

MINUTES OF THE WORKSHOP MEETING
OF THE VILLAGE OF WESTERN SPRINGS
PRESIDENT AND BOARD OF TRUSTEES
Monday, July 11, 2016

President William T. Rodeghier, Presiding
Call to Order, 7:00 p.m.
Jeanine M. Jasica, Village Clerk

Board Members Present

Berry Allen
Alice Gallagher
Suzanne Glowiak
Sheila Hansen
James Horvath
Edward Tymick

Others Present

Patrick Higgins, Village Manager
Pamela Church, Director of LES
Ingrid Velkme, Deputy Village Mgr
Grace Turi, Director of Finance
Matthew Supert, Director Mun Svcs.
Brian Budds, Deputy Director of LES
Patrick Kenny, Director of Fire & EMS
Gary Mayor, Deputy Director Fire & EMS
Martin Scott, Director of CD
Tracy Alden, Director of Rec
Michael Jurusik, Village Attorney
Jeff Ziegler, Village Engineer
Kim Knutsen, LTACC Exec Director

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

President Rodeghier led the audience in the Pledge of Allegiance.

ROLL CALL

As noted above.

Electronic attendance at meeting: None.

READING OF AGENDA – ADDITIONS – DELETIONS

President Rodeghier moved the report of the General Government Committee to the beginning of the reports to accommodate Executive Director Knutsen who will also be reporting to the LaGrange Village Board tonight on LTACC matters. There were no other changes to the agenda.

SWEARING IN OF PROBATIONARY POLICE OFFICER SARA MAGNUSON

Chief Church introduced Probationary Police Officer Sara Magnuson followed by the swearing in of Ms. Magnuson by Clerk Jasica. The other two newly hired probationary officers, Meagan McPherson and Sean O’Loughlin are attending the police academy and will be sworn at a future date.

SWEARING IN OF AUXILIARY OFFICER AND RECORDS CLERK BRAUNTY BAUM AND RECORDS CLERK KAREN BROSIUS

Chief Church introduced Auxiliary Officer and Records Clerk Braunty Baum and Records Clerk Karen Brosius followed by the swearing in of each by Clerk Jasica.

SWEARING IN OF FIRE DEPARTMENT LIEUTENANTS STEVE SMITH AND WILLIAM TOMCZYK

Chief Kenny acknowledged former Lieutenants. Richard Zak and Ryan Gough who served in this capacity for one year. Each of them performed in an outstanding manner in the lieutenant position but decided to resign from the lieutenant position to allow them to spend more time with their families.

Chief Kenny introduced Steve Smith and William Tomczyk followed by the swearing in of each by Clerk Jasica.

CITIZEN COMMENTS

There were none.

CONSIDERATION OF AGENDA ITEMS

1) GENERAL GOVERNMENT COMMITTEE – TRUSTEE GLOWIAK

- C) LTACC Purchase Request for Viper Phone System and Approval of Award of Construction Contract to Construction Solutions

Trustee Glowiak reported on the committee’s recommendation to approve the LTACC purchases requests. The committee reviewed the requests and recommend approval. The Village will incur one-third of the cost of the 911

center upgrade, shared software and the phases 1-5 of the construction of the center. The Village of LaGrange and LaGrange Park will each also contribute one-third of the cost. LTACC Executive Director Kim Knutsen provided an update to the Board of the progress to date on the construction project as well as future plans. The firm of Wold Architects and Engineers of Palatine, IL was hired to develop the documents, help with the design, construction phase bidding and construction administration. It is now time to move forward with the construction documents. Work on accreditation is now also ongoing.

Phase 1 of the project is targeted for completion on October 10, 2016 while Phase 2 is targeted for completion by November 21, 2016. Four fully equipped dispatch positions are planned repurposing existing furniture from LaGrange and LaGrange Park. The new communications center has space for 5 stations with the ability to add a 6th position. This allows for future expansion in the event another partner comes on board. Four general contractors submitted a bid on the construction with the low bidder being Construction Solutions of Illinois, Inc. with a base bid amount of \$326,723.00 which would be shared between the three communities, if approved. The bid amount came in \$9,623.21 below the anticipated budget amount for that phase of the project.

