

**AGENDA**  
**PUBLIC WORKS & UTILITIES COMMITTEE**  
**Village of Hoffman Estates**  
**October 24, 2016**

**Immediately following Finance**

|          |                                 |                           |
|----------|---------------------------------|---------------------------|
| Members: | Anna Newell, Chairperson        | Gary G. Stanton, Trustee  |
|          | Michael Gaeta, Vice Chairperson | Gayle Vandenberg, Trustee |
|          | Gary Pilafas, Trustee           | William McLeod, Mayor     |
|          | Karen V. Mills, Trustee         |                           |

**I. Roll Call**

**II. Approval of Minutes – September 26, 2016**

**NEW BUSINESS**

1. Discussion regarding 2016-2017 Snow/Ice Control Policy and Procedure Manual.
2. To provide an update on the Police facility Uninterruptable Power Supply (UPS) emergency purchase and installation, and request approval to declare the damaged UPS surplus and dispose of the equipment.
3. Request authorization to award contract for State of Illinois joint purchase of 2016-2017 winter road salt to Cargill Incorporated Salt Division, North Olmstead, OH, at a unit price of \$65.08 per ton, in an amount not to exceed \$273,336.
4. Request acceptance of the Department of Public Works Monthly Report.
5. Request acceptance of the Department of Development Services Monthly Engineering Report of the Transportation and Engineering Division.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

*The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance call the ADA Coordinator at 847/882-9100.*

**Village of Hoffman Estates**

**PUBLIC WORKS & UTILITIES COMMITTEE  
MEETING MINUTES**

**September 26, 2016**

**I. Roll call**

**Members in Attendance:**

**Trustee Anna Newell, Chairperson  
Trustee Michael Gaeta, Vice Chairperson  
Trustee Karen Mills  
Trustee Gary Stanton  
Trustee Gayle Vandenberg  
Trustee Gary Pilafas  
Mayor William McLeod**

**Management Team Members  
in Attendance:**

**Mark Koplín, Acting Village Manager  
Arthur Janura, Corporation Counsel  
Greg Schuldt, Deputy Fire Chief  
Ted Bos, Police Chief  
Monica Saavedra, Director HHS  
Joe Nebel, Director of Public Works  
Rachel Musiala, Finance Director  
Alan Wenderski, Dir. Of Eng  
Fred Besenhoffer, Director of IS  
Darek Raszka, IS Specialist  
Patti Cross, Assistant Corp. Counsel  
Ben Gibbs, Sears Centre Arena GM**

The Public Works & Utilities Committee meeting was called to order at 7:18 p.m.

**II. Approval of Minutes**

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the minutes of the Public Works & Utilities Committee meeting of August 15, 2016. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Request authorization to award contract to furnish and install a wet pipe automatic sprinkler system in Fire Station 22 to Monarch Fire Protection, Inc., West Chicago, IL, in an amount not to exceed \$49,271.**

An item summary sheet from Joe Nebel, Paul Petrenko, and Scot Neil was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Mills, to award contract to furnish and install a wet pipe automatic sprinkler system in Fire Station 22 to Monarch Fire Protection, Inc., West Chicago, IL, in an amount not to exceed \$29,271. Voice vote taken. All ayes. Motion carried.

2. **Request authorization to waive bidding and award contract for emergency Village Hall atrium sloping window replacement and re-caulking to Christopher Glass & Aluminum, Inc., Chicago, IL, in an amount not to exceed \$29,640.**

An item summary sheet from Joe Nebel and Paul Petrenko was presented to Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to waive bidding and award contract for emergency Village Hall atrium sloping window replacement and re-caulking to Christopher Glass & Aluminum, Inc., Chicago, IL, in an amount not to exceed \$29,640. Voice vote taken. All ayes. Motion carried.

3. **Request acceptance of the Department of Public Works Monthly Report.**

The Department of Public Works Monthly Report was presented to committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to accept the Department of Public Works Monthly Report. Voice vote taken. All ayes. Motion carried.

4. **Request acceptance of the Department of Development Services Monthly Engineering Report of the Transportation and Engineering Division.**

The Department of Development Services Monthly Engineering Report of the Transportation and Engineering Division was presented to committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to accept the Department of Development Services Monthly Engineering Report of the Transportation and Engineering Division. Voice vote taken. All ayes. Motion carried.

### **III. President's Report**

Mayor McLeod reported that on Saturday, October 1, there will be a community clean-up day. He also reported that on September 20, he attended the Chamber golf outing reception, on September 21, the NWMC Legislative Committee and the Schaumburg Township Illinois Township Day. He attended the Senior Citizens Commission Senior Prom and the Chamber Business After Hours event in the evening. On September 22, Mayor McLeod attended the Boards & Commissions Appreciation Dinner at the Sears Centre, which was well attended and a great event. On Friday, September 23, Mayor attended the Park District's Uncorked & Unpopped event and on Saturday, September 24, he attended block parties on Ashley and Newcastle as well as the Shootz & Ladders softball game. On Monday, September 26, Mayor attended the Chamber Board of Directors meeting.

Mayor McLeod requested that an item be put on an upcoming Committee agenda regarding the creation of an ad-hoc planning committee for the Village Green to review improvements needed to the area.

- IV. Other**
- V. Items in Review**
- VI. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to adjourn the meeting at 7:23 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schoop, Executive Assistant

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Date

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Discussion regarding 2016-2017 Snow/Ice Control Policy and Procedure Manual.

**MEETING DATE:** October 24, 2016

**COMMITTEE:** Public Works & Utilities

**FROM:** Joseph Nebel, Director of Public Works  
Kelly Kerr, Assistant Director of Public Works

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**PURPOSE:** Discussion regarding 2016-2017 Snow/Ice Control Policy and Procedure Manual.

**BACKGROUND:** Each year, the Public Works Management Team meets with a group of employee representatives to review, modify and update the Snow/Ice Control Policy and Procedure Manual. Improvements and changes are discussed with questions and concerns addressed resulting in a final plan that is recommended to the Public Works Committee. The plan provides for the most effective range of services to residents and businesses within the scope of the annual budget.

**DISCUSSION:** This year's review of the policy and procedure manual has been completed. Modifications of this year's document focus on implementation of call-out procedures utilizing the Everbridge Notification System and associated personnel related items. There are no major procedural changes from last year's program. The following are highlights of this year's program:

- Three (3) new replacement large snow plow trucks will be placed in service during this season that allow larger payloads for de-icing liquids.
- A reduction in the number of program related forms will take place for this season's operations as a result of the incorporation of a NIMS Incident Command System form that allows a majority of operational information and data to be placed on one form.
- All snow control vehicles are equipped with GPS tracking devices which provide various efficiencies and tracking of each truck throughout an event.

**DISCUSSION, continued**

- The “salting only” employee duty roster posting will again be utilized this season. This roster provides for the twenty-four hour stand-by staffing of sixteen (16) salt spreading trucks, one (1) salt pile/yard tractor operator, one (1) sidewalk patrol unit, and two (2) supervisors, all via two twelve (12) hour shift teams. The roster assists drivers in knowing whether they will be contacted first at the onset of threatening weather outside of normal working hours.
- A contracted weather advisory warning service will continue to be utilized to assist us to prepare for weather related events and notify off-duty supervisory personnel of weather conditions and pending weather events.
- Auxiliary drivers shall again be recruited and hired to augment Public Works staff during heavy or long duration snow storms. While primarily used for cul-de-sac and parking lot snow plowing, a number of hires are capable of operating the larger Class “B” CDL trucks. Last season, (7) external and (8) internal auxiliary drivers were positioned.

**NOTE:** Personnel training and review of the 2016-2017 Snow/Ice Control Policy and Procedure Manual is scheduled to occur in November 2016. This training is for all Public Works personnel involved in snow removal operations and includes the beginning of driver route inspections.

**FINANCIAL IMPACT:**

None

**RECOMMENDATION:**

For discussion purposes and acceptance.

**VILLAGE OF HOFFMAN ESTATES  
DEPARTMENT OF PUBLIC WORKS**

**SNOW AND ICE CONTROL  
POLICY AND PROCEDURE MANUAL**

*2016-2017 SEASON*

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**Recommended by Kelly Kerr  
Assistant Director of Public Works**

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**Approved by Joseph Nebel  
Director of Public Works**

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**Date Approved by Village Board**

- NOTES:
- 1) CHANGES FROM 2015-2016 ARE ILLUSTRATED BY USE OF STRIKEOUTS AND USE OF BOLD TYPE SET FOR “NEW”, OR, “CHANGED” ITEMS
  - 2) ALL CHANGES MUST BE BROUGHT TO THE VILLAGE BOARD FOR APPROVAL

## ADVANCE PREPARATION AND PLANNING

All personnel who perform snow removal will attend an intensive training session on the basic mission and operating procedures to be used.

Training is to cover, but not be limited to, the following:

1. Route assignments (drive through)
2. Equipment checks
3. Specific operating needs of equipment assigned
4. Call in and response procedures
5. Shift assignments
6. Driving and operating safety and tips

Each truck is to be examined thoroughly by Fleet Services mechanics. Wiring and hydraulic hoses that are even remotely suspected of being deficient are to be replaced. All plow frames and plow components will be examined and those parts appearing weak or damaged will be reinforced or replaced. These inspections and repairs will begin in September and be completed by the end of October.

Area route assignments and associated route maps are updated every October to insure new subdivisions and other recent additional responsibilities are incorporated into the Village's plan.

## ADVANCE PREPARATION SNOW FENCE

The last week of November, snow fence will be erected in the following locations where drifting typically occurs. Whenever possible all snow fence will be kept at least 60 feet from the curb line.

| SOUTH                                | NORTH                            |
|--------------------------------------|----------------------------------|
| Atlantic & Pacific                   | Whispering Trails (Lincoln Park) |
| Gannon (Chestnut Park)               | Whispering Trails (Meadow Park)  |
| Kingsdale (Victoria Park)            | Winding Trail (Lincoln Park)     |
| N. Dovington (Victoria Park)         | Freeman Road (South Ridge Park)  |
| N. Dexter (Victoria Park)            | Huntington & Charlemagne         |
| Randi Lane (north of 630 Randi Lane) | Beverly (south of Higgins)       |
| Evanston & Illinois (Chino Park)     |                                  |



## **I. SALT/SNOW WEATHER ALERT SERVICE**

A weather alert service is in effect on a year round basis to give advance warnings of threatening weather conditions.

- A. A service alert is to be received by one of the following individuals in the following order:
  - 1. First call Supervisor
  - 2. Second call Supervisor
  - 3. Assistant Director
  - 4. Director of Public Works
  
- B. The Supervisor receiving an alert that requires any salt/plowing operations will notify both the Police Radio Desk and the Assistant Director as to the time such operations will start. He will again notify both the Police Radio Desk and the Assistant Director when operations are completed.
  
- C. All snow/ice control related communications with the Weather Service and the Police Department will be conducted by a Supervisor, and not the call duty personnel.

## **II. EMERGENCY PROCEDURES**

It is the goal to clear all Village streets, cul-de-sacs, and dead-ends within 14 hours after a given snow fall stops. As operations continue and monitoring of progress continues against the 14 hour deadline, outside contractors will be called in to assist when we anticipate that our time goal will not be closely met. Varying conditions such as blowing/drifted snow, excessively heavy snow, etc., may necessitate outside assistance as well.

The agreement with the contractors specifies that they will report within 2 hours of call. After the first storm, they will be encouraged to store their equipment within the Village.

Contractor equipment will be used primarily to clear cul-de-sacs. As the areas are cleared, contractor and available Village equipment will be shifted as needed, and contractors released as quickly as possible.

In the event that outside contractors are needed for emergency assistance, authorization must be obtained from the Director of Public Works, or his designee.

In the event of a forecasted snow fall that will exceed six (6) inches of snow and have a forecasted duration of more than twelve (12) hours time of accumulation, the following measures will take place. Cul-de-sac drivers will be instructed to "open only" all cul-de-sacs/dead-ends/eye brows, designated on their route sheets. "Open only" will involve two or three passes through each cul-de-sac/dead-end/eye brow, but will not include curbing or ~~mæp~~ clean-up of areas until all cul-de-sacs have been opened up to traffic.

### III. CONTROL OF OPERATIONS

*Under the Direction and General Supervision of the Department Director;*

- A. The Assistant Director, or designated Supervisory Staff will be in command of salt/snow operations at all times.
- B. Only the Assistant Director or designated Supervisory Staff will advise the Police Department of the Village two (2) inch snow ordinance being placed into effect.
- C. The Assistant Director or designated Supervisory Staff will keep the Police Department advised of street operations and when such operations will be secured.
- D. When required, two (2) Supervisors will be the staffing level for any given Snow/Ice control operation.
- E. The Assistant Director, or designated Supervisory Staff will assign push back operations, if practical, the same day or next day, time and conditions permitting.
- F. Supervisors will be assigned for each operation. Supervisory personnel to be utilized include the following:

Normal Operations

~~Ken Gomoll~~ **Kelly Kerr**  
Joe Volpe  
~~Kelly Kerr~~ **Nick Lackowski**  
Jeff Allen  
**Kevin McGraw**

Back-up (as needed)

Tom Burnitz  
Bob Markko  
Joe Nebel

Support help to handle phone and radio traffic control include:

Normal Operations

Rose Dyer  
Pam Meinicke  
~~Beth Skowronski~~ **Aaron Howe**

Back-up (as needed)

~~Nicole Mueller~~ **Alice Nunez**  
~~Barb Vietor~~ **Leslie Gaeth**

- G. When required during plowing operations, a department Administrative staff person may be called in to handle incoming calls and radio traffic from personnel. The Assistant Director or his designee will authorize.

