



# CITY OF WOOD DALE

## **PUBLIC NOTICE**

IN ACCORDANCE WITH THE STATUTES OF THE STATE OF ILLINOIS AND THE ORDINANCES OF THE CITY OF WOOD DALE, NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL WILL CONTINUE ITS REGULAR STANDING COMMITTEE MEETINGS AT 7:30 P.M. ON THURSDAY, JUNE 11, 2020 IN THE COUNCIL CHAMBERS OF THE CITY HALL, 404 NORTH WOOD DALE ROAD, WOOD DALE, ILLINOIS, FOR THE PURPOSES SET FORTH IN THE FOLLOWING AGENDAS:

During the COVID-19 Pandemic, anyone wishing to participate in the public meeting of the City Council may do so from another location, as City Hall is closed to the Public, to ensure the safety of the public and Staff, by Zoom Teleconferencing. The Dial-In Number for the meetings will be (312) 626-6799 and the Meeting ID will be 962-4858-7209. Anyone wishing to attend may address the City Council by sending an email to the City at [PublicComment@wooddale.com](mailto:PublicComment@wooddale.com) by 4:00 p.m. the day of the Meeting.

### STANDING COMMITTEES OF THE CITY OF WOOD DALE, ILLINOIS JUNE 11, 2020

#### **I. PLANNING, ZONING & BUILDING COMMITTEE**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of Meeting
  - i. April 9, 2020 Planning, Zoning & Building Committee Minutes
- D. Report and Recommendation
  - i. Animal Restriction Ordinance
- E. Items to be Considered at Future Meetings
- F. Adjournment

#### **II. PUBLIC WORKS COMMITTEE**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of Meeting
  - i. May 14, 2020 Public Works Committee Minutes

- D. Report and Recommendation
  - i. Additional/Optional Brick Work at the Clock Tower Fountains
  - ii. Approval of an Agreement between the City of Wood Dale and RJN Group for the FY 2021 Infiltration and Inflow Project in a Not to Exceed Amount of \$89,500.00
- E. Items to be Considered at Future Meetings
  - i. Engineering Standards – July 9
- F. Adjournment

**III. FINANCE & ADMINISTRATION COMMITTEE**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of Meeting
  - i. May 14, 2020 Finance & Administration Committee Minutes
- D. Report and Recommendation
  - i. FY21 CIP – COVID-19 Update
- E. Items to be Considered at Future Meetings
  - i. Utility Billing RFP
- F. Adjournment

**POSTED IN CITY HALL ON JUNE 5, 2020 AT 4:00 PM  
LYNN CURIALE, CITY CLERK  
BY: MAURA MONTALVO, CITY DEPUTY CLERK**



**PLANNING, ZONING AND BUILDING  
COMMITTEE MINUTES**

Committee Date: April 9, 2020  
 Present: (via Conference Call): Ald. Catalano, Jakab, Messina, Sorrentino, Susmarski, E. Wesley and Woods & Woods  
 Absent: Ald. R. Wesley  
 Also Present: Chief Vesta  
 (via Conference Call): Mayor Pulice, City Manager Mermuys, A. Lange, E. Cage, B. Wilson  
 Meeting Convened at: 7:30 p.m.

**APPROVAL OF MINUTES:**

The minutes of the March 26, 2020 meeting were approved as presented.

**REPORT & RECOMMENDATION**

AUTHORIZE A CODE AMENDMENT TO CHAPTER 6 OF THE CITY CODE TO ADD REGULATIONS THAT ADDRESS AIRBNB TYPE USES WITHIN THE RENTAL HOUSING PROGRAM

**DISCUSSION:**

Director Cage reported he had received complaints about an Airbnb in Wood Dale negatively impacting the neighborhood. Staff asked City Attorney Bond to review the Ordinance as the rental section currently does not adequately address Airbnb’s since they are relatively new. Mr. Bond drafted language that would include Airbnb properties and require them to register and have an inspection. Mayor Pulice suggested making the rules more stringent instead of treating these like regular home/apartment rentals which are rented for longer periods. Mr. Cage stated there were previously no regulations, and this amendment would allow his staff to do inspections to address life safety issues. It also gives a record of ownership so staff knows who to contact if there are complaints and would know who to hold responsible for any violations. Ald. E. Wesley did not feel that was enough. He noted there are two Airbnb’s near him and one of them was gutted without a permit, and some of the guests that rent are very rowdy. Ald. Messina stated that his Airbnb requires an inspection twice a year and is required to meet certain health requirements. He suggested having a registration fee. Mr. Cage stated they will start out by just adding it to the rental program; if it’s registered they pay a fee and Community Development will inspect the property. To tighten things up, he proposed inspecting an Airbnb yearly and not skip a year if they pass that yearly inspection.



Ald. Jakab asked about using the firm the City hired to review all Codes along with the City Attorney. Mr. Cage stated that it is not in UDO Chapter 17, so that firm would not be reviewing, but staff could ask for their opinion. Ald. Jakab asked how to really prove a place is an Airbnb; he was advised Airbnb locations are accessible by going to their website. Mr. Mermuys suggested having two inspections mandated per year and doubling the rental fee of what a regular rental property pays. Ald. Messina asked about adding language that if an owner doesn't meet an inspection, the unit could not be rented until it passes. Mr. Mermuys suggested including language that would deregulate an Airbnb as a rental after so many complaints with the Police Department. Mr. Cage agreed to talk with other communities to see how they handle these. Ald. Woods asked if staff needs to see the lease, and was advised by Mr. Cage that the lease is part of the registration process.

**VOTE:**

Ald. Catalano made a motion, seconded by Ald. Jakab, to approve a Code Amendment to Chapter 6 of the City Code as it is currently written, to add regulations that address Airbnb type uses within the Rental Housing Program, and have staff look into other restrictions with the City Attorney and Ancel Glink. A roll call vote was taken, with the following results:

Ayes:	Ald. Catalano, Jakab, Messina, Sorrentino, Susmarski & Woods
Nays:	Ald. E. Wesley
Abstained:	None
Motion:	Carried

**ITEMS TO BE CONSIDERED AT FUTURE MEETINGS:**

- Façade Program Grant Application (Spring)

**ADJOURNMENT:**

The meeting adjourned at 8:02 p.m.

