



VILLAGE OF SCHAUMBURG

ENGINEERING & PUBLIC WORKS DEPARTMENT / 714 S. PLUM GROVE ROAD / SCHAUMBURG, IL 60193-4329
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I have reviewed the following minutes and to the best of my knowledge, they correctly represent the actions taken at the meeting.

A handwritten signature in blue ink, appearing to read "DL", written over a horizontal line.

David Lawry
Director of Engineering & Public Works

Village of Schaumburg
Engineering & Public Works Committee
July 21, 2016

MEMBERS PRESENT: Marge Connelly, Chairperson
Mark Madej, Trustee
Tom Dailly, Trustee

OTHERS PRESENT: David Lawry, Director of EPW
Paula Hewson, Assistant Village Manager
Mike Hall, Assistant Director of EPW
Scott Kasper, EPW Engineering Manager
Greg Remington, EWP Superintendent of Support Services
Kristin Mehl, EPW Senior Civil Engineer
Brad Hurban, Senior Engineering Inspector

Others: see attached

All items for Consent Agenda – Village Board Meeting of July 26, 2016.

Chairperson Connelly called the Engineering & Public Works (EPW) Committee Meeting to order at 7:01 p.m.

APPROVAL OF JUNE 16, 2016 MINUTES:

Trustee Madej made a motion to approve the minutes of June 16, 2016, seconded by Trustee Dailly. All Ayes. Motion Carried.



In recognition of the number of residents present at the meeting, Chairperson Connelly recommended waiving the order of the day and moving Item 1. *Sheffield Townhome Street Condition and Summary Review of the Pavement Management Plan – Informational* to the end of the agenda thus allowing staff and residents present for other items to depart prior to that discussion. Trustee Madej made the motion as stated, seconded by Trustee Dailly. All Ayes. Motion Carried.

CONSENT AGENDA:

None.

NEW BUSINESS:

1. RECOMMENDATION TO PURCHASE FIVE REPLACEMENT VEHICLES THROUGH NORTHWEST MUNICIPAL CONFERENCE SUBURBAN PURCHASING COOPERATIVE

Mr. Greg Remington, EPW Superintendent of Support Services, advised five replacement vehicles - four for police and one for fire, were bundled together in this purchase proposal using three Suburban Purchasing contracts. All replacements are like kind.

Trustee Dailly made a motion, seconded by Trustee Madej, to recommend the Village Board authorize participation in the Northwest Municipal Conference Suburban Purchasing Cooperative Contracts #129, #152 and #154, and approve issuance of a five-vehicle replacement purchase order to Currie Motors Fleet, Frankfort, IL in a total amount of \$141,918.52. All Ayes. Motion Carried.

2. RECOMMENDATION TO AWARD BID FOR THE REPLACEMENT OF THE ATCHER MUNICIPAL CENTER CHILLER

Ms. Kristin Mehl, EPW Senior Civil Engineer, advised bid documents were prepared, published and 12 bids were submitted for this project to replace the chiller at Village Hall. The low bidder was non-responsive. The second low bid was under budget, understood the full scope of the project, and references were checked. Staff recommends award of bid to JR Industries of Chicago.

Trustee Madej made a motion, seconded by Trustee Dailly, to recommend the Village Board award the bid for the Replacement of the Atcher Municipal Center Chiller to the lowest responsible and responsive bidder, JR Industries of Chicago, IL, and authorize issuance of a purchase order in the amount of \$153,800. All Ayes. Motion Carried.

3. RECOMMENDATION TO AWARD BID FOR THE 2016 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) WISE ROAD SIDEWALK GAP AND W-SECTION SIDEWALK IMPROVEMENTS

Chairperson Connelly introduced the 2016 CDBG agenda item as a bid award for sidewalk work using federal funding. Mr. Scott Kasper, EPW Engineering Manager, explained this was a two-pronged item – to accept the bid award and to authorize removal of four parkway trees. Mr. Kasper referred to the three sidewalk gaps along Wise Road and noted this work would complete the entire section of sidewalk. Several ComEd pole lines are located along the center of the existing parkways and staff requested

relocation. Once moved, the low-hanging lines will affect three existing trees and require removal. An additional thorny tree should also be removed.

