Committee of the Whole Meeting Agenda

August 18, 2020
7:00 p.m.
(Immediately follows the Village Board Meeting, which begins at 7:00 p.m.)

Board Room, 2nd Floor

COVID-19 REQUIREMENTS

Due to COVID-19, new requirements are in place for the use of the Village Boardroom. Changes include:

- Registration: To ensure the Village does not exceed capacity requirements of Phase 4, members of the public wishing to attend any in-person meeting, must pre-register with the Village Hall. Please email your name, telephone number, number of attendees, and the date and meeting name you wish to attend to deputyclerk@itasca.com. Submissions should be made no later than 3:00 p.m. on the day of the meeting. A confirmation email will be sent if approved.

- Face Coverings and Social Distancing Requirements: All members of the public will be required to wear a face covering when inside Village Hall for the duration of their visit. Visitors must also maintain social distancing requirements when in the presence of non-household members.

Questions & Comments may also be emailed to deputyclerk@itasca.com. In order to be read into the record, statements must be received no later than 3:00 p.m. on the day of the meeting.

1. Call to Order; Roll Call
2. Pledge of Allegiance
3. Audience Participation
4. Presentation of Meeting Minutes
   a) Committee of the Whole – August 4, 2020
5. President’s Comments
6. Community Development Committee Report
   Chair Trustee Latoria; Co-Chair Trustee Gavanes
7. Capital and Infrastructure Committee Report  
*Chair Trustee Aiani; Co-Chair Trustee Latoria*  
   a) Discussion and possible action regarding Proposal for Professional Engineering Services for a Risk and Resiliency Assessment – Water System (FY 2021)

8. Finance and Operations Committee Report  
*Chair Trustee Madaras; Co-Chair Trustee Linsner*

9. Intergovernmental Committee Report  
*Chair Trustee Leahy; Co-Chair Trustee Aiani*

10. Department Head Reports

11. Village Administrator Report

12. Old Business

13. New Business

14. Closed Session

15. Adjournment
1. Call to Order
   Mayor Pruyn called to order the Committee of the Whole Regular Meeting at 7:19 p.m.

   Roll Call
   PRESENT: Mayor Jeff Pruyn, Trustee Dino Gavanes, Trustee Ellen Leahy, Trustee Jeff Alani, Trustee Frank Madaras, Trustee Kathy Linsner, Trustee Mike Latoria.
   ABSENT: None.

   Others Present: Director of Police Bob O'Connor, Community Development Director Shannan Malik Jarmusz, Administrative Services Manager Jessica Spencer, Village Engineering Consultant Mark Wesolowski, Public Works Director Ross Hitchcock, Village Administrator Carie Anne Ergo, Village Attorney Chuck Hervas, Village Clerk Jody Conidi.

2. Pledge of Allegiance
   Recited at the preceding Village Board Meeting.

3. Audience Participation
   No Audience Participation.

4. Meeting Minutes
   a. Committee of the Whole Meeting Minutes – July 21, 2020
      Trustee Gavanes moved to approve the Committee of the Whole Meeting Minutes of July 21, 2020. Trustee Linsner seconded. Motion carried by unanimous voice vote.

5. President's Comments
   Mayor Pruyn had no comments.

6. Community Development Committee Report
   Chair: Trustee Latoria, Co-Chair: Trustee Gavanes

   e. Lot Coverage Variance – 340 Home Avenue
      Trustee Latoria moved to recommend approval of a Lot Coverage Variance to approve a lot coverage of 51.5% when maximum allowed is 40% to enable resident Rosaleen Bradley, 340 Home Avenue, to construct a patio on the property. Staff are unaware of flooding issues related to the property or surrounding properties, but will review records for any previous issues. The Plan Commission conducted a public hearing on Wednesday, July 15, 2020 and recommended approval with conditions (PC 20-010). Trustee Madaras seconded. Motion carried by unanimous voice vote.

   c. Subdivision – 870 and 900 North Arlington Heights Road
      Trustee Latoria moved to recommend approval of the Preliminary and Final Plat of Subdivision by Quadrangle Development, as representatives of property owners 870 Arlington, LLC and Arlington Thorndale, LLC, for 870 and 900 North Arlington
Heights Road. The Plan Commission conducted a public hearing on Wednesday, July 15, 2020 and recommended approval with conditions (PC 20-007). Trustee Leahy seconded. Motion carried by unanimous voice vote.

