

AGENDA
PUBLIC WORKS & UTILITIES COMMITTEE
Village of Hoffman Estates
March 22, 2010

Immediately following Finance

Members: Jacquelyn Green, Chairperson
Roll Call: Anna Newell, Vice Chairperson
Karen V. Mills, Trustee

I. Roll Call

II. Approval of Minutes – February 22, 2010
March 15, 2010, Special Meeting

NEW BUSINESS

1. Request approval for Historical Sites Commission to proceed with April 10 & 11, 2010, Greve Cemetery Tours; June 27, 2010, Sunderlage Open House; October 16, 2010, Pumpkin Fest; October 23 & 24, 2010, Greve Cemetery Tours and December 11, 2010, Teddy Bear Holiday Party, in an amount not to exceed \$720.
2. Request approval of Change Order No. 1 to the professional services contract with V3 Companies of Woodridge, IL for design and construction inspection services at Higgins Road and Prairie Stone Parkway, in an amended cost not to exceed \$67,974.38.
3. Request acceptance of the Department of Public Works Monthly Report.
4. Request acceptance of the Department of Development Services Monthly Report for the Transportation and Engineering Division.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Village of Hoffman Estates

DRAFT

**PUBLIC WORKS & UTILITIES
COMMITTEE MEETING MINUTES**

February 22, 2010

I. Roll Call

Members in Attendance:

Jacquelyn Green, Chairmain
Anna Newell, Vice-Chairman
Trustee Cary Collins

**Other Corporate Authorities
in Attendance:**

Trustee Karen Mills
Trustee Ray Kincaid
Trustee Gary Pilafas
Village President William McLeod

**Management Team Members
in Attendance:**

Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplín, Asst. Vlg. Mgr., Dev. Services
Gary Salavitch, Director of Engineering
Algean Garner, Director of HHS
Michael DuCharme, Director of Finance
Rachel Musiala, Assistant Finance Director
Clint Herdegen, Police Chief
Jeff Jorian, Deputy Fire Chief
Gordon Eaken, IS Director
Ken Hari, Director of Public Works
Patrick Seger, Director of Human Resources
Bev Romanoff, Village Clerk
Rebecca Suhajda, Administrative Intern

Others in Attendance

Reporter from *Daily Herald*

The Public Works & Utilities Committee meeting was called to order at 8:23 p.m.

II. Approval of Minutes

Motion by Trustee Pilafas, seconded by Trustee Newell, to approve the Public Works & Utilities Committee meeting minutes of January 25th, 2010. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval to hold a public hearing to consider amendments to the Development Requirements and Standards Manual.**

An item summary sheet from Gary Salavitch was presented to Comitée.

Trustee Mills stated that there were a few addresses that needed to be changed.

Motion by Trustee Pilafas, seconded by Trustee Mills, to approve holding a public hearing to consider amendments to the Development Requirements and Standards Manual. Voice vote taken. All ayes. Motion carried.

2. **Request authorization to extend 2009 contract for 2010 seasonal landscape maintenance contract for turf mowing along rights-of-way on Barrington Road, Higgins Road (Route 72), Golf Road (Route 58), Algonquin Road (Route 62), Shoe Factory Road, Essex Drive and Moon Lake Boulevard to Landscape Concepts Mgmt., Grayslake, IL (low qualified bid) in an amount not to exceed \$52,670.00.**

An item summary sheet from Ken Hari and Joe Nebel was presented to Committee.

Trustee Green asked Mr. Hari to explain the difference between cutting types and Mr. Hari explained the difference.

Trustee Kincaid stated that there had been some discussion with AT&T about moving flowering crab trees to Higgins Road and asked if there was any follow up. Mr. Norris stated that he would follow up on it. Trustee Kincaid asked if the area by Stonegate and the restaurant park on Route 72 was a part of the bid. Mr. Hari replied that some of the areas are private property, but that he would follow up.