The Community Development Department surveyed residents in the W-Section and discovered sidewalks were a highly ranked concern – the narrow rules for CDBG funds would apply for this work.

Mr. Kasper advised the total project came in under budget. Trustee Madej verified that 100% of costs would be covered by CDBG. Trustee Dailly questioned whether development contributions or other recovery mechanisms would be enacted and Ms. Paula Hewson, Assistant Village Manager, indicated it would be difficult as the projects are funded by CDBG.

Trustee Dailly made a motion, seconded by Trustee Madej, to recommend the Village Board award the bid for the Community Development Block Grant (CDBG) Wise Road Sidewalk Gap and the W-Section Sidewalk Improvements to the lowest responsible and responsive bidder, Schroeder and Schroeder Inc. of Skokie, IL, authorize issuance of a purchase order in the amount of \$279,651 and authorize the removal of 4 parkway trees. All Ayes. Motion Carried.

4. SHEFFIELD TOWNHOME STREET CONDITION AND SUMMARY REVIEW OF THE PAVEMENT MANAGEMENT PLAN – INFORMATIONAL

Chairperson Connelly reviewed the steps that led to this informational item on the EPW Committee Agenda:

- Staff, along with a hired consultant, presented three detailed street improvement scenarios to the EPW Committee in March: a \$6M baseline, an \$8M baseline, and a \$10M baseline.
- The political climate at that time included uncertainty with the State Budget and potential loss of funding.
- The Village Board opted to take a moderate approach to street improvements (\$6.375M) until other funding sources were identified.
- Representatives from the Sheffield Towne Homeowners Association (HOA) attended the June Coffee with the Council Meeting to express dissatisfaction with the state of the streets.
- Staff provided a copy of the Pavement Management Plan and analysis to the HOA and met with STA representatives.

The Sheffield Towne Association (STA) was advised to attend the July EPW Committee Meeting to discuss their concerns and get questions answered by staff. Chairperson Connelly was frank in her assessment that many streets throughout the village are in bad shape. She recalled the economic slump in 07/08 when tax revenues plummeted, and the decision was made to spend down reserves in order to maintain service levels. The Village Board ultimately implemented a property tax and issued a \$10M bond to catch up on street improvements.

Chairperson Connelly clarified that the 2016 Street Improvement Program was closed – the budget was in place, contracts have been let, and work begun. The discussion at the table would center on future programs. She noted that the Village Board will begin discussion and decisions on the tax levy and funding sources for FY 17/18 in November.

Mr. Dave Lawry, Director of EPW, advised that staff was present to answer questions and provide additional details regarding the street analysis and recommendations. He noted that the EPW Committee

was provided with an executive summary of the complete report in March. The full report provides staff a tool going forward when determining the parameters of the program based on funding.

Mr. Glenn Thill, President of Sheffield Towne Association (STA), distributed a written mem to the trustees outlining the concerns of residents (see attached). He advised that he met with Mr. Brad Hurban, Senior Engineering Inspector, Mr. John Williams – EPW Superintendent of Field Services, and Mr. Lawry after receiving a copy of the report. Mr. Thill referred to the failing streets list and noted that ten streets within STA are already failed. He noted there was no guidance in the report for EPW to select the worst streets first. Chairperson Connelly concurred and emphasized the report recommends *not* selecting the worst streets first. Mr. Thill described frustration when submitting a Customer Service Request (CSR) for potholes on a failed street and receiving the response that work would not take place on the street because it was failed and no work was scheduled until after 2020.

Additional concerns included:

- Subdivisions with less traffic and fewer homes around the village have had streets replaced.
- The current practice is unfair to many of the older communities within Schaumburg.
- 102 street signs within STA require replacement (54 signs are missing).
- LED street signs were installed at Village Hall and the Police Department while subdivisions are lacking signs.
- Complaints about road conditions have been lodged since 2012.

