



*City Council*

City Council Chambers ◊ 524 West Stephenson Street ◊ Freeport, IL 61032

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**COMMITTEE OF THE WHOLE REPORT  
REGULAR MEETING  
Monday, September 8, 2014**

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**1. CALL TO ORDER**

The regular meeting of the Freeport, Illinois, Committee of the Whole was called to order by Mayor James Gitz with a quorum being present at 6:00 p.m. on Monday, September 8, 2014 in council chambers.

This meeting of the Committee of the Whole was televised live through Comcast cable television channel.

**2. ROLL CALL**

Present on roll call: Mayor James Gitz and council members Tom Klemm, Ronnie Bush, Jennie DeVine, Dennis Endress, Sally Brashaw and Andrew Crutchfield (6). Alderperson Boldt and Koester were absent (2).

City Staff Present: Corporation Counsel Sarah Griffin, City Clerk Meg Zuravel, Community Development Director Jim Brown, Finance Director Cynthia Haggard, Public Works Director Tom Dole, City Engineer Shaun Gallagher, Fire Chief Scott Miller, Chief of Police Todd Barkalow, and Water and Sewer Director Tom Glendenning.

**3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Alderperson Crutchfield, chairperson of meeting.

**4. APPROVAL OF MINUTES**

The August 11, 2014 meeting minutes were presented. Alderperson Endress moved for approval of the minutes, seconded by Alderperson DeVine. Motion prevailed by voice vote without dissent.

**5. PUBLIC COMMENTS – AGENDA ITEMS**

Andy Dvorak, 1211 W. Stephenson Street, Freeport, Illinois, stated he would like to praise the Water and Sewer Commission and Director Glendenning for their prompt action and response to a water leak in his neighborhood.

**6. UPDATE ON WATER DISTRIBUTION SYSTEM AND UPCOMING PRESSURE CHANGES**

Tom Glendenning, Water and Sewer Executive Director introduced two engineers from RHMG Engineers, Inc. and stated they will provide a presentation of the Water Modeling. RHMG is from Mundelein, Illinois and they are the consulting engineers on the Water Pressure (Hydraulic Modeling). He introduced Marcia McCutchan and Chris Bouchard.

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Director Glendenning stated they will first provide an overall explanation and purpose of the project and then they will provide slides on the current conditions based on the Water CAD Model and the effect on the system once the new pressure contours are installed. He stated these slides will show what will happen during a fire flow pressure event. The area that they picked to show the fire flow pressure contour was a Carl Sandburg Middle School.

Ms. McCutchan stated they have been working on this for a couple of years now. She stated as you know we are beginning to start up the new pressure zone. Because of the challenges that are associated with creating new higher pressure zone in the existing system that is complicated in the City of Freeport because of the varying ground elevations throughout the City and also your condition of some of the water mains and water infrastructure; it was imperative that we did a computer model that will simulate, to show you, what some of the weaknesses in the system are now, what the response will be when we separate into pressure zones, and also allow us (because there will be significant changes to the residents), it allows us to develop a plan to help that go as easily as possible. Ms. McCutchan introduced Chris Bouchard stating that he did the detail work on the modeling. He provided a written document (dated September 8, 2014) containing various charts of the hydraulic modeling.

The Model was created by using the GIS Data from the City, contours from the City/County of different elevations around Freeport, water usage from the City, demand delineation and pipe coefficients. The presentation included current conditions in the Hydraulic Model including pressure contours with Willow Booster Pump (WSP) at 750 GPM and Fire Flow Pressure Contours at Carl Sandburg Middle School. They then showed the Pressure Zone Adjustment Hydraulic Model (Two Zones) in four slides including improved pressure contours with WBP at 750 GPM at Park Boulevard, pressure contours with WBP at 750 GPM with emphasis on 85 PSI contour, pressure contours with WBP at 1,500 GPM with emphasis on 85 PSI contour, and water quality and water main break concerns. The presentation also included Final WaterCAD Model (Hydraulic Model) with Two Zones with Transmission Main Improvements including a slide of the transmission main improvements, pressure contours with WBP at 1,500 GPM, Fire Flow Pressure Contours at Carl Sandburg Middle School and Fire Flow Pressure Contours at Hospital. During and after the presentation the council members were provided the opportunity to ask questions of the RHMG engineers and Director Glendenning.