### III. CONTROL OF OPERATIONS, continued

- H. Only authorized personnel are to answer the snow phone. All information and/or requests are to be logged and submitted to the shift supervisor on the date received.

All salt/plow complaint calls are to be logged and responded to in a courteous manner. The caller's name, address, time received, and problem encountered are to be logged. The complaints received are to be responded to by the supervisors as soon as possible depending upon weather conditions.

All complaints are to be answered and action taken as necessary (depending upon circumstances) within 24 hours.

- I. Both during and after normal work hours, all snow/ice related concerns or problems shall be forwarded to a program Supervisor. The Police Department has been advised to call a Supervisor (not the call duty person) for all snow/ice related matters. The Supervisor then is responsible for taking the appropriate action.

### IV. GENERAL RULES (for drivers/operators)

- A. Carry gloves and jacket in the truck at all times in case of breakdowns.
- B. Stay in assigned area only, unless otherwise instructed by the designated supervisor on duty.
- C. Use radios only in the line of duty. Refer all questions snow and ice related to the base station as "snow control" from "unit number". All other unrelated radio traffic should refer to "PWC" base.
- D. Always use 10-7 location and 10-8 to supervisors.
- E. Obey all traffic rules at all times.
- F. Be courteous to the public; refrain from giving out any information to the public; refer all questions to our Public Works phone at (847) 490-6800.
- G. When coming into the garage for service, while mechanical repairs are being made to your vehicles, check your vehicle completely yourself.
- H. Always keep your vehicle cab compartment clean during and after each use.
- I. Salt/plow drivers are to have their mars and strobe lights on both A.M., and P.M., during salt/plow operations, or, when transporting any large (11 ft. or greater) plow. Exceptions are to be authorized by a supervisor.
- J. When completing associated time sheets, military time is to be used.

#### IV. GENERAL RULES, continued

- K. All accidents and/or injuries no matter how minor, are to be reported to the on duty supervisor immediately, via two-way radio or any means necessary.
- L. Any vehicle problems requiring service must be reported via vehicle service request form and attached to the driver's/operator's time sheet prior to the shift's end.
- M. After shift supervisor has authorized an employee to leave a completed area, the driver/operator is responsible for the hosing down, re-fueling, and insuring that vehicle used is ready for next shift, unless otherwise required by a Supervisor.
- N. Employees using the wash bay are to keep area clean and free of debris.

#### V. PLOWING AND SALTING PROCEDURES (drivers/operators)

Each driver/operator is responsible for his/her individual assigned area or route. The area should be free of ice and snow as soon as possible and all roadways are to be in safe condition. The job is not complete until all streets are free of ice and snow and snow is plowed to the curb lines where required. Under no circumstances is a driver/operator to leave an assigned area or route at any time unless a Supervisor has authorized it. Rest breaks must be approved ~~at certain times~~ by a Supervisor. The Supervisor must be notified immediately upon return to service. In the event of any equipment problems, a Supervisor is to be notified for instructions. The driver/operator should always be working on one of the streets in his/her assigned area or route unless authorization to leave is obtained from a Supervisor.

- A. The operation required will depend on the weather conditions. Specific instructions will be given by the shift Supervisor. The Supervisor may provide other specific instructions for you to follow.
- B. The operational procedure and goal for the application of salt on primary, main, and secondary streets shall be bare pavement. Salt should be applied near the center line of the street. Salt bounce when dropped from spinner should never exceed curb lines.
- C. Vehicle speed when salting shall not exceed 20 MPH. Under no circumstances shall plowing be done at speeds in excess of 20 MPH. Lower speeds shall be used in every instance where 20 MPH results in throwing snow onto sidewalks. Cul-de-sacs and courts shall be plowed with assigned vehicles.
- D. Snow is to be plowed to the curb line if curb exists, or, completely off the shoulder. An effort shall be made to plow all snow to the curb on the initial pass.
- E. Breaks ~~and lunch-breaks~~ must be scheduled through a Supervisor prior to leaving an assigned area.
- F. It is important that the Supervisor know the driver's/operator's progress and what part of the assigned area or route has been completed. The on duty Supervisor will request the status of an area and the driver/operator is to report his/her location and what has been accomplished thus far.

## V. PLOWING AND SALTING PROCEDURES, *continued*

- G. Cul-de-sac drivers are to check off the cul-de-sacs as they are completed, and indicate the time of day/night completed. The route map is to be signed and turned into the shift supervisor when the shift is over. Unfinished areas are to be brought to the Supervisors attention and passed on to the next shift's personnel.
- H. Upon the completion of an assigned route, the driver/operator is to contact the Supervisor. The driver/operator is not permitted to leave an assigned area or route until obtaining authorization from a Supervisor.
- I. After your assigned area has been completed, and the Supervisor has given authorization to return to the garage, each driver/operator is to refuel, hose off, clean, and ready his/her particular vehicle. Salt Route drivers are to check with the Supervisor for possible re-loading directions.
- J. Upon return to the Public Works Center, a time ticket and area route sheets are to be submitted to the office Supervisor. After the Supervisor's inspection of all submitted documents, he will authorize the driver's/operator's shift end. The driver/operator may not go off duty unless authorized by a Supervisor.
- K. The Facilities Division will assume responsibility for salting and/or shoveling Village building sidewalks during their normal work shift hours or in the event that such services are required outside of street plowing/salting operations.
- L. Depending on weather conditions, temperature, and precipitation forecasts, discretion is given to the Department as to whether or not cul-de-sac salting is to be performed on all 368 cul-de-sacs. (Examples are during accumulation of freezing rain with falling temperatures, and 1" or less of accumulative snow when plowing would be effective, and conditions have rendered the pavement surface unsafe.)

## VI. WORK RULES AND PROCEDURES

Note: From time to time requests are initiated by department personnel to review this section of the policy. Modifications that are considered to be housekeeping issues are referred to the Assistant Director for final disposition. All other proposed modifications must be brought to the attention of the SNOW/ICE TASK FORCE, and approved by the Department Director. The deadline for this process is November 1<sup>st</sup> each year. Any new trial modifications are subject to termination at any time at the discretion of the Department Director.

All department personnel are expected to be available for snow and ice control for overtime call-outs. During threatening weather, all department personnel are required to leave a phone number where they can be reached at all times. If/when the number changes, or the individual is not at the number on file with the department, the individual must call the PWC employee snow phone (847) 781-2730 to speak to a Supervisor or to leave a message.

## VI. WORK RULES AND PROCEDURES, continued

During the snow season<sup>1</sup>, all Department personnel, that are not on authorized leave of absence<sup>2</sup>, must be available to be contacted by the Supervisor on duty. Personnel that cannot be contacted and/or do not have verbal communications with a Supervisor, and/or do not report for snow and ice control operation, and/or do not report for snow and ice control operations within the prescribed one and one-quarter (1 ¼) hours or 1 ½ hour from 4:00 p.m. to 7:00 p.m., Monday through Friday, and/or are not on an authorized leave of absence may be issued a refusal occurrence<sup>3</sup> subject to the following refusal occurrence disciplinary actions:

- 1<sup>st</sup> refusal occurrence - verbal notification (pending review)<sup>4</sup>
- 2<sup>nd</sup> refusal occurrence - written reprimand (pending review)<sup>5</sup>
- 3<sup>rd</sup> refusal occurrence - three (3) day suspension (pending review)<sup>6</sup>
- 4<sup>th</sup> refusal occurrence - additional disciplinary action as warranted (pending review)

- (1) A snow season is defined as the period December 1<sup>st</sup> thru April 1<sup>st</sup>
- (2) "Leave of absence" refers to all absences as described in Section 4, "Benefits" of the Village's Personnel Policy Manual".
- (3) A refusal occurrence is defined to mean any circumstance in which the action/inaction taken by an employee results in the individual not reporting for duty in the manner prescribed within the Snow and Ice Control Policy and Procedure Manual.
- (4) A 1<sup>st</sup> refusal occurrence will remain in the Active Snow/Ice Refusal File for a period of one (1) year from the date of occurrence.
- (5) A 2<sup>nd</sup> refusal occurrence will remain in the Active Snow/Ice Refusal File for a period of three (3) consecutive snow seasons.
- (6) A 3<sup>rd</sup> refusal occurrence will remain in the Active Snow/Ice Refusal File for a period of four (4) consecutive snow seasons.

*\*As has always been Village policy, although an expired refusal occurrence, that falls under the Snow and Ice Control Policy and Procedure Manual, may not be referred to in any subsequent Snow and Ice Control refusal matters, it still remains a permanent record in the employee's Personnel File. As such, it may be referred to in conjunction with other disciplinary matters, a progressive disciplinary process and/or an individual's performance review.*

~~A Supervisor will make up to three (3) attempts to contact an individual (by automated system, pager and/or direct dialing) for salting and/or a plowing operation. In the event that a second or third attempt is required, the Supervisor will make these attempts five (5) minutes apart from each other. If the Supervisor is unable to make communication with the individual after three (3) attempts (15 minutes total) the Supervisor shall call for a replacement and no longer attempt to contact the initial person. Individual cell phones may be utilized by individuals as a primary phone contact although missed or failed calls shall not be a pretext for the inability to be contacted. Each individual is responsible to ensure that Village or personal communication equipment is operating properly. It is the responsibility of each individual to call in for instructions whenever there is doubt about whether or not he/she should be in or should have been called. Written notification of telephone numbers must be provided to the Superintendent Supervisor before its use by December 1<sup>st</sup> of the snow season and must immediately be updated of changes throughout the course of the snow season.~~

## VI. WORK RULES AND PROCEDURES, continued

When a call out for snow and ice operations is necessary, the primary snow & ice supervisor will contact employees by way of the Everbridge communication system. Employees shall provide the department with up to 2 phone numbers to be used for contact of the employee. Individual cell phones may be utilized by individuals as a primary phone contact although missed or failed calls shall not be a pretext for the inability to be contacted. Each individual is responsible to ensure that Village or personal communication equipment is operating properly. Written notification on telephone numbers must be provided to the Supervisor before its use by December 1<sup>st</sup> of the snow season and must immediately be updated of changes throughout the course of the snow season. The Everbridge system will attempt contact of individuals multiple times on each of the numbers provided. The employee is required to confirm contact from the Everbridge system by way of following the instructions on the voice recording when called. It is the responsibility of each individual to call in for instructions whenever there is doubt about whether or not he/she should be in or should have been called.

When contacting, or when being contacted by a Supervisor, a determination of the individual's duty requirements will be made. When the Supervisor requires the individual to report to work, he/she will be given one (1) hour from the time of the initial contact to report for duty, and "punch in with a time stamp". Individuals reporting within this one (1) hour show up time will be paid for one hour prior to punch in time stamped, on the time card. Employees not reporting within the one (1) hour show up time will not be paid for show up time, and then will have one and one-quarter (1 ¼) hours or 1 ½ hours from 4:00 p.m. to 7:00 p.m., Monday through Friday from the time of the initial contact to report for duty, or be subject to the refusal occurrence disciplinary action process described under this section.

Personnel not reporting for call out due to illness inside or outside of their normal work shift will be subject to review and may be issued a refusal occurrence pending the outcome of the review process.

Calls when services are not needed:

If an individual is called, or if an individual calls in during snow and ice control for assignment, and his/her services are not or appear not to be needed, the individual shall be given at least 4 hours (or whatever period of time in excess of the minimum 4 hours is given at the time of the initial call by the supervisor) before an additional call will be placed to the individual. If the Supervisor is not certain that services are needed due to an individual's unavailability, the Supervisor will make every effort to respond back to the individual within 10-15 minutes with an answer. Only in extreme emergency should this procedure be suspended. If the individual, for example, is not available after the 4 hour period (or whatever period of time in excess of the minimum 4 hours is given at the time of the initial call by the Supervisor), then a refusal occurrence may be issued.

Vacation/Floating Holiday - Winter Months (*December 1<sup>st</sup> thru April 1<sup>st</sup>*)

- A. During winter months no more than six (6) personnel, (3 Street and 3 Water) allowed off free and clear each day. If the 48 hour deadline passes and either Street or Water side doesn't have 3 a fourth from the opposite side will be allowed to be free and clear. All divisions MUST also maintain the minimum staffing level of 60% in each division.