Discussion about the possibility of another community coming into the LTACC followed. Trustee Allen asked for an update on the actual to budget on the project. Executive Director Knutsen will request that information from the Finance Committee on the project. Trustee Horvath asked about the location of the project and why it was changed. Knutsen said the main floor of the building was the originally proposed location but it was determined that this alternative was a better fit. Manager Higgins said the basement as a possibility was also determined not to be the best locale. Trustee Tymick asked if another Village would be required to pay upfront costs to the other communities to join. Executive Director Knutsen confirmed that the LTACC intergovernmental agreement requires other communities that join to pay a portion of the upfront capital start-up costs.

The other item presented was an update to the 911 call handling equipment. The Western Springs equipment is end of life and the plan is to use the Western Springs communications center as an unmanned, dark back-up center in the event that there is an emergency critical incident. Two remote equipped positions will be added in Western Springs as well as one additional position at LaGrange. The positions are work stations. The two approvals will be added to the omnibus vote list for July 25, 2016.

A) Roadway Referendum

Trustee Glowiak recapped that the committee had made a recommendation on July 11, 2016 to the Board to request \$12 million in three issues for the roadway referendum. Attorney Jurusik said the Finance Committee reviewed information

from bond consultant, Speer Financial, which was scheduled to be reported on later in the meeting.

B) Disaster Recovery Server Purchase Request

Trustee Glowiak presented a request from Director Schramm for approval to purchase a server to be installed at the south fire station for a “true” disaster recovery system. The server is budgeted and is on sale for \$12,389.00 (approximate savings of \$4,000.00). The committee recommended approval of the request and the matter was added to the July 25, 2016 omnibus vote list. Trustee Horvath had a few questions and Manager Higgins said Director Schramm would contact Trustee Horvath to review the questions. Attorney Jurusik recommended a waiver of the bid process in lieu of utilizing Dell’s governmental pricing structure. President Rodeghier said if there were further questions which required discussion at the July 25 meeting, the item would be removed from the omnibus vote list.

2) **PUBLIC WORKS AND WATER – TRUSTEE ALLEN**

A) Capital Projects Update

Trustee Allen presented an updated capital projects summary report in the agenda packet. He noted that the 2016 roadway program is going well and is estimated at 60% complete. The targeted completion is in August 2016.

On the East Train Platform Phase II Design, the work from JJ Benes is largely completed. The Village is waiting on final comments from IDOT. The IDOT bid letting has been delayed until September.

The 2016 Sewer Televising Program, which is a Metropolitan Water Reclamation District (MWRD) program, is in the second of five phases. Scoping of all sewers with spot repairs are included in this program.

The 2016 Sidewalk Replacement Program is ongoing. The shaving program was completed in late spring.

B) Infrastructure Well #5 Location Recommendation

Trustee Allen stated that the Infrastructure Commission completed a review of possible locations for a proposed Well #5 as charged by President Rodeghier. Trustee Allen provided a recap of the history and status of the Village’s wells and water system. Trustee Allen noted that the idea of a new well would be to provide back-up in the event one of the wells goes down for an extended period of time so that we would not have to rely on the shallow Well #1 which has a high iron content. The Infrastructure Commission’s recommendation was included for the Board’s review. The recommendation of the commission is that the most

feasible site is located in the available Village right of way east of Field Park School, west of Linden Avenue and north of Hillgrove Avenue, located near Field Park. This is strictly a recommendation on location, not necessarily to go forward and build a well. The ballpark cost of a new well is \$2 million. The Public Works and Water Committee discussed the Infrastructure Commission recommendation and the committee is in agreement with that recommendation. The well would be roughly the size of a small garage when completed. The exact location on that site is to be determined. Village staff are working with Baxter & Woodman to apply for an IEPA loan which would be the funding source for the well. This would be a low interest loan which would need to be paid back, probably through the Water Fund. The IEPA loan process is approximately 9 months to one year. There is time, although not an unlimited amount of time, to make a decision about proceeding with Well #5 or if pre-treatment with Well #1 is feasible. The committee feels not having a back-up, which was the situation which occurred in the fall of 2015, is not a viable solution for the Village long term. President Rodeghier said he appreciated the work of the Infrastructure Commission on the recommendation. The first step is to figure out where to place the well and that has been accomplished. The next step is to communicate with the schools, parks and neighbors regarding the proposed site. The right of way is where Ellington Avenue used to come through to Hillgrove Avenue (south of the cul-de-sac).