Motion by Trustee Pilafas, seconded by Trustee Newell, extend 2009 contract for 2010 seasonal landscape maintenance contract for turf mowing along rights-of-way on Barrington Road, Higgins Road (Route 72), Golf Road (Route 58), Algonquin Road (Route 62), Shoe Factory Road, Essex Drive and Moon Lake Boulevard to Landscape Concepts Mgmt., Grayslake, IL (low qualified bid) in an amount not to exceed \$52,670.00. Voice vote taken. All ayes. Motion carried.

3. **Request authorization to extend 2008 contract for 2010 season turf mowing maintenance for Village owned sites, rights-of-way, detention areas and open areas to Classic Landscape Ltd., West Chicago, IL (low bid), in an amount not to exceed \$39,000.**

An item summary sheet from Ken Hari and Joe Nebel was presented to Committee.

Motion by Trustee Pilafas, seconded by Trustee Newell, to extend 2008 contract for 2010 season turf mowing maintenance for Village owned sites, rights-of-way, detention areas and open areas to Classic Landscape Ltd., West Chicago, IL (low bid), in an amount not to exceed \$39,000. Voice vote taken. All ayes. Motion carried.

4. **Request authorization to extend 2008 contract for 2010 weed control and fertilization, for Village owned sites and rights-of-way, to Spring Green, Plainfield, IL (low bid), in an amount not to exceed \$16,700.**

An item summary sheet from Ken Hari and Joe Nebel was presented to Committee.

Motion by Trustee Pilafas, seconded by Trustee Newell, to extend 2008 contract for 2010 weed control and fertilization, for Village owned sites and rights-of-way, to Spring Green, Plainfield, IL (low bid), in an amount not to exceed \$16,700. Voice vote taken. All ayes. Motion carried.

5. **Request authorization to extend 2008 contract for 2010 Water and Sewer Concrete Site Restoration to Strada Construction Co., Algonquin, IL (low bid) at a unit price of \$6.43 per square foot for sidewalk, \$26.00 per lineal foot for curb and \$57.87 per square yard for driveway pavement replacements, in an amount not to exceed \$33,000.**

An item summary sheet from Ken Hari, Joe Nebel and Haileng Xiao was presented to Committee.

Motion by Trustee Pilafas, seconded by Trustee Mills, to extend 2008 contract for 2010 Water and Sewer Concrete Site Restoration to Strada Construction Co., Algonquin, IL (low bid) at a unit price of \$6.43 per square foot for sidewalk, \$26.00 per lineal foot for curb and \$57.87 per square yard for driveway pavement replacements, in an amount not to exceed \$33,000. Voice vote taken. All ayes. Motion carried.

6. **Request authorization to extend 2008 contract for 2010 water and sewer parkway landscape restoration to TNT Landscaping, Elgin, IL (low bid) , at a unit price of \$7.25 per square yard for sodding and \$3.50 per square yard for seeding, in an amount not to exceed \$45,000.**

An item summary sheet from Ken Hari and Joe Nebel was presented to Committee.

Motion by Trustee Pilafas, seconded by Trustee Newell, to extend 2008 contract for 2010 water and sewer parkway landscape restoration to TNT Landscaping, Elgin, IL (low bid) , at a unit price of \$7.25 per square yard for sodding and \$3.50 per square yard for seeding, in an amount not to exceed \$45,000. Voice vote taken. All ayes. Motion carried.

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

The Public Works Department Monthly Report was presented to Committee.

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

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

The Development Services Monthly Report for the Transportation and Engineering Division was presented to Committee.

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

III. President's Report

Mayor McLeod stated that Mr. Cox, a teacher at Eisenhower Jr. High, was very complimentary of the Department of Public Works.