## VI. WORK RULES AND PROCEDURES, continued

- B. Depending on work schedules, additional approved leave may be scheduled but must be approved subject to being available for call-in if snow removal, salting, or related work as necessary on that day. In those cases, vacation, floating holidays, compensation time, call duty, or time due, will be re-scheduled at a later date.
- C. Personnel on scheduled leave may be contacted if their services are needed. Those individuals who were 4<sup>th</sup> or more to request leave within their division shall report to work and their leave is to be re-scheduled. Personnel who were 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> to request leave for that day may be contacted, but have the option of reporting to work. If a choice to report to work is made, the leave for that day is to be re-scheduled.
- D. All benefit time (vacation, floating holiday, call duty day, and compensation time) is treated equally with regards to scheduled approved leave.
- E. Requested benefit time use for Fridays and Mondays must be used in eight (8) hour increments to be approved for weekend absence from snow/ice control.
- F. All benefit time use must be requested within forty-eight (48) hours prior to actual use.
- G. Seventy-two (72) hour notification is necessary to cancel approved use of benefit time, unless authorized by the Department Director.
- H. The use of an emergency vacation day shall be allowed in either 4 or 8 hour increments depending on the normal work day schedule, provided that a valid reason exists and is explained in writing to the satisfaction of the Department Director on the following work day. It is understood that this benefit is permitted only for normal work days, and normal work shift hours.
- I. Authorized use of benefit time for "approved leave" will begin at the end of a normal shift stop time and end on the next scheduled normal shift start time.
- J. Drivers on the salting roster may substitute their roster position with a "Buddy Switch" without limitation on the number of times used. Buddy Switches are for the purpose of covering a Driver's inability to respond to a salting operation as otherwise required by the posted roster. Buddy Switches may be implemented by the following, although no time extensions from the normal 15 minute contact period is permitted.
  - 1.) Messages of a Buddy Switch may be left at (847) 781-2730 by the initial roster listed individual identifying, his buddy and the switch. The buddy also must leave a message at (847) 781-2730 stating he is covering the route of the initial roster listed individual.
  - 2.) A Buddy Switch desired at the time of a salting call out will require the initial roster listed employee to contact his buddy and have him call the supervisor to confirm his responsibility to report.



## **VI. WORK RULES AND PROCEDURES, continued**

Personnel who work from midnight to their regular starting time during snow removal operations may request to leave work prior to the end of their regular work shift when work schedules allow by discretion of the supervisor.

1. The Salting Personnel Call-In Roster will be posted each day (Monday-Friday) from December 1<sup>st</sup> – April 1<sup>st</sup>.

Two (2), twelve 12-hour Salting Rosters (A.M. and P.M.), filled on a seniority basis, are maintained throughout the season. For each hour, outside an individual's regularly scheduled workday, on either A.M. or P.M. Salting Roster, that individual will receive a stipend, as outlined, within the CBA.

Snow and Ice route assignments will be made based on department seniority for the initial call-out of employees on a Salting Roster. An inverse order of qualified senior personnel will be used to fill any empty slots on the Rosters. It is understood that during continuing snow and ice operations, originally selected route assignments will not be in effect.

An individual may request to switch with someone else.

2. With regards to the restrictions outlined within the Drug & Alcohol Policy for Commercial Driver's License holders, the following shall hold true during snow/ice call-outs:
  - a) Personnel listed on the salting call-in roster are responsible to respond to a salting call-out or be subject to provisions as outlined within Article VI Work Rules and Procedures.
  - b) During snow plowing call-outs, an individual will be provided up to two (2) occasions per season to extend their show-up time provided he/she states that alcohol was consumed during the preceding four (4) hours from the time called out. The amount of extended time granted will be determined between the individual and the supervisor during initial contact.
  - c) There is no show-up time for any delayed or extended start.

## **VII. OVERTIME/OVERTIME PAY**

This section is in accordance with Article XVII of the current CBA.

To ensure a uniform policy for overtime, the following procedures will be enacted for all Public Works personnel during plowing operations.

- A. All paid time will start when an individual punches in and stops when that person punches out. A maximum of one hour show up time will be paid upon call-in and punch in confirmation as identified in Section VI.

## VII. OVERTIME/OVERTIME PAY, continued

- B. The normal workweek shall consist of forty (40) hours per departmental calendar week. Individuals who work the hours between 4:30 p.m., and the normal starting time shall be compensated at one and one-half (1 ½) times their regular straight time hourly rate of pay. On any day this occurs, the individual will not be guaranteed eight hours of straight time pay, or permitted to extend any portion of the day with other benefit compensation. Furthermore, it is understood that after an employee has worked a combination of forty (40) hours of straight time and/or over-time in a single work week, there will be no guarantee of additional working hours in that same work week.
- C. Inclusive of holiday pay at the individual's regular hourly rate of pay, shall be two and one-half (2.5) times the regular straight time hourly rate for all hours worked on any of the seven (7) designated holidays.
- D. Any call duty person will receive a minimum of two (2) hours pay on call-outs unless the time extends into his regular work shift or unless he is called back to correct his own error.

## VIII. FLEET SERVICES SNOW AND ICE CONTROL SHIFT ASSIGNMENTS

### A. Regular Division Snow and Ice Control Equipment Maintenance/Repair Manpower Levels.

Two Fleet Services staff members shall be contacted each time that a complete municipal vehicle operator work shift is called out for any weather related emergency situation.

The first Fleet Services staff member to be notified shall be the regularly assigned weekly call duty person. Subsequent to the notification of this individual, a second mechanical/technical maintenance person shall be notified.

The second staff member to be contacted will have pre-knowledge of his being next scheduled for this assignment via seniority. The inverse process will start with the least senior mechanic to be the next in line to be called in, if all senior mechanics have declined.

This primary plan will be in effect for weather emergency situations of up to and including twelve hours duration.

### B. Maximum Effort Snow and Ice Control Equipment Maintenance/Repair Manpower Levels.

During periods of continuous storm fighting activity which last in excess of twelve hours duration, two (2) twelve hour work shifts shall be implemented. These shifts shall be rotated for each new storm to ensure the fair treatment of all staff members.

## VIII. FLEET SERVICES SNOW AND ICE CONTROL SHIFT ASSIGNMENTS, continued

Variable start of shift times will be encountered by the two shift members who are notified as a result of the initial call out procedures. As a result, there will be occasions when these individuals may be required to work a shift in excess, or, possibly less than the standard twelve hour period.

**Fleet Services staff assignments during twelve-hour shift periods are as follows: will include the following:**

~~First Shift~~  
~~(7:00 a.m. - 7:00 p.m.)~~  
Bob Markko  
Howard DeLord  
Pat Chlopek

~~Second Shift~~  
~~(7:00 p.m. - 7:00 a.m.)~~  
Scott Lasken  
Mike Backstrom

## IX. SHIFT SUPERVISOR RESPONSIBILITIES DURING SNOW AND ICE CONTROL OPERATIONS

- A. It shall be the primary responsibility of the Shift Supervisor to oversee that all Village owned streets and properties be clean of all snow and ice, in accordance with prescribed policies.
- B. It shall be the responsibility of the Shift Supervisor to ensure that all personnel under his direction are properly trained in the use of Village equipment, plowing and salting techniques, and be knowledgeable of snow removal policies of the Village.
- C. It shall be the responsibility of the Shift Supervisor to check all time sheets, equipment mileage, hours, and amount of salt used by each driver/operator under his direction at the end of each operation.

## X. OPERATOR CHECK LIST

Prior to using any snow removal vehicle, an inspection is to be completed by the assigned operator. The operator is responsible for completing a "Vehicle Inspection Sheet" on the unit assigned and is to submit this sheet to the on-duty supervisor after his shift. Any needed repairs or replacements shall be brought to the immediate attention of the Fleet Services Supervisor. Often, said vehicle inspections are completed in advance of a snow/ice control operation to expedite response time.

Pre-Trip Inspected By: \_\_\_\_\_  
 Pre-Trip Inspection Date: \_\_\_\_\_  
 Miles: \_\_\_\_\_

**VILLAGE OF HOFFMAN ESTATES**  
**Vehicle and Equipment**  
**Pre-Trip Inspection & Condition Report**

Unit #: \_\_\_\_\_ Driver/Operator: \_\_\_\_\_ Date: \_\_\_\_\_

Time Out In Route: \_\_\_\_\_ Miles/Hours Start: \_\_\_\_\_

Time In From Route: \_\_\_\_\_ Miles/Hours Finish: \_\_\_\_\_

**INSPECT ALL ITEMS THAT APPLY**

| ITEM                    | OK | REPAIR | ITEM                  | OK | REPAIR |
|-------------------------|----|--------|-----------------------|----|--------|
| Headlights              |    |        | Brakes                |    |        |
| Marker Lights           |    |        | Wipers/Washers        |    |        |
| Tail Lights             |    |        | Heater/Defrost        |    |        |
| Brake Lights            |    |        | Seat Belts            |    |        |
| Emergency Warning Light |    |        | Back Up Alarm         |    |        |
| Reflectors              |    |        | Radios                |    |        |
| Mirrors                 |    |        | Air Leaks             |    |        |
| Tires                   |    |        | Horn                  |    |        |
| Cab/Body Dents          |    |        | Fire Extinguisher     |    |        |
| Exhaust System          |    |        | First Aid Kit         |    |        |
| Mars Light              |    |        | Two-Way Radios        |    |        |
| Strobe Lights           |    |        | Gauges/Instruments    |    |        |
| Oil Fluid Leaks         |    |        | Mud Flaps             |    |        |
| Springs & Suspension    |    |        | Triangle Kit          |    |        |
| Cab Clean               |    |        |                       |    |        |
| FLUIDS                  | OK | ADDED  | WINTER                | OK | REPAIR |
| Trans Fluid             |    |        | Plow Blade/Curb Guard |    |        |
| Hydraulic Fluid         |    |        | Plow Wands            |    |        |
| Coolant                 |    |        | Spreader/Spinner      |    |        |
| P/S Fluid               |    |        | Hydraulic Hoses       |    |        |
| Washer Fluid            |    |        | Spreader Light        |    |        |
| Engine Oil              |    |        | Plow Light            |    |        |
| Fuel                    |    |        | Plow Frame            |    |        |
|                         |    |        | Tow Chain             |    |        |
|                         |    |        | Flashlight            |    |        |
|                         |    |        | Plow Chain            |    |        |
|                         |    |        | CACL Tank Fill/Flush  |    |        |
|                         |    |        | Shovel                |    |        |

**Service Request:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Remarks:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# OMIT THE SECTION BELOW

## DEPARTMENT OF PUBLIC WORKS

# Memo

**TO:** ~~\_\_\_\_\_ All Public Works Employees~~  
**FROM:** ~~\_\_\_\_\_ Department of Health & Human Services~~  
**RE:** ~~\_\_\_\_\_ FROSTBITE~~  
**DATE:** ~~\_\_\_\_\_ October 12, 2001~~

~~Urgent~~  ~~For Review~~  ~~Please Comment~~  ~~Please Reply~~  ~~Enclosure(s)~~

### ~~FROSTBITE~~

~~A. Occurs when crystals form on the surface and deep within the soft tissue of the skin. Most common areas affected are the nose, cheeks, ears, fingers, and toes. The effect is more severe when the injured area is thawed and refrozen.~~

### ~~B. SIGNS/SYMPTOMS~~

- ~~1. Skin color change to white or gray~~
- ~~2. Slight pain~~
- ~~3. Possible blistering~~
- ~~4. Feeling of intense cold and numbness~~

### ~~C. AS TIME PASSES~~

- ~~1. Mental confusion~~
- ~~2. Victim staggers~~
- ~~3. Eyesight becomes blurry~~
- ~~4. Shock may occur~~
- ~~5. Breathing may cease~~
- ~~6. Death could result from heart arrest~~

#### ~~D. FIRST AID~~

- ~~1. Cover the frozen areas~~
- ~~2. Use extra covering for the entire body~~
- ~~3. Transport indoors ASAP~~
- ~~4. Provide victim with warm drink~~
- ~~5. Re-warm the frozen area by quickly immersing in warm water only~~
- ~~6. DO NOT RUB affected area or break blisters~~
- ~~7. Once the affected area is re-warmed, have victim exercise area~~
- ~~8. Elevate frostbitten parts and transport to emergency if necessary~~
- ~~9. Give fluids~~

#### ~~COLD EXPOSURE~~

~~A. Injury occurs when a victim is exposed to abnormally low temperatures aided by wind velocity, type of winds, and duration of exposure.~~

#### ~~B. SIGNS/SYMPTOMS~~

- ~~1. Shivering~~
- ~~2. Numbness~~
- ~~3. Low body temperature~~
- ~~4. Drowsiness~~
- ~~5. Muscular weakness~~

#### ~~C. FIRST AID~~

- ~~1. Give artificial respiration if needed (1 breath, count 5 seconds, repeat)~~
- ~~2. Transfer to a warm environment ASAP~~
- ~~3. Remove wet or frozen clothing~~
- ~~4. Re-warm the victim by wrapping in warm blanketing or place in warm water~~
- ~~5. Give hot liquids by mouth~~

#### ~~D. PREVENTION OF COLD INJURIES~~

- ~~1. Limit exposure time~~
- ~~2. Wear proper, protective clothing~~
- ~~3. Recognize symptoms~~
- ~~4. If your resistance is low, or if you are excessively tired, danger is increased~~
- ~~5. Refrain from drinking alcohol~~
- ~~6. Keep clothing loose and always wear dry clothing~~

## **HE-11-1305 PARKING LIMITED DURING SNOW REMOVAL**

It shall be unlawful for any person, firm, or corporation to park or cause to be parked any vehicle on any public street within the corporate limits of the Village at any time within eight (8) hours after a snow fall or two (2) inches or more has occurred, unless within said time said public street has been cleared of snow, provided that said eight hour parking restriction shall continue during snow removal operations until completed.

