

AGENDA VILLAGE OF GLENCOE BOARD OF TRUSTEES COMMITTEE OF THE WHOLE

Village Hall Conference Room 675 Village Court Thursday, April 21, 2016 – 5:30 PM

1. CALL TO ORDER AND ROLL CALL

Honorable Lawrence Levin, Village President Trent Cornell, Trustee Barbara Miller, Trustee Peter Mulvaney, Trustee Scott Pearce, Trustee Dale Thomas, Trustee Jonathan Vree, Trustee

2. PUBLIC COMMENT

Individuals interested in addressing the Village Board on non-agenda items may do so during this time.

- 3. DISPATCH CONSOLIDATION UPDATE
- 4. SOUTH AVENUE STREET END
- 5. WATER MANAGEMENT BEST PRACTICES
- 6. OTHER ITEMS FOR DISCUSSION FROM TRUSTEES
- 7. ADJOURN

The Village of Glencoe is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact the Village of Glencoe at least 72 hours in advance of the meeting at (847) 835-4114, or the Illinois Relay Center at (800) 526-0844, to allow the Village of Glencoe to make reasonable accommodations for those persons.



MEMORANDUM

DATE: April 21, 2016

TO: Philip Kiraly, Village Manager

FROM: Cary Lewandowski, Director of Public Safety

SUBJECT: Dispatch Consolidation - Update to Village Board, April 21, 2016 Committee of

the Whole

As you are aware, the State of Illinois passed Public Act 99-0006 (Act) on June 29, 2015. The Act requires all communities with populations of less than 25,000 to consolidate their emergency telephone system boards (ETSBs) and E911 answering points with other communities that either alone, or in combination, exceed the 25,000 population threshold. The Act requires each community subject to this consolidation requirement to file a compliance plan with the Illinois State Police (ISP) by July 1, 2016, and to complete the required consolidation no later than July 1, 2017.

Since the Act was adopted in 2015, the Village Managers and Chiefs of Police for the Villages of Glencoe, Kenilworth, Northfield, and Winnetka (GKNW Group) have been conferring to determine how to best coordinate the Villages' resources to satisfy the requirements of the Act and continue to provide first-rate public safety response to our communities. None of the GKNW Group members individually meet the population threshold, but would if they consolidated their ETSBs and public safety answering points (PSAP). The focus of GKNW Group discussions has been to assess potential consolidation options with all four Villages as partners. At the Village Manager/Chief level, the Group members have determined that due to our individual population and resource limitations, a consolidated solution makes the most sense from both an operational and cost perspective. In order to make an informed decision, the GKNW Group requires a full evaluation of the service, safety, staffing, technology, and cost implications of all alternative call answering and dispatch options. The Group members' existing PSAPs and dispatch centers are essential parts of the communities' coordinated emergency response systems. All members acknowledge that it is critical to move forward with a plan that meets the long term need of our constituents and our first responders.

Upon initial review of potential consolidation alternatives, the GKNW Group limited its focus to the following potential scenarios:

- · Creation of a consolidated four-agency GKNW Group dispatch center, managed by the GKNW Group via intergovernmental agreement
- Negotiation of a contract between the GKNW Group and an outside agency for call answering and dispatch services with the PSAP and dispatch center being located outside the GKNW Group's corporate boundaries.
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In the fall of 2011, the Villages of Kenilworth, Northfield, and Winnetka commissioned a Dispatch Center Consolidation Feasibility Study ("*Elert Report*") for those villages. The Elert Report's recommendation was to consolidate the dispatch centers, at some future point after the occurrence of a "capital trigger" event to ensure a favorable financial benefit. In the opinion of the GKNW Group, the Act's mandates constitute such a trigger event.

In recent months, the GKNW Group concluded that consultation with outside experts in the field of emergency response and logistics was required to properly identify, assess, and evaluate the potential consolidation solutions. The GKNW Group retained the Matrix Consulting Group ("*Matrix*") to provide a professional feasibility study of the Group's options. Matrix specializes in public safety and emergency communication consulting services, having assisted over 500 police and fire departments with similar initiatives.

Matrix initiated its study in early February 2016 and expects to take approximately four months to complete the assessment. During the early stages, the Matrix team has been working with each Group member community to gather information, evaluate each community's existing technical equipment, and gain an understanding of the operations, needs and complement of services (in addition to dispatching operations) provided by each call answering and dispatch center.

The Act's consolidation mandate imposes a number of challenges on the GKNW Group. These are outlined as follows:

- While the Group's public safety agencies share the same emergency police radio network [NORCOM that network will soon require major infrastructure improvements and an FCC mandated replacement by 2021. In the short term, additional investment in this area may be required due to the physical movement of the equipment and/or the potential connectivity issues related to consolidation.
- Among the GKNW Group, three different computer-aided-dispatch (CAD) and records management system (RMS) products are used. Significant investment may be required by one or more agencies to purchase new CAD/RMS systems or to commission the development of an interface that would allow existing systems to work with the predominant CAD/RMS system.
- Any consolidation would likely involve a reduction in personnel and an end to a full time physical
 presence at the Group member's respective call answering/dispatch centers. Any such
 reduction would preclude 24/7/365 public accessibility to the Group Member's public safety
 facilities. A positive circumstance that Glencoe's consolidated Public Safety Department offers

- to us that the other three communities do not benefit from is the fact that we have sworn officers in the building 24 hours a day, generally on fire shifts. This would allow Glencoe to maintain at least some immediate response should it be required.
- Dispatch personnel retention during the interim period is likely to be problematic due to the
 potential for existing employees to actively seek permanent employment elsewhere as soon as
 possible. Unexpected staffing shortages will be difficult to fill since the pool of potential
 candidates is aware of the short-term nature of employment at each of the GKNW Group
 agencies.
- Perhaps most challenging, all four agencies utilize dispatchers to perform a variety of ancillary duties that would still need to be performed locally, in conjunction with the consolidation initiative. Ancillary duties include records data entry, citation and arrest processing, administrative call response, citizen lobby access, prisoner monitoring, etc. This issue was outlined in the 2015 Task Assessment prepared by the GKNW Group (attached).

For Glencoe, independent fire dispatch poses an additional challenge. Unlike the other three villages that handle police dispatch locally and contract with RED (Regional Emergency Dispatch) Center for fire/EMS dispatch services, Glencoe dispatches in-house for both police and fire/EMS resources. Depending on which of the identified consolidation options is chosen, Glencoe fire dispatch will require special consideration and potentially additional financial investment.

- · If the GKNW Group chooses to operate and manage a local joint call answering and dispatch center, the Group can either add fire dispatch to the list of services, or Glencoe would be required to seek an alternative.
- If fire dispatch is provided in a local joint center, staff costs could rise due the required fire/EMS training and certification component; this may be dependent upon whether other villages choose to continue their fire/EMS dispatch services with RED.
- · If fire dispatch is not included, Glencoe will likely need to enter into a separate contractual relationship with RED Center, similar to what our partner agencies are doing presently.
- · If the GKNW Group enters into a contract with an outside agency that dispatches for both police and fire, Glencoe will likely pay an additional fee for fire dispatch outside the GKNW police dispatch contract.
- · If GKNW enters into a contract with an outside vendor that does not provide fire dispatch, Glencoe will likely need to contract with RED Center for fire dispatch as described above.