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Mills, seconded by Trustee Pilafas, to adjourn the meeting at 8:33 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Emily Kerous, Director of Operations
Office of the Mayor & Board

Date

Village of Hoffman Estates

DRAFT

**SPECIAL PUBLIC WORKS & UTILITIES
COMMITTEE MEETING MINUTES**

March 15, 2010

I. Roll Call

Members in Attendance:

**Jacquelyn Green, Chairmain
Anna Newell, Vice-Chairman**

**Other Corporate Authorities
in Attendance:**

**Trustee Karen Mills
Trustee Ray Kincaid
Village President William McLeod**

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplin, Asst. Vlg. Mgr., Dev. Services
Gary Salavitch, Director of Engineering
Algean Garner, Director of HHS
Michael DuCharme, Director of Finance
Clint Herdegen, Police Chief
Robert Gorvett, Fire Chief
Gordon Eaken, IS Director
Ken Hari, Director of Public Works
Patrick Seger, Director of Human Resources
Bev Romanoff, Village Clerk
Rebecca Suhajda, Administrative Intern**

Others in Attendance

Reporter from *Daily Herald* and *Chicago Tribune*

The Special Public Works & Utilities Committee meeting was called to order at 7:05 p.m.

NEW BUSINESS

- 1. Request authorization to extend 2008 contract for 2010 Street sweeping, inclusive of all associated costs including hauling of debris, to K. Hoving Clean Sweep, West Chicago, IL, in an amount not to exceed \$69,156.00.**

An item summary sheet was presented to Committee.

Motion by Trustee Mills, seconded by Trustee Newell, to extend 2008 contract for 2010 Street sweeping, inclusive of all associated costs including hauling of debris, to K. Hoving Clean Sweep, West Chicago, IL, in an amount not to exceed \$69,156.00. Voice vote taken. All ayes. Motion carried.

- 2. Request authorization for Village to participate in joint purchase with the State of Illinois, State Bid Table A Option #1, for 2010-2011 procurement of road salt, in the amount of 7,500 tons.**

An item summary sheet from Ken Hari was presented to Committee.

Mr. Hari explained that all three options were speculative, but that the recommended option was the safest.

Motion by Trustee Mills, seconded by Mayor McLeod, to authorize the Village to participate in joint purchase with the State of Illinois, State Bid Table A Option #1, for 2010-2011 procurement of road salt, in the amount of 7,500 tons. Voice vote taken. All ayes. Motion carried.

II. Adjournment

Motion by Mayor McLeod, seconded by Trustee Newell, to adjourn the meeting at 7:06 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Emily Kerous, Director of Operations
Office of the Mayor & Board

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval for Historical Sites Commission to proceed with April 10 & 11, 2010, Greve Cemetery Tours; June 27, 2010, Sunderlage Open House; October 16, 2010, Pumpkin Fest; October 23 & 24, 2010, Greve Cemetery Tours and December 11, 2010, Teddy Bear Holiday Party, in an amount not to exceed \$720.

MEETING DATE: March 22, 2010

COMMITTEE: Public Works & Utilities

FROM: Kenneth Hari, Director of Public Works
Paul Petrenko, Staff Liaison

PURPOSE: Approval for Historical Sites Commission to proceed with 2010 budgeted projects and events.

BACKGROUND: 2010 budget allocations for the Historical Sites Commission include funding to hold several planned projects and events.

DISCUSSION: *April 10 & 11, 2010 and October 23 & 24, 2010 – Greve Cemetery Tours; 1:00 p.m.*

Small group guided tour of Greve Cemetery – weather permitting.

June 27, 2010 – Sunderlage Open House; 1:00 p.m. – 3:00 p.m.

The overall purpose of this event is to introduce the Farm House and local Hoffman Estates history to the public. Free house tours and a petting zoo are provided as well as information about the Greve Cemetery. Light refreshments are provided. The Schaumburg Township Historical Society will be participating. \$450 is budgeted.

DISCUSSION, continued:

October 16, 2010 – Pumpkin Fest; 11:00 a.m. – 1:30 p.m.

This will be the 16th annual Pumpkin Fest event. Small pumpkins are provided along with acrylic paints for decorating on site.