The Police Department and all members thereof are hereby authorized to remove and tow away or have removed and towed away by commercial towing service or by Village operated vehicles any car or other vehicle illegally parked which prevents and obstructs snow removal from public streets.

Cars or vehicles so towed away illegal parking shall be stored in a safe place and shall be restored to the owner or operator of such vehicle upon the payment of the towing and storage fees.

## **HE-11-1309 SNOW REMOVAL**

- A. It shall be unlawful to deposit on public sidewalks or public streets any snow which accumulated upon and is removed from an adjacent private property or from the area between adjacent road line and curb line of the street.
- B. It shall be unlawful to deposit on or against any fire hydrant which accumulated upon and was removed from a property.

**SALTING PERSONNEL ROSTER  
CHANGE REQUEST**

**I would like to give/switch my roster position:**

**Employee Requesting:** (Print and Initial) \_\_\_\_\_

**Employee Accepting:** (Print and Initial) \_\_\_\_\_

**Date:** \_\_\_\_\_ **Weekday**     **Switch from AM/PM to AM/PM.**     **Give AM/PM**

**Date:** \_\_\_\_\_ **Fri**     **Switch from AM/PM to AM/PM.**     **Give AM/PM**

**Date:** \_\_\_\_\_ **Sat**     **Switch from AM/PM to AM/PM.**     **Give AM/PM**

**Date:** \_\_\_\_\_ **Sun**     **Switch from AM/PM to AM/PM.**     **Give AM/PM**

**Snow and Ice Supervisor Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_    **Time:** \_\_\_\_\_

**Note:** Gives for weekend must **not** be turned in before the Thursday of the requested weekend. All transactions must be completed and handed to the Primary or AM On-Call Snow & Ice Supervisor by Noon

**SALTING PERSONNEL ROSTER  
CHANGE REQUEST**

**I would like to give/switch my roster position:**

**Employee Requesting:** (Print and Initial) \_\_\_\_\_

**Employee Accepting:** (Print and Initial) \_\_\_\_\_

**Date:** \_\_\_\_\_ **Weekday**     **Switch from AM/PM to AM/PM.**     **Give AM/PM**

**Date:** \_\_\_\_\_ **Fri**     **Switch from AM/PM to AM/PM.**     **Give AM/PM**

**Date:** \_\_\_\_\_ **Sat**     **Switch from AM/PM to AM/PM.**     **Give AM/PM**

**Date:** \_\_\_\_\_ **Sun**     **Switch from AM/PM to AM/PM.**     **Give AM/PM**

**Snow and Ice Supervisor Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_    **Time:** \_\_\_\_\_

**Note:** Gives for weekend must **not** be turned in before the Thursday of the requested weekend. All transactions must be completed and handed to the Primary or AM On-Call Snow & Ice Supervisor by Noon



**SNOW/ICE CONTROL/SALTING 2015 - 2016  
PERSONNEL CALL-IN ROSTER**

MASTER LIST as of 10/12/15

|              |                   |      |              |
|--------------|-------------------|------|--------------|
| SUPERVISORS: | PRIMARY:          |      | DATE POSTED: |
|              | AM -              | PM - | TIME POSTED: |
|              | 4 <sup>th</sup> - |      |              |

| AM SHIFT 0630 TO 1830 |     |                   | PM SHIFT 1830 TO 06:30 |             |     |
|-----------------------|-----|-------------------|------------------------|-------------|-----|
| DRIVER                |     | AREA              | UNIT                   | DRIVER      |     |
| ZYBURT                | 562 | Yard              | 50                     | HAWKINSON   | 564 |
| JAHNKE                | 524 | I                 | 9                      | LAWRECKI    | 556 |
| WAYTON                | 579 | II-A              | 14                     | BORJON      | 553 |
| SCHROEDER             | 549 | II-B              | 16                     | SCANNELL    | 561 |
| LACKOWSKI             | 537 | II-C              | 7                      | RACE        | 559 |
| WHITTLE               | 548 | III & IV<br>Mains | 3                      | J. PETERSON | 557 |
| FINN                  | 555 | III-A             | 4                      | CZOPEK      | 547 |
| EVANS                 | 552 | IV-A              | 6                      | HINDENBURG  | 527 |
| BIRDSELL              | 546 | IV-B              | 5                      | P. KASPER   | 539 |
| S. PEDERSEN           | 558 | V-A               | 11                     | ARVIDSON    | 535 |
| M. KASPER             | 525 | V-B               | 13                     | PLOCINSKI   | 531 |
| MCGRAW                | 554 | V-C               | 8                      | GAWERECKI   | 523 |
| R. PETERSON           | 543 | V-D               | 12                     | PHILIPP     | 536 |
| MC KITTRICK           | 567 | V-E               | 15                     | BURISCH     | 521 |
| WHELAN                | 563 | VI-A              | 1                      | LOPEZ       | 534 |
| FRANKLIN              | 584 | VI-B              | 10                     | STELL       | 544 |
| SCHWICHTENBERG        | 526 | VI-EDA            | 17                     | DALY        | 541 |
| GOLBACH               | 581 | Side-<br>walks    | 44                     | DEGIORGIO   | 582 |

**NOTES: FLEET ON CALL -**

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**ALL ROSTER CHANGES MUST BE SIGNED BY BOTH PARTIES AND SUBMITTED PRIOR TO CALL OUT**

• Denotes double up / Next Double Up / Next Water Rotation

**NEXT UP:**

|                 |               |                 |                |                  |                |                  |  |
|-----------------|---------------|-----------------|----------------|------------------|----------------|------------------|--|
| 1 <sup>ST</sup> | GATTS - 569   | 5 <sup>TH</sup> | OATES - 533    | 9 <sup>TH</sup>  | KOVAKA - 568   | 13 <sup>TH</sup> |  |
| 2 <sup>ND</sup> | MELHUIH - 583 | 6 <sup>TH</sup> | WINTZ - 545    | 10 <sup>TH</sup> | BACHELOR - 528 |                  |  |
| 3 <sup>RD</sup> | CAPIGA - 532  | 7 <sup>TH</sup> | O'SHANNA - 576 | 11 <sup>TH</sup> | HENNESSY - 522 |                  |  |
| 4 <sup>TH</sup> | KASSAL - 538  | 8 <sup>TH</sup> | CARLSON - 574  | 12 <sup>TH</sup> | WEBER - 566    |                  |  |

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** To provide an update on the Police facility Uninterruptable Power Supply (UPS) emergency purchase and installation, and request approval to declare the damaged UPS surplus and dispose of the equipment.

**MEETING DATE:** October 24, 2016

**COMMITTEE:** Public Works & Utilities

**FROM:** Joseph Nebel, Director of Public Works  
Paul Petrenko, Facilities Manager

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**PURPOSE:** Provide update on Police facility UPS emergency purchase and installation and request approval to declare the asset surplus and to dispose of the equipment.

**BACKGROUND:** Early Sunday morning, July 24, a violent storm passed through town and caused serious lightening damage to the Uninterruptable Power Supply (UPS) that feeds power to critical systems throughout the facility. Public Works, along with the UPS service contractor, determined that the UPS unit was damaged beyond repair.

After researching replacement units, a recommendation was made to Village Management. Pursuant to Section 4-7-6 of the Municipal Code, the Village Manager authorized the emergency expenditure of \$61,653 to purchase the new UPS equipment. The temporary use of a bypass switch was installed to keep the Police Department operational during the installation of the new UPS.

**DISCUSSION:** The UPS has now been successfully installed along with a new, permanent maintenance bypass switch. The switch provides a means of completely bypassing the UPS for maintenance, service, or another catastrophic failure and should keep the Police building functioning with minimal interruptions.

**DISCUSSION Continued:**

**With the new equipment operational, staff is requesting that the old unit be declared surplus and for disposal of the of damaged Chloride UPS unit. Staff believes that there is no auction or residual value in the destroyed equipment other than perhaps the scrap metal, but any scrap value would probably be offset by the labor cost in handling the UPS unit.**

**FINANCIAL IMPACT:**

**None.**

**RECOMMENDATION:**

**To request authorization to declare the damaged UPS surplus and dispose of the equipment.**

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request authorization to award contract for State of Illinois joint purchase of 2016-2017 winter road salt to Cargill Incorporated Salt Division, North Olmsted, OH at a unit price of \$65.08 per ton, in an amount not to exceed \$273,336.

**MEETING DATE:** October 28, 2016

**COMMITTEE:** Public Works & Utilities

**FROM:** Joseph Nebel, Director of Public Works  
Kelly Kerr, Assistant Director of Public Works

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**PURPOSE:** To provide a supply of road de-icing salt for the 2016-2017 winter season.

**BACKGROUND:** On March 14, 2016, the Village Board authorized participation in joint purchase with Illinois Department of Transportation (IDOT) for 2016-2017 procurement of 3,500 tons of road salt. Fiscal Year 2016 provides \$325,000 for road salt needs of which a balance of \$141,495 remains. In previous years the Village has participated in joint purchases with IDOT in an effort to guarantee a supply and reduce cost.

**DISCUSSION:** On August 19, 2016, the Village received notification from the State on road salt bid results. The Village has pre-committed to 3,500 tons and is responsible for ensuring that the 80% guaranteed purchase requirement is met by contract end (June 30, 2017) although up to 120% may be obtained at the same contract price. The contract was awarded to Cargill Incorporated Salt Division, North Olmsted, OH at a cost F.O.B., Hoffman Estates of \$65.08 per ton. The Village is currently in possession of approximately 5,000 tons of salt stored in the dome. Average seasonal salt usage for the past 5 snow & ice seasons is approximately 4,938 tons per season.

**FINANCIAL IMPACT:**

Due to the unpredictability of weather events it is uncertain how much salt will be required for the 2016-17 winter season. We can state with reasonable certainty that our usage this season should fall within the 80% to 120% contract range. The range of estimated costs can be based on the minimum purchase of 80%, or 2,800 tons at \$182,224 and the maximum purchase of 120% or 4,200 tons at \$273,336.

Current and past State pricing for salt F.O.B. Hoffman Estates is as follows:

| Year      | Amount (tons) | Cost per ton | Season Usage |
|-----------|---------------|--------------|--------------|
| 2015-2016 | 3,500         | \$65.08      | 3,171        |
| 2014-2015 | 6,960         | \$52.31      | 3,420        |
| 2013-2014 | 5,800         | \$52.31      | 7,549        |
| 2012-2013 | 2,000         | \$53.38      | 4,885        |
| 2011-2012 | 6,000         | \$60.33      | 2,940        |
| 2010-2011 | 7,500         | \$68.82      | 5,897        |
| 2009-2010 | 7,500         | \$68.82      | 5,687        |

**RECOMMENDATION:**

Request authorization to award contract for State of Illinois joint purchase of 2016-2017 winter road salt to Cargill Incorporated Salt Division, North Olmstead, OH, at a unit price of \$65.08 per ton, in an amount not to exceed \$273,336.



# ILLINOIS

## JOINT PURCHASING REQUISITION CY'16-'17 New Purchase Commitment

**PLEASE RETURN TO:**  
Illinois Department of  
Central Management Services  
801 Wm. G. Stratton Building  
401 S. Spring Street  
Springfield, IL 62706  
Fax: (217) 782-5187  
Email Address for submission:  
[CMS.BOSS.EC@Illinois.gov](mailto:CMS.BOSS.EC@Illinois.gov)

       No Thank You,  
But keep on mailing list.

Opt-Out-> Our unit does not want to participate in the CY' 2016-2017 Contract Procurement.  
Notice-> Please complete and return the Contact information below to remain on the mailing list.

