

Capital Projects Committee
Tuesday, March 23, 2021
Remote Meeting via WebEx, 6:30 p.m.
Meeting Minutes

Members in Attendance:

Melissa Gallagher, Director of Finance
Jo Ellen Charlton, Assistant Director of Public Works
Alderman John D' Astice
Alderman Lara Sanoica
Steve Holish, member
Jack Eleftheriou, member

Absent: Bob Losh, member

Meeting was called to order at 6:35 pm.

The minutes from the meeting of October 27, 2020 were approved by unanimous voice vote.

- FY2021 to FY2025 Capital Improvements Plan
 - Ms. Gallagher stated that the Committee name had been updated to the Capital Projects Committee, with the agenda packets posted on the website. No other changes had been made to the makeup or function of the Committee. Terms of the members would be discussed shortly.
 - The five year Capital Plan had been posted on the website. Staff was already working on the next five year plan for FY2022-FY2026.
 - Ms. Gallagher expressed her appreciation to the City Manager and Public Works Department for their flexibility in planning during the coronavirus pandemic. The intent of the capital plan was to keep it flexible, and keep an eye on the future.
 - A link to the capital plan was provided on the agenda.
- FY 2022 Budget Planning Calendar
 - Ms. Gallagher stated that the FY2022 budget planning calendar had been presented to the City Council. It is a tentative calendar that serves as an at-a-glance guide to the budget process, and follows past practice as closely as possible.
 - Capital project planning typically takes place between February and July every year. The work that the Committee does helps with budgeting and the five year capital plan. Suggestions and improvement recommendations are helpful to the City Council, as is the presence of two aldermen on the Committee.
 - Ms. Gallagher provided a few highlights of the 2021 planning calendar.
 - § The FY2020 audit would be presented to the City Council in June, as it was still ongoing. It would include a discussion about end of the year fund balances. Audited fund balances are used as a tool for planning the next year's budget. Estimated fund balances had already been provided to the Council.
 - § A Committee of the Whole presentation on FY2022 budget parameters and the tax levy would be provided in July if needed.
 - § The proposed Capital Improvement Plan would be released to the Council and the public in August.

FY 2020 Completed Projects & FY 2021 Upcoming Projects

- Ms. Gallagher stated that the recommendations provided to the Council had been included in the packet. Capital project considerations were continually refreshed, and new items provided.
- 911 Fund
 - § Not many capital projects had been included for 2020. This fund was largely for expenses for emergency communications, managed by Northwest Central Dispatch. It was funded by the tax levy, and fund balances were slowly increasing.
 - § A project that had been planned for 2020 was the CAD program for dispatch, which had been worked on over the last few years. This project was delayed by the pandemic. Fund balances were accumulating for the cost of the new program.
 - § The only 2020 capital cost in this fund was new radios for the Fire Department, as well as an outdoor warning siren update. Additional information on this item will be provided at a future meeting.
 - § The Capital Plan included another warning siren update for 2022. The new CAD system with records management updates would also be rolled out in 2021.
- Building and Land Fund
 - § Several major projects had been completed in 2020. The Public Works parking lot improvement had completed a phase. This item was shared with the Park District, and had been invoiced and paid already.
 - § Improvements to the new house at 2809 Owl Drive had been completed, including draining and other site improvements. The neighbors seemed appreciative. The house had been purchased for storage needs, and Finance and Community Development had moved their storage over from old Public Works. Mr. Holish asked for clarification on where the files had been moved. Ms. Gallagher confirmed that it was the Owl house, which had a fire suppression and alarm system installed. The house would store records that need to be maintained per the Secretary of State. Mr. Holish asked if the house had been filled up already. Ms. Gallagher responded that room was still available. Mr. Holish asked if the plan was to clear out old PW completely. Ms. Gallagher replied that it was for record management. Mr. Holish asked if staff was using the old fire station for storage. Ms. Gallagher noted that use of the old fire station was a discussion for a different time.
 - § Mr. Horne reported that various projects had seen Phase I completed in FY2020, including the flooring in the Vehicle Services area, HVAC work at Public Works, and entry and overhead door replacement at Public Works.
 - § Other projects were in the capital plans through 2025. These items were in discussion only, and could be changed.
 - § Parking lot rehabilitation for City building was ongoing, and phased through 2022.
 - § The development of vacant land at Kirchoff Road and Hicks Road was also in the plan, and had been last year as well.
 - § An updated HVAC system which had been deferred from 2020 was also in the plan.
 - § Additional phases of overhead doors, Vehicle Services flooring, and other flooring updates in City buildings was also planned for 2021.