Many of the past participants have stated that they always look forward to this event every year. The event promotes the farmhouse and encourages dialogue about local history. Approximately 60 pumpkins are purchased locally. A nominal fee is charged for each pumpkin. Light refreshments are provided. \$170 is budgeted.

December 11, 2010 – Teddy Bear Holiday Party; starts promptly at 1:00 p.m.

This will be the 14th annual party. The farmhouse is decorated with a holiday tree trimmed with teddy bears. This is particularly appealing to children as well as to their parents. There is no charge for admission, but reservations are required. There is a visit from Santa, a gift of a small bear from the tree, and refreshments including cookies and juice. \$100 is budgeted. Small bears are purchased from a discount house.

FINANCIAL IMPACT:

In summary, the following activities are earmarked for accomplishment during fiscal year 2010:

Activity	Cost
June 28, 2009 – Sunderlage Open House	\$450
October 17, 2009 – Pumpkin Fest	\$170
December 12, 2009 – Teddy Bear Holiday Party	\$100
Total	\$720

RECOMMENDATION:

Request approval for Historical Sites Commission to proceed with April 10 & 11, 2010, Greve Cemetery Tours; June 27, 2010, Sunderlage Open House; October 16, 2010, Pumpkin Fest; October 23 & 24, 2010, Greve Cemetery Tours and December 11, 2010, Teddy Bear Holiday Party, in an amount not to exceed \$720.

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

NB-2

SUBJECT: Request approval of Change Order No. 1 to the professional services contract with V3 Companies of Woodridge, IL for design and construction inspection services at Higgins Road and Prairie Stone Parkway in an amended cost not to exceed \$67,974.38.

MEETING DATE: March 22, 2010

COMMITTEE: Public Works and Utilities

FROM: Michael Hankey

PURPOSE: Request approval of a change order to the professional service contract with V3 Companies for design and construction inspection to include roadway lighting at an amended cost not to exceed \$67,694.38.

DISCUSSION: A contract with V3 Companies for traffic signal design and construction inspection at Higgins Road and Prairie Stone Parkway was approved in March 2009. The original scope of work was to process the required plans and documents through IDOT to obtain a permit to install a new traffic signal. The original contract amount is \$61,113.54. V3 has done an effective job of obtaining IDOT approval of the Intersection Design Study and is now working on contract plans.

During the course of design, the question of adding roadway lighting on the Higgins Road approaches to the intersection was discussed. Prairie Stone Parkway currently has street lighting located outside of the State right of way on Higgins Road. IDOT was contacted to determine if intersection approach lighting would be allowed. Following confirmation from IDOT that this would be permitted, V3 was requested to prepare a supplemental proposal for design and construction inspection services for the roadway lighting. The attached proposal from V3 to design the lighting is for \$6,860.84 which would bring the amended contract amount to a cost not to exceed \$67,974.38.

Village staff feels that intersection lighting will assist drivers' in recognizing the intersection as a primary entry point to the business park and entertainment district. As a location that is expected to accommodate traffic from entertainment uses during nighttime hours, the function of this signalized intersection will be different from those serving primarily office uses predominantly during daytime. A lighted intersection along with the new traffic signal will also benefit Police personnel when handling event traffic from the Sears Centre Arena.

FINANCIAL:

The professional services and project construction will be paid with EDA bond funds. A change to the EDA contract will be processed for this supplemental work.

RECOMMENDATION:

Recommend approval of an addendum to the professional services contract with V3 Companies of Woodridge, Illinois for the Higgins Road and Prairie Stone Parkway traffic signal design and inspection, to include roadway lighting, in an amended amount not to exceed \$67,974.38.