*Minutes taken by Eileen Schultz*



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## **REQUEST FOR COMMITTEE ACTION**

Referred to Committee: June 11, 2020  
Subject: Animal Restriction Ordinance  
Staff Contact: Ed Cage, Community Development Director  
Department: Community Development Department

**TITLE:** Animal Restriction Ordinance

### **RECOMMENDATION:**

Staff concurs with the City Attorney, that the Animal Restriction Ordinance needs to be updated and expanded to provide a more detailed description of what is considered a nuisance animal.

### **BACKGROUND:**

The City has received quite a few animal related complaints over the last few years, mainly relating to pigeons. Recently, there has been a valid complaint regarding pigeons and rabbits, which far exceeds any reasonable standard for a residential neighborhood in the City.

### **ANALYSIS:**

The current Animal Restriction Ordinance is very limited to the types of animals covered and also allows the keeping of such animals as long as they are setback 450-feet from a residence, see below:

*Sec. 14.402. Certain Animals Restricted.*

*A. It shall be unlawful and a nuisance to keep or have any goats or to have any cattle, horses or chickens within four hundred fifty feet (450') of any residence other than the residence of the person so keeping or having such animals. (1976 Code §5-9)*

*B. It shall be unlawful and a nuisance to keep any live swine or pigs. (1976 Code §5-10)*

This existing code makes the enforcement of reasonable neighboring requests difficult to address. Also, pigeons are not even addressed by this code section. It is time to update this code section and make the enforcement of such as code violation, more straightforward.

**DOCUMENTS ATTACHED**

- ✓ 06/11/2020 Red-Lined Certain Animals Restriction Ordinance
- ✓ 06/11/2020 Clean Certain Animals Restriction Ordinance

Sec. 14.402. Certain Animals Restricted.

A. It shall be unlawful and ~~a public~~ nuisance to keep, ~~maintain~~ or have any ~~bats, pigeons, wild birds, roosters, chickens, rodents, skunks, raccoons, rabbits,~~ goats, ~~or to have any~~ cattle, horses, ~~swine, pigs or chickens~~ or any such other animals not otherwise considered to be a pet, ~~except as otherwise permitted in the Code,~~ within ~~four hundred fifty feet (450')~~ of any residence other than the residence of the person so keeping or having such animal~~s~~the city limits. ~~This shall not apply to a reasonable number of house pets.~~ (1976 Code §5-9)

~~B. It shall be unlawful and a nuisance to keep any live swine or pigs. (1976 Code §5-10)~~

Sec. 14.402. Certain Animals Restricted.

A. It shall be unlawful and a public nuisance to keep, maintain or have any bats, pigeons, wild birds, roosters, chickens, rodents, skunks, raccoons, rabbits, goats, cattle, horses, swine, pigs or any such other animals not otherwise considered to be a pet, except as otherwise permitted in the Code, within the city limits. This shall not apply to a reasonable number of house pets. (1976 Code §5-9)





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## PUBLIC WORKS COMMITTEE MINUTES

Committee Date: May 14, 2020  
Present: (via Zoom): Ald. Catalano, Jakab, Messina, Sorrentino, Susmarski, E. Wesley and Woods  
Absent: Ald. R. Wesley  
Also Present: (via Zoom Conference): Mayor Pulice, City Manager Mermuys, Treasurer Porch, Clerk Curiale, Chief Vesta, A. Lange, B. Wilson, B. Garelli, N. Kace  
Meeting Convened at: 7:30 p.m.

### APPROVAL OF MINUTES:

The minutes of the April 23, 2020 meeting were approved as presented.

### REPORT & RECOMMENDATION

APPROVAL OF AGREEMENT BETWEEN CITY OF WOOD DALE & CONCENTRIC INTEGRATION FOR UPGRADES TO CITY'S SCADA SYSTEM

### DISCUSSION:

Ald. E. Wesley asked which plant the SCADA system is for and was advised by Director Lange it's kept at the north Wastewater Treatment plant, but is used for all lift stations and water pumping stations. Ald. Jakab asked if any quotes were obtained from other companies. Mr. Lange explained this company installed and hosts Wood Dale's system. Nick Kace noted that the City is using the scale technologies for the equipment, which is the same as what City Hall has. It will allow the capability to sync back and forth data from City Hall to Wastewater as a disaster recovery scenario.

### VOTE:

Ald. Catalano made a motion, seconded by Ald. Messina, to approve an Agreement between the City of Wood Dale and Concentric Integration for Upgrades to the City's SCADA System in an amount not to exceed \$46,800. A roll call vote was taken, with the following results:

Ayes: Ald. Catalano, Jakab, Messina, Sorrentino, Susmarski, E. Wesley & Woods  
Nays: None  
Abstained: None  
Motion: Carried



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**REPORT & RECOMMENDTION:**

APPROVAL OF AGREEMENT BETWEEN CITY OF WOOD DALE AND COMPASS MINERALS AMERICA, INC.

**DISCUSSION:**

Ald. Susmarski inquired about the amount of salt used in the past. Director Lang stated the City used 580 tons last year, and purchased about 594 which was 46 tons lower than the minimum requirement to purchase. Mr. Lange estimates the City will need 800 tons; they are required to purchase at least 80% of that number which is 640 tons, but had capability to purchase up to 130% which would be slightly over 1,000 tons. This amount is for the 130% figure, which is 1,040 tons.

**VOTE:**

Ald. Catalano made a motion, seconded by Ald. Jakab, to approve an Agreement between the City of Wood Dale and Compass Minerals America, Inc. for the FY 2021 Bulk Rock Salt Contract in a not to exceed amount of \$84,375.20. A roll call vote was taken, with the following results:

Ayes: Ald. Catalano, Jakab, Messina, Sorrentino, Susmarski, E. Wesley & Woods  
Nays: None  
Abstained: None  
Motion: Carried

**REPORT & RECOMMENDATION:**

APPROVAL OF AGREEMENT BETWEEN CITY OF WOOD DALE AND BROTHERS ASPHALT PAVING FOR FY2021 CAPITAL ROAD RESURFACING PROGRAM

**DISCUSSION:**

Ald. Catalano inquired about George Street and partnering with the Village of Itasca for their side of the road. Mr. Mermuys stated that the City originally reached out to Itasca and worked out a tentative deal and was awaiting the formal IGA. However, in the interim the COVID crisis occurred, and Itasca decided to cancel their road program for the next year, which put this project on hold. Ald. Catalano requested a letter be sent to those residents on George explaining the reason for the delay; Mr. Mermuys agreed to work with Director Lange to do so. Mr. Lange noted that George Street repairs were replaced with Apollo Court and Roy Drive, which were rated a 1 (Failed) and 3 (Very Poor) respectively. Mayor Pulice asked about repairing streets that will eventually be redone anyway with the large water main project. Mr. Lange explained that staff does take that into consideration when redoing streets, and has coordinated the City's road program around that stormwater project.



