

City of Washington
Public Works Committee
Monday, April 06, 2020 – **Minutes**

REMOTE WEB MEETING

Present: Aldermen Mike Brownfield, Dave Dingleline, and Liliya Stevens.

Also Present: Alderman Daniel Cobb, Alderman Brett Adams, City Administrator Ray Forsythe, Planning & Development Director Jon Oliphant, Public Works Director Kevin Schone, Acting City Engineer John Anderson, and Mike Waldron from Strand Engineering.

Alderman Brownfield called the meeting to order at 5:00 p.m.

1. Alderman Wishing to be Heard on Non-Agenda Item: ***None***.
2. Citizens Wishing to be Heard on Non-Agenda Item: ***None***.
3. Approval of Minutes – Alderman Stevens motioned to approve the March 2nd. Alderman Dingleline seconded the motion. All approved.
4. Business Items:
 - A. Purchase Authorization: Sludge Pump, Wastewater Treatment Plant #2. – Public Works Director Kevin Schone – Director Schone reviewed the communication that described the need and request for a new sludge press pump. The requested amount is for \$17, 854.00 which covers the cost of the pump, setup and warranty work. ***The Committee and Director Schone discussed the issues that caused the pump to overheat. A Standard Operating Procedure has since been created to ensure proper procedures are followed. Alderman Dingleline made a motion to bring the request before the City Council at the April 6 City Council meeting. Alderman Stevens seconded the motion. Motion approved.***
 - B. Payment Authorizatio: Progress Payment #2, Equipment & Storage Building, Wastewater Treatment Plant #2, FBi Buildings, Inc. – Public Works Director Kevin Schone – Director Schone reviewed the communication that described the request for payment #2 to FBi Buildings in the amount of \$81, 953.30. ***Alderman Dingleline made a motion to move the request to the City Council meeting on April 6, 2020. Alderman Stevens seconded the motion. All approved.***
 - C. Engineering Services Contract Amendment: Wastewater Treatment Plant #2, Phase 2B Trunkline – Public Works Director Kevin Schone – Director Schone reviewed the communication that described the need to extend the agreement. ***The Committee, Director Schone and Mike Waldron from Strand discussed specifics of the project and the need to still obtain certain easement agreements. Alderman Brownfield requested that Director Schone bring it back next week to the Committee of the Whole meeting to provide an update. Alderman Dingleline made a motion to bring it before the Council for approval. Alderman Stevens seconded the motion. All approved.***
 - D. Bid Award Update: N. Lawndale Avenue Reconstruction Project – Acting City Engineer John Anderson – Mr. Anderson explained that the original bid opening was scheduled for March 25, 2020. But was rescheduled for April 1st due to COVID-19 mandates. The City received 6 bids for the public side within the existing right-of-ways. Four bidders were familiar to the City and two were not familiar. The plan was to bring it before the City Council meeting on April 6th but the two lowest bidders cannot meet the financial threshold. At this point, it looks like the bid will be awarded to Stark Excavating who was the third lowest bidder. City Administrator Forsythe explained that in order to maintain the integrity of the bid process, the pre-qualifying standards needed to be met which would eliminate the two lowest bidders. ***Alderman Stevens inquired***

about documentation for the bid update. Administrator Forsythe explained that recommendations from the City's engineers and attorneys will be provided at the next Council meeting. He also stated that it could be added to the Special Meeting agenda for next week. Alderman Dingledine made a motion to bring it forward to the Special Meeting. Alderman Stevens seconded the motion. Motion carried.

5. Staff Updates:

- Public Works Director Schone –
 - On Thursday, April 2nd Staff met with Seven Brothers and Dixon Engineering to discuss the game plan for completion of work to be done on Water Tower #1 as well as painting. Seven Brothers is hoping to begin work in the next two weeks with work being completed in no more than two months. Seven Brothers thinks if weather is good, they would complete work in one month.
 - Hydrant flushing is scheduled to start on April 6th, this is normally completed in 2-3 weeks depending on tower levels and water leaks.
 - The easement plat and legal description for the Cambridge Estates HOA has been completed by Mauer Stutz and reviewed by the City's Attorney. It can now be presented to the resident for signing and then recorded with the County. There could be some problems with the land owner signing the easement agreement but we are working through that.
 - The Stratford Bridge project is delayed due to concerns over the Corona Virus and the lack of clean water to residents affected during this time especially now that school has been cancelled and many are working from home. However, Dillon would like to proceed with boring the holes to expedite the project but it would not affect residents' water.
- P & D Director Oliphant –
 - The Safe Routes to School projects are progressing. The goal is to have a July letting for the N. Main rec trail, which requires a submittal of the Phase 2 engineering (design) by April 17 to IDOT District 4. TERRA is working on the specs and check sheets and is tentatively planning on starting QC/QA work this week. TERRA is proceeding with Phase 1 for the District 51 sidewalk work. They are starting to draft temporary construction easement documents and plats. They are working on an exhibit for the required public involvement letters as well that will need to go out with the easement and right-of-way limits.
 - Bids documents are anticipated to be released on Friday to the newspaper and placed on our website for the annual watering/maintenance contract for the landscaping around the Square and entrance signs. We will also include the watering/maintenance of City Hall, Police Department, and Cemetery. Staff anticipates a bid opening on April 24 with the awarding of the bids at the May 4 City Council meeting. Bids will also be released soon for the solicitation of a contractor to construct a new planter on the Brecklin's BP property. The purchase of grasses and annuals is planned for that planter following its construction. Annuals are also planned around the entrance signs in addition to the existing ornamental grasses. The tentative goal will be to have an award for this on either May 4 or May 18.
- Acting City Engineer Anderson –
 - Received 6 bids for the Lawndale project.
 - We are working thru some contractor Prequalification requirements/issues and will give a verbal update. We expect to have award recommendation at Special Council meeting on 4/13.

6. Other Business:

- Alderman Stevens –
 - a. A letter was received from a constituent asking if there was going to be an exception to the normal burn ban since a preliminary burn ban had been issued. If that will not be an option, would there be an allowance to utilize the landscape area so residents have an option to get rid of the yard waste as a special option. Administrator Forsythe explained options were being considered. Director Schone explained that the area would need to be monitored which would create an overtime situation.
 - b. There was also a request for information regarding no information being received in the mail about the PDC transition. She has heard from numerous residents that there is a need for information to be mailed since many are not on Facebook or have the internet.
 - c. Would like to know about the Intergovernmental agreement. Administrator Forsythe stated it had been redrafted and sent to the Township and the Park District. Hoping to have it back by the end of the week.
 - d. What about the winery? She has seen that the vines had been planted. Director Oliphant stated they were on schedule when he spoke to them last which was about a month ago, before COVID-19. Not sure if the virus has impacted their schedule. She inquired about the building for the winery. Jon explained they would need a permit before construction began.
 - e. Asked about the Taste of Italy being in a building that would eventually be torn down. Have they reached out to the City regarding another place to go? Director Oliphant stated there would be a new owner of three of the parcels located there and new development is anticipated but not sure how that will impact them longer term since they entered into the lease agreement knowing that the building could be part of the overall redevelopment. Alderman Stevens asked if the City has reached out to them letting them know what properties are available for them to consider. Director Oliphant stated he was hesitant to reach out to them until after a sale has been finalized.

Alderman Dingleline made a motion to adjourn at approximately 5:56 p.m. Alderman Stevens seconded. All approved. Meeting adjourned.