

The meeting was called to order by Chairman Mike Brownfield at 5:03 p.m.

Present: Alderperson John Blundy, Alderperson Mike Brownfield, and Alderperson Dave Dingleline (remote)

Also Present: City Engineer Dennis Carr, City Attorney Brittany Miller, Planning and Development Director Jon Oliphant, Utilities Superintendent Brian Rittenhouse, Public Works Director Kevin Schone, City Administrator Jim Snider, Alderperson Lili Stevens

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1. **Non-member Aldermen Wishing to be Heard on Non-Agenda Item:** Alderperson Stevens mentioned her interest in the City's landscaping contract and concerns with using JIMAX for the work.

2. **Citizens Wishing to be Heard on Non-Agenda Item:** Allison Montgomery spoke about the federal rules governing the operation of drones.

3. **Approval of Minutes from March 7, 2022, Meeting:** Motion to approve made by Alderperson Blundy, seconded by Alderperson Dingleline. Motion approved.

4. **BUSINESS ITEMS:**

A. COMMODITIES BID DISCUSSION – LANDSCAPING INSTALLATION, MAINTENANCE, AND WATERING:

Bids were opened on March 30 for the annual landscaping installation, maintenance, and watering contract. The areas covered for this work include the Square, entrance signs, City Hall, Police Department, and Glendale Cemetery. Bid documents were provided to seven prospective bidders with one bidder (JIMAX) responding. The FY 22-23 budget includes a total of \$30,150 between Streets, TIF, and City Hall. This is slightly less than the \$32,584.10 total that JIMAX offered. The bid included an increased frequency in watering and all of this may not be needed depending on the summer weather, which could reduce the total amount slightly. There are unanticipated funds within the budget to allow for the bid amount to be executed.

Comments: Alderperson Brownfield asked who has the responsibility for oversight on the completion of the work. Staff responded that it falls under the Public Works department. There are no penalties within the bid document as currently written. The City has the ability to terminate the agreement if the work is not being completed as stated in the bid documents and staff tries to stay in continual contact with the contractor to ensure that it is done satisfactorily. The bid documents were increased to reflect more watering, drought-resistant plants, and bed cleanup prior to the installation of plants. The City has the ability to ask for plant examples. Alderperson Dingleline asked what the cost was for the current contract. Staff responded that it is around \$24,000. The Committee felt that further discussion was needed on how or if to proceed with this. Alderperson Blundy motioned to table the discussion and to schedule it for the April Committee of the Whole meeting. Seconded by Alderperson Dingleline. Motion approved.

B. COMMODITIES BID DISCUSSION – CONCRETE FURNISHING AND DELIVERY:

Bids were opened on March 30 for the City's purchase and delivery of Class SI ready-mix concrete for various uses by the Public Works department. Estimated quantities of 1-1.75 CY, 2-2.75 CY, and 3+ CY were used for canvassing purposes only and the City is not obligated to purchase those quantities. Bid documents were forwarded to four prospective suppliers and three proposals were received. Approximately \$40,000 has been budgeted between the Streets, Water, and Wastewater departments for the purchase of the concrete material.

VCNA Prairie Inc. is the low bid in an amount of \$17,737.50. If approved, the VCNA bid represents a 3.5% increase when compared to the FY 21-22 prices. Staff recommends the award for the City's purchase and delivery of Class SI ready-mix concrete to VCNA Prairie Inc. Staff also requests approval for Roanoke Concrete at their unit prices when VCNA Prairie is unable to provide concrete and flowable fill to meet the needs of the Public Works department to prevent delays in planned work. Should Roanoke also be approved, their price represents a 6% increase from FY 21-22.

Comments: Alderperson Dingleline asked how often the City orders more than 3 CY of concrete. Staff indicated that it does not happen very often. It was also noted that the calcium and winter charges are not used often. Alderperson Blundy motioned and Alderperson Dingleline seconded to recommend approval. This is scheduled for approval at tonight's Council meeting.

C. PLOW TRUCK PURCHASE DISCUSSION:

The FY 22-23 MERF schedule allows for a replacement of a 2011 International dump truck used by the Public Works department. Historically, a replacement of these dump trucks has been through the State procurement program. The dump trucks available for purchase through this program are International. The FY 22-23 budget includes \$162,000 for its purchase. Staff has been researching different makes of trucks, including International, Western Star, Mack, and Kenilworth. The lack of reliability of the current make of trucks being utilized has caused this research. There have been several mechanical issues with the International trucks with some issues taking months to get repaired. This makes it very hard to rely on them to perform critical duties, the most import being snow removal.

Staff has reached out to other municipalities and counties to get their input on what trucks are being used and their experiences regarding dependability. The City of Pek switched from International to Western Star about five years ago and have not regretted their decision. McLean County confirmed they had also moved away from International due to their unreliability. McLean County has Western Star and Kenworth in their fleet. International had the low bid as the State bid of \$83,000 for the truck chassis. That price does not include the body builds. There is an urgency for ordering the chassis as soon as possible. Staff recommends purchasing the Western Star (which had the second lowest bid of \$107,217 through Sourcewell) truck for the following reasons:

1. A shorter lead time: 10 months versus 18 months for an International;
2. The Western Star is potentially more reliable based on the information received from the other entities;
3. Less time spent by staff taking trucks or having them towed to the International dealer; and
4. Potentially less repair expenses and less stress for staff.