Given the many considerations and complexities outlined here, the GKNW Group members have asked that Matrix provide the following services as part of its assessment:

- Update the anticipated cost of consolidating call answering and dispatch services among the
 four communities using both the Elert Report and other readily available data (i.e. updated
 dispatch activity list from the Group member's agencies, costs borne by other local agencies that
 have consolidated operations, potential facility locations, etc.) and the ideal build-out size of a
 consolidated center for efficient service delivery;
- Devise an estimate of the likely costs (initial and ongoing) associated with contracting for call answering and dispatch services (both off-site and locally) with an outside agency;
- Present the likely 5-year costs for each alternative;

- · Compare the strengths, weaknesses, and risks of each alternative; and
- Provide a recommended course of action based upon past experience with similar consolidations/outsourcing.

Throughout the project, Matrix has been coordinating their activities with the GKNW Group. Matrix is expected to present its final report with recommendations by May 30, 2016. Once received, the Matrix Report will be presented to the corporate authorities of each of the GKNW Group members for discussion and final approval. Based on the direction of the corporate authorities, the GKNW Group will select the appropriate consolidation alternative by the deadline imposed by the State (July 1, 2016).

Unfortunately, the State of Illinois imposed a very aggressive timeline when Public Act 99-0006 was passed last year. Ideally, this review period would have been substantially longer and with additional guidance from the State. However, the reality of the situation has dictated that we work expeditiously with the best information available. If possible, the Group's compliance plan will be submitted to the State of Illinois by the mandated July 1, 2016 deadline; however, it is unclear if this will be possible given the decision points that each community must make, the potential number of authorizing documents that must be developed, and the unknown nature of the financial impacts. We do not know if the State would impose any penalties for not submitting by July 1. Regardless, the GKNW group is still actively working toward the July 1 date. Once a compliance plan is submitted, reviewed, and ultimately approved by the State, the GKNW Group expects that we will need to coordinate implementation of the selected consolidation plan by July 1, 2017 in accordance with the Act.

In order to provide an overview of this process and to begin to answer questions of the Village Board, I plan to present a summary to the Village Board at the April 21, 2016 Committee of the Whole meeting. Assistant Village Attorney Stew Weiss will also be in attendance to answer questions about the Act's components and requirements.

2015 GKNW Task Assessment

Communications Duties

911 Answering

Fire Dispatch *Glencoe Only

EMD *Glencoe Only

Answer PW or VH Phones after Hours

Radio Contact with PW or Other Utilities

Monitor text to 911 system

Next Gen 911 System

Operate Voice Logger

Interoperability Systems

Activate Weather Sirens

Answer EMnet Alerts

Emergency Cell Phone / Tower Locates

Monitor StarCom21 Radio

Wide Area Database

UCR Reports

Crash Report Coding and Processing

Local Databases

CAD Entries

CAD File Maintenance

Process Vacation / House Watch Requests

Maintain Forms Inventories for Communications Center Only

Maintain Forms Inventories (Local Forms)

Maintain Lost Pets Log

Maintain Streetlight Log

Maintain Property Inventory

Maintain Communications Center Property Inventory

Maintain Business Contact Files

Maintain Repossession Logs

Maintain Personnel Records (Payroll)

Maintain Personnel Records (Payroll) for Communications Center

Senior Citizen Program

Handicapped File

Monthly Reports

Monthly Reports – Dispatch Related

Premise Alert Program / Census Contact

LEADS

LEADS Inquiries

LEADS Entries

LEADS Validations

LEADS Audits

I-CLEAR Admin

Administrative Phones

Administrative Telephone Line Answering

2015 GKNW Task Assessment

Approximate # of Daily Administrative TX Calls

Screen TX Calls for Officers

Screen TX Calls for Supervisors

Screen TX Calls for Staff

Alarms

Monitor Alarm Panel

Maintain Alarm Panel Info

Process/Issue Alarm Permits

Monitor Alarm Board (Police)

Monitor Alarm Board (Fire)

Maintain Alarm Board DB of Key Holders

Invoice False Alarms

Records Duties

Handle Records Duties

Process Expungements

Prepare Transfer Sheets

Enter Police Reports Data

Enter Traffic Citations & Warnings Data

Maintain Traffic Stop Data

Enter Parking Tickets

Create/Maintain CAD Global Jackets

Service FOIA Requests

Answer Subpoenas - Dispatch Related

Answer Subpoenas

Maintain Warrant Files

Order Office Supplies

Press Releases

Payables Database

Court Courier

Permits, Etc.

Sell Parking Permits

Process Solicitor Permits

Sell or Process Permits (Other)

Register Bicycles License/Database

Register Solicitors

Issue Village Permits (Non-Parking)

Maintain Village License File

Handicapped Permits

Parking

Receive Parking Permissions - Daytime Requests

Receive Parking Permissions Night Time and Overflow of Daytime Calls

Provide Court Dates or Appeals for Parking Tickets

Prepare Tickets for Collection

Parking Ticket Complaints

2015 Task Assessment - Consolidated Dispatch (Glencoe, Kenilworth, Northfield, Winnetka)

2015 GKNW Task Assessment

Process Compliance Tickets

Camera Monitoring

Monitor Police Station Cameras

Monitor Prisoner Video Cameras

Monitor Prisoner Audio Surveillance

Access to Security Cameras for Banks

Access to Security Cameras for Schools

Access to Security Cameras for VH / Public Facility

Access to Security Cameras for Other Public Area

Prisoners & Arrests

Search or Process Prisoners: Some Matron Duties – Ordering and serving food, etc. A search only if opposite sex is required and not available within the sworn officer staff.

LiveScan Processing

Make Physical Prisoner Checks

Take & Prepare Traffic Bonds

Fingerprint Prisoners

Prepare Arrest Reports for SA

Public Duties

Public Walk-in Counter Contact (Face to Face)

Fingerprint Services

Maintain/Store Village Keys

Maintain/Store Private Property Keys

Fingerprint School Employees

Lost/Found Dog Release

Lost/Found Dog Database

Lost/Found Item Release

Lost/Found Item Databse

Child Safety Seat Technician

Glencoe - Additional Items

Facility Entry Authorization Log

After Hours Access to Family Services of Glencoe

Village / Golf Bank Deposit Vaults

Kenilworth - Additional Items

NORTAF Homicide and MCAT page out

Maintenance of NORTAF team member info for page out



MEMORANDUM

DATE: April 21, 2016

TO: Philip Kiraly, Village Manager

FROM: David Mau, Director of Public Works

SUBJECT: South Avenue Street End

There are seven Village street rights-of-way that terminate at Lake Michigan. These rights-of-way, or "street ends", (located at Maple Hill Road, Beach Road, Park Avenue, Hazel Avenue, Dell Place, South Avenue and Harbor Street) primarily provide access for Village utilities (water main and storm sewer), but also provide public access to the bluff overlooks, and in some cases Lake Michigan. Depending on a number of factors, including the elevation difference between the top and bottom of the bluff and the slope of the bluff, different street ends have different levels of public access.