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**VOTE:**

Ald. Catalano made a motion, seconded by Ald. Woods, to approve an Agreement between the City of Wood Dale and Brothers Asphalt Paving for the FY 2021 Capital Road Resurfacing Program in a not to exceed amount of \$570,028.49. A roll call vote was taken, with the following results:

Ayes: Ald. Catalano, Jakab, Messina, Sorrentino, Susmarski, E. Wesley & Woods  
Nays: None  
Abstained: None  
Motion: Carried

**ITEMS TO BE CONSIDERED AT FUTURE MEETINGS:**

- Engineering Standards (June)
- I & I (June)

**ADJOURNMENT:**

The meeting adjourned at 7:47 p.m.

*Minutes taken by Eileen Schultz* 



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## **REQUEST FOR COMMITTEE ACTION**

Referred to Committee: June 11, 2020  
Subject: Clock Tower Fountains Additional Brick Work  
Staff Contact: Alan Lange, Public Works Director  
Department: Public Works

**TITLE:** Additional Brick Work at the Clock Tower Fountains

### **COMMITTEE ACTION FOLLOW-UP ITEMS:**

N/A

### **RECOMMENDATION:**

N/A

### **BACKGROUND:**

The construction of the clock tower and fountains located at the intersection of Wood Dale Road and Irving Park Road was completed in 2019. Since that time there has been some interest expressed from within the community and Council to alter the design of the brick work on the two upper fountain beds. The current design has "WOOD" on the western fountain bed and "DALE" on the eastern bed in cast stone displays. The proposed design would add additional cast stone pieces to each fountain bed so both the eastern and western beds would read "WOOD DALE". This work would be completed at the end of the season after the fountains had been shut down and winterized.

### **ANALYSIS:**

The total cost for the purchase and installation of the additional cast stone pieces would be \$15,540. It is likely that some electrical conduit would need to be relocated in order to install the signage the extent of which won't be known until the existing brick courses are removed. The costs associated with this project are covered by the liquidated damages assessed to the original contractor.

**DOCUMENTS ATTACHED**

- ✓ Grace Masonry Proposal



**2811 Hitchcock Avenue, Downers Grove IL 60515**  
**PHONE & TEXT: 630-514-7246**  
[\*\*helen@gracemasonry.com\*\*](mailto:helen@gracemasonry.com)

**Proposal dated May 10, 2020**

**Proposal prepared by BOB VODICKA 630-514-7249**

Proposal submitted to: Alan Lange at Village of Wood Dale - Via email

Work to be performed at: Wood Dale Clock Tower, Rt. 19 & Wood Dale Rd., Wood Dale, IL

We hereby propose to furnish the materials and perform the labor necessary for the completion of the following masonry work:

- For covering area with plywood.
- For removing three pieces of coping and 7' of brick at two fountains.
- For supplying and installing one new WOOD sign and one new DALE sign and six new pieces of coping.
- For cleaning brick and relaying over new signs.
- For all clean up and removal of debris.
- For supplying machine for lifting.
- For natural colored mortar.
- No caulking included.
- NOTE: Electrical box to be removed by others.

All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications for the above work and completed in a substantial workmanlike manner for the sum of **\$15,540.00 (Fifteen thousand five hundred forty and no/100's dollars) to be paid upon completion.**

**PRICE VALID ON ALL CONSTRUCTION COMPLETED BY JUNE 1, 2021**

**NOTE:** The Proposal price is figured off dimensions shown on drawings or scaled if dimensions are not provided; there will be an EXTRA COST for any additional work.

The General Contractor is to supply water, light, power, engineering and layout, templates and trash removal from job site as needed.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.

NO winterization is included in this price and shall be an extra charge.

Workers Compensation and General Liability insurance is covered by Suburban Insurance Agencies, Inc. and a certificate of insurance is available upon request and is unchangeable.

NO permits, licensing or bonding included in proposal price.

Terms: Net due upon completion. Past due accounts will be charged 1 ½% service charge per month.

We may withdraw this proposal if not accepted within 45 days.

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications, conditions and certificate of insurance are satisfactory and are hereby accepted. **Payment will be made as outlined above.** We will pay all attorneys' fees, court costs and expenses incurred in collecting payment and interest of 18% per annum on any invoice past due. If accepted on behalf of a corporation, the undersigned individually and personally guarantees payment, including attorney's fees, court costs and expenses incurred in collecting payment. AUTHORIZATION TO PROCEED, VERBAL OR WRITTEN, CONSTITUTES ACCEPTANCE OF THE BID AMOUNT, TERMS AND CONDITIONS SET FORTH IN THIS PROPOSAL.

Date: \_\_\_\_\_ Proposal accepted by: \_\_\_\_\_

**Limited Warranty**

We warrant to the owner that the materials and equipment furnished under this proposal will be of good quality and new unless otherwise required or permitted by the drawings and specifications, that the work will be free from defects not inherent in the quality required or permitted, and that the work will conform to the requirements of the drawings and specifications. Our warranty excludes remedy for damage or defect caused by abuse, modifications not executed by us, improper or insufficient maintenance, normal wear and tear or normal usage. ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, ARE HEREBY EXPRESSLY EXCLUDED.



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## **REQUEST FOR COMMITTEE ACTION**

Referred to Committee: June 11, 2020  
Subject: FY 2021 Inflow and Infiltration Project  
Staff Contact: Alan Lange, Public Works Director  
Department: Public Works

**TITLE:** Approval of an Agreement between the City of Wood Dale and RJN Group for the FY 2021 Inflow and Infiltration Project in an Amount Not to Exceed \$89,500

### **RECOMMENDATION:**

Staff recommends approval of an agreement between the City of Wood Dale and RJN Group for the FY 2021 Inflow and Infiltration Project in an amount not to exceed \$89,500.