Joint Purchasing #:           L2680-2680            
Government Unit:           Village of Hoffman Estates,            
Mailing Address:           2305 Pembroke Ave.            
City/ State / Zip:           Hoffman Estates, IL 60169            
County:           Cook            
Contact Person:           Ken Gomoll            
Telephone Number:           847-490-6800            
Fax Number:           847-490-6868            
Contact Email:           Ken.Gomoll@hoffmanestates.org          

Date:           3 / 10 / 2016          

| Delivery Point  |
|---|
| ( Provide Delivery Details To Contract )<br>( Vendor At Time Of Order Placement ) |
| 2405 Pembroke Ave.<br>Hoffman Estates, IL<br>60169                                |
| <- Please provide Email Address   |

\*\*\*\*\* Participant, Complete Only One - Either "Table-A" or "Table-B" Below \*\*\*\*\*

**Table A: Complete this table to have the State "SOLICIT BIDS" for your governmental entity**

| ITEM DESCRIPTION                                       | BID QUANTITY<br>(Total Tonnage) | UNIT MEASURE<br>(22 - 25 Ton / Truck) |
|--|---------------------------------|---------------------------------------|
| AASHTO M143 Road Salt or Equivalent<br>Rock Salt, Bulk | _____                           | Tons                                  |

Please note your Purchase Commitment Percentage for Total Tonnage Quantity as stated above (choose one):  
 OPTION 1        80% minimum purchase requirement/120% maximum purchase requirement  
 OPTION 2        100% minimum purchase requirement/120% maximum purchase requirement

\*\*\*\*\* Participant, Complete Only One - Either "Table-A" Above or "Table-B" Below \*\*\*\*\*

**Table B: Complete this table to have the State "RENEW" Requirements for your governmental entity**

| ITEM DESCRIPTION  | QUANTITY<br>(Total Tonnage)      | UNIT MEASURE<br>(22 - 25 Ton / Truck) |
|---|----------------------------------|---------------------------------------|
| AASHTO M143 Road Salt or Equivalent<br>Rock Salt, Bulk * 58 | <u>          3,500          </u> | Tons <u>          65.08          </u> |

**Note:** Renewal is available ONLY under Contracts PSD 4018143, 4018144, 4018145, and 4018146 for CY' 2015-2016. Your quantity may not exceed more than a 20% increase of last season's quantity, and price cannot increase more than 10% of last season's price. Other Terms & Conditions of Contract will remain the same as last year. Please Check Contract # Below:  
 Note Current CMS Contract: PSD 4018143 ( ) -or- PSD 4018144 (  ) -or- PSD 4018145 ( ) -or- PSD 4018146 ( )

I certify that funds are available for the purchase of the items on this Requisition and that such items are for the sole use of this governmental unit, and not for personal use of any official or individual or re-sale.

In addition, I agree to abide by the Joint Purchasing Procedure established by the Department of Central Management Services.

          X on Illinois D. McLeod            
SIGNATURE OF AUTHORIZED OFFICIAL OR AGENT  
*Printed on Recycled Paper*

          Village President            
TITLE

**VILLAGE OF HOFFMAN ESTATES  
OFFICE OF CORPORATION COUNSEL**

**REVIEW AND APPROVAL PROCEDURES  
FOR A CONTRACT**

Budget #01404123-4409

|                             |  |
|-----------------------------|--|
| Project Title:              | <u>2016-2017 Bulk Road Salt Procurement via Joint Purchase with State</u>              |
| Contact Person:             | <u>Joseph Nebel / Ken Gomoll</u>   |
| Department:                 | <u>Public Works</u>  |
| Amount of Contract:         | <u>3,500 ton @ 100% via Bid by State in May/June 2016</u>                              |
| Mgr./Bd. Approval Req. By:  | <u>Village Board approved on March 21, 2016</u>  |
| Village Signature Required: | over \$20,000 – Village President <u>XXX</u><br>Under \$20,000 – Village Manager _____ |

**1. DEPARTMENT DIRECTOR OR COMMISSION LIAISON**

- A. As to Amount Budgeted  
B. As to Purpose & Content

APPROVE      DISAPPROVE      COMMENT

Signed [Signature]      \_\_\_\_\_  
Date 3/16/16

**2. DIRECTOR OF FINANCE**

- A. As to Budget

APPROVE      DISAPPROVE      COMMENT

Signed [Signature]      \_\_\_\_\_  
Director of Finance      Date 3/22/16

**3. RISK MANAGER**

- A. As to Liability  
B. As to Insurance Coverage Req.

APPROVE      DISAPPROVE      COMMENT

Signed [Signature]      \_\_\_\_\_  
Risk Manager      Date 3/22/16

**4. CORPORATION COUNSEL**

- A. As to Legality  
B. As to Form

APPROVE      DISAPPROVE      COMMENT

Signed [Signature]      \_\_\_\_\_  
Corporation Counsel      Date 3/22/16

**5. VILLAGE MANAGER**

- A. Accepted  
B. Not Accepted

FOR SIGNATURE      FOR BOARD TRANSMITTAL      COMMENT

Signed [Signature]      \_\_\_\_\_  
Village Manager      Date 3/22/16

Procedures:

- The Department Director or Commission Liaison is responsible for initiating this form for each contract.
- The original contract and this form shall be filed with the Village Clerk.

## Kelly Kerr

---

**From:** Jarosz, Diane <Diane.Jarosz@illinois.gov>  
**Sent:** Friday, August 19, 2016 2:42 PM  
**To:** Ken Gomoll  
**Subject:** FW: Cargill Salt Division FY 17 Renewal - Hoffman Estates, Village of  
**Attachments:** Cargill Salt Div. FY 17 Renewal - Hoffman Estates, Village of.pdf

---

**From:** CMS.BOSS.EC  
**Sent:** Friday, August 19, 2016 2:08 PM  
**To:** 'ken.Gomell@hoffmanestates.org'  
**Subject:** Cargill Salt Division FY 17 Renewal - Hoffman Estates, Village of

Dear Ken:

Attached is a copy of the requisition you submitted to us for the purchase of rock salt. The information from the requisition including the purchase commitment, can be used to submit your requirements to the contract vendor.

Contract: PSD 4018144-01  
Cargill Incorporated Salt Division  
24950 Country Club Boulevard, #450  
North Olmsted, OH 44070

Term: September 2016 – August 2017  
FEIN Number 41-0177680

Phone: 800-600-7258

Contact: Government Services

Your unit is contract line number 58 and the renewal price per ton F.O.B. destination is \$65.08 .

I hope this information is beneficial to you in the utilization of this contract. If you have any questions, please feel free to contact me.

Wayne Ilsley, CPPB, Buyer, CMS-BOSS-C&E  
[wayne.ilsley@illinois.gov](mailto:wayne.ilsley@illinois.gov)  
phone: 217-782-8091





ILLINOIS

Bruce Rauner, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Michael M. Hoffman, Acting Director

August 15, 2016

Dear Joint Purchasing Participant:

Subject: 2016-2017 Rock Salt, Bulk Contract Information

In completing the 2016 – 2017 Rock Salt season contract re-procurement, the State of Illinois did not encounter the types of supply-related issues experienced in previous seasons. We have made every effort to secure Road Salt at the best available price for participants in our contract solicitation, and gladly report that the State was able to obtain an offer for your location requirements through the State's procurement efforts.

In accordance with your response on "Table B: Complete to have the State RENEW for your governmental entity" from the seasonal participation survey, we have secured your revised REQUISITION QUANTITY with the previous season's contract vendor.

Enclosed is a copy of the requisition you submitted to us for the purchase of rock salt. The information from the requisition, including purchase commitment, can be used to submit your requirements to this year's contract vendor:

**Contract: PSD 4018144-01**  
Cargill Incorporated Salt Division  
24950 Country Club Blvd., # 450  
North Olmsted, OH 44070  
Phone (800) 600-7258

**Term: September 2016 – August 2017**  
FEIN Number: 41-0177680

Contact: Government Services

Your unit is **Contract Line No: \_\_\_\_\_ / Price per ton F.O.B. destination, is \$ . . . . .**  
Emergency pickup of salt from vendor's warehouse is not made available in this contract.

The additional price per ton to have rock salt delivered in trucks equipped with coal/grain chute openings in the tailgate to permit controlled off-loading of rock salt onto conveyors was not provided for by this vendor in this season's procurement process.

You are responsible for issuing your own purchase order document to the vendor. Orders may be placed with the vendor via telephone, with a written or fax confirmation to follow immediately. *You are strongly encouraged to order and store as much salt as possible in order to help prevent potential salt shortages this winter.* Also, you must place orders in full truckload ( typically 22-25 tons ) delivery quantities or multiples of such.



Your governmental unit is responsible for ensuring that the 80 or 100 percent minimum guaranteed purchase commitment ( as noted on your Requisition ) is met before the end of the winter season, June 30, 2017. The vendor is required to furnish not less than 120 percent ( if needed ) of the contract quantity by March 1, 2017. Your governmental unit is responsible for processing vendor invoices in a timely manner.

Delivery shall be made as soon as possible after vendor receipt of order by phone or mail. The maximum time from receipt of order to the actual delivery for orders placed between December 1, 2016 through April 1, 2017 shall not exceed seven working days, unless as modified in the Order Guidelines herein..

For orders placed between December 1, 2016 and April 1, 2017, if a vendor is unable to make delivery within the order timeline, local governmental units shall have the right to retain as liquidated damages, not as a penalty, 5.% per working-day on the undelivered portion of the order, but not to exceed 50.%. For orders placed prior to 9:00 a.m. on a given day, that day to be considered as the first calendar day of the seven-day delivery period. For an order placed after 9:00 a.m. on a given day, the following day shall be considered as the first calendar day of the seven day delivery period.

CMS reserves the right to mitigate application of liquidated damages imposed against a vendor, in the event of orders exceeding the maximum percentages outlined below:

An agency may order up to 20.% of their awarded contract tonnage in any given week and vendor shall deliver within 7 working-days after receipt of order. Quantity ordered above the 20.% threshold shall have an extended deliver time of one-working-day for each one-percentage-point above the 20.% guideline. For example, if an agency orders 25.% of their awarded total 100 ton, delivery of the first 20 ton ( 20.% ) shall be within 7 working-days after receipt of order, the remaining 5 ton should be delivered within 12 working-days after receipt of order.

If after seven working-days of liquidated damages assessment, the vendor has still failed to deliver, local governmental unit shall have the right to terminate an order and purchase road salt or abrasives from another source, or take action consistent with public safety as needed to continue daily business. Any and all additional costs incurred may be collected from the original vendor, in addition to liquidated damages, by participant's legal action.

All deliveries shall be covered with approved weatherproof materials. The vendor shall ensure that delivery person inspects the inside of the trailer and that all salt is removed from the trailer before leaving a delivery point. The vendor will ensure all weights and measures shown on delivery tickets are correct. Local governmental units reserve the right to require that delivery trucks occasionally be directed to a scale in the vicinity of the delivery point as a check on delivered truckloads.



Deliveries of rock salt containing any foreign material such as mud, rocks, grader teeth, wood, tarpaulins, etc., may be rejected at the delivery site. In the event that any foreign material is discovered in dumped deliveries, the salt and foreign matter may be reloaded onto the cartage hauler's truck by the local governmental unit and returned for credit, or the vendor shall immediately ship a specification compliant load of replacement salt, or issue a refund to the governmental unit consistent with the contract price.

In December 2016, the contract vendor shall have in place stockpile(s) located in or near Illinois covering the tonnage awarded for the northern regions of the State, and in January of 2017 the contract vendor shall have in place stockpile(s) in or near to Illinois covering the total tonnage awarded for all regions of the State. At our discretion, we will inspect the stockpiles to ensure that these stockpiles are in sufficient quantities, and that vendor commitments to the stockpiles are with the users of this contract.

Enhanced Rock Salt 2016 - 2017 season availability from Cargill Salt Division:

The Department of Central Management Services surveyed vendors for availability of an enhanced rock salt option in the invitation for bid, and received an offering from North American Salt Company. Locations interested in this enhanced salt option must call the vendor for availability information and to facilitate potential ordering arrangements.

Their product is made available to any joint purchasing participant awarded in the Cargill Salt Division Contract as an up-charge per ton option and would be added to your order as a separate line item. Contact Stacy Bruzda at 800-600-7258 for the availability details.

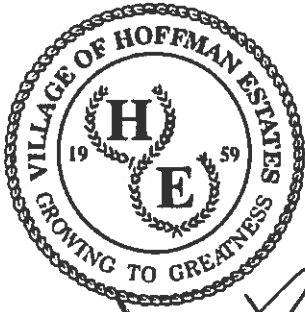
The enhanced salt product features additional pre-treatment of approved road salt with a product providing enhanced melting performance, with reduced corrosion and clumping.

It is hoped that this information will be beneficial to you in the utilization of this contract. If you have any further questions concerning the rock salt contract, please feel free to contact me at (217) 782-8091.