South Avenue dead-ends east of Sheridan at the intersection with Surfside Place. The South Avenue street end consists of a 66-foot wide right-of-way that ends at the shore of Lake Michigan. The top of the bluff at the end of South Avenue is 65 feet above the sand and Lake at the bottom of the bluff. This change in elevation over a distance of approximately 120 feet results in a slope that is 1.8 to 1 (1.8 feet horizontal for every 1.0 feet of vertical drop), which is the steepest slope of any of the Village's seven street ends.

In 2010, in response to Village staff and neighbor safety concerns over increased public access up and down the steep slope at the end of South Avenue, the Village installed a fence across the right-of-way east of the end of the South Avenue pavement. The fence closure is similar to fences already in place at the Village street ends at Beach Road and Harbor Street. Included in the Street Ends Task Force deliberations in 2012 was a recommendation that the Village consider moving the fence closer to the top of the bluff and to review and consider options for the potential installation of a more attractive overlook. Minutes from this discussion are attached for review.

In early 2015 staff began meeting with representatives of the Glencoe Community Foundation, a group formed with an interest in improving access to a number of public ways in the Village, including the South Avenue street end. The Foundation had indicated a desire to use private funds to help create an area where residents can enjoy views of the lake upon publicly owned land in a way that existed prior to the installation of fencing in 2010. After several meetings to discuss areas of mutual interest and

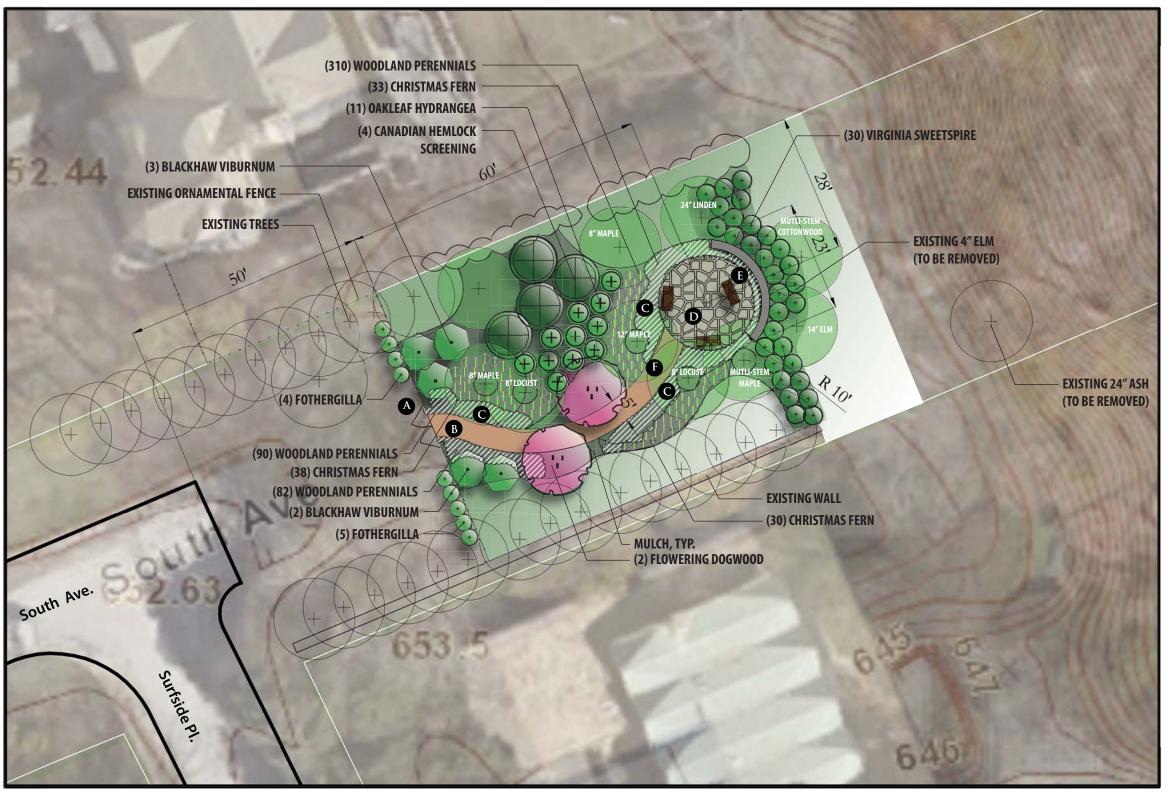
concern, staff worked with a landscape architect at Teska to develop a conceptual site plan for potential improvements to the overlook at the street end.

The proposed South Avenue Overlook modifications include both hardscape and landscape improvements. The hardscape improvements include a crushed granite path that leads to a flagstone paving area with a stone wall at the top of the bluff that is intended to replicate to some extent the design at the street end at Hazel Avenue. Three benches would be added to this area. The overlook improvements would require minimal tree removal and would be planted with native, hearty perennials, shrubs and trees to provide a more natural landscape area with some screening from the private property to the north. The proposed improvements would be intended to provide public access to the top of the bluff, but no access to the beach area below. Staff has met with the neighbor to the immediate north of the property, who has indicated some reservations with this work, but also recognizes that plantings and other improvements would screen his property from the public land.

Staff has proposed retaining the majority of the fence line that exists today, but to create a large opening in the center where an existing double gate is in place today. This would allow the ability to close the gates should it be necessary to do so during the course of the year; it is expected, however, that the gates would remain open at all times unless a short-term closure is required. The Foundation's preference is that the fence be removed in its entirety to ensure the public feels welcomed into the space. Staff has some reservations with the complete removal of the fence, but is willing to consider alternatives, including enhanced signage along the top of the bluff, as part of an overall improvement.

Attached is a copy of the South Avenue Overlook conceptual site plan and preliminary cost estimate. Staff has reviewed the plan with representatives of the Glencoe Community Foundation who are very supportive of the concept, provided the existing fence is removed. The Foundation has indicated a willingness to provide as much as \$25,000 toward this improvement. The Village would provide in-kind services such as tree removal work and some site work, as well as the planting of several larger trees. We would anticipate using a contractor to complete the remainder of the work. A letter from the Foundation representatives Michael Glass and Douglas Scharfstein is attached for review.

Staff is planning to provide a presentation on this proposal at the April 21, 2016 Committee of the Whole to provide the Village Board with an opportunity to review and discuss it. Representatives of the Foundation will also be present.