### **BACKGROUND:**

The City of Wood Dale experiences a considerable amount of inflow and infiltration (I&I) of stormwater into its sanitary sewer system which results in the unnecessary treatment of stormwater at the treatment plants as well as sanitary sewer overflows in the collection system during heavy rain events. The City has responded to this issue by identifying areas of high infiltration, contracting with an engineer to conduct a study of the various defects in the area, and having said firm design the necessary repairs. RJN Group has completed the most recent study area and is in the process of designing the appropriate rehabilitation strategies. These strategies include sanitary sewer lining, point repairs, and installation of new sanitary main among other recommendations. This agreement will cover the construction monitoring for the scope of work already identified for this fiscal year and the design costs for construction to take place next fiscal year.

### **ANALYSIS:**

Staff had originally budgeted \$45,000 for design and construction oversight services for FY 2021 for the I&I Project however as the study was being conducted it became clear that the system was in need of more repairs than initially anticipated. It was therefore decided to increase the planned construction costs from \$300,000 to \$500,000 in order



to adequately repair sections in need of immediate rehabilitation. Staff plans to offset these additional costs by potentially delaying future planned projects such as the Ash Lift Station Rehabilitation Project or further pushing out the South Wastewater Treatment Plant Rehabilitation Project.

**DOCUMENTS ATTACHED**

- ✓ RJN Group Proposal
- ✓ Current Infrastructure Condition Report
- ✓ Project Area Map

May 22, 2020

Mr. Alan Lange  
Public Works Director  
City of Wood Dale  
720 North Central Avenue  
Wood Dale, Illinois 60191

**SUBJECT:        PROPOSAL FOR PROFESSIONAL ENGINEERING – SEWER REHABILITATION  
                     2020 CONSTRUCTION OVERSIGHT AND 2021 DESIGN**

Dear Mr. Lange:

RJN Group, Inc. (RJN) is pleased to submit this proposal to the City of Wood Dale for continuation of the Sanitary Sewer Evaluation Survey (SSES) and Rehabilitation Program.

Except for the sewer televising, the SSES has been completed in the residential area just north of Irving Park Road. Significant defects have been found during the SSES and the City is now entering a multi-year rehabilitation phase. The design is being completed under our current contract for the 2020 rehabilitation. This proposal includes construction services for this 2020 rehabilitation and design services for the planned 2021 rehabilitation.

The attached map shows the areas planned for rehabilitation in 2020 and 2021. The rehabilitation includes sewer replacement, point repairs, lateral connection repair and sewer lining. It also includes sewer cleaning and televising in both areas of any sewers that were not recently televised by City staff.

Televising in the 2020 area will be immediately reviewed to determine if additional rehabilitation needs to be completed this year. The construction contract includes additional quantities that are targeted for this currently unknown rehabilitation. The additional televising in the 2021 area will allow us to complete the design for this area prior to construction. We recommend that this process continue so that all televising is completed prior to design in subsequent years.

We estimate that the 2020 rehabilitation will include three weeks of cleaning and televising and six weeks of rehabilitation construction. The total construction contract price for the 2020 rehabilitation is current estimated at approximately \$500,000.

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Mr. Alan Lange  
May 22, 2020

## **SCOPE OF SERVICES**

The proposed scope of services for 2020 construction oversight and 2021 sewer rehabilitation design is as follows:

### **2020 Construction Oversight and Contract Management**

1. Pre-Construction Assistance:
  - a. Attend in-person or video conference preconstruction meeting. Prepare and distribute meeting minutes.
  - b. Prepare and distribute the contract documents.
  - c. Review Contractor's shop drawings, insurance documents, liner thickness calculations, bypass pumping plans, traffic control plans, erosion control plans, pre-construction surface videos and construction phasing.
2. Communicate with residents during construction any impacts to sewer and water service, backyard access, and any limitations to access to driveways/property.
3. Provide construction observation for the duration of the project. Since this work is primarily in residential backyards, we will be providing up to 60 hours of part-time observation during sewer cleaning and televising and up to 240 hours of full-time observation during construction.
4. Provide documentation of the construction activities, including maintaining a daily project journal, taking digital photographs of all phases of the project and taking measurements for all quantities installed.
5. Provide regular inspection of erosion control and periodic inspection of traffic control measures to ensure roadways remain open and driveways/sidewalks are not blocked for extended periods.
6. RJN will submit weekly project updates to the City.
7. Provide final walkthrough for surface restoration and remaining punch-list items, if necessary.
8. RJN will prepare for the City a set of final construction documents in original ArcGIS and pdf formats. RJN will prepare and provide record drawings from the contractor's as-built plans.
9. Provide a GIS layer update of the rehabbed sewer work at each location.

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Mr. Alan Lange

May 22, 2020

10. Provide contract management, including review of Contractor's payment requests, preparation of change orders, and coordination of contract closeout.
11. If the City receives grant funding for the project, provide services to assist the City procured Grant Administrator with the necessary paperwork. If these services are not required, this item will be used as contingency for additional construction or design services.

### 2021 Sewer Rehabilitation Design

1. Prepare for and attend a kick-off design meeting or video conference.
2. Review rehabilitation recommendations to confirm work to be completed.
3. We will design up to eight point repairs. For point repairs, identify traffic control and surface rehabilitation needs during construction. Request design-stage J.U.L.I.E. locates and identify potential utility conflicts.
4. Prepare detailed schedules and design details for recommended Cleaning & Televising, CIPP rehabilitation, mainline and lateral grouting, point repairs, sewer replacement and lateral lining.
  - a. General lining, cleaning and televising, mainline and lateral grouting, and lateral lining exhibits.
  - b. Point repair and sewer replacement design sheets (GIS Exhibits)
  - c. Rehabilitation schedules
  - d. Project and City specific details
5. Prepare Contract Front End Documents and detailed Specifications:
  - a. Utilize City Front End Contract Documents with only project specific modifications;
  - b. Prepare detailed project Specifications.
6. Prepare Summary of Quantities and an Opinion of Probable Construction Cost.
7. Provide progress review submittal at 90% of Plans, Specifications and Opinion of Probable Construction cost for City review and comment prior to bidding.
8. Perform a quality control/quality assurance review on final plans and specifications.
9. Prepare bid package with plans, front-end documents, and specifications. Submit a pdf of the final bid package to the City with full size set of the final plans.