Chairperson Connelly advised that replacement of street signs was recognized and budgeted for the current fiscal year. Trustee Madej wondered how 50+ signs could go missing without the knowledge of the village. The chairperson pointed out that subdivisions with private and public signs could be confusing. It was recommended to STA that a CSR be entered immediately when sign go missing in the future. Mr. Lawry indicated that many of the missing signs were No Parking signs and staff was concerned that many residents were now parking in those areas. EPW forwarded the list of missing signs to the Transportation Department to ensure the locations remain valid. Furthermore, STA was sent a copy of the list in an effort to avoid problems once the 50+ signs were replaced. Mr. Thill explained that 51 No Parking Anytime signs, 5 No Parking from 2:30 a.m. to 6:00 a.m. and 46 damaged or faded Street Identification signs require replacement. Trustee Dailly questioned how staff identified the missing signs and locations. Mr. Lawry stated the village GIS system shows sign locations, and the ordinances specify distances. Chairperson Connelly observed numerous parked cars when driving through this neighborhood and speculated many homes own more than two cars. She suggested consideration be given to allowing additional parking. Trustee Madej looked for assurance that safety for emergency vehicles be maintained, and Mr. Lawry guaranteed the Transportation Department would work with the Fire Department. Trustee Dailly recommended that STA representatives work with staff.

Chairperson Connelly returned to the concerns with the streets and concurred with STA's dissatisfaction with their condition. She questioned Mr. Lawry about the pothole requests, and he responded that he would check into complaints about potholes because a failed street would typically be maintained with patching and pothole filling. Trustee Madej questioned the pothole policy for failed streets and Mr. Lawry advised that EPW retained the responsibility to maintain streets to a minimum condition. Therefore, potholes should be filled.

Chairperson Connelly explained that the Village Board was faced with prioritizing and finding funding for different infrastructure concerns as the village ages. Trustee Dailly referred to a previous mechanism utilized for streetlight gaps wherein vehicle sticker costs were increased to pay for the program. The

chairperson proposed that staff work through different funding scenarios with the Village Board. If it is determined to move toward the recommended \$8M per year or even the \$10M option, there are limited options. One would be to increase the property tax levy; another would be to introduce taxes on something else.

The chairperson had recommended staff investigate the availability of CDBG funds for work on STA streets prior to the EPW Meeting. She acknowledged the funds were capped at approximately \$200K and available only for low-income areas. Mr. Lawry advised that the Community Development Department (CDD) checked the census track for STA and found the west side of Walnut Lane was within the track, but the east side was not. Chairperson Connelly noted that would be a legitimate source of funding to consider within the five year plans. Mr. Kasper pointed out that restrictions on the use of CDBG money require stand-alone projects, not part of a larger project.

Mr. Thill proposed that STA use the HOA money to hire their own contractors and then back charge the village for the expenses. STA considers Cardiff Court to be an emergency due to safety concerns of the residents. Mr. Lawry referred to the list of ranked streets included in the packet and identified Cardiff Court as the highest ranking street in the STA PUD at number 181 of the 680 streets identified for reconstruction. Chairperson Connelly commented that indicated 180 streets were in worse shape. Mr. Thill understood that under the current plan, Cardiff Court would not be reconstructed until at least 2020. He stated that was unacceptable due to the safety concerns. When asked for specifics on the safety concerns, Mr. Thill explained that physical injury from the unevenness of the road and property damage to cars that scrape from a drop-off are concerns. Mr. Hurban has driven Cardiff and advised the trustees that it was probably the worst of the streets in the PUD, but other streets in town are prioritized higher. Mr. Lawry agreed that the number rankings were very close, and a street ranked at 120 could be very similar to a street ranked at 181. Chairperson Connelly returned to the question of the village reimbursing STA for street work and explained one problem would be that only contractors paying prevailing wages could perform municipal work. When Mr. Thill countered that the HOA would pay prevailing wages for this one project, the chairperson reiterated that funding of roadway work remains an issue.

Mr. Thill stated that STA has attempted to address street condition issues with the Village of Schaumburg since 2012. The HOA has been told that the roads were fine. He referred to the annual snow plowing agreement with the village and noted that STA would not be signing the agreement this year due to safety concerns for the employees hired to plow the streets. Chairperson Connelly verified he was alluding to manhole covers – some are high and some are low. Mr. Lawry indicated that EPW crews are committed to addressing those issues before the end of the season. Drainage and utility structures will be adjusted; street patching will follow. Mr. Hurban has been working with Mr. Roy Porter, STA Property Manager, and thus far, six structures were highlighted. There is a possibility of more pending an assessment by the Storm Division. Mr. Thill suggested that the snow removal contract date be extended until all work is complete and Mr. Lawry agreed.