Attachment



March 9, 2010

Mr. Gary Salavitch, P.E.
Director of Engineering
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60169

Re: Addendum #1
Higgins Road and Prairie Stone Parkway
Roadway Lighting Services
V3 Project No. 09060

Dear Mr. Salavitch:

V3 Companies (V3) has prepared a supplement to the original contract for additional work to design and permit approach roadway lighting at the intersection of Higgins Road and Prairie Stone Parkway. Based on a conversation with IDOT, it is our understanding that 3 to 4 light poles will be required on both sides of Higgins Road east and west of Prairie Stone Parkway. The plans, details, and specifications for this work will follow IDOT's General Guidelines for Lighting Design, Plan Preparation, and Highway Lighting by Permit and be included in the original project documents for approvals and permitting through IDOT.

This supplemental scope of services consists of the following tasks.


1. Conduct one site visit to verify that the proposed light pole and lighting controller locations are adequate and clear of utilities and obstructions. Coordinate with ComEd regarding the transformer location. V3 had originally contacted ComEd for power to the traffic signal. However, ComEd will need to confirm that the transformer has additional capacity for the roadway lighting.
2. It is our assumption that standard IDOT light poles will be used for the approach lighting. Perform a photometric calculation and light pole layout following IDOT's requirements. Perform voltage drop calculations based on the location of the proposed lighting controller. Calculate conduit and wire sizes.
3. Prepare the lighting documentation report per IDOT's requirements for review.
4. Prepare roadway lighting plans consisting of the following sheets: legend/general notes, lighting & electrical plans, lighting & electrical details, and construction details. Prepare technical specifications for the roadway lighting improvements.
5. As stated above, the lighting plans will be part of the original contract documents. The submittal of the lighting plans will follow the same schedule. Revisions to the plans will be performed as necessary.
6. Perform QA/QC of the roadway lighting improvements.

Page 2 of 2
Mr. Gary Salavitch, P.E.
Village of Hoffman Estates
March 9, 2010

7. Attend one meeting with the Village and/or IDOT as requested to discuss the lighting design. The hours for this task are included in the original fee.

V3's fee for the additional work outlined above is \$6,860.84 (hourly not-to-exceed). A summary breakdown of hours and fee is attached. These services will be provided under the terms and conditions of our original Agreement for Engineering Services dated May 6, 2009. Please sign this letter in the space provided below to indicate your approval of this request and return one copy for our records. Thank you for this opportunity to perform further services for the Village.

Sincerely,
V3 COMPANIES


Michael J. Rechterik, P.E., PTOE
Project Manager

Accepted For:
Village of Hoffman Estates

By: _____

Title: _____

Date: _____





Village of Hoffman Estates
Traffic Signal Design & Construction Inspection
Higgins Road and Prairie Stone Parkway
Project Schedule

9-Mar-2009

Task	Mar-10				Apr-10				May-10				Jun-10				Jul-10				Aug-10				Sep-10				Oct-10				Nov-10				Dec-10					
	3/6	3/13	3/20	3/27	4/3	4/10	4/17	4/24	5/1	5/8	5/15	5/22	5/29	6/5	6/12	6/19	6/26	7/3	7/10	7/17	7/24	7/31	8/7	8/14	8/21	8/28	9/4	9/11	9/18	9/25	10/2	10/9	10/16	10/23	10/30	11/6	11/13	11/20	11/27	12/4	12/11	12/18
Receive approval of IDS																																										
Prepare Construction Documents																																										
Village & IDOT Review																																										
Revisions & Resubmittal																																										
Village & IDOT Review																																										
Receive approval and IDOT permit																																										
Project Bidding																																										
Award Construction Contract																																										
Construction																																										
Project Completion																																										


DEPARTMENT OF PUBLIC WORKS

FEBRUARY MONTHLY REPORT

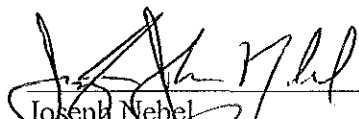
SUBMITTED TO PUBLIC WORKS COMMITTEE

MARCH 2010

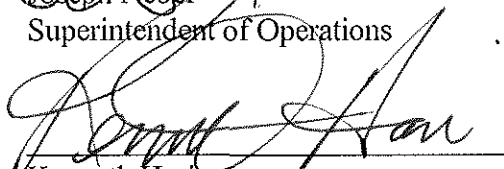
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- FACILITIES
- FLEET SERVICES
- STREETS
- WATER AND SEWER



