

**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
VILLAGE HALL COUNCIL CHAMBERS  
SEPTEMBER 20, 2018**

**Call to Order**

President Bass called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 6:48 PM, Thursday, September 20, 2018, in the Council Chambers of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook and State of Illinois.

On roll call by Deputy Village Clerk Charles Meyer the following were:

PRESENT: President Bass, Trustees Patel, Ikezoe-Halevi, Hlepas Nickell, Spino, and Sugarman (6:50 PM)

ABSENT: Trustee Cope

A quorum was present.

Also present: Interim Village Manager, Robert Merkel; Acting Assistant Village Manager, Chuck Meyer; Public Works Director, Andrew Letson; Management Analyst, Heather McFarland; and Village Engineer, Jim Amelio.

**Approval of Minutes**

Minutes of the September 4, 2018 Committee of the Whole were distributed in advance of the meeting and were examined.

Trustee Patel moved to approve the minutes as presented, Trustee Spino seconded the motion.  
The motion passed with a Voice Vote.

**Regular Business**

**1. Discussion Concerning North Shore Outfall Sewer Project Update**

This item was presented by Mr. Letson using PowerPoint.

**Background**

\*The Stormwater Master Plan (SMP) identifies 10 projects to bring the sewer system to a 10-year level of protection

-Current system provides a 2-3 year level of protection

\*Nov. 2017 SMP Update Workshop

-Staff presented an update on the pilot project that was constructed in 2016

-Village Board provided direction regarding the North Shore Outfall Sewer and next stages of street storage

-Projects #1 and #2 out of the 10 identified in SMP

\*June 2016

- Design contract awarded to CBBEL
- Develop 30% plans
- Prepare to submit to MWRD for cost share

\*November 2017

- Village Board Workshop to discuss stormwater management plan
- Direction to move forward with a 60-inch outfall pipe and submit to MWRD for funding

\*June 2018

- MWRD announced it would contribute funds to the project
- Since then staff has been working with MWRD to negotiate an intergovernmental agreement
- MWRD has committed to funding up to \$1,391,763.14 for construction

Project Funding

- \*Since 2011, the Village has charged \$1.00 per 1,000 gallons of water as a sewer user charge  
-\$440,000 in FY 17/18 (\$500,000 in FY 11/12)
- \*Sewer user charge is accounted for in the Water and Sewer Fund  
-Funds maintenance operations and capital improvements
- \*Water and Sewer Fund  
-\$1.8 million in fund reserve  
-\$440,000 available for capital projects (per the Village's reserve policy)  
-FY 17/18 Fund broke even (no additional fund reserve)
- \*Water/Sewer revenue is sufficient to fund existing operations; however excess revenue is not available for capital improvements
- \*Bonds/Grants  
-MWRD has stated they will fund a portion of the North Shore Outfall Sewer construction  
-Approximately 45% of estimated construction cost

Project Cost by Phase

Phase	Cost
Design	\$160,000
Construction	\$2,950,000
Construction Oversight	\$300,000
Total Cost	\$3,410,000

- \*Sufficient funds are available in the FY 18/19 budget for completion of the design
- \*Sufficient funds are not available for the construction phase, a bond would need to be issued

Financing Debt Service

- \*Existing revenue is insufficient to fund the required debt service  
-Total Annual Debt Service: \$725,000
- \*Water consumption has been declining since 2010  
-20% reduction in water use

- Water consumption is declining region wide due to conservation efforts and more efficient fixtures
- FY 17/18 Water/Sewer Fund broke even (no additional fund reserve)

**\*Sewer User Charge (Increase Existing Fee)**

- User charge based on consumption
- Those who use the most water pay the most
- Overall consumption continues to decline, potentially impacting the amount of available revenue

**\*Construction Flat Fee (New Fee)**

- Flat fee charged to all water customers (similar to water meter fee currently charged)
- Fee is equally charged to all water customers, regardless of consumption
- Village receives a steady stream of revenue, regardless of consumption trends