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Mr. Alan Lange

May 22, 2020

10. Have senior design P.E. provide an overall review and engineering stamp for the bid package. Submit a PDF of the final bid package to the Village.
11. Bidding Assistance:
  - a. Post to on-line bidding service (if bidding not handled by City)
  - b. Send advertisement to expected bidders
  - c. Prepare Addenda
  - d. Respond to Contractors' questions
  - e. Prepare bid tab and letter of recommendation
12. Provide project management for the duration of the design project and attend up to two in-person meetings or video conferences with Village staff.

### **SCHEDULE**

The Construction schedule for this project will be set by the Contractor in compliance with the Contract Documents.

The design is targeted for bidding in April or May 2021. The 90% documents will be submitted by March 12, 2021. The final bid package will be provided to the Village within 2 weeks of Village comment.

### **ITEMS REQUESTED FROM VILLAGE**

1. Village Front End Contract and Proposal Documents in MS Word format.
2. Village to provide review and comment on prepared bidding documents including any project specific modifications for this project.
3. Coordination with RJN in answering bid-related questions in formal addenda.
4. If the City receives grant funding, procure the services of a licensed Grant Administrator to manage the funding process.

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 Mr. Alan Lange  
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**PROPOSED FEE**

The proposed scope of services will be invoiced on a time and material basis using the rate schedule below with a not-to-exceed overall billing of \$89,500. The Grant Program Assistance will be used as contingency if these services are not required. The summary of estimated fee per task is as follows:

<b>Task</b>	<b>Total Cost</b>
<b>Construction</b>	
Pre-Construction Assistance	\$ 2,700
Construction Observation (300 hours)	\$ 37,500
Construction Contract Management	\$ 6,500
As-Builts and GIS Updates	\$ 1,800
Grant Program Assistance	\$ 3,000
<b>Construction Subtotal</b>	<b>\$ 51,500</b>
<b>Design</b>	
Rehab Design Review and Planning	\$ 5,800
Contract Plans and Exhibits	\$ 14,800
Contract Specifications	\$ 6,400
Cost Opinions and Bid Tab	\$ 2,500
Bidding Services	\$ 3,700
<b>Design Subtotal</b>	<b>\$ 33,200</b>
<b>Project Management</b>	<b>\$ 4,800</b>
<b>TOTAL</b>	<b>\$ 89,500</b>

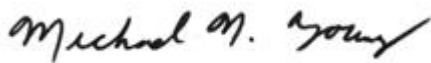
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	<b>Classification</b>	<b>2020 Rates*</b>
<b>PD</b>	Project Director	\$245.00
<b>SPM</b>	Senior Project Manager	\$195.00
<b>PM</b>	Project Manager	\$170.00
<b>SPE</b>	Senior Project Engineer	\$140.00
<b>PE</b>	Project Engineer	\$125.00
<b>CM</b>	Construction Manager	\$140.00
<b>CO</b>	Construction Observer	\$120.00
<b>DG</b>	Data Group	\$110.00
<b>ET</b>	Engineering Technician	\$110.00
<b>SGIS</b>	Senior GIS Technician	\$110.00
<b>GIS</b>	GIS Technician	\$100.00
<b>DT</b>	Data Technician	\$80.00
<b>FM</b>	Field Manager	\$90.00
<b>FT</b>	Field Technician	\$75.00
<b>CL</b>	Clerical	\$75.00
<i>*Rates good through 4/30/2021. After that date rates may be subject to a 3% annual increase.</i>		

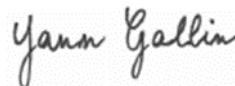
It is our pleasure to submit this proposal to the City of Wood Dale. Please feel free to contact Mike at (630) 808-3566 if you would like to discuss this proposal in detail. We are looking forward to the opportunity to continue working with the City on this important program.

Sincerely,

RJN Group, Inc.



Michael N. Young, P.E.  
 Senior Vice President



Yann Gallin  
 Project Manager

**CITY OF WOOD DALE  
DUPAGE COUNTY, ILLINOIS**

CURRENT INFRASTRUCTURE CONDITIONS

REBUILD ILLINOIS  
FAST TRACK PUBLIC INFRASTRUCTURE

FOR

**CITY OF WOOD DALE, ILLINOIS  
2020 SANITARY SEWER REHABILITATION PROJECT**



CITY OF  
WOOD DALE



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## Sewer Replacements

Upstream Manhole (USMH)	Downstream Manhole (DSMH)	Location	Pipe Diameter (in.)	Pipe Material	Drop Pipe?	Segment Length (ft.)	USMH Depth (ft.)	DSMH Depth (ft.)	Number of Live Services
24:31	24:29	171 W Irving Park Rd	8	VCP	Y	172.2	8.5	12.2	2
24:107	24:108	358 Ash Ave	8	VCP	N	202.9	9.7	TBD	4

### 24-31:24-29

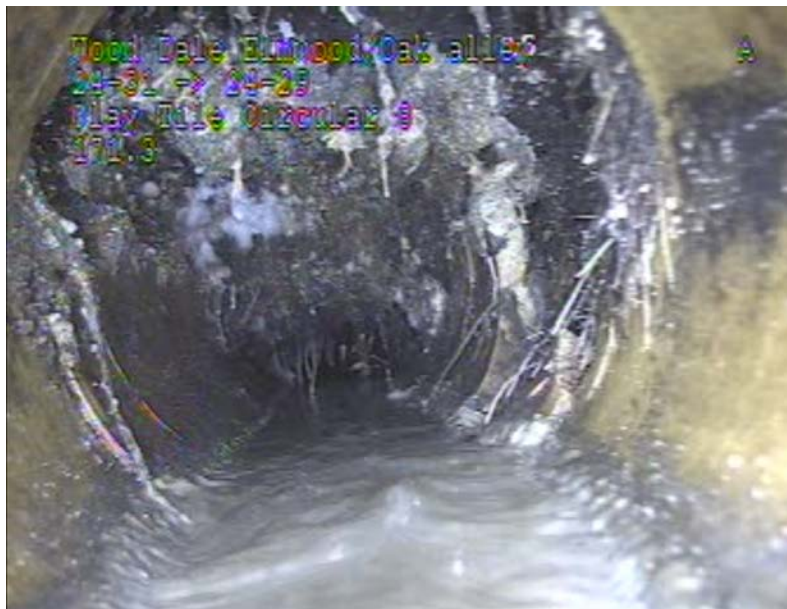
Fracture Multiple 77.8'