d. **Wall Sign Variances – 1133 North Prospect Avenue**
Trustee Latoria moved to recommend approval of a Wall Sign exceeding 48 feet and allowing two wall signs when maximum allowed is one by Petitioner MRK Realty, LLC/Kiddie Academy for 1133 North Prospect Avenue. The Plan Commission conducted a public hearing on Wednesday, July 15, 2020 and recommended approval with conditions (PC 20-009). Trustee Gavanese seconded. **Motion carried by unanimous voice vote.**

b. **Special Use – Southeast Corner of Rohlwing Road and Devon Avenue**
Trustee Latoria moved to recommend approval of a Planned Development by Special Use, Class I Site Plan Review, and Final Plat of Subdivision for the construction of a hotel, gas station, and multi-tenant retail/restaurant building with noted requested exceptions to the Zoning Ordinance by Petitioner and Contract Owner, BSTP Midwest, LLC, as representative of property owner, Bridge Itasca, LLC. The Plan Commission conducted a public hearing on Wednesday, July 15, 2020 and recommended approval with conditions (PC 20-006).

Community Development Director Malik Jarmusz provided a brief history of the property and the Bridge Itasca, LLC development.

Managing Partner Rick Claes of Bluestone Single Tenant Properties (BSTP) reported Thorntons and Nexgen Hotels are committed to the project. Thorntons has a tentative project start date of summer 2021 but will not agree to a specific open date unless there is a contingency to cancel the 20-year lease. Thorntons will not have a truck/car wash or inside restaurant component. Nexgen Hotels has purchased a Holiday Inn Express license but will walk away from the project if specific project dates are required. BSTP will work with Nexgen Hotels to bring more assurances before the next Village Board of Trustees meeting and is committed to the hotel project whether BSTP or Nexgen Hotels owns the hotel property.

BSTP has contacted regional and national restaurants and retailers without interest based on the limited residential density of the area, and is motivated to complete the project based on the cost of purchasing the property. BSTP reported other types of developments may take three years to secure. Community Development Director Malik Jarmusz reported the original development agreement with BSTP was to allow 36 months from the first development to completion with extensions to be reviewed by the Village Administrator with fail damages of $3,000.00 per month.

Trustee Latoria supported the project based on location and the additional sales and hotel taxes. Trustee Madaras supported the project with timelines. Trustee Leahy supported the project. Trustee Gavanese supported the project if Thorntons is committed, Nexgen Hotels is committed to the project but not a starting date, and the project has a three-year but not a six-year development plan. Mayor Pruyn opposed the current project and any gas station, but was more favorable of the project when a restaurant was part of the initial project presentation. Trustee Aiani opposed the project. Trustee Leahy seconded. **Motion carried by majority voice vote.**
a. **Zoning Ordinance – Dynamic Signs Text Amendment**
   Trustee Latoria moved to reject the proposed text amendment to Section 13.01-27-h of the Zoning Ordinance to reduce the time a message must remain static from 60 seconds to 15 seconds and Section 13.01-27-i of the Zoning Ordinance to require dynamic signs in or adjacent to residential uses or districts to be off between the hours of 8:00 p.m. to 7:00 a.m. rather than 10:00 p.m. to 7:00 a.m., and to approve the usage of dynamic signs for 24-hours with low intensity lighting after 10:00 p.m. and the maximum time of 15 seconds for a message to remain static. Trustee Alani seconded. Motion carried by unanimous voice vote.

7. **Capital and Infrastructure Committee Report**
   Chair: Trustee Aiani, Co-Chair: Trustee Latoria
   Trustee Aiani reported a red maple tree dedicated to resident Linda Wade and located next to the train caboose at the Itasca Historical Museum needs replaced.

a. **2020 Pavement Maintenance Program – Contract Award**
   Trustee Latoria moved to recommend approval of awarding low bid for the 2020 Pavement Maintenance Program to Schroeder Asphalt Services, Inc. in the amount of $124,789.00. Trustee Gavanee seconded. Motion carried by unanimous voice vote.

b. **2020 Sidewalk Trip Hazard and Concrete Program – Contract Award**
   Trustee Latoria moved to recommend approval of awarding low bid for the 2020 Sidewalk Trip Hazard and Concrete Program to Schroeder and Schroeder, Inc. in the amount of $8.85 per square foot for removal and replacement. Trustee Gavanee seconded. Motion carried by unanimous voice vote.

c. **Lead Service Line Replacement Program – Presentation**
   Trustee Latoria introduced Robinson Engineering Project Manager Jonathan Flowers to provide a presentation for a new Lead Service Line Replacement Program due to upcoming regulations to remove lead from water. The program would impact approximately 650 houses built prior to 1959. The program would be implemented over a two-year period with completion in July 2023 and funds being provided by the Illinois Environmental Protection Agency (IEPA). First steps are for Robinson Engineering to submit a project plan to the IEPA followed by full designs and a bid process.

