



MEETING MINUTES

MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE BOARD

TUESDAY, APRIL 5, 2016

6:30 P.M.

TRAINING ROOM OF VILLAGE HALL

Members Present: Trustee Cameron Krueger, Chair
Trustee Daniel Sullivan
Trustee Julie Wolf

Members Absent: None

Staff Present: Brigitte Berger, P.E., Director of Engineering and Public Works
Russ Jensen, Village Engineer
Nabil Quafisheh, Director of Water Management

I. CALL TO ORDER.

Trustee Cameron Krueger, Chair, called the meeting to order at 6:30 p.m. Committee members Trustees Sullivan and Wolf were present.

II. APPROVAL OF MINUTES; MUNICIPAL SERVICES COMMITTEE MEETING OF NOVEMBER 5, 2015.

Trustee Krueger directed the Committee's attention to the draft minutes of the Municipal Services Committee meeting of November 5, 2015.

Trustee Wolf moved that the Committee approve the minutes. The motion was seconded by Trustee Sullivan and approved by unanimous voice vote. **The motion carried.**

III. REVIEW OF SIGN POLICY

Brigitte Berger, Director of Engineering and Public Works, said since 2011 Village staff has worked on an initiative to reduce the number of redundant and unnecessary signs in the Village. The Village has removed 1695 signs and have only added 185 signs. There is consensus that too much signage adds to sign pollution, it clutters our streetscape, it is expensive to maintain and over time, the

signs become meaningless to drivers. As a part of the reduction of sign process, staff is bringing to the Board a new policy which formalizes the strategy for when staff determines a new sign is necessary. The federally adopted Manual of Uniform Traffic Control Devices is staff's guiding document when signing regulatory traffic control devices such as stop and parking signs. All other signs are considered discretionary and will only be approved if the following five basic requirements are met:

1. Fulfill a need
2. Command attention
3. Convey a clear, simple meaning
4. Command respect from road users
5. Give adequate time for proper response

Ms. Berger said single-purpose signs that have limited application are being removed across the Village and are no longer installed upon request. The most prevalent single-purpose signs are those that establish no parking to accommodate driveways entering a narrow street. In most cases, these signs are unnecessary and there for the resident's convenience.

Trustee Krueger said he is delighted to see the clutter of signs removed.

Trustee Wolf said she agrees with Trustee Krueger and she is happy to see that there is a Village wide speed limit unless otherwise posted as it clarifies the speed limit and reduces sign clutter.

Trustee Wolf moved to recommend that the draft sign policy be adopted by the full Village Board at a future Regular Village Board as drafted. The motion was seconded by Trustee Krueger and approved by unanimous voice vote. **The motion carried.**

IV. REVIEW OF VALET PARKING POLICY

Ms. Berger said recently Village staff has received request from business owners to allow for the operation of valet parking in the Village Center. The Current Village Code does not specifically permit or prohibit valet parking operations, nor does the Village have a procedure establishing parameters for valet parking. The purpose of this policy is to outline the procedure for operating valet parking licenses.

Ms. Berger said she has prepared an outline of the process by modeling it after other municipalities' ordinances. The following proposed policy may be discussed and tailored to Wilmette's needs.

1. An application for valet parking license shall be filed with the Village Engineer. The application will include contact information about the operator, business establishment served, copies of their Illinois and Wilmette business licenses, general description of the proposed operation including identification of the

- loading zone, hours of operation, location of vehicle storage and proof of insurance.
2. Valet parking licenses will be allowed only in the Village Center.
 3. Licenses will be issued by the Department of Engineering and Public Works for a \$100 annual fee.
 4. The Village Manager may, in his/her sole discretion, revoke or move a loading zone at any time if it is determined that the loading zone, or its location, has increased traffic congestion or traffic hazards in the public streets, or otherwise has impaired the public health, safety or welfare.
 5. A business or operator may temporarily store customers' motor vehicles on private nonresidential property only pursuant to a written lease or agreement.
 6. No vehicle shall be parked by a valet parking attendant on any public street.
 7. Operators may temporarily store customers' motor vehicles in municipal parking lots in the Village Center provided parked vehicles do not exceed the posted time restrictions or lot capacity.
 8. Motor vehicles accepted for valet parking shall not be parked on public streets or rights-of-way nor in private parking lots which have not been specifically approved for valet parking operations in the valet parking permit.