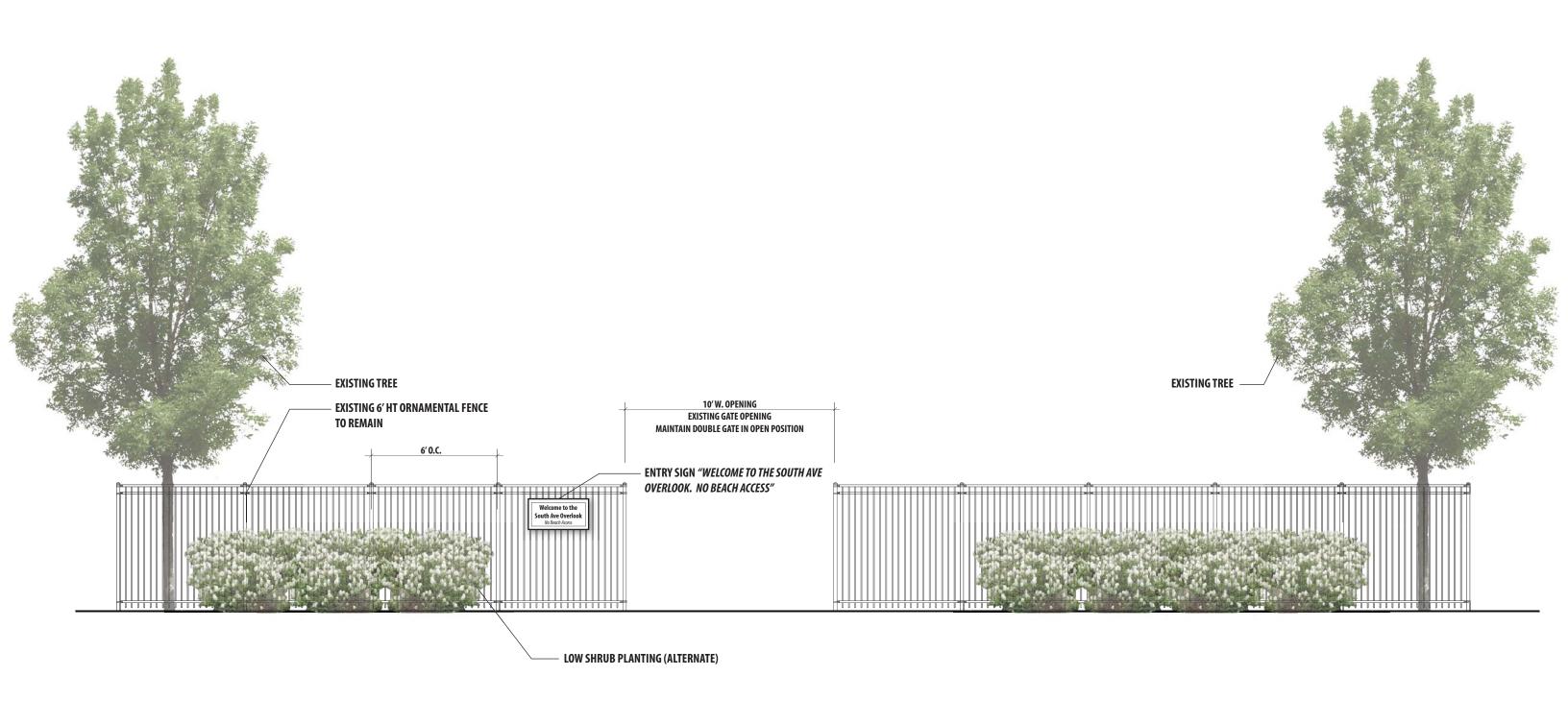


- A Modifications to Existing Fence include: 1) Maintain Double Gate in Open Position;
 - 2) Low Shrub Plantings at West Side of Fence (ALTERNATE)
 - 3) Signage to be Posted at Gate Entry Shall Read: "Welcome to the South Ave Overlook. No Beach Access"
- B 5'W Crushed Granite Path (300 s.f.)
- Woodland Perennials (900 s.f.) (Ferns and Interplanted Perennials mix includes the following species: Bloodroot, Trillium, Jack-in-the-Pulpit) (ALTERNATE)
- Flagstone Paving Area w/ Bench Seating
- **E** Stack Stone Wall w/ Limestone Cap 26' l x 19"w x 24" h
- Storm Sewer Utility Relocation to be Coordinated with Glencoe Public Works Department

PLANT LIST

QTY	DDY PLANTS BOTANCIAL NAME	COMMON NAME	SIZE
2	Cornus florida	Flowering Dogwood	6'ht
9	Fothergilla 'Mount Airy'	Mount Airy Fothergilla	24" ht.
11	Hydrangea quercifolia	Oakleaf Hydragea	24" ht.
5	Viburnum prunifolium	Blackhaw Viburnum	5' ht
30	Itea virginica 'Henry's Garnet'	Virginia Sweetspire	#3 Cont.
4	Tsuga canadensis 'Geneva'	Canadian Hemlock	6'ht
HERE	BACEOUS PLANTS		
	BOTANCIAL NAME	COMMON NAME	SIZE
QTY	DOTATIVE TATIONE		JILL
QTY 101	Polystichum acrostichoides	Christmas Fern	#1 Cont.
		Christmas Fern Jack-in-the-pulpit	
101	Polystichum acrostichoides		#1 Cont.





SOUTH AVE STREET END OVERLOOK 12/12/2016

Landscape Budget Assessment (Opinion of Probable Cost)

Prepared by Teska Associates, Inc.

quantities shown below relate to "South Ave Overlook" dated February 12, 2016 and represent installed costs

SOUTH	AVE O	VERLOOK
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VILLAGE COSTS							
	QTY	Unit	Unit Cost	Subtotal	Remarks and Specifications		
LANDSCAPE - WOODY PLANTS							
Existing Tree Removals	1	LS	\$3,000.00	\$3,000.00	Tree removal (1 Elm & 1 Ash trees)		
6' ht. Flowering Dogwood	2	EA	\$500.00	\$1,000.00	6' ht Multi-Stem		
6' ht. Canadian Hemlock 'Geneva'	4	EA	\$750.00	\$3,000.00	6' ht		
SUBTOTAL WOODY PLANTS				\$7,000.00			

SITE FURNISHINGS					
	Entry Sign	1 EA	\$750.00	\$750.00	0
SUBTOTAL SITE F	URNISHINGS			\$750.00	0

VILLAGE TOTAL \$7,750.00

FOUNDATION COSTS							
	QTY	Unit	Unit Cost	Subtotal	Remarks and Specifications		
HARDSCAPE							
5' W. Crushed Granite Path	300	SF	\$6.00	\$1,800.00	excavate to 4" depth, non-limestone gravel base, non-limestone screenings, DG surface		
Stack Stone Wall w/Limestone Cap	26	LF	\$400.00	\$10,400.00	to match existing overlook at Hazel Street (26' l x 19"w x 24" h)		
Irregular Flagstone Paving	315	SF	\$18.00	\$5,670.00	excavate to 7" depth, non-limestone gravel base, sand-bed, non-limestone screenings, 2" paver		
SUBTOTAL HARDSCAPE				\$17,870.00			

LANDSCAPE - WOODY PLANTS				
Virginia Sweetspire 'Henry's Garnet'	30 EA	\$65.00	\$1,950.00	#3 Cont.(Includes bed prep)
SUBTOTAL WOODY PLANTS			\$1,950.00	