Ken Gomoff
Superintendent of Administrative Services

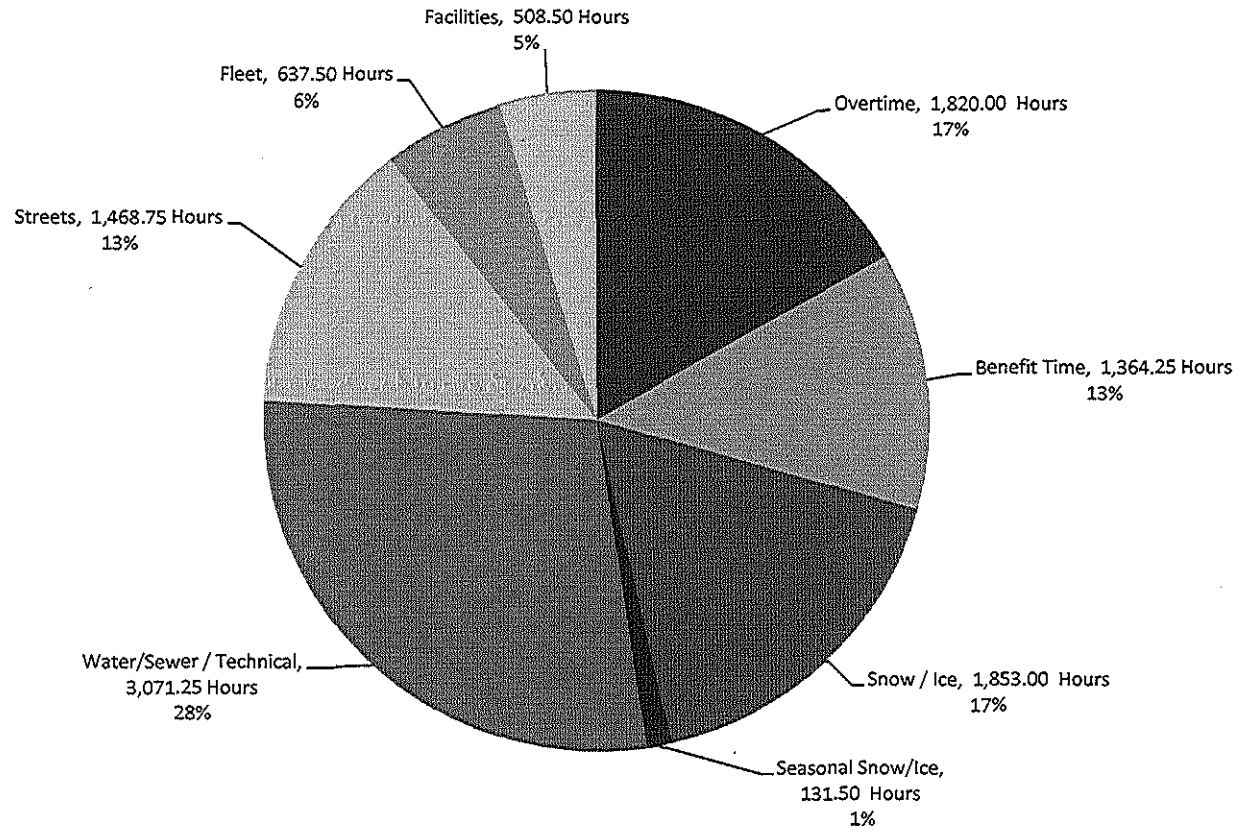


Joseph Nebel
Superintendent of Operations