Director Glendenning explained in detail the repairs that will need to be made on infrastructure on water mains and the cost is estimated to be a \$6.3 million dollar project. This was also discussed at the Council retreat and the Committee of the Whole meeting in July 2014. One of the diagrams provided a colored overlay of the pressure zone boundary, water quality concern region, and watermain break concern region. Another diagram provided the proposed transmission through enlarging the main capacity by installing twelve and sixteen inch transmission mains. The effect of adding these larger mains was demonstrated in the pressure contour exhibit with Willow Booster pump at 1,500 GPM with recommended high zone transmission main improvements.

Director Glendenning provided praise and commendations to the GIS Specialist, Curt Suttman, for the work which was compiled for the GIS survey of the City streets and its infrastructure. He stated it was invaluable information used in the Hydraulic Modeling and Curt Suttman deserves the credit.

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Director Glendenning stated in the future our next steps will be infrastructure improvements and the contingencies for the break areas. Director Glendenning explained the need for the water main improvements through a project estimated to be \$6.3 million in costs. They will need to start working on the design construction and most all the contingencies to relieve this. He noted that this portion is only one-tenth of what they are being faced with due to all the spun cast pipe amounting to 360,000 feet of pipe that needs replacing (noted the example on the trailer). He stated it does not need to be replaced all at once. The Hydraulic Modeling tool gives them the strategic placement so they can take section by section with the highest criticality rate and, decide if it is serving a school, an industrial business, a hospital, make that our future main replacement program after we get this bulk of this capacity infrastructure taken care of. Director Glendenning stated he has provided this information to the Water and Sewer Commission and some of them are present this evening.

Director Glendenning stated we will need to finance the \$6.3 million in improvements on top of the Big 4 Project. This will be Phase B of the Big 4. He explained that because the soon to close out projects of current Big 4 will have loan money available, the Water and Sewer Commission will need to borrow about \$5.5 million to complete this project. The loan money is still available through the Illinois Environmental Protection Agency and they are very hopeful to see these projects through to completion. The IEPA is willing to loan the money and he is not sure on whether they will be able to acquire the 25% forgiveness on the loans for this project. The interest rates went from 1¼ % to 2¼ % percentage rate and they are talking about a thirty-year term.

Discussion was held on whether State funding would be available. Director Glendenning explained that the amount needed to complete these water main improvements would be \$6.3 million. In the State of Illinois Revolving Loan Fund, there is an amount that was not used so the entire \$6.3 would not be needed from these funds for Phase B. Those funds include the 25% forgiveness through the State's low interest revolving loan funding. Director Glendenning stated they will certainly try for grant funding and he would estimate that there will be low to moderate grant funding available but we will have to have the matching funds. He stated based on our rate structure that will be difficult.

Discussion was held on whether there would have to be a water rate increase. Director Glendenning explained that the water rates in Freeport are typically lower than those around. He explained that this will be considered Phase B of the Big 4 Projects and they will have to work quickly to get ready for the bidding process and obtain permission from the Water and Sewer Commission and the council.

Director Glendenning stated that tonight he brought to the meeting a trailer and on it is one of the 75 year old water mains and he asked council members to stop by to look at the pipe on their way outside the meeting. He explained that the City of Freeport is losing 25% of the water due to leaks in faulty mains. This loss amounts to 650,000 gallons per day. This is 25% off of the overall volume and this costs the Commission in pumps, chemicals, labor, and equipment. They have estimated that 3,000 gallons per minute is lost due to leaks in the water mains.

Director Glendenning is most thankful for the Hydraulic Modeling because it was able to show them the criticality factors, in areas of schools and the hospital, and the issues that would arise during a fire flow pressure event.