Chairperson Connelly reiterated that escalating work on failed streets throughout the village was a major policy decision that must be made by the Village Board. Staff will need to prepare documents that include different options. She speculated most of the options would not be palatable, whether they include spending down reserves, introducing taxes on electric or gas services, increase on property taxes, or cuts in services. Mr. Thill noted that his latest tax bill included an increase of \$153 and Trustee Dailly interjected the increase was not from the Village of Schaumburg. Mr. Thill stated he would prefer an increase in taxes to the village not addressing safety concerns.

Trustee Madej summarized that the trustees were not in disagreement with those present at the meeting. They have been analyzing reports and researching options for a while. Trustees agree that work needs to be accomplished, but unfortunately do not have solutions available right now.

Mr. Porter questioned whether anyone in the room has driven on Cardiff and was concerned about the storm sewer pipe that has heaved under the road. He stated that work cannot wait. Chairperson Connelly recalled the EPW Director stated that work on the structures would take place before the end of the season. Mr. Porter interrupted and stated the repair would require that the road be removed. Mr. Hurban reminded Mr. Porter of a previous discussion when it was explained that the fix would be dependent on the assessment. If the repair work was extensive, recommendations would be presented. Some discussion about the Water/Sewer Fund versus the Operating Fund took place, but the consensus was that the solution would have to wait until after the assessment.

Trustee Dailly referred to the report that outlined \$35M worth of failed streets in the village. He questioned the breakdown of residential versus commercial work. Mr. Hurban advised that the Vital Street Program includes the federal aid routes and the remaining village streets were included in the \$35M figure. He will get the breakdown to the trustees. Chairperson Connelly verified that the \$35M would include industrial streets and Mr. Lawry agreed. Trustee Dailly recalled having these discussions multiple times over the years and the frustration of finally being caught up and then presented with a cycle five years later outlining numerous failed streets. He would like to see a proposal that addresses failed streets more quickly, perhaps a reduction to a three-year period.

Trustee Madej referred to an option wherein a percentage of the Capital Improvement Plan would be devoted to street maintenance rather than a set amount. Trustee Dailly recalled road improvements being set at fixed dollar amounts for many years, but the costs and volume of roadways continue to rise. He agreed that a percentage approach would be better than a fixed dollar amount to prevent getting into a top-heavy situation with failed roadways. Chairperson Connelly asserted that the roads have been getting progressively worse over the past ten years, and no matter who has been in charge, the EPW Committee has been advised about the worsening conditions as the streets aged. She observed the rate of deterioration has increased – a natural occurrence based on the aging streets. Although some board members may be unconvinced, the most recent report submitted by experts clearly outlines the need to address roadway improvements. The answer lies in cutting services or raising taxes. She observed that it is the obligation of the EPW Committee to convey this need to the mayor and fellow board members.

Mr. Thill brought up the issue of street lighting. He stated lighting on the village-owned streets was discussed several years ago, and the village created a plan and an invoice. He stated that it should not cost the HOA any money for the village to install streetlights (for safety purposes) on the village streets. Trustee Dailly requested clarification and Chairperson Connelly explained that many PUDs were developed with private lighting and some with private streets. The village has cooperated with HOAs to install/replace streetlights as a joint project, resulting in an economy of scale for the HOA. She noted it was not unusual for HOAs to pay to replace private lighting. Mr. Thill noted that STA has been retrofitting all of the privately owned lights to LED technology. He pointed out that the HOA was putting forth the effort to improve their community, yet the village was allowing the village owned streets to be dark. Chairperson Connelly verified this issue was last discussed several years ago before proceeding to explain that there is a mid-block gap program and perhaps that would be a solution to this problem. Mr. Lawry noted the budget for that program is very small as very few requests are submitted annually, and he would need to review the report from several years ago.