Project	User Charge per 1,000 gallons	Flat Fee Per Month
North Shore Outfall	\$0.40	\$3.00
Street Storage – Stage II	\$0.75	\$6.34
Street Storage – Stage III	\$0.65	\$5.34
Total	\$1.80*	\$14.68

\*Total user charge would be \$2.80 per 1,000 gallons

Annual Impact on Water Customers

Annual Water Usage (per 1,000 gallons)	Current Water Bill	Updated Water Bill with Increased Sewer User Charge	Difference	Percent Increase
40 Units (small user)	\$402.80	\$474.80	\$72.00	17.9%
165 Units (medium user)	\$1,661.55	\$1,958.55	\$297.00	17.9%
276 Units (large user)	\$2,779.32	\$3,276.12	\$496.80	17.9%

Annual Water Usage (per 1,000 gallons)	Current Water Bill	Updated Water Bill with Flat Construction Fee	Difference	Percent Increase
40 Units (small user)	\$402.80	\$578.80	\$176.00	43.7%
165 Units (medium user)	\$1,661.55	1,837.55	\$176.00	10.6%
276 Units (large user)	\$2,779.32	\$2,955.12	\$176.00	6.3%

Recommended Next Steps

1. Finalize intergovernmental agreement with MWRD
2. CBBEL will provide a proposal to complete the design of the project
  - Waiver of competitive bidding to allow for completion of design that has already begun
  - October 3, 2018 Village Board Meeting
3. Amend the Annual Fee Resolution (Flat Construction Fee) – Implement Jan. 1, 2019
4. Issue bond for start of construction in May, 2019
5. Construct project in summer 2019

Trustee Patel asked what percentage of the residential customer base makes up the “small user” category. Staff responded that an exact percentage was not known, but the average residential customer falls between a small and medium user and staff would be able to identify precise groupings.

Trustee Patel inquired whether the user charge is in addition to the existing \$1.00 per 1,000 gallon user charge. Mr. Merkel responded that is correct and it could be identified as a separate fee on the water bill and sunset at the conclusion of the debt service. Trustee Patel indicated that it is important that residents understand the purpose and planned elimination of these fees will work.

Trustee Hlepas Nickell asked what the total benefit to the system would be when the proposed projects are completed. Mr. Letson responded that after the first two projects in the stormwater master plan are finished, the level of protection that the system provides would increase to a five-year storm. The current system provides protection up to about the two to three-year storm event.

Trustee Hlepas Nickell asked whether the sewer that was constructed on Crawford Avenue had been evaluated to determine what positive impact it has made on the Village’s stormwater issues. Mr. Letson responded that the system had not been remodeled since the completion of the Crawford Avenue sewer; however, the Public Works Department continues to receive calls complaining of basement backups during heavy rain events throughout the community. Additionally, by constructing a relatively large outfall sewer and street storage, it still only gets the Village to approximately a five-year level of protection. At the completion of these projects, the Village could consider remodeling the system to determine if any changes should be made to the stormwater master plan, since it will be about 10 years old at the time of the completion of these projects.

Trustee Patel noted that street storage and the North Shore Outfall Sewer projects were identified as having the greatest cost/benefit ratio in the stormwater master plan and that it would take construction of all 10 projects to meet the desired goal of reaching a 10-year level of protection.

Trustee Patel asked if there are other grant opportunities for projects such as street storage. Mr. Letson responded that the Village has applied for grants for street storage in the past and will continue to do so as opportunities arise.

Trustee Hlepas Nickell asked if there was another funding source rather than water bills. A general discussion was held regarding potentially including the debt service as part of the annual property tax levy.

President Bass asked staff to provide a breakdown of the existing fees on water bills at a future meeting.

President Bass asked each Trustee their thoughts on the proposed next steps. The Village Board concurred to finalize the intergovernmental agreement with MWRD and return at the next meeting with an engineering contract for completion of the design. Trustee Hlepas Nickell requested that staff provide an analysis of the engineering cost compared to other projects.

Trustee Sugarman stated that he was more in favor of a flat fee than a user charge to ensure stable revenue.

The Village Board decided to continue the discussion with more information about how each funding method (i.e. user charge, flat fee, property tax) would affect water customers and property owners.