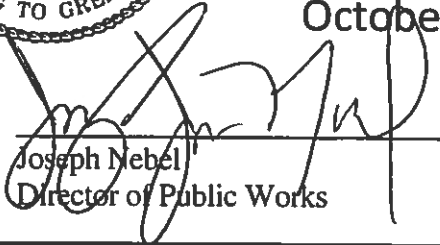
Sincerely,

Wayne Ilsley, CPPB, Buyer  
Bureau of Strategic Sourcing

GovSalt.doc



**VILLAGE OF HOFFMAN ESTATES**  
**DEPARTMENT OF PUBLIC WORKS**  
**SEPTEMBER 2016 MONTHLY REPORT**  
**SUBMITTED TO: Public Works Committee**  
**October 2016**

  
 Joseph Nebel  
 Director of Public Works

  
 Kelly Kerr  
 Assistant Director of Public Works

**MAJOR PROJECT STATUS**

**Valve Assessment Program**

Notice to proceed was issued to M.E. Simpson on March 31, 2016 for the assessment of 1,000 valves with a concurrent leak survey. Before the end of August, 743 valves located in Barrington Square, Parcel NE, Parcel NF and Parcel NC were exercised and/or mapped with GPS coordinates determined. The leak survey uncovered six hydrant leaks and one valve leak and all have been repaired. **The program was temporarily stopped for staff to investigate thoroughly the condition of a closed valve and a section of hidden 16" water main.**

**Tollway Widening Project: Update**

The following is a brief update of what is being done to avoid construction conflicts to utility lines effected by the Tollway expansion project:

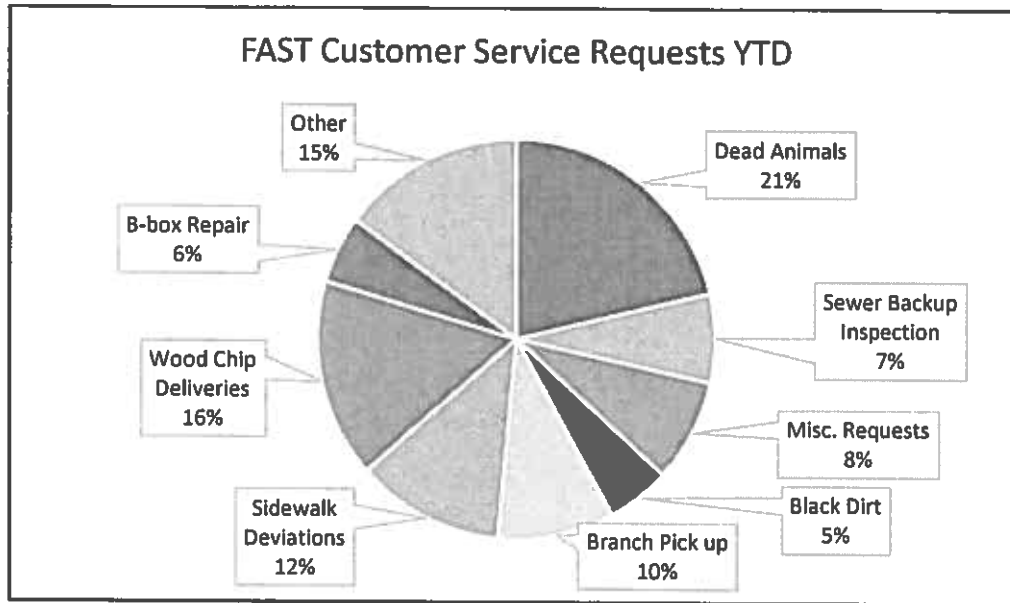
1. 12" sanitary sewer force main for Pfizer lift station is near AT&T site. No conflicts have been detected through potholes that require major work as of **September 30, 2016.**
2. 12" water main crossing I-90 Tollway north of the Village Hall. No conflicts have been detected through potholes that require major work as of **September 30, 2016.**
3. 16" transmission water main crossing I-90 Tollway north of the Eisenhower School for Ela Road water mains. No conflicts have been detected through potholes that requires major work as of **September 30, 2016.**
4. 4" sanitary sewer force main for Thomas lift station south of the Thomas Engineering site in conflict with retaining wall and proposed JAWA relocation. The 30" casing pipe was extended north as part of the Tollway construction. **Tollway contractor contacted staff to present alternative options to the casing extension and review and approval is pending.**

## Customer Services

### Fast Action Service Team (FAST):

1. Supervised sidewalk contractor;
2. Assisted in setup/take-down at Platzkonzert.

| Fast Action Service Team (FAST) |     |     |     |     |     |     |     |     |     |     |     |       |
|---------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Customer Service Requests       |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan                             | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 11                              | 34  | 34  | 39  | 55  | 35  | 43  | 55  | 51  |     |     |     | 357   |



### Customer Service Team:

| Customer Service Team                         |     |     |     |     |     |     |     |     |     |     |     |       |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Water Billing - Customer Service Appointments |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan   | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 66  | 66  | 77  | 54  | 38  | 85  | 37  | 58  | 79  |     |     |     | 560   |
| Finance-generated Water Meter Readings        |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan   | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 270   | 227 | 300 | 273 | 283 | 380 | 290 | 415 | 273 |     |     |     | 2711  |
| Delinquent Water Accounts                     |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan   | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 100   | 118 | 120 | 90  | 109 | 89  | 93  | 111 | 99  |     |     |     | 929   |
| New Construction Inspections                  |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan   | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 5   | 1   | 4   | 4   | 2   | 6   | 5   | 6   | 5   |     |     |     | 38    |
| Residential Cross Connection Inspections      |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan   | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 78  | 79  | 79  | 93  | 108 | 159 | 132 | 107 | 104 |     |     |     | 939   |

| Customer Service Requests - Gov Q&A/Meter Repairs |     |     |     |     |     |     |     |     |     |     |     |       |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Jan   | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 33  | 71  | 50  | 37  | 14  | 14  | 12  | 16  | 12  |     |     |     | 259   |
| Meter Change-outs                                 |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan   | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 18  | 9   | 19  | 12  | 53  | 35  | 17  | 18  | 34  |     |     |     | 215   |
| B-box Repairs                                     |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan   | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| -   | 2   | 4   | 3   | 3   | 11  | 2   | 2   | 2   |     |     |     | 29    |

**Utility Locates Team:**

| Utility Locates Team    |     |     |     |     |     |     |     |     |     |     |     |       |
|-------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| JULIE Locates           |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan                     | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 720                     | 473 | 983 | 738 | 983 | 985 | 913 | 448 | 256 |     |     |     | 6499  |
| Emergency JULIE Locates |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan                     | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 26                      | 32  | 7   | 6   | 7   | 5   | 9   | 11  | 11  |     |     |     | 114   |
| Utility Joint Meets     |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan                     | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 2                       | 2   | 4   | 3   | 2   | 5   | 7   | 3   | 3   |     |     |     | 31    |

**Facilities**

1. Oversaw Greve Cemetery repairs;
2. Continued preparing RFPs for Fire Station 22 sprinkler and Village-wide camera system;
3. Started BRIVO access control system firmware updates at Village facilities.
4. Completed second UPS replacement at Police Department;
5. Completed hydro testing/repairs of the Ansul fire protection systems in the kitchens of the Village Hall and Fire Stations.

| Facilities                                     |     |     |     |     |     |     |     |     |     |     |     |       |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Preventative Maintenance Program - staff hours |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 90   | 39  | 130 | 79  | 87  | 73  | 64  | 74  | 93  |     |     |     | 730   |

**Fleet Services**

| Fleet Services                                       |     |     |     |     |     |     |     |     |     |     |     |       |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Preventative Maintenance Program - Number of Repairs |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 21   | 18  | 29  | 27  | 28  | 28  | 42  | 22  | 29  |     |     |     | 244   |

## Forestry

1. Began preparation for Fall tree planting;
2. Training of new Forestry Maintenance II;
3. Prepared vehicles for Schaumburg September Fest;
4. Assisted in setup/take-down at Platzkonzert.
5. Completed Police Station and Village Hall plant inventory assessment;
6. Assisted with Snow and Ice inspections.

| Forestry                  |     |     |     |     |     |     |     |     |     |     |     |       |
|---------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Customer Service Requests |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan                       | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 51                        | 21  | 35  | 74  | 72  | 116 | 87  | 61  | 61  |     |     |     | 578   |

## Maintenance & Construction

### Storm Sewer Team:

1. Flushed storm system on Maricopa Lane;
2. Storm sewer inspections at 1040 Rosedale and 3585 Londonderry Ct.

| Storm Sewer Team            |       |     |     |      |      |      |      |     |     |     |     |       |
|-----------------------------|-------|-----|-----|------|------|------|------|-----|-----|-----|-----|-------|
| Feet of Storm Sewer Flushed |       |     |     |      |      |      |      |     |     |     |     |       |
| Jan                         | Feb   | Mar | Apr | May  | Jun  | Jul  | Aug  | Sep | Oct | Nov | Dec | Total |
| 1,822                       | 2,100 | 800 | 350 | <100 | <100 | <100 | <100 | 200 |     |     |     | 5,272 |
| Catch Basin Rebuilds        |       |     |     |      |      |      |      |     |     |     |     |       |
| Jan                         | Feb   | Mar | Apr | May  | Jun  | Jul  | Aug  | Sep | Oct | Nov | Dec | Total |
| 0                           | 0     | 0   | 5   | 5    | 3    | 1    | 5    | 0   |     |     |     | 19    |

### Construction/Maintenance Team:

1. Performed water main repairs at Lexington and Firestone, 329 Glendale, and 660 Hillcrest.

| Construction/Maintenance Team |     |     |     |     |     |     |     |     |     |     |     |       |
|-------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| B-box Repair/Replacement      |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan                           | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| -                             | 3   | 3   | 15  | 6   | 9   | 4   | 7   | 4   |     |     |     | 51    |
| Hydrant Repair/Replacement    |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan                           | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 2                             | 1   | 3   | 1   | -   | 2   | 5   | 11  | 14  |     |     |     | 39    |
| Valve Repair/Replacement      |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan                           | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 1                             | 3   | 3   | -   | -   | -   | 3   | 5   | 1   |     |     |     | 16    |

## Traffic Operations

### **Pavement Maintenance Team:**

1. Coordinated HAZMAT and Unit 68 semi-dump and low-boy training;
2. Attended DuPage River Salt Creek Workshop (deicing);
3. Pavement repairs at Firestone Auto Repair and PW Maintenance and Vehicle Equipment lot;
4. Assisted with Village-wide chipping program;
5. 24 Asphalt driveways completed per 2016 Street Rehab Project;
6. Curb line repair on Pleasant.

| Pavement Maintenance Team      |     |     |     |     |     |     |     |     |     |     |     |       |
|--------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Tons of Hot Asphalt Installed  |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan                            | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 0                              | 0   | 0   | 9   | 44  | 57  | 48  | 105 | 62  |     |     |     | 326   |
| Tons of Cold Asphalt Installed |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan                            | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 6                              | 16  | 7   | 9   | 1   | 5   | 1   | 2   | 3   |     |     |     | 51    |

### **Sign Team:**

1. Assisted with seasonal banner change out;
2. Participated in Ville-wide chipping program;
3. Assisted with setup/take-down at Platzkonzert;
4. Performed snow and ice equipment maintenance;
5. Fabricated and installed seven signs for HHS and Police;
6. Performed type II sign reposting at Buckingham Court, Scarborough Court, Greens Court, Claridge Circle, London Square, Lincolnshire Lane, Ascot Court, and Darien Court;
7. Performed type I sign reposting at Sudbury Drive and Bode Road;
8. Fabrication and installation of qualification equipment at PD.

| Sign Team                      |     |     |     |     |     |     |     |     |     |     |     |       |
|--------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Repaired/Replaced Signs        |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan                            | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 11                             | 15  | 9   | 11  | 1   | 9   | 4   | 5   | 5   |     |     |     | 70    |
| Signs Fabricated and Installed |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan                            | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 12                             | 18  | 24  | 103 | 91  | 54  | 70  | 58  | 100 |     |     |     | 530   |

### **Street Light Team:**

1. Installed fall seasonal banners throughout the Village;
2. Participated in the Village-wide chipping program;
3. Performed snow and ice equipment maintenance.



| Street Light Team         |     |     |     |     |     |     |     |     |     |     |     |       |
|---------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Customer Service Requests |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan                       | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 10                        | 8   | 11  | 6   | 6   | 11  | 9   | 14  | 13  |     |     |     | 88    |
| Street Lights Repaired    |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan                       | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 63                        | 35  | 11  | 17  | 5   | 55  | 29  | 46  | 14  |     |     |     | 275   |

## Water Operations

### Operations Team:

1. Completed lead and copper sampling from 30 Village locations;
2. Participated in Village-wide chipping program;
3. Participated in hydrant flushing;
4. Pulled Aster high-service pump for rebuild;
5. Supplied 100kw generators for Platzkonzert.