Director Supert said the next steps would be to budget funds for a well engineering study with Baxter and Woodman and open communication lines with the Park District. Trustee Hansen asked for clarification that the recommendation is for a location for a new well, not whether or not to move forward with building a well. President Rodeghier confirmed that is the case. He said this location does appear to be the best location with the most direct route to the water treatment plant and the area is sitting on top of the ideal place to drill. Trustee Glowiak asked if this aquifer was different than the aquifer than the other two wells. Discussion followed. Trustee Allen noted that the aquifers are in good shape in terms of water supply. Trustee Hansen asked if the Village will be able to meet the increased demand from the Foxford Development. Director Supert said that will not be an issue and we will have an adequate water supply to meet that relatively small demand. Trustee Gallagher asked if the Well #5 Water Study Group is intact. Director Supert said that group has dissolved and the work has shifted to the Infrastructure Commission. Trustee Gallagher asked what the Infrastructure Commission is now charged with studying. Director Supert said both the Infrastructure Commission and the Public Works and Water Committee are studying Well #1 and feasibility of cleaning that water. Director Supert provided an update on the idea and the status of options of short term, mobile treatment options for emergency purposes with Well #1.

Manager Higgins recapped that the Foxford Development will increase usage approximately .5%. He noted that for the majority of each year (10 months or so),

the Village has a significant treatment water surplus. It is only when we get into the crucial times in the summer that supply is limited.

3) PROPERTIES AND RECREATION - TRUSTEE GALLAGHER

- A) First Amendment of the Agreement for Extension of the Village of Western Springs' Metropolitan Area Network and Use of the Rights of Way by WideOpenWest Illinois, LLC

Trustee Gallagher presented a memo from Attorney Jurusik as well as an amendment to the WideOpenWest use agreement. The Village entered into an agreement with WideOpenWest in November 2015 to build out our metropolitan area network as well as the LTACC network with fiber optic cable. WOW has approached the Village wanting to extend the agreements to place additional fiber in the Village including to the water towers. The addendum addresses switching the approval process to the Village Manager as opposed to coming back to the Board for modifications to the agreement, as is done with other entities that have right of way agreements with the Village. With no objection from the Board, the addendum was added to the omnibus vote list on July 25, 2016.

- B) WSCCA Sculpture

The WSCCA was on site last Saturday mapping out the placement of the sculpture at Grand Avenue School which they are donating to the Village when they disband. The Village will install the base and lighting but the sculpture itself will be paid for and donated to the Village by the WSCCA.

- C) Big Band Concert

Trustee Glowiak reminded everyone of the Big Band concert scheduled on Wednesday, July 13, 2016, at the Tower Green. If the weather doesn't cooperate, the event will be rescheduled in two weeks' time.

4) PUBLIC HEALTH AND SAFETY - TRUSTEE HANSEN

- A) Animal Ordinance Review

Trustee Hansen reported that the Public Health and Safety Committee is reviewing the Village's animal ordinance at the request and suggestion of a resident who appeared at the last Board meeting. The committee met and discussed the ordinance which Attorney Jurusik will be tweaking slightly to tighten up regulations.

- B) Retirement of Firefighter James Regan

Trustee Hansen reported that Firefighter James Regan is retiring and he will be recognized at the July 25, 2016 Board meeting.

5) **FINANCE - TRUSTEE HORVATH**

- A) Fire Pension Fund – No report.
- B) Police Pension Fund – The Board will meet July 20, 2016.
- C) Water Meter Testing Program

Trustee Horvath reported that the Village initiated a water meter testing program to determine the accuracy of the oldest meters (20 years plus) to determine if they were contributing to the discrepancy between water coming out of the ground versus water billed. The Village sampled 43 meters which fit this category. Director Turi provided a summary of the testing process and an update of the results. Director Turi said the results indicate that 8 meters failed at the ¼ gallons per minute and 3 meters failed at either 2 or 15 gallons per minute. Water going through the meter at ¼ gallons per minute is low flow, which means the water loss does not account for a large amount of the water loss. Based on some basic assumptions, this loss would account for approximately 41,000 gallons per year of loss which is not a significant amount. The meters appear to be working relatively well for their age. The last full meter change was completed in 1996. The water meter testing system did not result in the identification of much water loss. The investigation of water loss will continue. Trustee Horvath said the leak detection program did identify some significant unaccounted water loss from the system. The change out of water meters will be approached in a phased manner based on budgetary restrictions over a five year period. The expected life of meters is about 20 years.