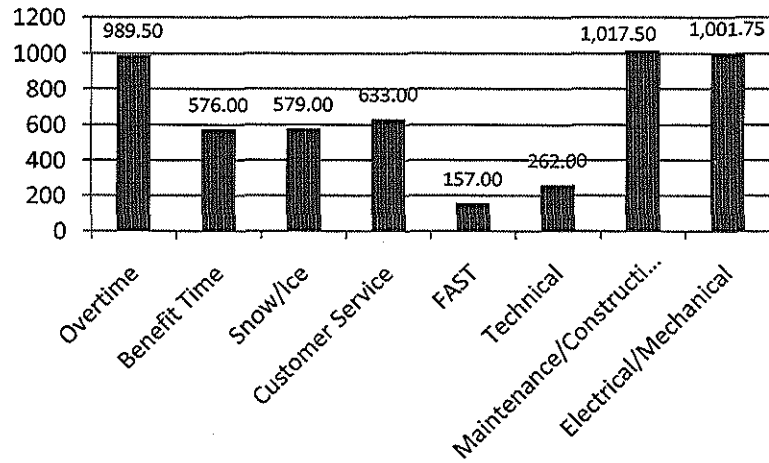


Kenneth Hari
Director of Public Works

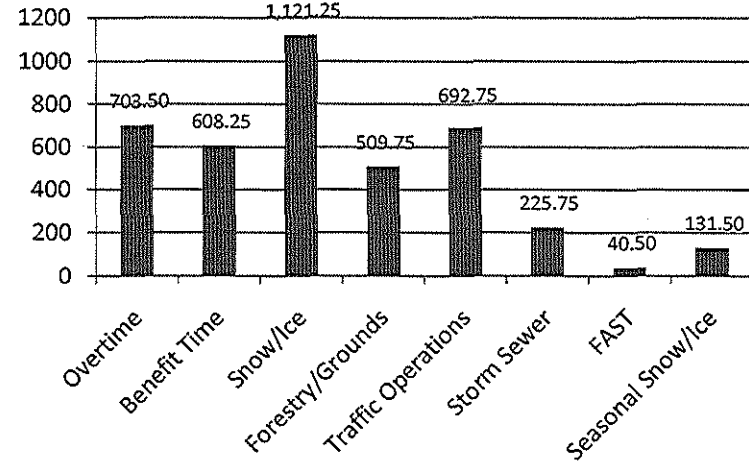
Public Works Department Total Hours February 2010