Mr. Thill told the trustees that he had a good relationship with Beat 1 Sergeant McCartney. She has advised the HOA to consider installation of additional streetlights. Trustee Dailly stated the budget for mid-block streetlights will be increased substantially next year and recommended STA submit a request. Ms. Hewson referred to the earlier study/recommendation for street lighting and recommended a review of that report prior to making a commitment. Trustee Dailly recalled different scenarios presented to communities when street lighting issues arose. Mr. Kasper stated that other PUDs requesting installation of extra streetlights on village streets beyond the village standards (closer spacing) would pay the cost to install, and the village would take over maintenance once installed. Mr. Thill offered to cooperate with EPW to trim trees or take on other work to make this happen.

Trustee Dailly questioned Mr. Thill about retrofitting the current streetlights with LED lighting. Mr. Thill explained that Mr. Porter has replaced most of the halogen bulbs, removed the insides, and then replaced the wires and the heads with LED. When asked, Mr. Thill stated the LED lights are working well and the HOA made the decision to replace the parking lot lighting in the same manner. Trustee Madej warned that issues with moisture and weathering of retrofitted LED lighting exist.

Mr. Thill raised one last concern with the committee about street sweeping schedules. He stated a CSR was opened several weeks ago to get the streets swept. Mr. Thill was advised that the next scheduled street sweeping for his area was at the end of August. He claimed the street sweeper has not been through his area at all this year. Mr. Lawry stated that street sweeping has been outsourced and the contractor performs four sweeps of the entire village per year. He will investigate the records of the spring schedule and inform Mr. Thill when the streets were reported to have been swept and when the streets will be swept next. The name of the contractor is Hoving. Mr. Thill distributed a photo of a storm drain located in the PUD (see attached) to show the trustees the condition of his neighborhood. Chairperson Connelly viewed the photo, noted the sewer was partially blocked by landscape material, and suggested the HOA speak to their landscape company about catching their grass clippings or not blowing them into the street. Trustee Madej recommended the photo be shown to the landscape company because debris is not supposed to be blown into the streets. Chairperson Connelly understood that storm sewers collect debris, but was concerned with the new sweeping contract and looked for reassurance the contract was fulfilled. Mr. Lawry indicated that one sweeper would be retained by EPW to handle isolated issues.

Hearing that Mr. Thill had wrapped up his comments, the chairperson turned to the remaining residents in attendance at the meeting, requested they state their name for the record and opened the floor for comments.

Mr. Mark Johnson, Board Member of STA, wanted to float a concept out to the EPW Committee. He alluded to the work the HOA does to ensure that street work for private streets was budgeted and reconstruction/resurfacing and the inconsistency of work performed on the village owned streets. He wondered if the Village of Schaumburg would be interested in buying out the long term liability of the streets and shifting it to STA. He conceded this concept may not be attractive to all STA Board Members, but it would certainly address the concerns brought to the EPW Committee Meeting. Mr. Johnson added that the HOA was able to handle their maintenance responsibilities while the village was unable to maintain their streets within the community. Secondly, Mr. Johnson wanted to know the last time EPW underwent an operational cost audit from a third party. He is a business owner and thinks audits are very important to determine whether a business/department is over bloated. Chairperson Connelly and Mr. Lawry advised Mr. Johnson that an operational analysis was finished last year. Mr. Johnson questioned whether areas of overspending were identified, e.g. he is sitting at the meeting counting the high-energy usage fluorescent lights used at village hall. (Mr. Lawry explained the village has a franchise agreement with Commonwealth Edison for electricity). Returning to the study results,

Mr. Lawry stated the outside firm assessed operational efficiencies at EPW, staffing levels, and in-house programs such as paving. The Village Board has received an implementation plan based on the study. In addition, EPW is also considering a performance contract and initiative that will consider greater efficiency gains in building lighting, operation systems, and SCADA systems. Mr. Johnson suggested that those gains might help staff cover some of the budget shortfalls for street work. Chairperson Connelly observed the village does not have budget shortfalls, rather increasing costs as experienced everywhere else. The chairperson advised that each department within the village undergoes a study (on a rolling basis) to look for operational efficiencies.

Mr. Ed Morel, a resident in attendance at the meeting interjected that fluorescent lighting, unlike halogen lighting, is a very efficient form of lighting.