Broken 133.8'



Severe Root Infiltration MSA 172'





**24-107:24-108**

Severe Grease Deposits 160.3' and MSA







## Point Repairs

Point Repair (PR) Number	Upstream Manhole (USMH)	Downstream Manhole (DSMH)	Approximate Address	Pipe Diameter (in.)	PR from USMH	Length of PR (ft.)	Estimated Depth of PR (ft.)	Repair Type
1	24-24	24-25	390 N Oak Ave	8	85.1	5	9.2	Broken Lateral (85.1' from USMH)
2	24-50	24-51	382 N Cedar Ave	8	133.0	5	8.5	Broken Lateral Connection (133' from USMH)
3	24-29	24-28	306 N Oak Ave	8	23.9	5	12.1	Hole Soil Visible
4	24-95	24-96	374 N Hemlock Ave	8	100.2	5	8.6	Hole Visible (100.2' from USMH)
5	24-18	24-17	415 Walnut Ave	8	42.0	18	8.5	Three Offset Laterals (42', 45.2' and 54.6')

### 24-24:24-25

Broken Lateral 85.1'



**24-50:24-51**

Broken Lateral Connection 134.3'



**24-29:24-28**

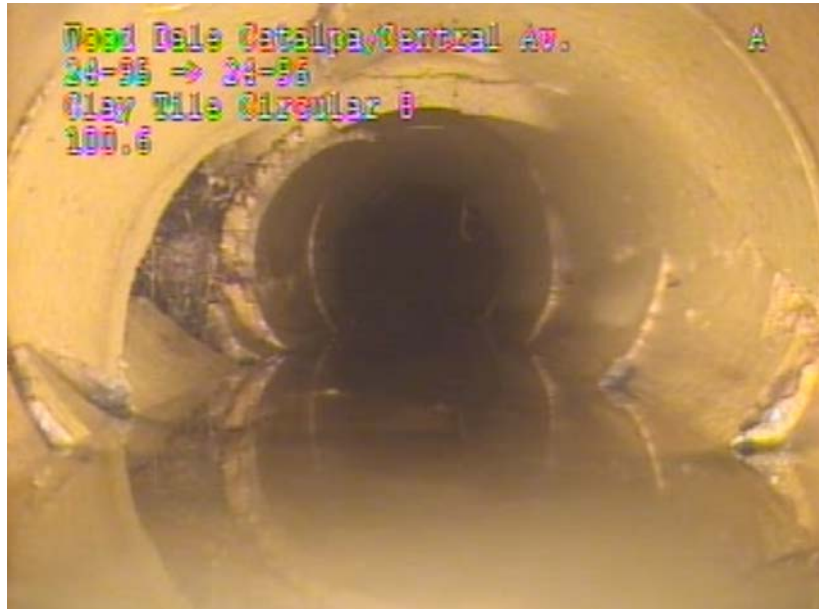
Hole Soil Visible 23.9'





24-95:24-96

Hole 101.7'



**24-17:24-18**

Large Offset Lateral 42' and 45.2'



Large Offset Lateral 54.6'



**CIPP Lining**

Upstream Manhole (USMH)	Downstream Manhole (DSMH)	Location	Pipe Diameter (in.)	Pipe Material	Segment Length (ft.)	Active Services	Capped Services
24-4	24-5	Walnut Ave	8	VCP	162.1	4	0
24-6A	24R-1	Walnut Ave	8	VCP	69.8	0	0
24-24	24-25	Elmwood Avenue	8	VCP	228	7	1
24-27	24R-3	Elmwood Avenue	8	VCP	244	8	0
24-51	24-52	Cedar Avenue	8	VCP	304	8	2

**24-4:24-5**

Hole Soil Visible 0.7'





Severe Encrustation 27.2'



24-6A:24R-1

Crack Multiple 30.3'



Crack Hinge 33.6'



24-27:24R-3

Severe Encrustation 164.2' – 218.9'





**24-51:24-52**

Crack Hinge 2.9'





Crack Hinge 87.8'



Fracture Circumferential 298.3'