Ms. Berger noted there was a draft outline of an ordinance and sample copies of an application and license included in the report presented to the Committee.

Trustee Sullivan said he believes the proposed policy is a good initiative. He asked if there would be parking spaces blocked in front of the restaurant for a valet stand/car drop off area.

Ms. Berger said as part of the application process, a plan will have to be submitted by the restaurant and valet company showing where the car would load and unload and staff would have discretion in approving the area.

Trustee Krueger said he believes it is appropriate to create the policy as valet parking has created some problems so having rules to govern the process is important. He asked if any street parking would be lost due to valet parking.

Ms. Berger said there would be some parking spots lost due to the valet loading and unloading areas.

Trustee Wolf said she also believes the proposed process is a good thing as there have been some issues with valet parking in the Village Center and the policy will provide for an organized process.

Trustee Sullivan made a motion to approve the draft valet parking ordinance and recommendation of full Village Board adoption at a future Regular Village Board meeting. The motion was seconded by Trustee Wolf and approved by unanimous voice vote. **The motion carried.**

V. UPDATE ON THE SEPARATE STORM SEWER SYSTEM STUDY

Ms. Berger said after the November 5, 2015 meeting, the Committee asked staff to go back and look at two options related to the storm water study; 1) Alternative 1 which includes building a relief storm sewer system to collect and convey excess storm flows to the stormwater pump station, 2) Alternative 2.2 which includes building an above-ground storage at Community Playfield. The Committee asked staff to prepare the following for Committee review:

1. Detailed schedule and implementation plan for Alternative 1 (Relief Storm Sewer) and 2.2 (Centralized Stormwater Storage at Community Playfield-Above-Ground Only)
2. Detailed Cost/Benefit Analysis for Alternatives 1 and 2.2
3. Funding Options

Ms. Berger reviewed the report presented to the Committee noting that the schedule and implementation plan is very aggressive and the minimum time involved would be 6 years. Staff recommends that the detailed implementation schedule for Alternative 1 be closely aligned with other capital projects such as watermain replacement and road reconstruction to maximize economies of scale and minimize resident inconvenience.

Ms. Berger said the phasing plan for Alternative 2.2 is more complicated as the project would be impacting the Wilmette Park District and School District 39. A condensed construction schedule would be developed to ensure the existing operations of the field would be minimized as much as possible.

Staff can estimate the cost but what they struggled with is how to define the benefit. The number they continue to use is the number of homes protected. She said the number of cost per structure protected is 15 to 28 times more expensive than the West Park Project per the analysis report.

The only way to fund a \$55 or \$77 million sewer program is through a General Obligation Bond Issue. Staff has identified three options to pay the cost of the debt service; 1) Residential sewer rate increase, 2) Special service area, 3) Village-wide stormwater utility tax. Ms. Berger noted that each of the options would have to generate \$3.2 - \$4.5 million annually to pay the debt service.

The Village's sewer fee supports the entirety of \$5.0 million sewer program's annual expense, which includes operation and maintenance of the combined and separate sewer system as well as debt service for past sewer improvements.

Debt service accounts for 66% or \$3.3 million, of the total sewer fund expense. Due to Wilmette's substantial investment in its sewer system over the past 20 years, the Village's local sewer rate has historically been one of the highest in the region.

Ms. Berger also noted a Special Service Area (SSA) could be established by ordinance in order to pass on the cost of the storm sewer project to homeowners who reside within the SSA. Also, many Villages are addressing stormwater deficiencies by implementing a stormwater utility tax or fee as detailed in the report.