Mr. Porter, spoke up to state that the STA HOA spoke to Brian Townsend, Village Manager, two years ago about acquiring 908 Walnut Lane. This is an old pump house not used by the village. The developer sold it to the village for \$10 and STA would like it back. The PUD could use the additional parking spaces. Ms. Hewson indicated that concept remains under discussion at the staff level. Mr. Lawry added that Mr. Thill brought up the pump house last month, and Mr. Townsend was still evaluating the proposal.

Mr. Aaron Thompson, Secretary of STA HOA, questioned the operational budget for street replacements, and how often was that evaluated? Mr. Lawry stated the street repair budget for this fiscal year was \$6.375M; he would need to look up the in-house operational budget. Chairperson Connelly added that additional funding was budgeted for the Vital Street – major streets in town that often can be parlayed with federal money. The \$6.375M is devoted to smaller streets within commercial and residential neighborhoods.

Mr. Ed Friesendorf, Treasurer of STA HOA, was wondering if there is a standard life for a street, i.e. is it 20 or 30 years? How old were the most recently repaired streets? How long has it been since any streets within STA were replaced? Mr. Lawry explained the typical life of a street is 20 years. Schaumburg has recently moved away from using IDOT funds for street materials – opening up possibilities for the use/mix of material more appropriate for village streets. Streets undergoing reconstruction now should fall within a 50-year range, with the hope of gaining an additional 10 years utilizing new technologies and designs. Mr. Lawry was uncertain as to age of recently repaired streets as well as the exact history of STA streets. Trustee Dailly reminded those present that street traffic, severe winters and other factors play into street conditions. Chairperson Connelly added that the subsurface of the streets throughout the village play a role in longevity and condition. She noted the different bases were correct, appropriate, and met code at the time of construction, however, some have held up better than others due to climate and other issues. Additionally, variables such as different builders, contractors, technologies contribute to the condition of a street – knowing the age of a street is not sufficient information. The chairperson referred to the report and explained that traffic is denoted as "load". Load factors signify number of vehicles, location of schools, garbage pickup, etc.

Mr. Thill thanked the trustees for the opportunity to discuss these issues.

UNFINISHED BUSINESS:

None.

CONTINUING ITEMS:

None.

DEFERRALS:

None.

COMMENTS FROM THE AUDIENCE/STAFF:

None.

TRUSTEE COMMENTS/MENTIONS:

None.

ADJOURNMENT:

It was moved by Trustee Madej, and seconded by Trustee Dailly, to adjourn the meeting at 8:14 p.m. All Ayes. Motion Carried.

Respectfully submitted,



Colleen Schlenker
Secretary
Engineering & Public Works

Sheffield Towne Association

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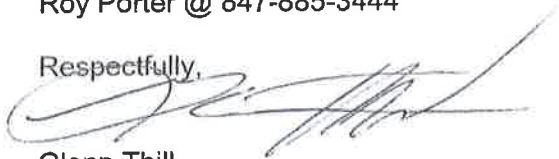
To whom it may concern,

Here are our safety concerns for our community that are the responsibility of the Village of Schaumburg. This affects our whole community to include but not limited to; residents, guests, delivery vehicles, first responders, employees etc.

1. Road conditions outlined in a previously distributed packet.
2. Lighting for roads belonging to the VOS (previously discussed with Brian Townsend a few years ago)
3. Signs for our community- replace/update. (Also previously discussed)

For questions please do not hesitate to speak with our Property Manager Roy Porter @ 847-885-3444

Respectfully,



Glenn Thill



ENGINEERING & PUBLIC WORKS
Committee Meeting - Sign In
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VILLAGE OF SCHAUMBURG

Date: July 21, 2016

Name	Title/Company/Department/Address & Telephone Number
Ray PORTER	SHEFFIELD TOWNE ASSOC PROPERTY MGR 847 885-3444
Avon Thompson	Secretary STA Cell 708-528-2030
Scott Aldrich	Member STA Cell 847-840-0730
Ed MOREL	2825 WARWICK LN 847.352-0025
Mark Johnson	739 Cardiff Ct 850-375-6981 Sheffield Towne Assoc.
Glenn Thill	Sheffield Towne Board President 847 885-3444
Ed FRIESENDORF	Sheffield Tom 312 833-9205

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Date: July 21, 2016

Name	Title/Company/Department/Address & Telephone Number
David Herman	Self Schaumburg 60195