- D) Update on Referendum Bonds

Trustee Horvath reported on the financial aspect of the \$12 million referendum bonds for the roadway program. The referendum does not breakout how the bonds will be issued, however, the Finance Committee reviewed an approach at their July 5, 2016 meeting to determine how much money can actually be utilized in a short period of time. With input from bond consultant Kevin McKenna of Speer Financial, who has worked with the Village for many years on successful bond issues, the following bond structures were discussed and considered to be feasible:

Series 2017	\$4.5 million	3.0%
Series 2019	\$3.5 million	3.5%
Series 2021	\$4.0 million	4.0%

This is a proposed way to issue the bonds and is not locked in. A spreadsheet summarizing the resulting schedules indicated the expected impact to residents will be approximately \$200 annually. This is on a median home with a market

value of \$500,000. This impact amount includes the current debt repayment of Series 2009 and Series 2012. Discussion of the assumptions and impact followed. The voters will be asked to approve the amount on the November 8, 2016 ballot.

6) PLANNING AND ZONING - TRUSTEE TYMICK

A) Downtown Parking Study

Trustee Tymick said the downtown parking is a budgeted item and the committee is working on developing the particulars of the study. A professional organization will be retained to study the core downtown area on the area bounded by Hillgrove Avenue, Burlington Avenue, Central Avenue, Linden Avenue including parking in the area of the Thomas Ford Memorial Library and the Grand Avenue Community Center. The study will look at commuter versus retail parking and what future parking needs as well as time limits for the spots. Six to 8 responses to the RFP are due by August 1, 2016. The committee will review the responses and make a recommendation to the Board on the best consultant with a draft agreement presented to the Village Board in September. Manager Higgins said the last parking study was completed in 1978. Village staff will work with the consultant doing the study to include the Foxford Development, the Downtown Plan, railroad controlled parking, etc. The baseline will be completed this fall before more changes to the downtown area occur.

B) Field Park School Fun Run 5K – September 17, 2016

Trustee Tymick presented a request for approval of a temporary use permit and license agreement with Field Park School for their planned Fun Run 5K on September 17, 2016. This will be the third year that this event will be conducted. With no objection from the Board, the agreements will be included for approval at the next meeting in July.

C) Plan Commission Meeting - Boone Animal Hospital Commonwealth Conditional Use Approval of Animal Hospital and Surgical Center

Trustee Tymick noted that a Plan Commission hearing is scheduled on July 27, 2016 at 7:00 p.m. to review a request by Boone Animal Hospital to relocate from the south side of town to a location down near Bright Horizons in Commonwealth. Boone is looking for a conditional use approval to build an animal hospital and surgery outpatient facility at that location. The site is approved for medical, but not pet medical. Preliminary plans and information regarding the request are available on the Village's website.

7) **VILLAGE PRESIDENT RODEGHIER**

A) August Meeting Schedule

President Rodeghier proposed that the August 22, 2016 serve as a combined workshop and regular meeting. With no objection, a combined meeting was scheduled for August 22, 2016. The August 8, 2016 meeting will be canceled.

B) West Suburban Living

President Rodeghier encouraged everyone to read a very nice article in the West Suburban Living magazine on the Village of Western Springs which is in the July/August edition.

C) Federal Railroad Administration (FRA) Crew Size Rule Resolution

A draft resolution was presented to the Board for their consideration. The resolution addresses the Village's support for new crew staffing rules that best protect public safety interests. With no objection from the Board, the resolution was added to the July 25, 2016 omnibus vote list. A congressional hearing on the matter was to be held prior to July 25 and President Rodeghier said the Village's support will be communicated to that committee.

D) ComEd Smart Meter Implementation

President Rodeghier shared that ComEd had changed out his meter. The process at the Rodeghier household was quick and painless.

8) **VILLAGE MANAGER HIGGINS**

No report.

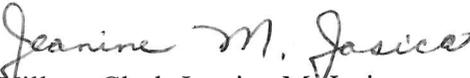
9) **VILLAGE ATTORNEY JURUSIK**

No report.

MOTION:

Trustee Tymick moved, seconded by Glowiak, to adjourn the meeting. The motion passed on a unanimous voice vote. The meeting adjourned at 8:21 p.m.

Respectfully submitted,


Village Clerk Jeanine M. Jasica