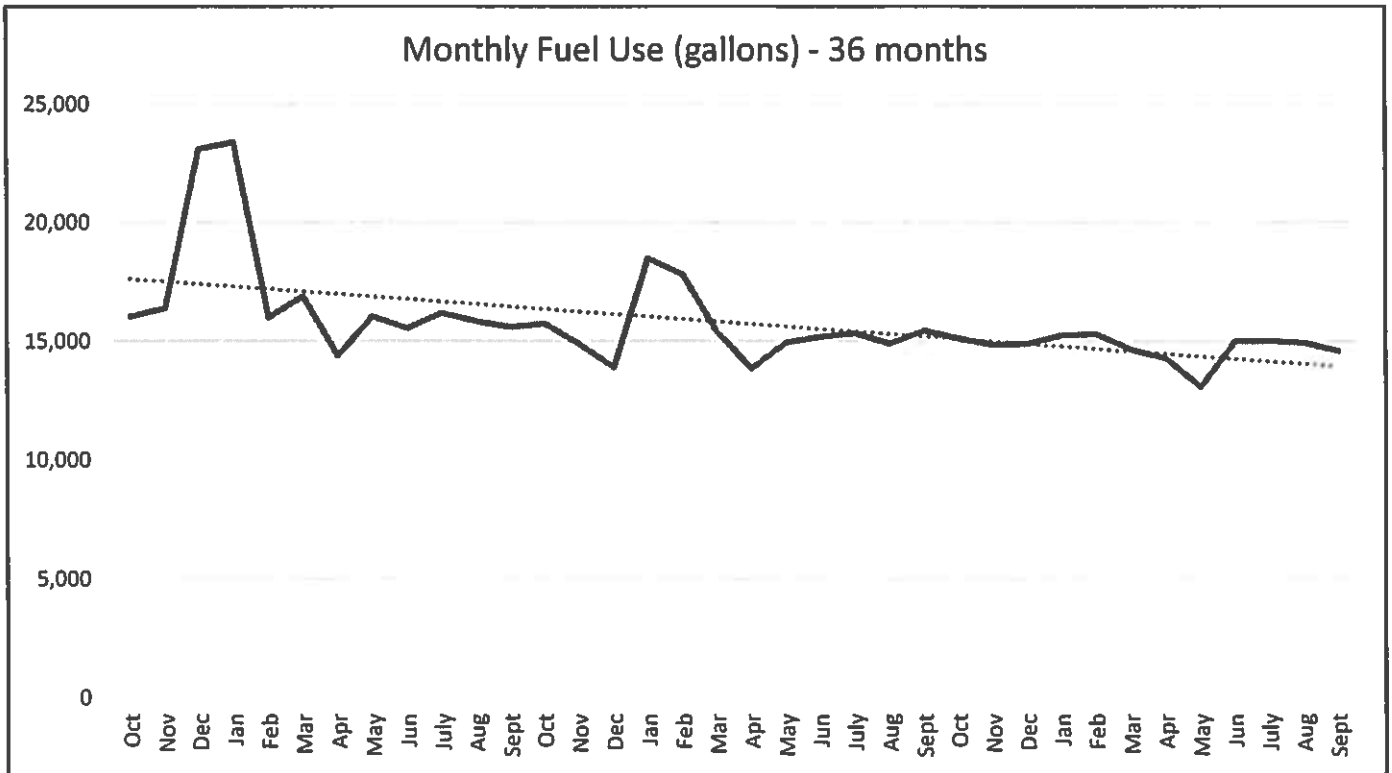
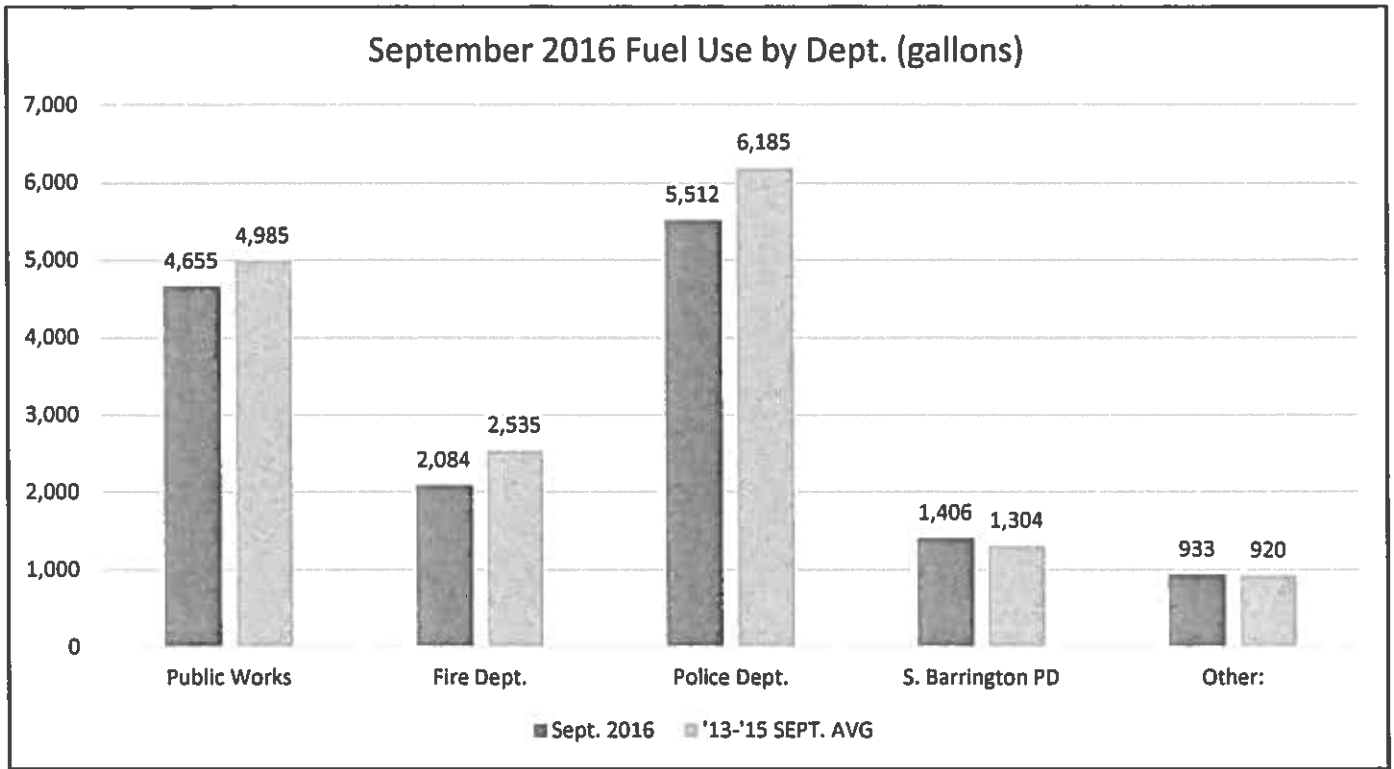
| Operations Team              |     |     |     |     |     |     |     |     |     |     |     |       |
|------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Resident Water Quality Tests |     |     |     |     |     |     |     |     |     |     |     |       |
| Jan                          | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 5                            | 4   | 4   | 2   | 2   | 2   | 3   | 2   | 2   |     |     |     | 26    |

### Sanitary Sewer Flow Management Team:

1. Cleared sanitary blockage at AT&T building on Jones Road;
2. Completed six month trouble-spot list;
3. Assisted with hydrant flushing and Village-wide chipping programs;
4. Performed TV inspection of abandoned water main on Poplar Creek;
5. Assisted engineering with riser pipes under pavement during road reconstruction on Apache.

| Sanitary Sewer Flow Management Team |       |        |       |       |        |       |       |        |     |     |     |        |
|-------------------------------------|-------|--------|-------|-------|--------|-------|-------|--------|-----|-----|-----|--------|
| Sewer Lines Flushed (feet)          |       |        |       |       |        |       |       |        |     |     |     |        |
| Jan                                 | Feb   | Mar    | Apr   | May   | Jun    | Jul   | Aug   | Sep    | Oct | Nov | Dec | Total  |
| 11,005                              | 6,015 | 24,344 | 2,192 | 9,268 | 10,351 | 8,077 | 3,337 | 24,704 |     |     |     | 99,293 |
| Sanitary Main Inspections (feet)    |       |        |       |       |        |       |       |        |     |     |     |        |
| Jan                                 | Feb   | Mar    | Apr   | May   | Jun    | Jul   | Aug   | Sep    | Oct | Nov | Dec | Total  |
| -                                   | 173   | 173    | 173   | 156   | 998    | 90    | -     | -      |     |     |     | 1,763  |

# Fuel Use Report



**ENGINEERING REPORT OF THE  
TRANSPORTATION AND ENGINEERING DIVISION  
DEPARTMENT OF DEVELOPMENT SERVICES  
OCTOBER MONTHLY REPORT**

Attached is the Monthly Engineering Report of the Transportation and Engineering Division in the Department of Development Services for the period ending October 21, 2016.



---

Alan Wenderski, P.E.  
Village Engineer

**MISCELLANEOUS**

Summary of miscellaneous items:

- An audit review for the Community Rating System (CRS) was conducted and is being finalized. The results indicate the Village will remain a Class 7 community. This status provides an automatic 15% discount for Flood Insurance to any property within the Special Flood Hazard Area (SFHA).
- Engineering plan review for 1300 Higgins Road
- Received 7 inquiries regarding the flood plain
- 6 residential drainage investigations
- 30 permit inspections
- Reviewed permits for:
  - 3 – drainage
  - 3 - detached garage/addition
  - 2 - retaining walls
- Plan/permit review related to residential development:
  - 5 – final grading surveys
  - 3 – top of foundation plats
  - 4 – permit plats

**PROJECT STATUS**

| <b>VILLAGE PROJECTS</b>                   |  |
|---|--|
| <b>PROJECT NAME</b>                       | <b>DESCRIPTION</b>   |
| <b>2015 Drainage Improvement Project</b>  | Project complete on Washington. The 1354 Essex Drive location is scheduled for fall. Village Project Manager – Alan Wenderski  |
| <b>2016 Crack Sealing Project</b>         | Preconstruction meeting held on October 11 <sup>th</sup> . Work is scheduled to begin the week of October 24 <sup>th</sup> and should be completed within 2 weeks. Village Project Manager – Shelley Walenga                       |
| <b>2016 Drainage Improvement Project</b>  | Work began on September 29 <sup>th</sup> . All work was completed October 12 <sup>th</sup> . Punch list items to be completed within the next few weeks. Village Project Manager – Shelley Walenga                                 |
| <b>2016 Street Revitalization Project</b> | Work is approximately 90% complete. See most recent project status report attached. Village Project Manager – Marty Salerno  |
| <b>2016 Surveying Services</b>            | Contract with Chastain & Associates for surveying services for future reconstruction and STP resurfacing projects. Survey work is ongoing and is expected to be completed by November 2016. Village Project Manager – Andy LoBosco |
| <b>Bode Road Reconstruction</b>           | Project is complete. Close-out paperwork with IDOT is ongoing. Hancock is serving as Phase III engineer. Village Project Manager – Alan Wenderski  |

| <b>VILLAGE PROJECTS</b>  |   |
|--|---|
| <b>PROJECT NAME</b>  | <b>DESCRIPTION</b>  |
| <b>Bode Road / Harmon Boulevard STP Resurfacing Project</b>    | The resurfacing of Bode Road from Woodlawn Street to Roselle Road and Harmon Boulevard from Bode Road to Golf Road is planned for 2017 construction. Design engineering contracted to Ciorba Group. Design progress meeting held with Ciorba Group on September 9 <sup>th</sup> . Project is scheduled for an April letting by IDOT with construction scheduled to begin by early July 2017. 80% of construction and construction engineering will be funded by the STP. Village Project Manager – Joe Weesner / Alan Wenderski |
| <b>Grand Canyon Storm Sewer Project</b>                        | Work began on October 17 <sup>th</sup> with road closure and detour route established. Substantial completion of work expected by the end of the month. Chastain & Associates is serving as Phase III engineer. Village Project Manager – Alan Wenderski / Shelley Walenga  |
| <b>Hillcrest / Moon Lake Boulevard STP Resurfacing Project</b> | All sidewalk, curb & gutter, and pavement work is completed on Hillcrest Boulevard. Pavement work is completed on Moon Lake Boulevard. Minor sidewalk work remains as the contractor is awaiting special order materials for some ADA ramps. Striping and final restoration work on Hillcrest Boulevard and Moon Lake Boulevard is ongoing. Engineering Resource Associates is serving as Phase III engineer. Village Project Manager – Joe Weesner / Alan Wenderski  |
| <b>Storm Sewer Analysis Project</b>                            | Final report currently under review by staff. Findings from report to assist with project locations for multi-year CIP planning. Village Project Manager – Alan Wenderski   |

| <b>COMMERCIAL PROJECTS</b>               |   |
|--|---|
| <b>PROJECT NAME</b>                      | <b>DESCRIPTION</b>  |
| <b>Acura Dealership</b>                  | Currently reviewing as-built drawings. Village Project Manager – Terry White  |
| <b>Adesa Auto Auction</b>                | MWRD – RFI walk is complete. Sanitary punch list items are being corrected. Work ongoing on Prairie Stone Parkway and Beverly Road. Village Project Manager – Terry White |
| <b>Animal Hospital Barrington Square</b> | Proposed addition to existing Animal Hospital and parking lot expansion. Final plan review completed. Village Project Manager – Alan Wenderski                            |
| <b>Blackberry Falls II</b>               | As-built drawings have been received and approved. Project complete. Village Project Manager – Terry White  |