Trustee Wolf said the Village has not previously done a Special Service Area to finance storm sewer projects. She said it does not seem fair in some ways, as the whole Village has paid for other projects but on the other hand, she has heard from some residents that they would prefer to have something that they could write off as an increase to their property tax. The other option that she believes has some interesting potential is the Stormwater Utility Tax, if we go ahead with the project, there could then be some incentives for reducing one's runoff and getting some type of credit.

Trustee Krueger said he likes Alternative 1, even though it is more expensive, as it will give a long term fix to a problem and it can be done somewhat incrementally. He does not like the cost or the fact that any of the solutions solve the problem for everything. He said there is the possibility of raising the current sewer rate over the next few years and that money would specifically go to fund a big sewer project and simultaneously figure out how a Special Service Area works as both of those together may make sense. He would rather fund a sewer project through a combination of those as it is a combination of a Village wide problem and a function of the geography of that particular area. Doing nothing does not work for him, so he believes we should start with beginning to socialize the concept of raising the rates over the next several years and consider the Special Service Area.

Trustee Wolf said it makes sense to wait until the West Park Sewer Project is fully complete to see how it will impact the area.

Trustee Sullivan said he agrees that Alternative 1 is the right way to go but it is the most expensive. If we have to spend a lot of money, then he believes it should be in total of what the Village faces and how do you prioritize that.

Trustees Wolf and Krueger said that if the Village Board considers raising sewer rates then every time a street is redone, there may be money in the sewer fund to do something to address flooding in the area.

Village Engineer Russ Jensen said the idea of a sewer fund will be crucial as there are going to be costs just to develop the implementation plan moving forward.

Ms. Berger said in 2020 the water debt will be scaling back so the Trustees suggestions of having a future sewer fund will work nicely with that to implement new water main and street replacement.

Trustee Krueger asked if there was anyone present to address the item.

Karleen McAlister, 323 Wilshire Drive East, said there was an article called "The Prevalence and Cost of Urban Flooding; A Case Study of Cook County, Illinois" prepared by the Center for Neighborhood Technology that includes data for Wilmette from 2007 – 2011. They analyzed claims made to private insurance companies as well as claims made to FEMA and Wilmette was high up in Cook County in terms of claims. She said the report also noted that houses lose 10 to 25% of their property value if the basements flood and the average claim is approximately \$8,000. She said does not agree with setting up a Special Service Area (SSA) to pay for sewer projects within a certain area in the future as all the past sewer projects have been shared by the whole Village. She would also like to encourage more thought about the assessment based on impervious surface area.

Joel Feinstein, 407 Wilshire Drive West, said he believes Alternative 1 is the best solution and he likes the idea of setting up a future fund. He does not believe the SSA is fair to the residents of a specific area.

Mr. Henrick, 205 Thelon Court, said he believes that the neighborhoods are being over built and we are covering a lot of green space with cement and pavement so there is no place for water to go.

Howard Gopman, 226 Millbrook Lane, asked which Alternative would affect his property. He also believes that new construction causes flooding.

Ms. Berger asked that Mr. Gopman contact her and she would review the alternatives in the report and how they would apply to his property.

Bob Davis, 227 Kilpatrick, said a number of garages were built in his area and no one in the area knew they were being built. He believes they caused flooding issues for his property. He believes that there should be different types of noticing for variances.

Ms. McAlister asked if the Zoning Ordinance addressed water run-off and or detention for new homes.

Ms. Berger said Illinois Drainage Law says that if you are downstream, you have to accept upstream water so the notion that a new development is going to keep all their water on their property is incorrect. We do have a grading ordinance for new single family homes and if you are changing the contours of your property, you cannot create a situation where you are draining water onto your neighbor's

property.

Ms. McAlister noted that developments do have to provide water detention for larger developments per MWRD but there are probably some larger developments that were built before MWRD laws required detention.

Trustee Krueger noted the end of Public Comment.