## **2. Discussion Concerning National Pollutant Discharge Elimination System Update**

This item was presented by Mr. Travis Parry, from Christopher B. Burke Engineering, Ltd. (CBBEL) using PowerPoint.

### Background

\*National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating point sources that discharge pollutants into waters of the United States – managed by the Illinois Environmental Protection Agency (EPA)

\*Point sources introduce contaminants such as chemicals, toxins, sediment directly to local streams, rivers, wetlands and other local waterbodies

\*Municipal Separate Storm Sewer System (MS4) is a conveyance system within a state, city, or other public entity that discharges into waterways; they are designed to collect stormwater only

### Permit Requirements

\*MS4 permit holders are required to develop a stormwater management program plan (SMPP) comprised of best management practices and measurable goals for each of the following six minimum controls

1. Public education and outreach on stormwater impacts
2. Public involvement and participation
3. Illicit discharge detection and elimination
4. Construction site stormwater runoff control
5. Post construction stormwater management in new development and redevelopment
6. Pollution prevention/good housekeeping for municipal operations

\*Permits are on a five year cycle with the most recent becoming effective on March 1, 2016

\*Permit updates require measurement of certain contaminants entering the waterways, public education, annual training for municipal employees, and annual dry weather outfall inspections

\*The Village is responsible for regulating all discharges into the MS4 including construction sites, commercial uses, industrial uses, private residences, and municipal activities

\*Illicit discharges violate the MS4 permit and include things such as paint spills, sanitary sewer overflows, oil sheen, grass clippings, construction site runoff, road salt, and fertilizer

Trustee Patel inquired if the Village is required to monitor the usage and storage of salt at private facilities. Mr. Parry stated that the Village is required to monitor these activities to minimize illicit discharges. Mr. Letson stated that these are often difficult to identify and enforce due to the level of resources available to the Village, but may be something the code enforcement officer can pursue over the winter. Mr. Parry clarified that the EPA requires the Village be in compliance to the maximum extent practical, which may vary based on each community's resources.

Trustee Patel asked how this program is monitored by the EPA. Mr. Parry stated that most often corrective action is taken against a permit holder if they are made aware of an illicit discharge

and take no action to correct it. Additionally, the EPA performs audits on a periodic basis to ensure the communities are complying with the requirements of the permit.

Mr. Letson stated that the Village is in compliance with the requirements of the permit and the purpose of this discussion is to fulfill the requirement for a public meeting as well as to further educate the Village Board and public.

Trustee Hlepas Nickell commented that she often sees landscapers blowing landscape waste such as grass clippings into the street and this may be a point of focus for the code enforcement officer.

Trustee Ikezoe-Halevi thanked Mr. Parry for coming to the meeting and presenting the information.

### **3. Commonwealth Edison Update**

This item was presented by Mr. Carlo Cavallaro using PowerPoint.

President Bass welcomed Mr. Cavallaro and thanked him for attending the meeting.

\*ComEd customers in Lincolnwood experienced a 99.99% reliability rate in 2017

\*ComEd has invested \$2.6 billion in electrical infrastructure

- \$1 billion invested in smart meter deployment

- \$1.6 billion invested in grid modernization

\*Improvements have resulted in improvements in the frequency and duration of outages

\*ComEd has also made investments in LED street lights, energy efficiency programs, financial assistance program, solar projects, and a micro-grid in Bronzeville

President Bass asked Mr. Cavallaro to expand on how ComEd handles outages during major storm events and how residents can get information about restoration times. President Bass also stated that it appears restoration times have improved and ComEd is able to provide continuous updates on repairs when residents are in contact with ComEd. Mr. Cavallaro stated that ComEd offers a smart phone application that allows residents to report outages and get updates on restoration times. He also said that it is important that when residents experience an outage, they should call ComEd directly to ensure that it has been reported and a crew can be dispatched.

### **Adjournment**

At 7:37 PM Trustee Patel moved to adjourn Committee of the Whole, seconded by Trustee Ikezoe-Halevi.

The motion passed with a Voice Vote.

Respectfully Submitted,



Charles Meyer  
Deputy Village Clerk