

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
MEETING HELD VIA GOTO MEETING AND
AVAILABLE LIVE AT WWW.LINCOLNWOODIL.ORG/LIVE-CABLE-CHANNEL/
MAY 5, 2020**

Call to Order

Village President Bass called the Committee of the Whole meeting of the Lincolnwood Board of Trustees VIA gotomeeting to order at 6:02 P.M. Tuesday, May 5, 2020, meeting held via GOTO Meeting and available live at WWW.LINCOLNWOODIL.ORG/LIVE-CABLE-CHANNEL/, County of Cook, and State of Illinois.

Before calling the roll the Village President read into the record the requirements for public comments for later in the meeting.

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

PRESENT: President Bass, Trustees Ikezoe-Halevi, Cope, Patel, Sargon, Klatzco, Hlepas Nickell

ABSENT: None

A quorum was present.

Also present: Anne Marie Gaura, Village Manager; Chuck Meyer, Assistant Village Manager; Heather McFarland, Assistant to the Village Manager; Jon Bogue, Management Analyst; Robert Merkel, Finance Director; Andrew Letson, Public Works Director; Nadim Badran, Assistant to the Public Works Director; Steve McNellis, Community Development Director; Jay Parrott, Police Chief; Anna Walsh-Kaperski, Superintendent Parks and Recreation Department; Katie Lazzara, Recreation Supervisor; Melissa Rimdzius, Director of Parks and Recreation; Olivia Zdeb, Recreation Supervisor; Mike Hansen, Fire Chief.

Approval of Minutes

The minutes of April 21, 2020 Committee of the Whole meeting were presented for approval.

Trustee Sargon moved to approve the minutes of April 21, 2020 Committee of the Whole meeting, seconded by Trustee Klatzco.

Deputy Clerk Meyer called the roll.

Ayes: Trustees Ikezoe-Halevi, Cope, Patel, Hlepas Nickell, Sargon, Klatzco

Nays: None

The motion passed.

Regular Business

1. Discussion Concerning 2020 Community Events and Programs

This item was presented by Andrew Letson, Public Works Director and acting Parks and Recreation Supervisor, using PowerPoint.

Mr. Letson noted the Governor's guidelines for reopening the state came out today, May 5. Mr. Letson stated that at the next Committee of the Whole (COTW) meeting staff will present a re-evaluation regarding the pool and possibly a few other programs.

Mr. Letson gave a background on COVID-19 and the effect it has had on Village programs.

Mr. Letson stated that the Village has been going by the Federal guidelines for re-opening but now that the state has presented their guidelines that is what the Village will follow.

Mr. Letson talked of the State's "Restore Illinois" which is comprised of five phases. Mr. Letson noted the differences between State and Federal phases with the state being more restrictive with 20 days of flat or declining of hospital cases before moving forward. Mr. Letson stated according to the Governor's plan there may be several more months of controlled gatherings.

Trustee Cope asked what if no vaccine. Mr. Letson explained that it is either viable treatment or vaccine in order to move forward.

Mr. Letson presented a list of community events that normally occur throughout the year to the Village Board.

Mr. Letson emphasized the more recent upcoming events through the beginning of July that would be impacted by the new ruling by the state. Mr. Letson stated that because the stay at home will still be in affect staff recommendation is to possibly hold virtual events.

Mr. Letson touched on the summer concert series. Mr. Letson stated that staff's recommendation is to cancel the concerts for June at this time and then re-evaluate for July.

Mr. Letson discussed the 4th of July concert hosted by the Human Relations Commission (HRC). Mr. Letson stated that staff did some research and found that several communities have canceled 4th of July events. Mr. Letson stated that HRC will review the 4th of July event at their meeting on May 11.

Mr. Letson presented sports leagues including youth baseball, softball, volleyball, and soccer that will be put on hold until August and will be re-evaluated at a later date.

Mr. Letson stated that staff is looking for direction from the Village Board on two items: the Village host a virtual Memorial Day Parade and should the Village postpone the summer concert series until after the 4th of July.

President Bass asked each Trustee for their comments.

Trustee Klatzco stated he would rather the Village be cautious and go along with staff recommendation.

Trustee Sargon stated that she concurs with staff recommendation and to cancel the Memorial Day Parade and summer concerts.

Trustee Hlepas Nickell asked if there were a lot of inquiries about the day camp. Mr. Letson stated there have been inquiries as well as cancellations.