SITE FURNISHINGS					
5' Bench	3	EA	\$1,200.00	\$3,600.00	
SUBTOTAL SITE FURNISHINGS				\$3,600.00	

FOUNDATION TOTAL \$23,420.00

ALTERNATE COSTS					
	QTY	Unit	Unit Cost	Subtotal	Remarks and Specifications
LANDSCAPE - BED PREPARATION					
Bed Preparation	2,600	SF	\$0.50	\$1,300.00	Removal & disposal of existing groundcover.
Soil Amendments	6	CY	\$55.00	\$330.00	2" High quality soil mix worked into soil (Perennial Beds)
Mulch	18	CY	\$55.00	\$990.00	3" depth pine fines mulch
SUBTOTAL BED PREPARATION				\$2,620.00	
LANDSCAPE - WOODY PLANTS					
Fothergilla 'Mount Airy'	9	EA	\$65.00	\$585.00	24" ht
Oakleaf Hydrangea	8	EA	\$100.00	\$800.00	24" ht
4' ht. Blackhaw Viburnum	5	EA	\$85.00	\$425.00	4' ht
SUBTOTAL WOODY PLANTS				\$1,810.00	
			,		
LANDSCAPE - HERBACEOUS PLANTS					
Christmas Fern	101	EA	\$15.00		#1 Cont.(18" O.C.)
Naturalized Perennials	42	FL	\$75.00	\$3,150.00	12 Flat, 495 Plants (14 Flats Bloodroot, 14 Flats Trillium and 14 Flats Jack-in-the-Pulpit)
SURTOTAL HERRACEOUS DIANTS			*	\$4.665.00	

ALTERNATE TOTAL	\$9,095.00
TOTAL	\$31,170.00
Alternate Costs	\$9,095.00

**Utility work by Public Works and not included in this estimate

From: Michael Glass [campreno@aol.com] Sent: Monday, February 22, 2016 9:41 AM

To: Philip Kiraly

Subject: South Overlook

Dear Phil,

The Glencoe Community Foundation is very supportive of the Village's plan to re-open the South Avenue Overlook to the public, and make improvements on the parcel that will enhance the neighborhood and the Village.

Our board has considered the proposed landscaping plans, and would like to financially support improvements that include the tasteful stone wall at the overlook edge, benches, walkway, dedication plaques, muted signage, and plantings that the Village selects. We think the Village shares our desire to make this an open and welcoming space with easy views of the lake, and with landscaping that is inexpensive to mow and maintain. A less busy planting plan than shown in the drawings might be desirable.

Our funding for the project hinges on removing the existing fence running from north to south midway through the property. This fence does nothing to improve public safety and bi-sects the parcel, limiting the usefulness and scale of the overlook property. The fact of the fence also creates hard feelings in the neighborhood. When it appeared in 2010 many people (wrongly) blamed the neighbors at 381 Lakeside Terrace for co-opting public land. Taking the fence down and re-opening the area will address those hard feelings. As you know there was a broad-based community task force in 2011-2012 that recommended that this fence be removed, and our former Village Manager, Paul Harlow, speaking publicly at that time, said the fence was not his best idea.

I hope we can come to speedy agreement on these last details, as we look forward to writing a check to the Village and moving forward on these improvements.

Based on recent discussion and review of the plan with you and Dave Mau, we have set aside \$25,000. Our Board meets again in two weeks, and would appreciate your response by then.

Thanks Phil... this Overlook will be something we all can be proud of!

Sincerely,

Glencoe Community Foundation

Michael Glass Douglas Sharfstein

VILLAGE OF GLENCOE STREET ENDS TASK FORCE

Meeting Minutes June 11, 2012

1. CALL TO ORDER & ROLL CALL

The meeting of the Village of Glencoe's Street Ends Task Force was called to order by Chairman Joel Solomon at 7:04 p.m. on the 11th day of June 2012, in the Village Hall Council Chambers.

Upon roll call the following were present:

Chairman Solomon and Task Force Members Deborah Carlson, Trent Cornell, Michael Glass, Jon Lippitz, Laurie Morse, Dale Thomas and John Tuohy

Member Retsky arrived at 7:10 p.m. Member Edidin arrived at 8:12 p.m.

The following individuals were also in attendance:

Paul Harlow, Village Manager
Will Jones, Assistant Village Manager
Vic Filippini, Village Attorney
Mike Volling, Director of Public Safety
David Mau, Director of Public Works
Irv Leavitt, *Pioneer Press*Dan Dorfman, *Patch.com*Approximately twelve (12) members of the public

2. APPROVAL OF MEETING MINUTES - MAY 9, 2012

Upon a motion initiated by Member Glass that was seconded by Member Morse, the May 9, 2012 meeting minutes were unanimously approved by acclamation.

3. PUBLIC COMMENT TIME

Ken Wexler, 468 Lakeside Terrace, addressed the Task Force and expressed concern about a comment offered at the Task Force's meeting on May 9 that all of the Village's street ends be opened to the public. He stated that the Task Force should not make a recommendation regarding access to a particular street end without first undertaking a reasoned analysis. He concluded by adding that he would like to see additional discussion regarding safety and liability issues as they relate to the Village's street ends.

Cam Avery, 278 Mary Street, addressed the Task Force and inquired as to which street ends within the Village are currently accessible to the public. Staff replied that at present, the Dell Place and Maple Hill Road street ends are open to the public.

motion and additional discussion followed. Thereafter, Chairman Solomon called for a roll call vote on the motion introduced by Member Glass.

Upon roll call the following votes were cast:

Ayes:

Cornell, Edidin, Glass, Lippitz, Retsky, Thomas, Tuohy

Nays:

Carlson

Abstain: Morse

The motion was approved by a vote of 7-1 with one member abstaining.

Ken Wexler, 468 Lakeside Terrace, addressed the Task Force and expressed opposition to the recommendation to include a bicycle rack at the Dell Place street end. He stated that installation of a bicycle rack is incompatible with the natural setting and that it will serve to attract unsupervised children to the street end. Subsequently, discussion ensued regarding the merits of placing a bicycle rack upon the Dell Place street end in connection with the recently enacted seasonal restrictions that prohibit on-street parking in the area. Task Force members also discussed the need to approve a final vote that included all of the recommendations voted upon previously during the meeting, but determined that each of the recommendations had already been approved, under separate roll call votes.



6. <u>CONSIDERATION OF A TASK FORCE RECOMMENDATION CONCERNING THE VILLAGE FENCE ON THE SOUTH AVENUE STREET END</u>

Chairman Solomon introduced the agenda item and indicated that Village Manager Harlow was in attendance to provide the Task Force with additional information regarding the installation of a fence at the South Avenue street end. In turn, Village Manager Harlow and Public Works Director Mau provided an overview of the process that led to the installation of the fence during the fall of 2010.

Key factors associated with staff's decision to install the fence included an opportunity to connect with the installation of a fence on the residential property that was being redeveloped at 381 Lakeside Terrace, and to address ongoing safety-related concerns associated with the steep slope and stability of the bluff at the east end of South Avenue.

Manager Harlow reported that of all the street ends located in Glencoe, South Avenue possesses the steepest slope, equivalent to 65-foot vertical descent over a horizontal distance of 119 feet. He also stated that staff had not entered into any arrangements to cede public property to the homeowner residing at 381 Lakeside Terrace, and that the process undertaken to install the fence, while lacking in public input, was driven by safety concerns.