- § Mr. Horne noted that old PW was significant for the Council, as Public Works was working on consolidating into one building. Per the request of Council, staff was working on putting together a plan for Public Works facility needs. The Owl house was currently being used for storage, but had been purchased for long-term expansion of City Hall. As such, it cannot be used for storage long term. Additional storage needs assessments had been in progress, following the assumptions that old PW and old Fire Station 16 would be otherwise disposed of. The goal was to address City storage needs without needing to maintain old buildings. Ms. Gallagher added that it was important to get the vision for long term storage down, and be mindful of it moving forward. Staff would be looking for the Committee for recommendations.
- § Staff had received a buildable area assessment for old PW. A follow up discussion with the Park District on moving their operations to that site was pending.
- 2020 Recommendations to the City Council
 - § The Committee had recommended to maintain an annual street program with adequate dollars to do the work that was needed. It is an ongoing to recommendation to maintain a minimum range of funding.
 - § The Committee recommended visioning for year-end priorities from 2020 to 2021. This would include keeping tabs on the maintenance and replacement of City facilities.
 - § The Committee recommended engaging businesses and residents with timely updates on capital projects. Updates were provided on the website, newsletters, and social media. The plan was to make the capital plan even more interactive, such as having a booth at the Farmer's Markets. Additional suggestions were welcomed.
 - § Stabilizing the rates for utility billing had also been recommended. This had been accomplished for 2021, and staff would maintain the rates as low as possible.
 - § Creating a storm water management plan was a recommendation.
 - § The final recommendation was the make the Plan a working document.
 - § The Committee was requested to consider things to work on and add to the next set of recommendations to the Council.
- Other Open Items
 - § Alderman Sanoica mentioned a resident request for a sound wall between residential areas and Route 53. Some homeowner's associations had landscape barriers, which can be less in the winter. She recalled that preliminary research had been done some time ago near a ramp, but the project had not moved forward due to engineering limitations. Ms. Gallagher and Mr. Horne noted that such a barrier would cost approximately \$1.5-2.5 million per mile, which the City would be wholly responsible for. IDOT had a policy not to pay for sound walls unless they were encroaching on residential properties, generally when they expand the route. Sound walls were generally not desired, as they tend to make drivers angry. As such, no grants were available for this kind of project. Alderman D'Astice noted that when the City had previously investigated, IDOT had said no unless they installed another lane. Mr. Horne added that noise studies would have to warrant the additional walls. Alderman Sanoica added that residents were interested in long term and creative solutions to this issue. She noted she would talk to IDOT about what other communities had done, and

seek out funding sources. Ms. Gallagher stated that this would remain an open item for the Committee to take a long term look.

- Review Meeting Dates and Upcoming Meeting Agenda Topics
 - Ms. Gallagher stated that the next meeting dates would be April 27, May 25, June 22, and July 27. April 27 would likely remain a virtual meeting.
- Other Items as Needed
 - Alderman Sanoica stated that she had received some feedback from residents about storm water and flooding. She noted that GIS was a helpful tool for residents, and suggested having a visual representation of progress over the years. She suggested a look at the future, rather than current, might be helpful.
 - Mr. Holish asked if the City still had the grant for the Brookwood flooding issue. Ms. Gallagher replied that the grant had been closed out.
 - Mr. Holish stated that he had not seen upgrades to City lights. Mr. Horne replied that the City was testing a few, and staff had worked with ComEd to be able to replace over 70 lights for a very low cost. Staff was working on putting information together, and a test case was in place at Rotary Park at Kirchoff and Hicks.
 - Mr. Holish noted that the lights were not listed in the plan. Mr. Horne replied that was intentional. It would likely be for the year after.
- Public Comment
 - There was no public comment.

Meeting adjourned at 7:22 p.m.

Meeting minutes by Rob Horne and Elizabeth Payne, Public Works Department.

Approved at the April 27, 2021 Capital Projects Committee.