCUSSION: NEXT STEPS FOR NON-LOCATED B-BOXES**
Director Thomas provided information to the Committee outlining the status of the B-Box Location Project. As of September 11, 2015 there were 540 b-boxes that still need to be located by the Water & Sewer intern. He also noted that there are 606 b-boxes that the intern could not locate and that Water & Sewer personnel will begin trying to find. Currently City-wide, there are 118 b-boxes that are not able to be located by the neither intern nor Water & Sewer personnel. That number could go up depending on the remaining b-boxes that still need to be located.

For b-boxes unable to be located, Director Thomas proposed that the homeowners whose b-boxes are not able to be located would be contacted via a certified letter. The letter would notify them of the issue and request that they work with their plumber and the City to help locate the b-box. The letter would be placed in the City’s property file for that specific address and homeowners would be given one year to locate their b-box. Director Thomas asked for feedback on what the next step would be if a b-box is still not able to be located and a new b-box needs to be installed.

Chairman Waldeck clarified that the City is trying to establish a requirement for homeowners assuming that after a year a plumber still can’t find the b-box and it
has not been tampered with. She asked if City staff would be assisting homeowners through the process. Superintendent Martin stated that Water & Sewer personnel would come out to assist homeowners through process.

City Manager Kiely suggested a different option for homeowners. He said that the homeowner did not install a new b-box right away and when they sell their home prior, they would have the option of working out an arrangement with the buyer.

Alderman Newman stated that homeowner should be required to disclose such a requirement to buyers when selling their home. He suggested that the homeowner could submit a document to the City stating if they can't afford to install the new b-box that such an expense is taken out of the sale proceeds.

Director Thomas spoke to John Pasquesi (Pasquesi Plumbing) to get an idea of what the cost would be for a homeowner to install a new b-box. He said the cost would roughly be $3,000 - $4,000 for a new b-box. He said that after the water service line was located, the plumber would need to freeze the line to install a new b-box. Alderman Newman stated that The City should look into get a price break for residents. Superintendent Martin clarified that there is a variation in costs due to obstacles, such as having a b-box located under the driveway.

Alderman Newman asked if staff had ever looked into using ground penetrating radar to help locate the remaining b-boxes. Director Thomas stated that staff has not, however that is something they could investigate further.

Alderman Newman asked if Finance would be affected by residents that do not have a located b-box. Director Holleb replied that this only becomes an issue with Finance when there is non-payment of a water bill and the water has to be shut off. Director Thomas added that if residents pay their bill and their inside valves adjacent to the water meter are operable; there should not be a need for the b-box to be located nor utilized.

Chairman Waldeck stated that staff should bring this topic to the Council. She said there needs to be finality on the topic and that the City should be able to offer options and assistance to homeowners. It should not be treated any different then how the City handles residents that are required to take down diseased trees. Homeowners should be required to rectify the issue.

IV. **REGENCY ROAD SANITARY SEWER UPDATE**

Mike Strong distributed an update on the status of the Regency Road Sanitary Sewer (SSA). In early August the proposed ordinance was established. Staff has met with residents to locate a general area for their new lateral stub and has proceeded with phase II design. The bidding process has begun and bids are due by September 29th. Staff will be reviewing the bids and finalizing easements to review with the Committee at their October 5, 2015 meeting.
Mr. Strong stated that staff is aware of two homeowners that are not in support of the project; however, there have been no formal written objections submitted to the City. He said that staff will be working on obtaining the signed easement documents from the five remaining homeowners.

By October 16, 2015, if the City has not received objections from 51% of the fifteen property owners, the project will proceed as scheduled.

Alderman Newman asked Mr. Strong what homeowner's concerns were. He replied that the two homeowners simply disagree with the need and expense of the project. All other questions and concerns were addressed over the past two weeks when staff met one-on-one with each property owner. Director Thomas added that there are two homeowners that are very anxious to proceed with this project.

Staff will review the bids and final easement acquisition at the October 5, 2015 Public Works Committee meeting.

V. **EAST SIDE TRAIN STATION INTERIOR / EXTERIOR PROJECT UPDATE**

Mr. Strong updated the Committee on the interior work at the East Side Train Station. He said the City received proposal from ten different firms for architectural/ engineering services. Out of the ten firms that responded, five of them were invited for interviews with the City staff panel. He said the panel has narrowed the search down to two finalists who are in the process of developing their costs proposals and schedules. He said that the panel should have their recommendation by the end of the week. He noted that both firms have experience with IDOT. Once a decision is made, a recommendation would be brought to both the Public Works Committee and City Council for their approval.