Finally, Manager Harlow indicated that in its present condition, the slope upon the toe of the Dell Place street end is considered to be hazardous in its present condition and that steps to alleviate this concern, such as the installation of a staircase as recommended by the Task Force, are supported by Village staff. He also stated that the fence at South Avenue could be moved closer to the bluff but that staff would recommend that a fence be maintained pending the installation of

additional facilities that would enhance public safety upon the street end. Following the presentation by Village staff, discussion ensued amongst members of the Task Force.

Member Morse expressed support for future consideration of an overlook at the South Avenue street end if funding were to be identified, and for ongoing upkeep and maintenance of the South Avenue street end for the benefit of adjoining neighbors. Member Glass stated that while the South Avenue street end may not be suitable as an access point, there is a pattern of neglect relative to the Village's street ends that are fenced. He also stated that in the future, the Village should engage in a public process before determining whether to prohibit access to public property. Chairman Solomon suggested that if funding is identified, a brick fence or wall could be considered by the Village for installation upon the top of the bluff at the South Avenue street end. Member Cornell further offered that funding options relative to the installation of an enhanced wall or fence be explored prior to the Task Force considering a recommendation to relocate or remove the existing fence.

Following discussion, Member Glass introduced a motion recommending removal of the fence at the South Avenue street end that was seconded by Member Retsky. Member Tuohy stated that he would vote against the motion due to the fact that the Task Force has not subjected the South Avenue street end to the level of analysis and due diligence that was applied to the Dell Place street end. Member Cornell commented that at minimum, it seemed apparent to him that the fence should be moved closer to the bluff, but he also expressed hesitation in overstepping Village staff's authority.

Member Morse reiterated concerns she has heard in the community regarding the installation of a fence upon the South Avenue street end and expressed support for allowing Village staff to improve the current situation. Member Thomas stated that he agreed with Member Cornell's position, and commented that the fence could and should be moved. He also stated that the Village Manager and staff need to be proactive in addressing potential safety concerns, but suggested that a more public process be utilized in the future regarding such determinations. Member Edidin suggested that Member Glass withdraw his motion, and Member Glass sought clarification from members of the Task Force regarding potential amendments to his original motion. Manager Harlow also indicated that Village staff was amenable to moving the fence closer to the street end's bluff and to reviewing options for a potential installation of a more attractive overlook in the future.

Thereafter, Chairman Solomon called for a roll call vote on the motion introduced by Member Glass.

Upon roll call the following votes were cast:

Ayes: Carlson, Cornell, Edidin, Glass, Morse, Retsky, Thomas

Nays: Lippitz, Tuohy

The motion was approved by a vote of 7-2.

Following additional discussion, Member Cornell introduced a motion specifying that if after consideration of the Task Force's recommendation to remove the fence at South Avenue, the Village Manager and or the Village Board determine that a fence or other structure is still necessary upon the South Avenue street end due to safety considerations, that such be erected in a location that is as close as possible to the slope of the bluff, as determined by the Village Manager. Additionally, the motion also specified that any such wall or fence appropriately balance concerns related to both safety and aesthetics, and that the Village further consider the feasibility of accomplishing such installation through the use of privately donated funds. Member Thomas seconded the motion, and Chairman Solomon called for a roll call vote on the motion introduced by Member Cornell.

Upon roll call the following votes were cast:

Ayes:

Carlson, Cornell, Edidin, Lippitz, Morse, Retsky, Thomas, Tuohy

Navs:

Glass

The motion was approved by a vote of 8-1.

7. OTHER MATTERS

Member Morse introduced a motion encouraging the Village Board of Trustees to direct development of a Greenways Plan that would include all public land within the Village and that could be included as a component within the Village's long-range plan. Member Glass seconded the motion, and Chairman Solomon expressed concern that such a recommendation was beyond the scope of the Task Force. Subsequently, Member Morse withdrew her motion and suggested that all publicly owned street ends be considered in connection with future Village planning efforts.

Member Retsky inquired as to whether the Task Force would be addressing the Harbor Street and Maple Hill Road and street ends. Chairman Solomon indicated that he would ascertain as to whether there was an interest in such further analysis when the Task Force's recommendations on Dell Place and South Avenue were presented to the Village Board on July 19. Chairman Solomon also thanked members of the Task Force for their time and service over the past seven months.

Thereafter, Member Morse introduced a motion to preserve public access at the Maple Hill Road street end. Assistant Manager Jones explained that the matter was not on the Task Force's meeting agenda for action, and subsequently, the motion was withdrawn.

8. ADJOURNMENT

There being no further business, and upon a motion by Member Cornell that was seconded by Member Retsky and approved unanimously by the Task Force, the meeting was adjourned at 9:52 p.m.

Respectfully submitted,

William Jones Assistant Village Manager



MEMORANDUM

DATE: April 21, 2016

TO: Philip Kiraly, Village Manager

FROM: David Mau, Director of Public Works

SUBJECT: Water Management Best Practices

At the March 17 Committee-of-the Whole meeting, Village staff presented a report on the water distribution system study completed by Strand Associates, Inc. This study provided recommendations for a 20-year capital improvement plan which included water main replacement and possible alternates for replacement of the existing elevated water tank. As part of the discussion with the Village Board, several questions arose regarding current water management practices, and what strategies the Village might consider in the area of water conservation. Village staff agreed to provide the Board with an update on current Village practices, survey efforts in neighboring communities along the North Shore, and research strategies that are being used throughout the United States, in order to present, for discussion, possible water conservation/management practices.

Conservation Practices

Management of the Village's water utility includes the careful maintenance and monitoring of the system from intake at Lake Michigan to the delivery to the customer at the tap. That process includes managing the performance of the production, distribution and water metering systems. The USEPA refers to sustainable water infrastructure in terms of the three pillars: social, environmental, and economic sustainability of the communities that water and wastewater utilities serve. Conservation of water through the application of sound best management practices is becoming more important as water utilities of all sizes look to the future.

According to *The Economist*, the Great Lakes Basin holds 80% of the United States fresh water supply. The 2008 Great Lakes Compact between the eight states adjacent to the Great Lakes, as well as the Canadian provinces of Ontario and Quebec, requires unanimous approval for any diversion of water outside of the Great Lakes watershed. Diversion of water to drought stricken states outside of the region would be highly unlikely. Most of the Great Lakes have been brought back from earlier ecological degradation, and according to the National Oceanic and Atmospheric Administration (NOAA), lake water levels are at their highest point since 1999. Although that bodes well for our region in the short term, all water suppliers that draw from Lake Michigan are beginning to adapt a longer term perspective and are introducing water conservation best practices into their programs. Staff has initiated research and review of current conservation practices that are being employed throughout the country. Many of

these practices are compelling, but careful consideration of the application of specific practices in our current environment should be given. As just one example, creative rate structures can help to reduce the quantity of water used, but can also negatively impact critical revenues needed for repair, maintenance and replacement of water infrastructure.

Below is a sampling of some of the current conservation practices being utilized throughout the United States. These practices are often regional approaches that address issues and concerns regarding sustainable water reserves, and are not necessarily applicable to the Village of Glencoe; however, Village staff sought to present these approaches so that the Village Board may be better informed as to the larger issues being implemented around the county.