Trustee Hlepas Nickell asked about Lincolnwood Fest because they require deposits. Mr. Letson stated he didn't know where they are at with deposits. Mr. Letson stated last time he spoke the fest group they were holding off on a decision but Mr. Letson stated according to the Governor's guideline the fest would not be able to occur. Trustee Hlepas Nickell stated there is the new version of the virus for children and suggested getting feedback from doctors in the community in order to make an informed decisions going forward.

Trustee Patel stated that he supports staff's recommendation.

Trustee Cope stated he supports staff's recommendation and spoke about holding off on programs for a whole year. Trustee Cope spoke about the impact this has had on businesses. Trustee Cope stated that the Village needs to do something for the 4th of July as it is a symbol of our country, whether we do something virtually.

Trustee Ikezoe-Halevi stated she concurs with staff's recommendation and thinks we should air on the side of caution. Trustee Ikezoe-Halevi stated that Carol Janossy had reached out to her and asked about canceling the concert this year as the children are unable to get together to practice for the 4th of July concert and also the number of people at the event would exceed guidelines. Trustee Ikezoe-Halevi stated at the next HRC meeting they will be voting to cancel the 4th of July concert.

Trustee Hlepas Nickell asked if there were be staff to hang the flags on Pratt Avenue and Mr. Letson stated there will be.

The consensus of the Village Board was to cancel the Memorial Day parade and ceremony, transitioning it to a virtual event, canceling the Summer Concert Series concerts on June 18, June 25, and July 2, and delay the start of sports leagues with their start date to be reevaluated later in the summer.

Mr. Letson stated the Parks and Recreation staff has been working closely and monitoring the programming situation.

2. Discussion Concerning Engineering Services Review

President Bass stated that at the last Village Board meeting the Village Board tabled an item where the bidding for engineering services was being waived but Mr. Letson expressed staff's

desire to review the Village Board's direction regarding engineering reviews due to the timeliness of certain projects.

This item was presented by Mr. Letson using PowerPoint.

Mr. Letson stated this was a follow up from the last Village Board meeting regarding the Lincoln Avenue medians. Mr. Letson noted it was spoken about at a previous COTW meeting.

Trustee Cope clarified that at the last meeting request wasn't for all engineering services to be bid on but that particular item that was on the April 21 agenda.

Mr. Letson stated the reason he was bringing these projects before the Board is that staff is seeking direction from the Village Board now on those projects as to whether or not those projects would need to go out to bid or not.

Trustee Patel stated this isn't a discussion about Christopher B. Burke Engineering Ltd. (CBBEL) overall, but about seven projects that will require engineering and staff is seeking direction as to whether or not staff would have to go out to bid or not on these projects as a planning process.

Mr. Letson went over the background on how long the Village has been using engineering services and how long the Village has worked with CBBEL.

Mr. Letson went over what is covered and not covered on the retainer for CBBEL.

Mr. Letson also shared with the Village Board upcoming projects and which ones are most pressing.

Mr. Letson listed the benefits of having a single firm perform the work on all phases of a project. Mr. Letson stated that for federal procurement it allows the use of the same firm for all phases of a project.

Mr. Letson asked the Village Board if staff should pursue a selection process for all new projects or only those that fall outside CBBEL's expertise.

Trustee Klatzco stated best practice is to choose by expertise. Trustee Klatzco asked if CBBEL raised their rates. Mr. Letson stated in 2015/16 fees were increased for certain developments but that currently the Village is receiving about a 43% discount as they have held their rates.

Trustee Klatzco stated he has no problem with CBBEL but if the other Board members want to go out to bid he is okay with that.

There was further discussion regarding fees.

Trustee Patel stated the percentage in past projects are 6% to 14% and understands about going out to bid but suggested identifying specific projects for bidding.

Trustee Sargon stated with the median project she would like to see bids but thinks we should stay with CBBEL for most of the projects. Trustee Sargon suggested that perhaps there are other projects we can bid out on to save money as we need to save as the Village is operating with less sales tax revenue but for the most part Trustee Sargon stated she is happy with CBBEL's work.

Trustee Hlepas Nickell stated she looked at the roadway resurfacing and asked do we owe the Village due diligence to bid this out because the amount is so great? Trustee Hlepas Nickell stated she is not sure we can't do a little better on some of the pricing. Mr. Letson stated that is the direction staff is seeking. Mr. Letson stated his understanding is that it is ok to use the same engineering firm for all phases but asked what projects would the Village Board like to see staff go out to bid on.

Trustee Patel stated that going out to bid sometimes results in higher bids which has happened in the past and not always saving money and going out to bid costs staff time but will go along with the rest of the Village Board.