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Director Glendenning provided an update in future projects and they will have to commit funds for the design of the system and the permitting. Alderperson Klemm asked if this is something the Water and Sewer Commission or possibly the council should be looking at for additional funds to pay for these improvements. Director Glendenning stated we will need to commit capital improvement money for design and to get everything permitted. We are running a very thin margin on what we have available. Once they see the recommendation at the end of September that could initiate it but it will have to come to the council for a capital improvement but we now have a plan on how to proceed and the scope of work and what that amount will be. The Water and Sewer Commission will also need to make much needed repairs at the Treatment Plant. He reviewed the maintenance costs and they have already seen increased costs estimated around \$120,000 per year in expense maintenance due to the Big 4 Projects (new maintenance costs, new electrical costs). The operations need to be included in all of this. They will be able to begin to work on these necessary repairs when they have Well 8 and the Carroll Tower on line with the new high pressure zone. Director Glendenning stated Well 8 produces higher iron level and levels of radon. Director Glendenning provided an overview of the reverse flow when the systems switch over.

Mayor Gitz asked to review the slide for the pressure conditions and the reverse flow. He stated over the next six to eight weeks there will need to be flushing or reverse flow and the implications of that to individual homeowners and he asked Director Glendenning to review it for everyone. Director Glendenning asked for the slide depicting the water quality and watermain break concerns. He explained everything that is in the light blue shaded area are the areas where we can see reverse flow – that due to the split down the black dotted line we will see side to side the high zone and low zone. On either side of that line water is going to go in the opposite direction as it ever has based on the system. When you see that reversal flow, there is buildup of iron and that reversal flow will tend to break up that iron and sediment deposits in the pipes. He explained why flushing is so important along that whole blue area and it will be addressed. He stated they will be going to the public with letters mailed to all those addresses, by media, and by newspaper. He stated Curt is working on mapping by street address with all the technical data of the water main. Those will be the addresses that Curt will be able to boundary that and give us a list of addresses so they can do a special mailing regarding water quality. The number one water quality issue will be rusted water. They will have a huge flushing program prior to bringing this on in one direction and as we transition to the new system there will be flushing based on the reversal flow as much as they possibly can and then some will be upon residential call. No matter how hard we try we won't get everywhere but they should be able to minimize the amount of activity in that area for rusty water. They will be sending out an educational brochure explaining rust collection in a faucet aerator, sediment in a water heater, and flushing of the water heater at the end of the year. He noted in the green areas which shows the concentrated area for potential breaks there won't be much that they will do other than to very respondent to monitoring those areas for pressure. Ms. McCutchan stated they will be gradually be bringing the pressure up over time so that, particularly in the green areas, so they don't see a PSI difference right away but it will be phased in over time in order to minimize the breaks. Director Glendenning stated initially they will be filling the tank in order to get it disinfected but they won't bring it onto the system until they get that out once they turn it on to the system but just not at any higher pressure that exists in the low zone and then they will slowly bring it up in categories. They will be looking to see anywhere from one to two PSI per week and they will time it to spread out through a week but not on a Friday because they will want to see what is going on and monitor it with a very gradual increase in adaption. Director

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Glendenning stated as we build the infrastructure with the twelve inch and sixteen inch mains that will slowly take some of that pressure off the system to improve it.

**7. UPDATE ON PUBLIC TRANSPORTATION PROGRAM**

Community Development Director Jim Brown stated that on July 1, 2014, the Public Transportation Program was switched from a for-profit entity to a not-for profit entity and that entity is the Senior Resource Center. They also at that time expanded the geographic area and reduced the fares. Director Brown stated that Susan Lambert of the Senior Resource Center was instrumental in making it happen and a smooth transition. He stated that Illinois Department of Transportation recently conducted an audit and made mention that this switch over to the Senior Resource Center went in a particularly smooth transition and that this was unprecedented. He stated this is due to the work of Ms. Lambert and Transit Coordinator Kevin Cooley. Director Brown provided that the Senior Resource Center went from three busses and six drivers to join with the Public Transportation Program which amounted to 10 busses, twenty-two drivers and two dispatchers to a combined thirteen busses. He estimated the maintenance costs for the first two months was about \$10,000 and that was due to a full recheck of all the busses and equipment to make sure everything is fully operational. Director Brown explained that the Public Transportation Program has an annual budget of \$800,000 paid by State and Federal funding. There is an estimate \$72,000 for office and set up expense.