- Block Pricing. Volume charges is the uniformed or flat pricing structure utilized predominantly in our area. This pricing structure charges the same fixed rate for each gallon used. Block pricing or tiered water rates vary the pricing of rates with water consumption. This practice increases water rates for higher levels of water use. Base amounts sufficient to meet basic household needs are assessed at the lowest per unit rate. Additional blocks of water consumed are charged at incrementally higher rates. Surcharges for use beyond a base amount in times when demand is greatest and supply is lowest are also alternatives used to spur conservation. According to a recent national survey by the EPA, 36% of water systems charge volume rates, 30% charge declining block rates, and 30% charge increasing block rates. Block rates can make revenue less stable than uniform pricing systems, and their success at encouraging water conservation can vary. Studies completed by the EPA have shown that without other conservation measures or overall rate increases, block pricing has the potential to reduce water demand by 5 to 8 percent or more. Currently, locally both Lake Forest and Highland Park utilize block pricing. See attached rate survey.
- Effluent Reuse. Effluent reuse (water recycling) reduces the use of groundwater by recycling potable water which has been partially retreated for use in non-potable operations. Buckeye, Arizona is using effluent reuse for recharging the aquifer, irrigation of parks, athletic fields, golf courses, and landscaping in right-of-ways and medians. They installed an effluent fill station at their Wastewater Treatment Plant to enable effluent to be used for dust control, street sweeping, and construction water. Implementation of this practice has not generally taken place in the Great Lakes region.
- Water Budgeting. Water planning at the state or regional level often is not detailed enough for communities to match their water use to their water supply. A water budget can help a community to better understand locally available water resources and compare them to water demands. Seasonal shortfalls and long-term discrepancies can prompt a communities to implement conservation measures, such as xeriscaping (a method of landscaping that reduces or eliminates the need for supplemental water from irrigation), block pricing, or other efforts. Albuquerque, New Mexico, passed a resolution to develop a regional water budget that details its water revenue (supplies) and expenditures (uses). The water budget is part of a larger effort within the region to re-examine its traditional approach to water.
- <u>Rate Recovery.</u> A recent U.S. Government Accountability Office report found that nationally, over one-quarter of public utilities charge rates that do not fully cover the cost of water service, including depreciation, debt service, taxes, and operations and maintenance. Artificially low rates encourage customers to use more water than they would if they paid full price.

Inadequate rates also contribute to the gap that exists in many systems between available funds and the cost of needed capital repairs and replacement. An increase in the rate structure in municipalities can help in creating a healthy capital reserve for infrastructure improvements. Fort Worth, Texas found that rates were failing to cover the costs of maintaining their water system. Residential customers were paying nearly 8 percent less than the cost of their water consumption. Rate hikes were implemented for households that consumed the most water. This pricing structure is colloquially known as "tiered pricing structure." Following the rate increase, city-wide water consumption was 11 percent less than the average of the previous four years.

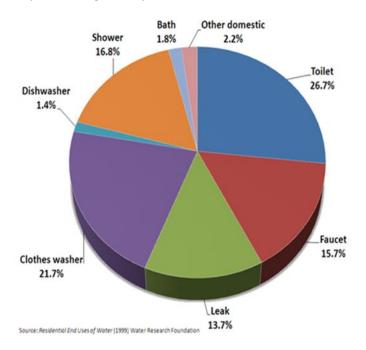
- Zone Pricing. Typical water-pricing structures spread costs evenly among customers without regard to the actual price of delivering water to them. Elevations as well as distance from the water plant can affect the cost of pumping water to a user in systems serving larger geographic areas. Utilities can set up rate structures wherein customers in lower-cost (closer proximity) areas pay less for water than those in higher-cost (more distant) areas. Such rates more accurately reflect the additional costs of pumping treated water to distant locations or to high elevations. The Cleveland Division of Water (CDOW), is one of the few systems in the United States that employs spatially variable user rates. This system recovers costs from pumping to higher elevations. Although intended to cover operational costs, the CDOW found that the higher rates paid by those outside area correlated with a higher capital infrastructure improvement costs.
- Natural Landscaping. Localities throughout the United States are providing financial incentives for commercial building managers and homeowners who implement and maintain natural landscaping on their properties. Local governments themselves are also creating natural landscaping demonstration projects on public grounds and parks. Las Vegas pays homeowners one dollar for every square foot of turf removed. Denver's water board recently began a rebate program for homeowners who purchase trees, and shrubs with low water needs. Natural landscaping and xeriscaping have been met with resistance in some communities. Entrenched attitudes about what makes lawns, yards, and public places inviting and attractive are often the greatest barriers to success of this effort.
- <u>Dual-Water Mains</u>. Some water distribution systems in the southwest States are being designed to include dual-water mains. One water main supplies potable water, and a second water main supplies raw water for landscape irrigation. Maricopa, Arizona, is a community served exclusively by groundwater, and a fundamental change in the way that water was used and reused was required to ensure the community maintained the 100-year water supply requirements demanded by the state. The City maximized the reuse of treated wastewater by utilizing a dual-water main system.
- Water Conservation Incentives. Many communities in the west and southwest States have used financial incentives as a means to solicit changes in water consumption. Replacement of plumbing fixtures to low-flow design fixtures, purchase of smart meters, and drip landscape irrigation system are opportunities for water customers to earn money back on their water bills. Toilets are one of the largest sources of water use in the home, accounting for nearly 30% of residential indoor water consumption. Recent advancements in low-flow design have resulted in toilets using 20% less water than the federal standard of 1.6 gallons per flush while providing equal or improved performance. Prescott, Arizona instituted a water conservation incentive

that provides credits to home owners on their water bill for the installation of various water saving fixtures, and water efficient appliances such as washing machines.

Sprinkler Holidays. Regional regulatory authorities require state and local governmental units to establish restrictions for irrigation and lawn sprinkling usage. In northeast Illinois, the IDNR requires municipalities to prohibit by ordinance lawn sprinkling during peak demand periods during the middle of the day, and to restrict lawn sprinkling on alternating days of the week. The City of Lake Forest has established "Sprinkler-Free Mondays" where all outside water usage, including lawn sprinkling, is prohibited every Monday during the sprinkling season. This initiative is as much about raising awareness regarding water conservation as it is about reducing consumption.

Education and Resident Involvement

A consistent component of any effective conservation effort throughout the United States is education. It is important to provide residents with the knowledge and the tools to become more conscious of water use. Only after awareness is raised regarding excessive water use can residents begin to make changes to reduce consumption. Considering the number of existing homes in Glencoe that have been built at different times in the last century, significant changes and improvements have occurred to plumbing fixtures in that time. Something as simple as changing a faucet aerator to a low flow aerator can save over 2000 gallons/year for a family of four. It is also important to acknowledge how much water can be lost by a leaky faucets and toilets. A faucet leaking 60 drops/minute will waste 192 gallons/month, which equals 2304 gallons/year.



Residential Water End Uses

Through the continued use its communication tools (website, newsletters, mailings) to communicate the impact homeowners can have on their water consumption, the Village can pro-actively promote conservation efforts.