Trustee Cope stated that at the last meeting staff was asked to go out to bid on the project that was on the agenda on April 21 and didn't think staff should have come forward at this meeting with all these other projects. Trustee Cope stated we don't lose anything by going out to bid regarding the medians. Trustee Cope stated as the other projects are being discussed/analyzed then they should come back before the Village Board at that time. Trustee Cope stated that if we need to reassess CBBEL's contract we will do so but at this time we should go out to bid.

Trustee Ikezoe-Halevi stated that CBBEL has done very well for the Village but she noted what Trustee Cope stated. Trustee Ikezoe-Halevi asked what staff was asking for. Mr. Letson stated the concern he has is that some of the items require swift action so staff is looking for direction on which projects the Board would like to go out to bid to save staff time and allow staff to plan accordingly.

President Bass stated consensus is great relationship with CBBEL.

Mr. Letson stated there are two immediate projects which are Pratt Avenue sidewalk and the roadway resurfacing Project.

President Bass polled the Village Board.

Trustee Klatzco stated if Trustee Cope wants bidding on landscape median he is okay with that. Trustee Sargon stated that Mr. Letson is asking about two specific projects. Trustee Sargon stated if they are new project lets go out to bid.

Trustee Hlepas Nickell stated if time sensitive she is ok with sticking with CBBEL.

Trustee Patel stated he agreed with going out to bid on Pratt Avenue.

Trustee Cope stated we already voted to go out to bid for medians. Trustee Cope stated if it is a project that CBBEL has already started we will stick with them but everything else should go out to bid.

Trustee Ikezoe-Halevi stated she would like Pratt Avenue to go out to bid.

Trustee Hlepas Nickell asked regarding the sidewalk extension on Pratt Avenue, if going out to bid will it hinder the seven months. Mr. Letson stated no, it would not. Trustee Hlepas Nickell stated she concurs with the board.

Trustee Sargon stated we all concur and recapped that for the roadway resurfacing the Village will stick with CBBEL and the Pratt Avenue project will go out to bid.

Mr. Letson stated for the three new projects staff plan on going out to bid.

President Bass stated that the Village is happy with CBBEL but just feels we should go out to bid to ensure the Village is getting the best pricing.

The consensus of the Village Board was to continue using the same engineering firm for subsequent phases of the same project, including to secure a proposal from CBBEL for construction oversight services relating to the 2020 roadway resurfacing program; however, staff should seek proposals from multiple firms for all new projects including the Pratt Avenue sidewalk, Pratt Avenue bike lanes, Devon/Lincoln TIF street lights, and year three of the roadway resurfacing/water main replacement program.

3. Water Transmission Main Project Update

This item was presented by Mr. Letson using PowerPoint.

Mr. Letson stated the purpose of the project as well as the scope of the project.

Mr. Letson went over the major construction items, which ones were completed, ongoing and not yet started. Mr. Letson showed how much of the project is completed and how much is left.

Mr. Letson stated thus far no major issues that might cause cost overruns and that everything is on schedule.

Trustee Cope congratulated the staff on the project but doesn't think we should sign the letter yet. Trustee Cope stated he doesn't think we should sign the letter until Evanston water is flowing.

President Bass asked Mr. Letson if anticipating June 1 for the new connection. Mr. Letson stated that there is no exact date but could start as early as June 1 but will more than likely be the middle of June. Mr. Letson stated the pipe pressure has been tested up to this point.

Trustee Klatzco stated not happy waiting till the water is connected in regard to the disconnection letter notice.

Trustee Ikezoe-Halevi stated that this was a huge project, great job and that she would rather air on the side of caution and would rather pay a little more than find out we don't have any water in regards to the disconnect letter.

President Bass echoed what Trustee Ikezoe-Halevi said.

President Bass asked the Village Board about the 60 day notice of termination. President Bass asked if contractor pays a fee if project not completed on time. Mr. Letson stated there is a fee.

Trustee Sargon stated she concurs with Trustee Klatzco.

Trustee Hlepas Nickell stated she also agrees with the Board consensus.

Trustee Patel stated he is fine with the letter as is and asked about the contractor paying if project not completed in time.

Trustee Cope stated the Village should wait until the water is flowing before cancelling the water connection with Chicago and that hoping to collect a late fee from a contractor is not a guarantee of anything.

Trustee Ikezoe-Halevi stated the Village should go with the June 1st date.

President Bass stated the consensus for the termination letter to the city of Chicago is for June 1.

President Bass thanked Andrew for a great job.

Adjournment

At 7:27 P.M. Trustee Hlepas Nickell made a motion to adjourn the Committee of the Whole meeting, seconded by Trustee Sargon.

The motion passed by Voice Vote.

Respectfully Submitted,



Caroline Dick
Deputy Village Clerk