2020 Rehab Area:  
\$445,720



Includes CIPP Lining,  
PR, T-Liners,  
Grouting, Clean & TV

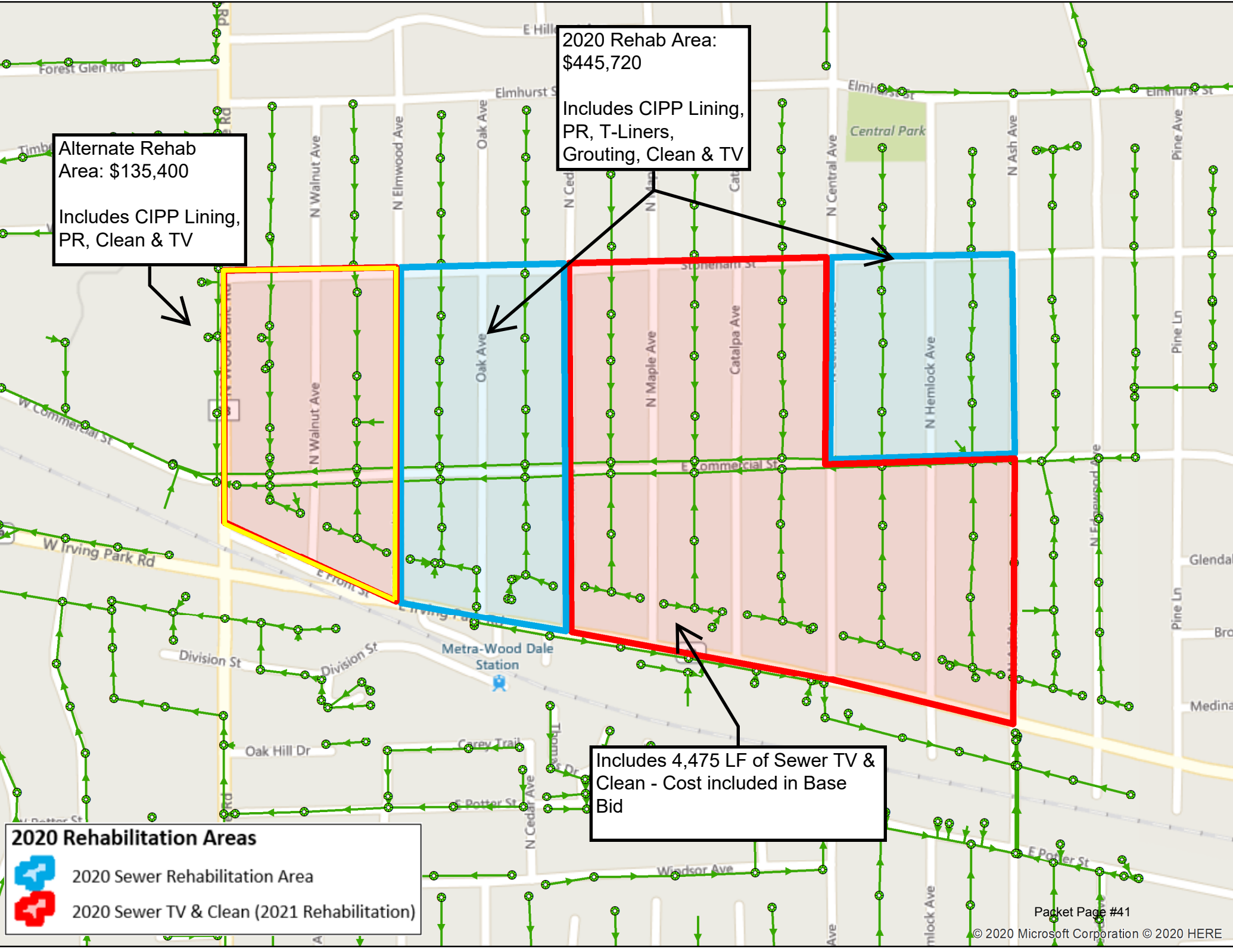
Alternate Rehab  
Area: \$135,400

Includes CIPP Lining,  
PR, Clean & TV

Includes 4,475 LF of Sewer TV &  
Clean - Cost included in Base  
Bid

**2020 Rehabilitation Areas**

-  2020 Sewer Rehabilitation Area
-  2020 Sewer TV & Clean (2021 Rehabilitation)







**Legend**

- CCTV Footage Received —
- Priority Level 3 Lining —
- Priority Level 4 Lining —
- Priority Level 5 Lining —
- Sewer Replacement —
- PR – Point Repair
- LL – Lateral Liner
- LG – Lateral Grouting
- MG – Mainline Grouting





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## **FINANCE & ADMINISTRATION** **COMMITTEE MINUTES**

Committee Date: May 14, 2020  
Present: (via Zoom): Ald. Catalano, Jakab, Messina, Sorrentino, Susmarski, E. Wesley and Woods  
Absent: Ald. R. Wesley  
Also Present: (via Zoom Conference): Mayor Pulice, Clerk Curiale, City Manager Mermuys, Chief Vesta, A. Lange, B. Wilson  
Meeting Convened at: 7:47 p.m.

### **APPROVAL OF MINUTES:**

The minutes of the April 9, 2020 meeting were approved with one change: For Item #1 Sewer Only Users – Senior Discount, the correct amount listed should be “only charge them for 2,500 gallons...” (not 25,000).

### **REPORT & RECOMMENDATION**

COMMERCIAL OCCUPANCY CERTIFICATE FEE WAIVER

### **DISCUSSION:**

Ald. E. Wesley asked how much the amount is for this waiver. Director Wilson explained that each business has a different fee depending on a few factors. Annual revenue on this program is \$140,000 which is the total impact for this fee waiver program. Mayor Pulice asked when this would start for the one year. Mr. Wilson explained there are different zones of the city; staff will look at whatever zone was stopped at to proceed.

### **VOTE:**

Ald. Woods made a motion, seconded by Ald. Susmarski, to approve a Waiver of the annual Commercial Occupancy Certificate fee for all existing businesses. A roll call vote was taken, with the following results:

Ayes: Ald. Catalano, Jakab, Messina, Sorrentino, Susmarski, E. Wesley & Woods  
Nays: None  
Abstained: None  
Motion: Carried

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**REPORT & RECOMMENDATION:**

**SMALL BUSINESS/ALL BUSINESS UTILITY PAYMENT PLAN**

**DISCUSSION:**

Director Wilson explained the City currently does not allow businesses to go on a payment plan for utility bills, but have recently received calls from some of them requesting such plans. Ald. Woods noted that Mr. Wilson was using the Governor's plan on how it kicks in, but he thinks it should happen now and would rather have a time frame. Mr. Wilson explained how the City's payment plan works. A resident has to pay the current bill and a portion of what is past due. A payment plan will not be entered into until it begins charging late fees again and doing disconnects, which it won't do until more businesses re-open. Payment plans currently won't work with how things are operating. Until they re-open it doesn't make sense to enter into a payment plan with them. Mr. Mermuys stated the City had already administratively started waiving water shutoffs and accumulation of late fees, but didn't have ability to work out payment plans with businesses. Discussion ensued about which date to use. Phase III or IV was chosen to start the payment plan is because if the Governor extends things, an arbitrary date could change since no dates are listed. Staff is aware the businesses are linked to the state's Restore Illinois Plan. Mayor Pulice commented when businesses reopen there are different percentages for opening and it will take a while for them to be operating at 100%. Ald. E. Wesley suggested using nine months. He asked if the City will be notifying the businesses or do they need to call. Mr. Wilson stated payment plan requests are typically voluntary, and the City does not reach out to anyone; they take it upon themselves to contact Finance. His initial thought would be to handle businesses the same as is done with residents on payment plans.

Ald. Messina asked if it is necessary for a business to establish hardship. Mr. Wilson responded that there is not a lot of documentation on payment plans, so staff does evaluate each residential one on a case by case basis. They can base on consumption patterns to determine if it has dropped. Short of that, he is not sure how else to prove hardship. Hardship language could be included in the Agreement they must sign before going on to a payment plan. Ald. Messina asked about mirroring what the county is doing with hardships. Mr. Wilson agreed to look into developing a hardship form.

**VOTE:**

Ald. E. Wesley made a motion, seconded by Ald. Catalano, to approve a Small Business/All Business Utility Payment Plan, allowing staff to work with businesses to establish payment plans for their utility bills that begin in nine months. A roll call vote was taken, with the following results:

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Ayes: Ald. Catalano, Jakab, Messina, Sorrentino, Susmarski, E. Wesley & Woods  
Nays: None  
Abstained: None  
Motion: Carried

**REPORT & RECOMMENDATION:**

LIQUOR LICENSE FEE WAIVER

**DISCUSSION:**

Ald. Woods would prefer to see the language where every business is equal rather than carving out the licenses' specific categories.