Director Brown presented that the patronage of the Public Transportation Program has increased overall. From May to June the ridership was 6,093, in July and August it was 8,439. In July and August 2013, the ridership was 5,393 total rides. They are working 5 and one half days per week (closing at 1:00 pm on Saturday) and are not operational on Sundays. Director Brown explained this program has filled a need in the community. He provided the uses for the public transportation to be shopping/recreational, healthcare facilities such as the Clinic and doctor visits, and taking people to their employment. Another growing use of the public transportation program is to take riders to Highland Community College and they recently realized a spike in ridership when the summer ended and classes started back up in the fall.

Director Brown stated that Transit Coordinator Kevin Cooley oversees the vehicle maintenance and he helped to make the transition a smooth. Discussion was held as to whether the job responsibilities of the Transit Coordinator have changed and whether the phone system has been working reasonably well. Council requested Director Brown to review the job responsibilities of the Transit Coordinator to see if it has changed and to look into whether service hours should be extended on Saturday instead of ending at 1:00 pm.

Mayor Gitz stated they will review how they can serve employers better and whether there could be time to shift changes. He stated there will be further discussion on this subject.

Ms. Sue Lambert of the Senior Resource was present and she stated that she appreciates the partnership and collaboration in working with the City. She stated because they are working together and the many hours that Kevin has put into this project, the prep work that was done prior to the collaboration and creating the relationship with IDOT has been significant. She is excited to continue to bring the transportation service to people in Freeport and the surrounding area. In the coming months they will be evaluating the process and hopefully continue to collaborate in order to move forward to service areas in in other parts of Stephenson County to serve the community better.

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#### **8. UPDATE ON CITY HALL PUBLIC OUTREACH**

City Engineer Shaun Gallagher stated that details from the various building options and cost estimates have been placed for viewing on the City of Freeport website. There is also a PowerPoint presentation that was provided to the council available for viewing on the website. The public outreach will consist of a phone survey conducted by Northern Illinois University. They will survey 500 households on a random basis. The questions that the Public Outreach Committee came up with will need to be geared towards a phone survey with a question added regarding economics because we have a lot of financial commitments in other areas. He is hoping that the phone survey will be completed at the end of September. Mayor Gitz stated he has been working on presentations to civic groups and neighborhood watch meetings. He stated at the end of the presentation he has been doing some informal polling for the opinions of the persons in attendance. He stated as a follow up from the July meeting he asked council to provide to him specific do's and don'ts that you want to come out of the public meetings. He asked if council want to wait until the survey results are back or whether you want him to proceed with that.

Aldersperson Brashaw asked if the survey included the economics of each of the options. City Engineer Gallagher stated that the way the questions were worded that they do describe the options and the preliminary estimates. It then doubles back on how much of a priority is this compared to the other priorities going on in the City. So we should have an idea of how it ranks among some of the other issues we are dealing with. City Engineer Gallagher estimated that the survey should be completed by the end of September or the first part of October.

Aldersperson Klemm asked what is being done with each of the building and how much needs to be done to renovate the building and whether there is any interest in and RFP or and RFI as to whether people would be willing to give to the building options. City Engineer Gallagher that the options range from renting to purchase of a building is pretty wide field so he hopes that the outreach process would give us a pretty clear direction – at least the top two - to investigate more. His concern would be to step ahead of that and you could waste money if the top choice is to keep renting so the cost analysis of the other two building would not be beneficial at this time.