Comments: Alderperson Brownfield asked where Western Star is serviced. Staff said that it is in Morton. Alderperson Brownfield asked if staff knew of a rough repair cost. Staff said the total has been about \$95,000 over the last ten years. Alderperson Blundy asked about the ages of the International trucks. The oldest is a 2011 truck and the most recent is from 2019. Alderperson Blundy asked what type of motor is in the International trucks. Staff said it is Navistar N9. Alderperson Dingleline said that it is not worth saving money if the vehicle is unreliable. Staff indicated that the budget expenses for the truck for 12 years. Staff said that we are required to accept the lowest and best bid, which does not always mean that it is based solely on price if there are other extenuating circumstances. Alderperson Dingleline motioned and seconded by Alderperson Blundy to move this to the Council for approval. This is scheduled for approval at tonight's Council meeting.

D. FY 25-26 STBG TRADITIONAL PROGRAM APPLICATION CONSIDERATION:

The Tri-County Regional Planning Commission (TCRPC) issued a call for projects for the FY 25-26 federal Surface Transportation Block Grant (STBG) Traditional program. Eligible projects include construction and reconstruction of existing roadways. The roadways must have a Functional Classification of Minor Collector or above and be ready to construct by the programmed fiscal year. The program utilizes 80% of the STBG funds with the Preservation Set-Aside (resurfacing) program is allotted the remaining 20%. Approximately \$6.56M is projected to be available for the FY 25-25 Traditional program (\$3.28M per year). Applications must be submitted by April 29. Projects are tentatively scheduled to be approved by the TCRPC Commission in August. A resolution committing to a 30% local cost share must be approved and submitted by May 18.

Perhaps the project that would have the best chance of receiving an award it the Nofsinger Road realignment. Design engineering has previously been completed and the project is nearly shovel-ready other than dedicating the right-of-way. This project is not budgeted and carries an estimated project cost of \$6.5M. While funding is awarded on a 70-30 basis, it is important to note that PPUATS traditionally splits the available STBG funding equally into two years. As a result, if there was interest in submitting for the Nofsinger realignment, the City would be responsible for about \$3.22M as a local share, or about 50% of the total cost.

Comments: Alderperson Blundy asked about any reason to not apply. Staff said there is no cost to do so but it would commit the City to completing the project if it was selected. Alderperson Dingledine said that while he was conflicted, it would be best to move ahead with a submittal. Chairman Dingledine motioned and Alderperson Blundy seconded to proceed with an application. A resolution will be scheduled for Council approval to signify the City's local cost share commitment once a revised cost estimate is obtained.

E. CITY SIDEWALK PROGRAM DISCUSSION:

The City currently has a sidewalk/curb program that is tied to Chapter 152.022 of the City Code. This section describes new sidewalk requirements for subdivisions but also the replacement of broken sidewalk in areas around the city. The replacement is broken into two types: City-mandated or property owner requested. Neither of these two items seem to fit in the subdivision code and should likely be moved out of Chapter 152 to Chapter 98.

City-mandated replacement is to be reconstructed by the City or the City-awarded commodity contractor with the property owner being responsible either for paying 50% at the time of construction or 50% plus 6% interest over five years. The City's sidewalk/curb program is separate from the City-mandated replacement program. Property owners can request the replacement of their sidewalk and/or curb in front of their house. The program allows for either the City or the City-awarded contractor to do the replacement and the homeowner reimburses 50% of the cost (commodity cost for concrete flatwork) or the homeowner replaces the sidewalk/curb and the City reimburses for the cost of materials (commodity for concrete materials).

The past reimbursements were a straight \$2.50 per square foot of sidewalk or \$25 per linear foot of curb. The City reimbursed at that level and the homeowner reimbursed at that level, which does not follow the ordinance. Calculating reimbursements for this year and following the ordinance, the City would reimburse \$136 per cubic yard of concrete, which equates to \$1.70 per square foot of sidewalk and \$6.80 per linear foot of curb. On the other hand, the property owner would need to reimburse the City \$5.50 per square foot of sidewalk and \$37.50 per linear foot of curb. The City's program in the past has largely been a request for the City to do the work and we typically do not cover our costs. However, the ordinance offers discretion for this to be the City or the City-awarded contractor. As a result, the annual commodity prices and commodity contractor should be used to keep City staff working on public projects and not necessarily on sidewalks in front of residences. Staff would recommend adjusting the program to cap any individual project cost at \$1,999 to avoid issues regarding the application of prevailing wage.

Comments: Alderperson Brownfield asked how much is budgeted for this program. Staff responded that there is about \$16,000. Alderperson Blundy asked how it is publicized. Staff said that it is on the City website and indicated that it could be put on the Facebook page. Alderperson Blundy and Dingledine indicated their preference for the cost of the program to be 50% of commodity cost for concrete flatwork with the City-awarded contractor completing the work. Alderperson Blundy motioned and Alderperson Dingledine seconded to recommend making these code changes.

STAFF UPDATES:

- Hydrant flushing began today.
- Televising for sanitary sewers for CMOM.
- The only CDL training available besides JJ Keller's "train the trainer" is through ICC. Its next class is on May 17. Alderperson Blundy asked how many of the staff have been trained previously. Staff said that at least half of them were trained by our city mechanic before the new rule.
- Staff will bring different options for a new fountain head on the Square to a future PWC meeting.
- The McClugage/Centennial rec trail project is temporarily on hold because of the weather.
- Staff had a meeting with the utility companies for the Hilldale reconstruction project with the possibility of placing new light poles.
- A presentation for the master stormwater plan project will be scheduled for the May COW meeting.
- Staff has been fielding some calls after the smoke testing letters were mailed last week. A primary question being asked is how will the project be funded.
- Take Pride in Washington Day is scheduled for April 23. The annual Arbor Day planting is scheduled for April 22

(weather permitting) with a backup date of April 29.

OTHER BUSINESS: None

ADJOURNMENT: Motion approved by Alderperson Dingedine seconded by Alderperson Blundy. Meeting adjourned at 6:18 p.m.