**VOTE:**

Ald. Woods made a motion, seconded by Ald. Susmarski, to approve a Waiver of the annual renewal Liquor License and Video Gaming fees for all classes. A roll call vote was taken, with the following results:

Ayes: Ald. Catalano, Jakab, Messina, Sorrentino, Susmarski, E. Wesley & Woods  
Nays: Ald.  
Abstained: None  
Motion: Carried

**REPORT & RECOMMENDATION:**

DIAL-A-RIDE FEE WAIVER

**DISCUSSION:**

Director Wilson reported ridership numbers have decreased dramatically since mid March. Most riders go to the grocery store and doctor appointments, and there are heightened risks associated with any of that. Ald. Jakab asked if the vehicle has been sanitized. Mr. Mermuys reported all City vehicles have been thoroughly cleaned twice and Dial-A-Ride has the most extensive cleaning protocols because of the demographic using the van. Ald. Woods asked that information about the van being cleaned be shared with seniors. Mr. Mermuys agreed to try to craft something, noting that the City does not want to promote seniors driving around unless they absolutely have to.

**VOTE:**

Ald. E. Wesley made a motion, seconded by Ald. Catalano, to approve a Dial-A-Ride Fee Waiver for nine months. A roll call vote was taken, with the following results:



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Ayes: Ald. Catalano, Jakab, Messina, Sorrentino, Susmarski, E. Wesley & Woods  
Nays: None  
Abstained: None  
Motion: Carried

**ITEMS TO BE CONSIDERED AT FUTURE MEETINGS:**

- None

**ADJOURNMENT:**

The meeting adjourned at 8:21 p.m.

*Minutes taken by Eileen Schultz*



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## **REQUEST FOR COMMITTEE ACTION**

Referred to Committee: June 11, 2020  
Subject: CIP Update – COVID  
Staff Contact: Brad Wilson, Finance Director  
Department: Finance

**TITLE:** FY21 CIP – COVID-19 Update

### **RECOMMENDATION:**

Provide direction regarding CIP projects being deferred for the current fiscal year.

### **BACKGROUND:**

The FY21 CIP was discussed and approved in January, and the operating budget was approved in April. Since that time, the COVID-19 pandemic has had a dramatic impact on future City revenues necessitating the need for the City to defer some capital projects. The funding (revenue resources) from these projects will be transferred to the General Fund to fill the shortfall. This is intended to be a one-time solution to what is hopefully a one-time situation.

### **ANALYSIS:**

Recent legislation gave non-home rule municipalities to use the non-home rule sales tax for operations. While this was not something the City had intended to do, the circumstances surrounding the City's revenue stream due to the COVID-19 crisis has put us in the position to take advantage of it. This is not intended to be an ongoing scenario, but we are fortunate that this option is available for us to avail ourselves of. Based upon recent Council decisions and anticipated revenue losses, the City is expected to see close to a \$1 million dollar shortfall in General Fund revenues. The projects listed below total over \$1.15 million, which would cover the anticipated shortfall.

Below is a list of items that staff has identified as being able to be deferred. The project title and amount are listed, then the project description (directly from the CIP) and then the rationale as to why the project can be deferred.

#### Police Department HVAC (\$495,000)

*Project Description: The HVAC system in the police department is approaching 30 years old, and consists of several inefficient and inoperable components. This includes boilers that are no longer working, air-pressure controlled thermostats that are non-responsive, and excessive maintenance that has been experienced over the last several years. The replacement of the heating and cooling systems will provide the building with the necessary operational functionality for the next 20-30 years.*

*Rationale: The system does need to be replaced, however it still operational. Any maintenance costs during the fiscal year will be significantly less than replacing the entire system at this time.*

#### Police Department Interior (\$118,000)

*Project description: This project would consist of a review of the workspaces within the police department and the prisoner processing center. With the dissolution of the communications center, workflow that was designed 30 years ago, victim/witness needs changing, and aging infrastructure, some previous work areas not used and others with very heavy use the department would seek the services of an outside contractor to provide a recommendation to address these issues for the next 20-30 years.*

*The wallpaper is falling off in many areas and the department would be repainted also.*

*Previous money was included to completely replace all of the carpeting, entryway flooring, and a reconfigure of the prisoner processing locations. This CIP item brings all of those projects into one comprehensive solution.*

*Rationale: Much like the HVAC item, the current configuration of the police department is working, but not as well as it potentially could be. The carpeting, painting, etc. are items that need to be done, however delaying them a year will not cause any significant issues to the operation of the department.*

#### Irving Park Road Street Lights (\$365,000)

*Project Description: Replacement of the existing light poles and fixtures along Irving Park Rd. with new black ornamental poles and LED lights like the new poles that were installed during the intersection project.*

*In order to complete this project, the City must get permission from and work closely with IDOT due to the lights in question being utilized for lighting their roadways.*

*Rationale: The City still does not have all of the necessary approvals for LED lights on Irving Park. Given that, and the subsequent timeline to do final design, bidding, etc. this project does not seem feasible to complete this fiscal year.*



## Metra Parking Lot (\$175,000)

*Project Description: This project would involve seal coating and restriping the Metra parking lot, installing new decorative poles (black ones to match the new City street signs), updated signage, replacing the narrow strips of grass with stamped concrete and landscaping updates.*

*Rationale: This is largely an aesthetics project for the Metra Lot. A good deal of the work was going to be done by Public Works staff, but without seasonal employees this year they are spending more time on mowing and other maintenance items that would not allow them to have the necessary time and resources to do this project.*

## New Public Works Facility

This project is being put on hold at the current time, however there is no ability to shift those cost savings to the General Fund, as the funding is coming from the Thorndale TIF. That being said, staff did not feel comfortable in the current environment to kick-off a project that would ultimately lead to a debt issuance. Additionally, this is significant project for Public Works Department and City as a whole, and there are multiple other factors (COVID, Ward 2/3 stormwater, etc.) that would take away from the time necessary from staff to lead and manage the project as it should be. The great news is that the City owns the parcel in question and is earning rent, so there is currently no timeline that we need to adhere to, which allows us to push this out a bit further into the future.

## **DOCUMENTS ATTACHED**

✓ None