8. **Finance and Operations Committee Report**
   Chair: Trustee Madaras, Co-Chair: Trustee Linsner

a. **Water Meter Reading Service – Contract Award**
   Trustee Latoria moved to recommend approval of a contract with Alexander's Contract Services, Inc. for Water Meter Reading at a cost of $1.04 per meter or $3,160.00 per month plus .25 cents for every error. Administrative Services Manager Spencer reported the contract is for one year with renewable short-term options and a 30-day termination period. In the future the water meters will be replaced and no longer require individual readings. Contract workers will have background checks and residents will be notified of the workers being in neighborhoods. Trustee Leahy seconded. Motion carried by unanimous voice vote.
9. Intergovernmental Committee Report
Chair: Trustee Leahy, Co-Chair: Trustee Aiani
Trustee Leahy reported receiving costs from ComEd for burying the overhead electrical lines. Based on electrical usage, the estimated costs for six months for a single family would be $16.24 per month, the average sit-down and fast-food restaurant would be $540-760 per month, and a data center would be $150,000-300,000 per month. Village Administrator Ergo suggested could look into the Village buying down a portion of the total cost.

10. Department Head Reports

Police Department
Safety Director O'Connor reported meeting with School District 10 Superintendent Craig Benes and architects to discuss outdoor classrooms; Subaru took back the Subaru cars provided to the Police Department and Fire Protection District; and a mailed package with Itasca memorabilia from the 1950s, 1960s, and 1970s was received from a past resident.

Trustee Linsner left the meeting at 9:24 p.m.

Community Development Department
Community Development Director Malik Jarmusz reported the second Itasca Bucks mailing was sent last week and as of July 30, 2020 the program generated nearly $35,000.00 in reimbursements and $130,000.00 in total check spending; and a draft of the Regional Transportation Authority’s (RTA) strategic downtown plan was received today.

Trustee Linsner rejoined the meeting at 9:26 p.m.

Administrative Services Department
Administrative Services Manager Spencer reported all employees and elected officials are required to attend sexual harassment training in the upcoming weeks.

Engineering Services
Village Engineer Wesolowski reported improvements are being made to Rohlwing Road and Devon Avenue for the Bridge Development; and the Raging Wire project is near completion with some lane resurfacing needed on Pierce Road and Prospect Avenue.

Public Works Department
Public Works Director Hlitchcock had no report.

Village Attorney
Village Attorney Hervas had no report.

Village Clerk
Village Clerk Conidi had no report.

11. Village Administrator Report
Village Administrator Ergo reported the Itasca Lion’s Club is planning an Oktoberfest drive-thru with German food and packaged beer; and contacting the Illinois Farmers Market Association about hosting weekday farmers markets.

12. New Business
No New Business.
13. **Old Business**
   Trustee Latoria requested the Village Board approve funds to improve the entrances into
   the Village.

14. **Closed Session**
   No Closed Session.

15. **Adjournment**
   Trustee Gavanes moved to adjourn the Committee of the Whole Regular Meeting at 9:45
   p.m. Trustee Linsner seconded. Motion carried by unanimous voice vote.

   Submitted this 4th day of August 2020.

   ________________________________
   Jody A. Conidi, Village Clerk
MEMORANDUM

To: Carie Anne Ergo, Village Administrator

From: Ross Hitchcock, Director of Public Works

Date: August 12, 2020

Subject: 2020 Risk and Resiliency Assessment – Water System

Introduction
We have requested and received a proposal from Robinson Engineering to perform a Risk and Resiliency Assessment for our potable water system, with a one lump sum of $37,300. The Assessment is required under the America’s Water Infrastructure Act (AWIA) and will focus on system vulnerability to malevolent acts, natural hazards, physical, and cyber threats.

Discussion
Once the assessment is complete, we will use the information to develop an internal emergency response plan. The current plan was completed in 2002 and is out of date. Under the AWIA we are required to complete the assessment and emergency plan in 2021.

Staff Recommendation
I recommend this item be forwarded to the Board meeting on August 18, 2020 for consideration and approval.

After Action Steps

Attachments
Proposal for Engineering Services, Risk & Resiliency Assessment from Robinson Engineering
January 6, 2020

Village of Itasca
411 N. Prospect
Itasca, IL 60143

Attn: Mr. Ross Hitchcock, Director of Public Works

RE: Proposal for Professional Engineering Services
Risk and Resiliency Assessment- Water System (FY 2021)

Dear Ross:

Robinson Engineering, Ltd. (REL) is pleased to present a proposal to perform professional engineering services related to the Risk and Resiliency Assessment of the Village's water distribution system. REL appreciates this opportunity to participate in this project with the Village of Itasca. We take great pride in partnering with our clients to achieve their goals, and sincerely appreciate the opportunity to offer our expertise and dedication on this project.