| <b>COMMERCIAL PROJECTS</b>                                    |   |
|---|---|
| <b>PROJECT NAME</b>   | <b>DESCRIPTION</b>  |
| <b>Burger King Restaurant</b><br>Higgins and Barrington       | Temporary CO issued. Awaiting as-built drawings and sign-off of ROW permit from IDOT. Village Project Manager – Terry White   |
| <b>Culvers</b><br>Prairie Stone                               | MWRD site walk is being scheduled. Final parking lot and sidewalk work ongoing. Village Project Manager – Terry White   |
| <b>Duluth Trading</b><br>Prairie Stone                        | Currently reviewing as-built drawings. Village Project Manager – Terry White  |
| <b>Dunkin Donuts</b><br>Huntington Plaza                      | Proposed Dunkin Donuts in an out lot of Huntington Plaza near the Northeast corner of Algonquin Road/Huntington Boulevard. 2 <sup>nd</sup> round of plan review completed. Village Project Manager – Alan Wenderski                     |
| <b>Huntington Woods</b><br>Central Road and AT&T Center Drive | Detention pond modifications to existing pond near Central Road and west AT&T Center Drive for future development. Work to be completed by December 4 <sup>th</sup> per MWRD permit requirements. Village Project Manager – Terry White |
| <b>Main Event</b><br>Prairie Stone                            | All work completed. Awaiting as-built drawings. Village Project Manager – Terry White   |
| <b>McDonalds Restaurant</b><br>Barrington Square              | New building complete and open. Awaiting as-built drawings. Village Project Manager – Terry White   |
| <b>McDonalds Restaurant</b><br>1070 Roselle Road              | All work completed. Reviewing as-built drawings. Village Project Manager – Terry White  |
| <b>National Archives</b><br>2500 Golf Road                    | Pavement/curb/sidewalk work is completed. Village Project Manager – Terry White   |
| <b>Shree Jalaram Mandir Church</b>                            | MWRD inspection was completed, punch list work from this inspection is ongoing. Village Project Manager – Terry White   |
| <b>Trumpf</b><br>Central Road<br>(West of DMG Mori USA)       | Underground utility work is complete. Curb work is ongoing. Earthwork for Central Road path ongoing. Village Project Manager – Terry White  |
| <b>Wendy's</b><br>Golf Center                                 | Awaiting as-built drawing corrections. Village Project Manager – Terry White  |

| <b>RESIDENTIAL PROJECTS</b> |   |
|-----------------------------|---|
| <b>PROJECT NAME</b>         | <b>DESCRIPTION</b>  |
| <b>Amber Meadows</b>        | Proposed 108 lot subdivision bounded by Beacon Pointe Drive, Essex Drive, and Shoe Factory Road. Mass grading plan review completed. First round of engineering review comments completed. Village Project Manager – Alan Wenderski |

| <b>RESIDENTIAL PROJECTS</b>                    |  |
|--|--|
| <b>PROJECT NAME</b>                            | <b>DESCRIPTION</b>   |
| <b>Bergman Pointe</b>                          | Home building in Phase 1 is ongoing. In conjunction with home building, sidewalk, driveway and water / sewer service inspections are ongoing in Phase 1. Phase 2 site work is ongoing. Phase 2 utility work is completed, tested, and inspected by MWRD. Phase 2 roadway work is completed to binder. Home building in Phase 2 is ongoing. Village Project Manager – Terry White               |
| <b>Bradwell Estates</b>                        | Punch list items have been submitted to the developer. Awaiting corrections and reinspection. Village Project Manager – Terry White  |
| <b>Devonshire Woods</b>                        | Model home currently under construction on Lot 1. Reviewing project guarantee for completion of public improvements for south portion of subdivision. Village Project Manager – Terry White  |
| <b>Shannon Estates (Village of Schaumburg)</b> | Single family home development in Village of Schaumburg on the south side of Thacker Street between Roselle Road and Pleasant Street. Sidewalk and driveway apron inspections ongoing. Disconnection of existing Schaumburg sanitary still needs to be completed. Installation of new VOHE street light also to be completed within the next few months. Village Project Manager – Terry White |

2016 Street Revitalization Project Schedule Update: (October 17, 2016)

| RECONSTRUCTION STREETS   | Start Date | Pre-Construction |                   |            | Construction     |                 |                  |                   |             |               |                 |           |              |                |                 |          | Landscaping      |            | Percent Complete |     |             |
|--|------------|------------------|-------------------|------------|------------------|-----------------|------------------|-------------------|-------------|---------------|-----------------|-----------|--------------|----------------|-----------------|----------|------------------|------------|------------------|-----|-------------|
|  |            | Layout           | Tree Root Pruning | Sawcutting | Concrete Removal | Asphalt Removal | Earth Excavation | Sub base Backfill | Storm Sewer | Curb & Gutter | Driveway Aprons | Sidewalks | Fine Grading | Asphalt Binder | Asphalt Surface | Striping | Backfill Topsoil | Sod & Seed |                  |     |             |
| 1 APACHE LANE<br>Ash Rd to Arizona Blvd                                      | 9/13/2016  |                  |                   |            |                  |                 |                  |                   |             |               |                 |           |              |                |                 |          |                  |            |                  | 90% |             |
| 2 COBBLE HILL COURT (E)<br>Chippendale Rd to End of Street                   | 9/20/2016  |                  |                   |            |                  |                 |                  |                   |             |               |                 |           |              |                |                 |          |                  |            |                  |     | 90%         |
| 3 CONCORD LANE<br>Firestone Dr to End of Street                              | 6/15/2016  |                  |                   |            |                  |                 |                  |                   |             |               |                 |           |              |                |                 |          |                  |            |                  |     | 95%         |
| 4 DES PLAINES LANE<br>Germino St to Roselle Rd                               | 8/31/2016  |                  | N/A               |            |                  |                 |                  |                   |             |               |                 |           |              |                |                 |          |                  |            |                  |     | 90%         |
| 5 GREENS COURT<br>Brookside Dr to End of Street                              | 8/12/2016  |                  |                   |            |                  |                 |                  |                   |             |               |                 |           |              |                |                 |          |                  |            |                  |     | 95%         |
| 6 HILLTOP ROAD<br>Hissell Rd to Rosedale Ln                                  | 9/26/2016  |                  | N/A               |            |                  |                 |                  |                   |             |               |                 |           |              |                |                 |          |                  |            |                  |     | 90%         |
| 7 MARICOPA LANE<br>Illinois Blvd to Roselle Rd                               | 8/19/2016  |                  | N/A               |            |                  |                 |                  |                   |             |               |                 |           |              |                |                 |          |                  |            |                  |     | 95%         |
| 8 NORMAN DRIVE<br>Lexington Dr to Winston Dr                                 | 6/1/2016   |                  |                   |            |                  |                 |                  |                   |             |               |                 |           |              |                |                 |          |                  |            |                  |     | 100%        |
| 9 PARTRIDGE HILL DRIVE PH 1<br>West side of Entrance to Scarbrough Cir (N)   | 7/14/2016  |                  | N/A               |            |                  |                 |                  |                   |             |               |                 |           |              |                |                 |          |                  |            |                  |     | 95%         |
| 10 PARTRIDGE HILL DRIVE PH 2<br>Scarbrough Cir (N) to Claridge Cir (E)       | 6/21/2016  |                  | N/A               |            |                  |                 |                  |                   |             |               |                 |           |              |                |                 |          |                  |            |                  |     | 95%         |
| 11 PARTRIDGE HILL DRIVE PH 3<br>Claridge Cir to before Lincolnshire Ln (N)   | 7/5/2016   |                  | N/A               |            |                  |                 |                  |                   |             |               |                 |           |              | N/A            |                 |          |                  |            |                  |     | 95%         |
| 12 PARTRIDGE HILL DRIVE PH 4<br>Lincolnshire Ln (N) to East side of Entrance | 7/25/2016  |                  | N/A               |            |                  |                 |                  |                   |             |               |                 |           |              |                |                 |          |                  |            |                  |     | 95%         |
| 13 STURBRIDGE DRIVE<br>Portage Lane (S) to Mumford Dr                        | 6/10/2016  |                  |                   |            |                  |                 |                  |                   |             |               |                 |           |              |                |                 |          |                  |            |                  |     | 95%         |
| 14 SUDBURY DRIVE<br>Governors Ln to End of Street                            | 8/17/2016  |                  | N/A               |            |                  |                 |                  |                   |             |               |                 |           |              |                |                 |          |                  |            |                  |     | 95%         |
|  |            |                  |                   |            |                  |                 |                  |                   |             |               |                 |           |              |                |                 |          |                  |            |                  |     | Completed   |
|  |            |                  |                   |            |                  |                 |                  |                   |             |               |                 |           |              |                |                 |          |                  |            |                  |     | In Progress |

<sup>1</sup> Tentative / Actual



2016 Street Revitalization Project Schedule Update: (October 17, 2016)

| RESURFACING STREETS   | Start Date <sup>1</sup> | Pre-Construction |                   |            | Construction     |                 |             |               |                 |           |                  |                 |          |          | Landscaping |  | Percent Complete |
|---|-------------------------|------------------|-------------------|------------|------------------|-----------------|-------------|---------------|-----------------|-----------|------------------|-----------------|----------|----------|-------------|--|------------------|
|   |                         | Layout           | Tree Root Pruning | Sawcutting | Concrete Removal | Asphalt Removal | Storm Sewer | Curb & Gutter | Driveway Aprons | Sidewalks | Asphalt Patching | Asphalt Surface | Striping | Backfill | Sod & Seed  |  |                  |
| 1. CAPSTAN DRIVE<br>Shorewood Dr to Shorewood Dr                | 5/20/2016               |                  |                   |            |                  |                 |             |               |                 |           |                  |                 |          |          |             |  | 100%             |
| 2. EDMONT LANE<br>Jones Rd to Highland Blvd                     | 10/24/2016              |                  |                   |            |                  |                 |             |               |                 |           |                  |                 |          |          |             |  |                  |
| 3. ENGLEWOOD RD<br>Hermitage Ln to Chippendale Rd               | 11/1/2016               |                  |                   |            |                  |                 |             |               |                 |           |                  |                 |          |          |             |  |                  |
| 4. GLOUCESTER COURT<br>Stone Harbor Dr to End of Street         | 5/24/2016               |                  | N/A               |            |                  |                 |             |               |                 |           |                  |                 |          |          |             |  | 100%             |
| 5. LICHFIELD DRIVE (N)<br>Somerton Dr to Chambers Dr            | 5/19/2016               |                  | N/A               |            |                  |                 |             |               |                 |           |                  |                 |          |          |             |  | 100%             |
| 6. MILTON LANE<br>Morton St to Washington Blvd                  | 9/21/2016               |                  |                   |            |                  |                 |             |               |                 |           |                  |                 |          |          |             |  | 90%              |
| 7. PORT ARTHUR COURT<br>Sturbridge Dr to End of Street          | 5/25/2016               |                  | N/A               |            |                  |                 | N/A         |               |                 |           |                  |                 |          |          |             |  | 100%             |
| 8. TRILLIUM BOULEVARD<br>Beverly Rd to Higgins Rd               | 10/10/2016              |                  | N/A               |            |                  |                 |             |               | N/A             |           |                  |                 |          |          |             |  |                  |
| 9. WASHINGTON BOULEVARD<br>Milton Ln to Bode Rd                 | 7/5/2016                |                  |                   |            |                  |                 |             |               |                 |           |                  |                 |          |          |             |  | 95%              |
| 10. WHISPERING TRAILS DR (S)<br>Algonquin Rd to Huntington Blvd | 6/2/2016                |                  | N/A               |            |                  |                 |             |               |                 |           |                  |                 |          |          |             |  | 100%             |
|   |                         | Completed        |                   |            |                  |                 |             |               |                 |           |                  |                 |          |          |             |  | In Progress      |

<sup>1</sup>Tentative / Actual

**All resurfacing streets to be completed within 30 days of start date**

**Definition of Construction Steps:**

**Layout:** Village engineers evaluate existing conditions, determine removals, and complete construction staking.

**Tree Root Pruning:** A circular saw machine cuts tree roots to reduce damage to the tree during construction.

**Saw Cutting:** A circular saw machine cuts the concrete and asphalt at construction joints.

**Concrete Removal:** The contractor removes existing sidewalk, curb and gutter, and driveway aprons that will be replaced.

**Asphalt Removal:** The contractor either uses a backhoe or milling machine to remove existing asphalt layers.

**Earth Excavation:** Removal of the all materials located below the existing road to a stabilized subgrade.

**Sub base Backfill:** The installation of stone to a depth of 8"-12" with a layer of geotextile fabric.

**Storm Sewer:** Repair and replacement of existing storm sewer structures and pipes.

**Curb & Gutter:** The installation of concrete curb & gutter utilizing mechanical equipment or hand tools.

**Driveway Aprons:** The replacement of asphalt and concrete driveway aprons.

**Sidewalks:** The replacement of concrete public sidewalks.

**Fine Grading:** The shaping of the stone sub base to ensure drainage, compaction, and elevation.

**Asphalt Binder:** The first layer of asphalt

**Asphalt Patching:** Repair of localized pavement failures on resurfacing streets.

**Asphalt Surface:** The final layer of asphalt.

**Striping** Completion of permanent pavement striping.

**Backfill Topsoil:** Placement of topsoil to areas that have been disturbed during construction.

**Sod & Seed:** Placement of sod and seed to areas that have been disturbed during construction.