Director Thomas stated that it is important that the design work be completed in a timely manner, so commuters aren’t standing outside in the cold while work is being done. Chairman Waldeck asked if the interior and exterior work can occur at the same time. Director Thomas replied that the work could coincide with each other. Alderman Newman asked what the delay was for getting the work started. Director Thomas stated that because grant funds are being administered through IDOT, the City will need to wait for approvals at various stages of the design, bidding, and construction process as agreements need to be signed by IDOT personnel in both Schaumburg and Springfield.

Mr. Strong said staff will bring updates to the Public Works Committee on a regular basis.

Superintendent Martin updated the Committee on the exterior work at the East Side Train Station. He said the project was put out to bid with a due date of September 24th. After a pre-bid meeting with IDOT in July, IDOT required the unit of measure to be different than what painters and tuck-pointers are used to, so staff has decided to extend the bid opening until October 8th.
Director Thomas stated that this is a historical building so staff is working with Gewalt Hamilton and Gunny Harboe Architects for the exterior renovation. Once the contract is approved, staff will ask that the contractor(s) and Harboe Architects work over the winter to make sure that everything is ready to go by March, 2016. Material will be purchased and ready to be installed in the spring.

VI. WEST SIDE TRAIN STATION UNDERPASS FUNDING UPDATE
City Engineer Bob Ells stated that staff has been meeting with the Lake County Council of Mayors to find funding for the West Side Train Station Underpass. The Lake County Council of Mayors (COM) Surface Transportation Program – Local (STP-L) has a surplus of money but the standards of funding is very specific to road and bridge projects. At the COM’s March, 2015 meeting, several communities advocated for opening the project eligibility criteria to include other types of transit projects such as train station projects, bike paths, pedestrian access projects, and local roadway projects that intersect with State roads. On September 14, 2015, the Committee met again and tentatively agreed to expand the criteria for funding. Grant money can now be applied to Phase II Design and such work would be covered by 80% of COM funding versus the 70% in the past. The City’s expense for Phase II and Phase III would only be 20% of the total cost. Currently the City has two projects with Phase I completed. The Lake County Council of Mayors (COM) Surface Transportation Program – Local (STP-L) will be meeting again in three weeks to finalize project eligibility criteria.

Chairman Waldeck asked how many grants are available and who has access to the grant funds. Mr. Ells stated that we are competing with all other Lake County municipalities and governmental agencies. Since Phase I is still funded locally, many of these agencies have not had the funding available to even fund Phase I. That is why there is a surplus of funds that are available.

Director Thomas stated the City has two projects ready to go, that have Phase I completed. The City would still need to find funding for 20% of the remaining costs for each project. Alderman Newman asked how much Phase I of projects usually cost. Director Thomas replied that Phase I is usually 10% of the estimated project cost.

Director Holleb stated that with large scale projects the City would have to take out a bond. The 20% not funded for the train station underpass is approximately $1.8 million that the City would be responsible for obtaining. Director Thomas added that the City can ask for financial assistance from Metra or IDOT. Chairman Waldeck asked if the City could utilize private and/or public funding for the remainder of the funds that are needed to complete the Underpass Project. Director Thomas replied that is possible.

Alderman Newman asked if the City could set up a train staging area alongside the Compost Center. Director Thomas replied that there is room within the right-of-way so that is something that could be open for discussion.
Mr. Ells stated that if the new guidelines were to be approved, the City would have four projects that are available for funding. These projects include the Telegraph Road Metra Station Pedestrian Underpass, the Everett/Waukegan Road intersection Improvement Project, the Westleigh/Waukegan Road Intersection Improvement Project, and the Rt. 60 Bike Path. The City would need to prioritize these projects and set aside the 20% Local Agency match in the 5-year CIP.

VII. OTHER ITEMS
None

VIII. OPPORTUNITY FOR PUBLIC COMMENT
None.

IX. NEXT MEETING - SEPTEMBER 21 2015, 5:00 P.M.
The next meeting of the Public Works Committee will be held on October 5, 2015 at 5:00 p.m. at City Hall.

X. ADJOURNMENT
Chairman Waldeck moved to adjourn the meeting of the Public Works Committee at 5:52 p.m. Alderman Newman seconded the motion, which carried unanimously.

Respectfully submitted,

Becky Pocasangre
Administrative Assistant