

MINUTES

BOARD OR COMMISSION: Capital Improvements DATE: July 8, 2014

MEETING: Regular X Special _____ CALLED TO ORDER: 7:13 PM

QUORUM: Yes X No _ _ _ ADJOURNED: 8:47 PM

MEMBER ATTENDANCE:

PRESENT: Chairman Colliander, Commissioners Biggam, Lane, Lindquist, Pryde, Ryne and Thelen

OTHERS: Trustee Clark, Professional Engineer Minix

ABSENT: Commissioner Burton

AUDIENCE: None

CALL TO ORDER:

The July 8, 2014 meeting of the Capital Improvements Commission, held at the Glen Ellyn Civic Center, was called to order at 7:13 PM by Chairman Colliander. A quorum was present.

AUDIENCE PARTICIPATION:

None

APPROVAL OF MINUTES:

Commissioner Lindquist moved, and Commissioner Lane seconded, to approve the June 10, 2014 meeting minutes. The motion was approved unanimously.

TRUSTEE'S REPORT:

Trustee Clark reported that at the June 23 Village Board meeting, the Trustees approved a contract for the 2014 manhole rehabilitation program. Over 100 manholes will be rehabilitated, with the primary work consisting of lining; some will get new frames and other repairs. Some of these are in the roadways that were repaired or reconstructed over the past five years. The goal is to reduce the amount of clear water getting into the sanitary system.

Trustee Clark also mentioned that the Village and PADS have agreed that churches will host PADS only Thursday or Friday and Sunday over the summer, rather than Wednesday through Sunday as has been the case in the past.

CONTINUING BUSINESS – FUNDING OF VILLAGE-WIDE CAPITAL IMPROVEMENTS PROJECTS AND POTENTIAL IMPACTS ON THE CURRENT LONG-TERM ROADWAY REHABILITATION PROGRAM:

P.E. Minix circulated a revised spreadsheet on the 10 year Capital Improvement Plan. Revenue projections have been updated with new forecasts from the Finance Department. While revenue growth was originally estimated to be approximately 1%, the Finance Department now is projecting 2-3% growth. The change has a significant impact. The impetus for modifying the roadway master plan is to free up \$2 million in capital work expenditures per year. This is accomplished by delaying and changing the scope of work on certain projects. The \$2 million in savings would be used to pay back a \$30 million bond issue over 20 years to be used for pending major capital projects such as a new police station and the downtown roadway/streetscape project. P.E. Minix noted that any projections longer than five years are likely to be a bit suspect given the impacts of the 5% yearly compounding cost increases built into the Plan. Going forward, to be fiscally responsible, this Commission and staff will need to watch both revenues and costs to determine whether additional projects need to be delayed or changed. He is ready to submit the Plan to and discuss it with the Village Board later in July.

In answer to questions from Commissioners, P.E. Minix said that the current interest income is nominal and is earned from existing funds in the bank. The revised plan for “rural roads” does not eliminate any street from the list of those to be worked on, but does change the scope of that work on those roadways from complete reconstruction to resurfacing. Chairman Colliander expressed concern that the Board of Trustees understands the positive impact the Roadway Rehabilitation Program has had on the Village streets and the long term consequences of removing \$2 million a year from the program. Taking those funds out of the Program now could result in much higher costs of reconstruction / rehabilitation later. There was discussion concerning the availability of TIF funds. Of the pending major capital projects list, the highest priority is probably the police station. Commissioners are urged to attend the July 21 Board meeting at which P.E. Minix will be presenting this plan to the Board of Trustees.

NEW BUSINESS – PROCUREMENT OF PROFESSIONAL ENGINEERING SERVICES:

An analysis shows that about \$1 million per year has been spent on design (60%) and construction (40%) engineering. The Village Board has asked whether it would be advisable to expand the Village engineering staff to take on more of the work sent to consultants. At this time, the in-house engineering is more for maintenance and small scale work not requiring detailed plan preparation. P.E. Minix noted that the Village performed design work in the past, but has relied on consultants since 2006. Expanding staff is a viable option, but would depend on the individual’s skills, and the additional software and equipment needed so that he/she can perform the tasks assigned. Consideration of this position will need to be in conjunction with anticipated retirements that may take place in the next two years.

The Village Board also would like the current method of using engineering consultants reviewed. State laws impose rules and guidelines on the process. P.E. Minix said that all potential engineering firms are on an approved list generated by IDOT. He reviewed the

current processes used by the Village. Some street projects can be bundled to make the larger project more attractive to a larger firm; however, design work is generally spread around to a number of firms both large and small. It is always a challenge to get projects scheduled and engineering performed in a timely manner.

Commissioners discussed the benefits and challenges of bringing a construction engineer on staff compared to a design engineer. Other municipalities generally have both in-house staff and also use consultants. Usually design and construction engineering are not combined into a single contract or performed by a single firm for a given project. A design engineer may be easier to find, but must have a broad background. A field engineer would be concentrating on construction and generating significant overtime during the construction season. Commissioners also expressed concern for the future need to fill current in-house positions expected to become vacant in the next couple of years.

PUBLIC WORKS REPORT:

All the bids on the salt storage facility were well above the available budget and were rejected. The future of this project is unclear. Due to some internal staff changes, a new crew leader position in the Utilities Division needs to be filled, which will be done with in-house personnel. This will give someone a chance to move up.

PROJECT REPORT:

P.E. Minix reported that the rain in the early summer delayed work on the 2014 Street Resurfacing project. While the original goal was to have it all done by July 3, it will now be mid-July before completion. Work on Lenox will commence shortly, with underground improvements to be started by the end of July.

Phase II (detailed design) engineering for the Crescent Road project has been authorized. There are ongoing discussions with the school district concerning the median design. Concerns about parking, losing trees, impacts on the new sidewalks and the turn lanes all have been raised. Although this Commission will be minimally involved in the project, P.E. Minix will keep everyone informed.

OTHER BUSINESS:

Chairman Colliander suggested not meeting in August. Commissioner Pryde moved, and Commissioner Lindquist seconded, not meeting in August. The motion was approved unanimously.

ADJOURNMENT:

Commissioner Lane moved, and Commissioner Pryde seconded adjourning the meeting. With no dissent, the meeting was adjourned at 8:47 PM.

Submitted by Karen Blake, Recording Secretary
Reviewed by R. Minix, Village of Glen Ellyn Public Works