Trustee Wolf asked if would make sense to go ahead with an Engineering Study for costs now or if the study should be done after the West Park Sanitary Sewer Project is completed to see how that will affect the area.

Ms. Berger said the Capital Improvement process for the budget is beginning at this time, so perhaps staff could draft a multi-year program of funding. She suggested the possibility of hiring an independent consultant to do a QAQC review of the \$75 million plan as they may be able to offer some alternative options to the overall design that could save money.

Trustee Krueger said it will be difficult to convince the remainder of the Village Board and other residents that spending millions of dollars is justified for a small number of homes.

Ms. Berger said staff could put together, through the Capital Improvement Program (CIP) process a program that would outline what the engineering costs would be and what consultant costs would be to look at a stormwater utility tax.

Trustee Sullivan said he agreed with Trustees Wolf and Krueger and was in favor of staff drafting a plan to put through the CIP process rather than going ahead with an engineering study at this time.

VI. UPDATE ON THE WILMETTE WATER SYSTEM CONDITION ASSESSMENT STUDY

Nabil Quafisheh, Director of Water Management, said in May of 2015 the VB approved a contract with CDM Smith for engineering services associated with Water System Assessment Study. Based on the findings of the study, the following items were recommended:

- 1) Adoption of the new risk based assessment methodology for the prioritization of future Capital Improvements Projects (CIP) at the water plant.
- 2) Further investigation of cost and alternatives related to the water plant electrical improvements program phase I.

Mr. Quafisheh said at this time, he is not requesting to review the results or the prioritization of the distribution system main replacement program as this program is slated to start in 2020 as an adopted goal.

The Water Management Department wished to establish a formal Asset Management Plan (AMP) for the Water Plant that would create strategies, recommend actions and quantify resources for future planning. The AMP would also mitigate the risk of failure of assets in the most cost-effective manner. Staff utilized the widely used concept in utilities assets management: risk based evaluation. Asset risk is the vulnerability probability that an asset would have a consequence related to its failure to meet prescribed level of service goals. Asset risk is comprised of two components: Condition of the asset and criticality of the asset. He reviewed the tables the tables presented in the report and noted as a result of the study, a modified and updated CIP program is proposed. He program consists of three main projects:

- 1) Replacement of the main switchgear, MCC-A1, MCC-A2 and MCC-A3.
- 2) Replacement of MCC-B and MCC-C
- 3) Replacement of the two backup engine generators.

Due to the cost amount of the project and some unknowns that would affect it, staff recommends performing a follow up study on the electrical improvements in 2016. The follow up study will provide the Village with the following information:

- A better planning cost estimate for the project.
- Explore potential solutions related to the location of the equipment and staging to provide better cost estimate.
- Explore the sequence of construction as it relates to keeping the facility operating and the potential costs associated with it.
- Submit a pre-application for an Illinois EPA SRF loan as a potential funding source for this project.

Mr. Quafisheh said given the cost of the proposed electrical improvements, a bond issue will be required, noting that historically the Village has issued general obligations bonds for water plant improvements of this magnitude. To reduce costs, staff is exploring the Illinois Environmental Protection Agency's Revolving Loan Fund which provides low interest loans for drinking water projects. Staff is asking the Committee to adopt the Assessment Methodology for the Water Management Department and approval for further investigation of the electrical improvements.

The Committee said they were comfortable moving ahead with adopting the Assessment Methodology for the Water Management Department and approval for further investigation of the electrical improvements.

VII. PUBLIC COMMENT

VIII. OLD BUSINESS

No Report.

IX. ADJOURNMENT

Trustee Krueger asked for a motion to adjourn. Trustee Sullivan moved to adjourn the meeting. The motion was seconded by Trustee Wolf. No further discussion occurred on the motion. Voting yes: Trustee Krueger, Trustee Sullivan and Trustee Wolf. Voting no: none. **The motion carried.**

The meeting was thereafter adjourned.

Minutes Respectfully Prepared by Barbara Hirsch.