



Meeting Minutes
Village of Glen Ellyn
Capital Improvements Commission
Regular Meeting
April 12, 2022
7:00 PM
Glen Ellyn Civic Center Room 301

Board or Commission: Capital Improvements

Date: April 12, 2022

Meeting: Regular

Called to Order: 7:00 p.m.

Quorum: Yes

Adjourned: 8:56 p.m.

Member Attendance:

Steve Szymanski	Chairman	Present
Joel Baldin	Commissioner	Present
Adam B. Biggam	Commissioner	Absent
Joshua J. Cattero	Commissioner	Absent
Arthur F. Foerster	Commissioner	Present
Michael M. Lindquist	Commissioner	Present
Steve Neurauter	Commissioner	Present
Jill Ziegler	Commissioner	Present
Rocco J. Zucchero	Commissioner	Present
Bill Payne	Trustee Liaison	Absent
Richard Daubert	Staff Liaison/Professional Engineer	Present

Also Present:

Dave Buckley	Public Works Director
Steve Warner	Civil Engineer II
Elisa Pollina	Recording Secretary

A. CALL TO ORDER

The April 12, 2022 Meeting of the Capital Improvements Commission was called to order by Chairman Szymanski at 7:00 PM at the Glen Ellyn Civic Center.

B. PUBLIC COMMENT – None

C. APPROVAL OF MINUTES

APPROVAL OF MARCH 8, 2022 CAPITAL IMPROVEMENTS COMMISSION MEETING MINUTES

MOTION TO APPROVE MINUTES FROM MARCH 8, 2022 CAPITAL IMPROVEMENTS
COMMISSION MEETING

MOTION BY: Commissioner Ziegler

SECOND BY: Commissioner Lindquist

RESULT: UNANIMOUS APPROVAL

D. CURRENT BUSINESS

Sidewalk Maintenance and Installation Standard Operating Procedure – Engineer Daubert reports we prepared a draft sidewalk maintenance and installation standard operating procedure. We would like the CIC’s feedback on this policy. The following topics were presented and discussed:

- Background
- Current Practices
- Evaluation Parameters
- ADA Upgrades
- Requests

Engineer Daubert notes in terms of proactive measures that when we rehabilitate streets as part of our master roadway improvement program, we walk the sidewalks and look at every square for deficiencies warranting replacement. He notes that we err on the side of caution and tend to be very proactive when it comes to replacement. He overviews typical criteria for replacement in terms of vertical displacement, major failures, and drainage considerations.

Engineers Daubert and Warner present photographs of sample sidewalk deficiencies. They overview proactive and reactive measures for addressing such deficiencies. Commissioner Ziegler asks about public requests and whether they typically meet replacement criteria. Engineer Warner states yes for the most part but also notes that drainage issue requests can sometimes be borderline.

Commissioner Lindquist suggests that timelines be established in the standard operating procedure in terms of implementing repairs. Public Works Director Buckley notes that if it’s an issue where we can’t complete permanent repairs for a while, we will make it safe (grinding or cold patching) on an immediate basis.

Commissioner Zucherro notes that the standard operating procedure should reference any other applicable policies such as the cost sharing program for connecting sump pumps to the storm sewer (as it relates to drainage issues on public sidewalk) as well as the complete streets policy.

Commissioner Neurauter asked if there are any cost sharing options. Engineer Daubert states that we have one arrangement where if a resident is completing driveway replacement and sidewalk replacement across the driveway is warranted, we will reimburse the resident for sidewalk replacement at our most current contract cost. This approach is taken to facilitate construction of the resident's new driveway at the proper elevations and avoid future disturbance.

Engineer Daubert noted that the narrative on new sidewalk installation is incomplete and needs additional language.

Procedures/Policies implemented in the Village of Lombard and City of Wheaton were reviewed and discussed by the Commission. Engineer Daubert compliments components of the policies but notes that they are also more restrictive in nature.

Chairman Szymanski asks the CIC if we want staff to have flexibility with this policy instead of being too stringent. Members of the CIC generally agree that the program should be flexible. Commissioner Foerster suggests changing some of the language in the policy to allow flexibility. Commissioners also suggested that the standard operating procedure background include narrative on the desired flexibility of the program.

Engineer Daubert thanks the CIC for the feedback and states that we will use tonight's input to revise the policy. The revised policy will then be brought back to the CIC for recommendation of approval.

- E. TRUSTEE'S REPORT** – Engineer Daubert reports the McChesnesy & Miller grocery store will be demolished next month. He notes that there will be a presentation made to residents of the Arboretum Estates East Subdivision on April 19th regarding forthcoming annexation of the balance of the neighborhood.
- F. OTHER BUSINESS** – Engineer Daubert reports that he is looking at engaging an engineering consulting firm in improved and more comprehensive asset management for the Village's roadway, sewer, and water infrastructure. He notes that he's also looking to improve the efficiency of our process in procuring and completing engineering design services for roadway projects as well as building off of the recent pavement management system program developed with CMAP. He notes that he would like to engage a firm in maintaining the pavement management system for a 3-5 year term and utilize them to design roadway projects through a master agreement. Commissioner Baldin suggested that a 2-3 year term may be a more appropriate agreement timeline. Engineer Daubert notes that he will continue working on this effort and report back to the CIC.
- G. PUBLIC WORKS REPORT** – Public Works Director Buckley reports that we are working on filling five staff vacancies in Public Works. He notes we are recruiting for an engineer, mechanic, two maintenance workers, and an administrative position. He notes that we are looking at utilizing a hiring agency for positions. He notes that Public Works is also working with the Finance Department on a water/sewer rate study.
- H. PROJECT REPORT** – Engineer Daubert reports that the CBD Streetscape and Utility project is going well. He notes that water main installation work is wrapping up on Main Street. The water and sewer improvements should be completed on Main Street by the end of next month but that there is still quite a bit of utility underground work to complete on the project. He notes that the pedestrian

walkway from the Main Street parking garage to Main Street is currently closed for construction of improvements in front of the Apex 400 Development. He reports on the Park Boulevard and Sheehan Avenue/Winchell Way traffic signal improvements project. He notes that we are going out to bid for the 2022 Street Improvements Project. Engineer Daubert also provides an update on the Train Station project as it relates to advanced land acquisition with a presentation being made to the Village Board on the matter on April 25th. Engineer Daubert notes that the design of the second and third phases of the CBD Streetscape and Utility Improvements Project is moving forward with a design kickoff meeting being held with Civiltech on April 19th.

- I. ADJOURNMENT** –Commissioner Lindquist motions and Commissioner Foerster seconds to adjourn the meeting. The meeting adjourned at 8:56 p.m.

Submitted by Elisa Pollina, Recording Secretary

Reviewed by Richard Daubert, Professional Engineer