Local resident and stakeholder involvement in developing strategies to address water issues can be effective in addressing current concerns and problems and preempting future ones. For example, in Boston, a citizen group was formed during the late 1970s in response to concerns about expanding the water supply. This grassroots citizen group was later financially supported by the utility district, and the group helped lead conservation efforts that focused on finding and fixing leaks within the City's water system. As a result of their efforts combined with other conservation measures, water demand dropped by 16 percent between 1985 and 1992. Educational information communicated through community action groups can be time-consuming and challenging to manage, but municipalities today can also make use of websites, social media, direct mailing and other efforts to inform residents of conservation plans.

Current Village Efforts at Water Conservation

Leak Detection

The Village conducts a complete system-wide leak detection survey of the water distribution system every 3 to 5 years. The leak survey is used to help locate water losses within the distribution system. This service is provided by a contractor, and is performed using acoustic leak detection equipment to detect noise anywhere along the water main pipe or appurtenances (valves and fire hydrants) attached to the pipe. The report that is generated is used by the Public Works Department to identify and repair leaks within the water distribution system. The Public Works Department also maintains acoustic equipment in-house that is used regularly by water distribution crews to target and repair suspected smaller leaks in the water distribution system. A system-wide leak survey was scheduled to occur next year, however to supplement the work completed in the distribution system report, Village staff plans to move forward with a full system-wide leak detection survey this fiscal year. The Village has secured competitive pricing for the system-wide leak detection survey services for 2016 through the Municipal Partnering Initiative (MPI).

Ordinance Changes

According to a recent study presented by the American Public Works Association (APWA), lawn sprinkling accounts for as much as forty percent of household water usage in the United States. There is good reason to believe, based on the times of day that water usage generally spikes in Glencoe (primarily during the overnight hours) that this is likely an accurate account of water usage here. At the September 17, 2015 Village Board meeting, the Board amended the Village Code to prohibit seasonal lawn sprinkling between the hours of 12:00 p.m. and 6:00 p.m. during the period between May 15 and September 15 on an odd-even alternating schedule based on street address and calendar day. In addition to that change, the Village Code was amended to require the installation of new Water Sense products for all sprinkler and plumbing fixture changes. Both of these provisions, mandated by the Illinois Department of Natural Resources (IDNR) and the Illinois Department of Public Health (IDPH), are water conservation measures required for all water utilities in the State.

Enforcement of the Village's lawn sprinkling restrictions is handled primarily through education, either through an annual newsletter article, the Village website or random field inspections. Complaints or reported violations are received typically by phone in the Public Works office and prompt a site visit by Public Works or Public Safety field staff. If necessary a written notice is provided to the home owner that further outlines the restrictions. A poll of neighboring communities reported similar enforcement strategies. The additional amendment to the Village

Code last fall requires all new permit construction and the replacement of existing plumbing fixtures to install only WaterSense products for any new installations. The Village does not require permits for plumbing fixture changes only, and often such fixture changes are part of a larger construction permit such as a bathroom or kitchen renovation. The Village's plumbing inspection contractor, SAFEbuilt, has been notified of this code change and are monitoring compliance during inspections. In discussions with Glencoe's surrounding neighbors, these proactive code changes are quickly becoming standard throughout the region.

Currently, all new irrigation system installations in the Village are required to include WaterSense controllers and rain sensors that prevent irrigation systems from activating during and following measurable rainfall events. One initiative that staff is considering recommending is a new requirement that all residents that have an irrigation system installed prior to 2012, have that system retrofitted with a WaterSense irrigation controller and rain sensor to reduce unnecessary and excessive water use for lawn irrigation.

Water Meters

In 2007, the Village began a three year program to phase out and replace aging tele-tape read (TTR) analog water meters with new Badger/Orion Meter Reading System. The Badger meter is a nutating disk type meter offering a quieter operation with significantly improved meter accuracy and flow rates. The Badger/Orion System provides continuous, fully automatic collection of meter readings from every water meter each time the radio system is implemented for use. These radio-read meters are read remotely by equipment installed in a Water Division vehicle that simply drives one of the three Village areas each month. The Badger meter technology allows insight into consumption patterns, water leaks, equipment malfunctions, meter tampering, distribution system problems, and other areas of concern, but do not provide real-time consumption data. The total cost of the replacement for 2,220 new meters, and a transmitter upgrade for 880 ECR meters amounted to \$432,315. The current Village radio read Badger meters have a 20 year warranty, and a phased replacement would likely be scheduled to occur beginning in FY 2031.

Beacon Advanced Metering Analytics is a new system, released by Badger in 2014, that provides a snapshot view of current and historical water usage activity with real-time status for any issues that may need attention. This smart meter system has the capability to provide neighborhood usage comparisons, recent in-depth usage and consumption information for residents, similar to information that ComEd is now providing to customers on their electricity usage. A preliminary estimated cost to replace all 3200 meters in the Village's system with smart water meter technology ranges from \$1,000,000 -\$1,300,000, depending upon the selection of services. This cost does not include meter installation. Although our current meters are not scheduled for replacement until FY 2031, it may be appropriate to discuss the potential benefits and water saving opportunities that could arise from a system wide replacement prior to that time. Smart metering systems for water metering utilities is considered a best practice in limiting water loss, and our current water meters do not have the capability to provide consumers with enough information to aid in conservation efforts.

<u>Summary</u>

At the April 21, 2016 Committee of the Whole meeting, staff plans to present these items to the Village Board for discussion. Among the various programs and initiatives highlighted above, some may not be appropriate for Glencoe. Likewise, staff has not yet investigated the costs associated with implementing

some of these initiatives, which in some cases could be substantial. Some programs and initiatives that improve water conservation are policy decisions that have economic impacts, and others are more focused towards environmental sustainability. Matters for further review and recommendation regarding water conservation may be appropriately directed to the Sustainability Task Force. In addition to the Village efforts already underway to identify losses in the distribution system, Staff would recommend further review in the areas of block pricing, water conservation through new standards for irrigation system controls, and advanced water meters be pursued and studied.

ATTACHMENT A

The Village's current water rate is \$ 3.454 per 100 Cubic Feet for all water customers, with a minimum water charge of \$34.54 (1 unit) during each three-month billing period, per meter. A comparison of 2015-2016 rates for our neighboring communities is as follows:

Community	Rate per 100 cu ft
Wilmette	\$2.490
Winnetka	\$3.28
Glencoe	\$3.454
Northbrook	\$3.660
Lake Forest	\$3.960
Deerfield	\$4.080
Northfield	\$5.230

Highland Park Fee Schedule

Type of Service	Fee
Residential Water	\$2.05 per unit (Rate per 100 cubic feet, 6000
	cubic feet or less, per quarter)
Residential Water	\$2.26 per unit (Rate per 100 cubic feet from
	6001 to 8000 cubic feet, per quarter)
Residential Water	\$2.36 per unit (Rate per 100 cubic feet from
	8001 or more cubic feet, per water)

Lake Forest Fee Schedule

Type of Service	Fee
Resident 1st Tier Usage to 60k Gallons	\$5.30 per 1,000 gallons
Resident 2 nd Tier Usage 60k Gallons or above	\$5.57 per 1,000 gallons