Mayor Gitz stated that he does not agree with this but on 5<sup>th</sup> 3<sup>rd</sup> we have been giving a couple of options to either buy the building or do a lease back or we can buy only the space that we need so all that affects price. He quoted a price that covers everything except for one and then we would need to enter negotiations. He stated so that on 5<sup>th</sup> 3<sup>rd</sup> we have not pursued different options because there has been no direction from the public or the council yet to pursue this. Mayor Gitz discussed the RFP process and he has no concern in starting that process but he has a concern with having a signal sent that we have no interest in these buildings or if we don't choose one that the other is a loser and we aren't going to do anything with it. The presentation put together includes not only the different costs numbers for each alternative but also includes the basic costs for each of those buildings to stabilize them including roofs, HVAC, etc. He stated he is working on what are the costs that need to be absorbed now not only in these building but a couple of others. The choice is up to the council if they want us to move on RFP's or as Shaun suggested waiting until the survey results come back. Aldersperson Klemm suggested placing a for sale sign in front of both buildings and see what comes up to see if there is any interest in either of the buildings.

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Aldersperson DeVine asked if anyone is checking on the buildings. City Engineer Gallagher stated he recently went through both the buildings and he was there in June. We have had some inspectors in there and there is also a storage area at the Carnegie Library that staff is going in and out of regularly.

Aldersperson Bush stated the major issue is the cost. He stated he and Aldersperson Crutchfield recently toured the Peoria City Hall Building to learn more about the process and what they have done. Aldersperson Bush noted their renovation costs were about \$1 million and started with insurance money of \$80,000 was used due to a water main break in the building. They have been working on their building in phases and most recently have been working to renovate the council meeting room for a cost of \$250,000. He stated they are not cutting any cost on what they are doing. Aldersperson Bush noted even the \$250,000 we don't have. Now with the Water and Sewer issues, we need to prioritize and that should be considered over the City Hall renovation. Aldersperson Endress noted his agreement that the Water and Sewer issues should be a priority.

Aldersperson Crutchfield stated the building in Peoria is a nice looking building but that money is an object to us. He asked if we have talked about the cost of renovation for the different options and how would we pay for this and how would it be financed. Mayor Gitz stated that he will research energy efficiency grants but most of the cost will be born through bonding if we were to proceed. He stated we need to look at our debt profile, what the debt service is going to be, and how this could be folded into the budget. At the same time we have to have a discussion as to where our general budget is going. Mayor Gitz noted that healthcare costs are plaguing the budget at this time and we need to be cognizant about how all the pieces fit together. We need to prioritize all our capital projects. Then you need to find the revenue source to pay for it. Mayor Gitz stated he too was under the assumption that \$75,000 was a high price to pay for rental of a building and he thought it should have been plowed into a building. The problem is when you work out the numbers the rental when compared to what we would be biting off for renovation actually turns out to be a lessor short term expense. For the long term it does work out for us to do a renovation. But we have to figure out what we can afford today, tomorrow, next week and for the long term. He stated there will be some grants but they will not be something that says here we'll build you a City Hall and for the most part it is on the people of the City of Freeport. Then you need to find the revenue source to pay for it and very candidly we have other issues as well.

Aldersperson Crutchfield stated that he has been one to plead to make a decision on the building but unfortunately the council has seen and particularly like the one today with the Water and Sewer issues, we have some serious issues. We need to prioritize. If you look back on our history we have not been good owners of buildings. If we were we would probably not be in this position at this time. With that being said and looking at the priority, Aldersperson Crutchfield stated his stance has changed. He stated we are comfortable here and renting may not be a bad option because of all the other priorities that we have and we need to tackle the other infrastructure issues that we have.

Mayor Gitz asked council to provide to him suggestions for the public input and presentations. There were no further comments at this time.

**9. PUBLIC COMMENTS – AGENDA OR NON-AGENDA ITEMS**

Kay Ostberg, 1226 Homestead, Freeport Illinois, stated her opinion that the administration has moved away from the option of the 5<sup>th</sup> 3<sup>rd</sup> Bank building. She stated that it seems that the position is that you

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can't possibly do anything with the building because of the cost of the Water and Sewer system repairs. It would be like comparing apples to oranges or having to choose between the Fire or Police Departments. She provided her concerns of choosing the Water and Sewer issue over the City Hall issue. She reminded council that the rent paid on this building is costing the City \$75,000 per year.

**10. ADJOURNMENT**

Upon motion (Brashaw) duly made and seconded (Klemm), the meeting was adjourned at 8:19 p.m.

*S/ Meg Zuravel*

Meg Zuravel, City Clerk