Itasca is conducting a water system risk and resilience assessment (RRA) of its physical operational assets and cyber network in compliance with America's Water Infrastructure Act (AWIA). The assessment is designed to determine Itasca's vulnerabilities to malevolent acts, natural hazards, and proximity and dependency risks. The objective is the development of an RRA that meets all AWIA requirements and provides Itasca with the documentation to develop the required emergency response plan internally.

Included in this proposal are the following: Project Overview, Scope of Services, Services not Included, Payment Terms, Schedule, and Standard Terms and Conditions. REL's Standard Terms and Conditions should be considered as an integral part of this proposal.

1. PROJECT OVERVIEW

The Village of Itasca intends to comply with Section 2013 of the America's Water Infrastructure Act (AWIA) and has requested professional services related to updating their existing vulnerability assessment and general compliance with the AWIA.

2. SCOPE OF SERVICES- RISK & RESILIENCE ASSESSMENT INCLUDING CYBERSECURITY ASSESSMENT

A. Review existing Itasca-provided reports and information including the following:

- Existing Emergency Response Plan including provisions for training exercises
- Hazard-specific plans
- Plans to address critical customers
- Business continuity plan
- Information technology (IT) disaster recovery plan
- Local hazard mitigation plan
- Facility-specific plans and design drawings
- Current utility system information
B. Conduct up to two one-day site visits for a visual condition assessment of Itasca’s water supply, treatment, storage, and pumping facilities.

C. Conduct up to three workshops with Itasca to discuss the risk and resiliency assessment and to gather information about procedures and functions of Itasca’s water system.

D. Conduct a risk and resiliency assessment in accordance with America’s Water Infrastructure Act of 2018 using American Water Works Association (AWWA) - and United States Environmental Protection Agency (USEPA) - designated methods such as AWWA standards J100, G430, and G440 and the USEPA Vulnerability Self-Assessment Tool (VSAT). The assessment will be based on four major facility types (water supply transmission pipelines, water distribution mains with high consequence of failure, pump stations, and finished water storage) and up to ten reasonable threats identified by the AWWA J100 standard.

E. Review existing water system IT infrastructure including any IT interconnects and collect Itasca-supplied data to prepare the AWWA cybersecurity assessment.

F. Communicate with Itasca’s supervisory control and data acquisition (SCADA) system consultant to collect data on how the SCADA system has been developed and what cybersecurity measures are in place.

G. Develop a one-line diagram of Itasca’s water system IT infrastructure and review with Itasca during one of the workshops listed above.

H. Prepare a draft report summarizing the assessment including potential improvements with opinions of probable cost and potential implementation schedule and provide to Itasca for review.

I. Incorporate Itasca’s review comments as appropriate and prepare up to three hard copies of the updated report to Itasca, including a completion letter in accordance with America’s Water Infrastructure Act of 2018 standards.

3. SERVICES NOT INCLUDED

The following services are not included in this Proposal. If such services are required, they shall be provided as at a mutually agreed upon fee before execution.

A. Additional Site Visits and/or Meetings: Additional Itasca-required site visits or meetings will be provided through an amendment to this Agreement or through a separate proposal with Itasca.

B. Drawings and Specifications: Final design services including drawings and specifications, if provided by REL, will be provided through an amendment to this Agreement or through a separate proposal with Itasca.

4. PAYMENT TERMS

For the above scope of services, REL proposes a lump sum fee of $37,300. This fee is based on our understanding of the project and experience with similar projects. If the existing vulnerability assessment report previously prepared in available for review, the fee could be reduced by as much as $5,000.

5. SCHEDULE

We anticipate that this effort will take approximately five to six months to complete, as such, it is imperative to begin this undertaking during this coming fiscal year. The above amount should be budgeted for FY 2021. Services are scheduled for completion before June 30, 2021.
6. STANDARD TERMS AND CONDITIONS

The Standard Terms and Conditions for this proposal are attached hereto and incorporated herein.

Please let me know how you would like to proceed. Again, we thank you for the opportunity to submit this proposal for your consideration. Please feel free to call or email with any questions regarding this proposal, or if any additional information is needed.

Respectfully yours,

ROBINSON ENGINEERING, LTD.

[Signature]

Steven G. Zehner, PE, LEED AP
Senior Project Manager
SGZ/pc

Accepted this ________ day of ____________, 2020.

By:

[Signature]

Printed Name, Title

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