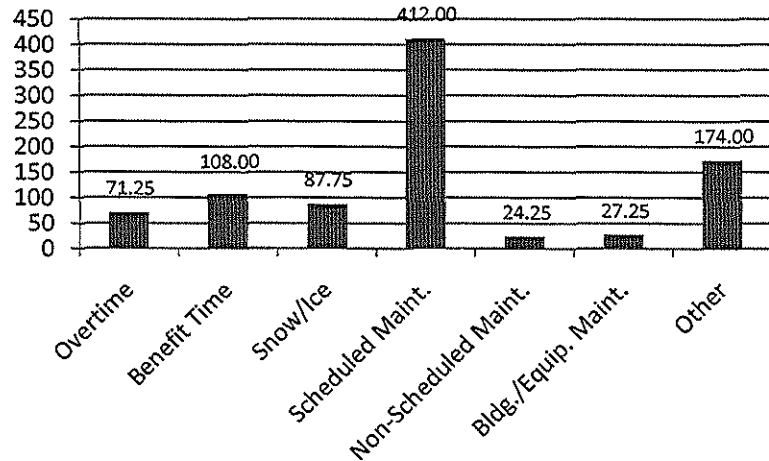
Water Total Hours February 2010



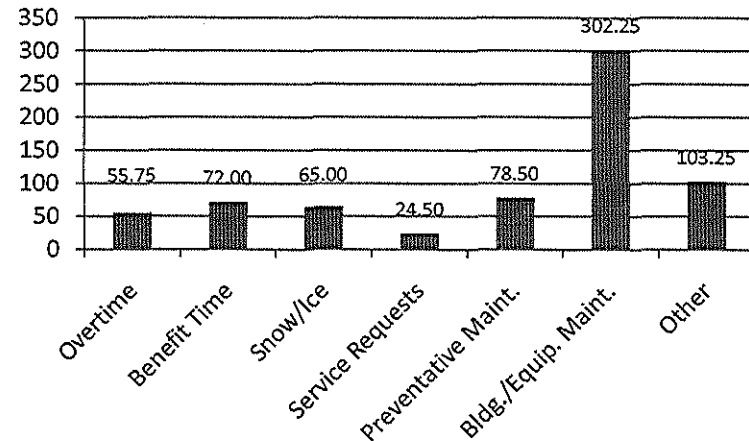
Street Total Hours February 2010



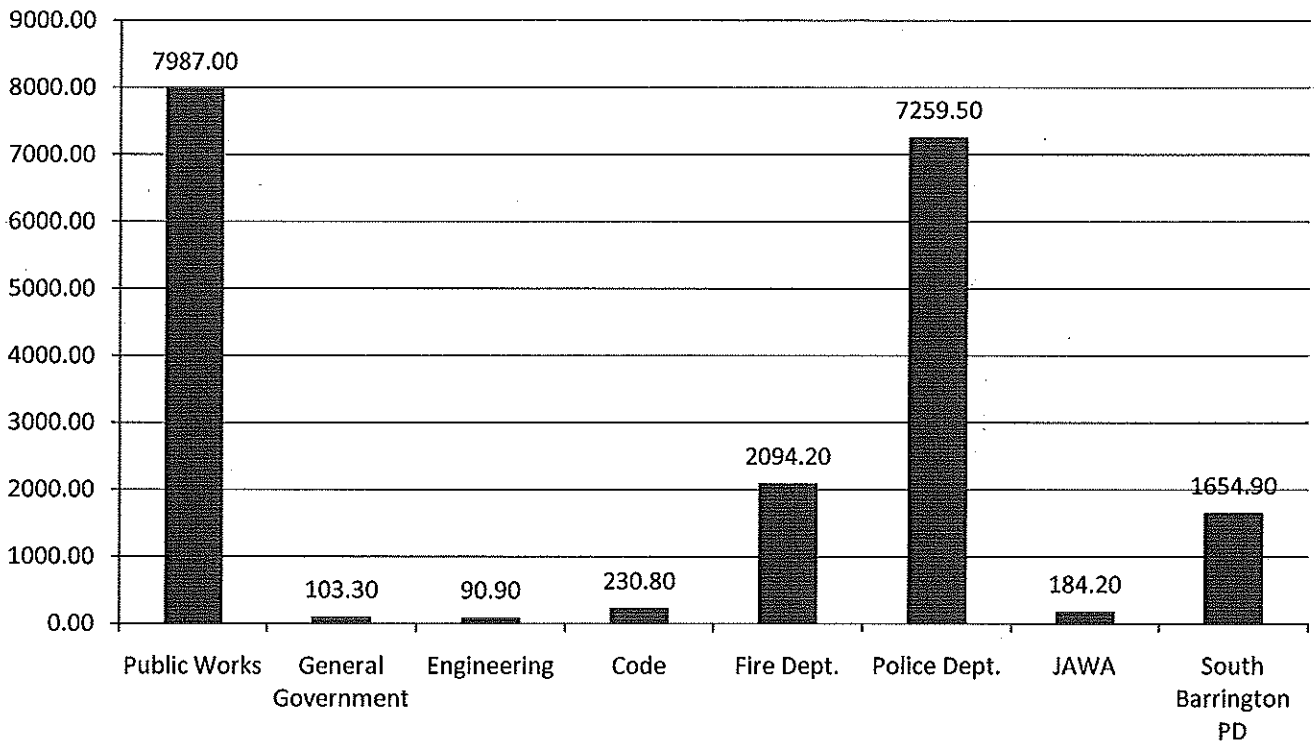
Fleet Total Hours February 2010



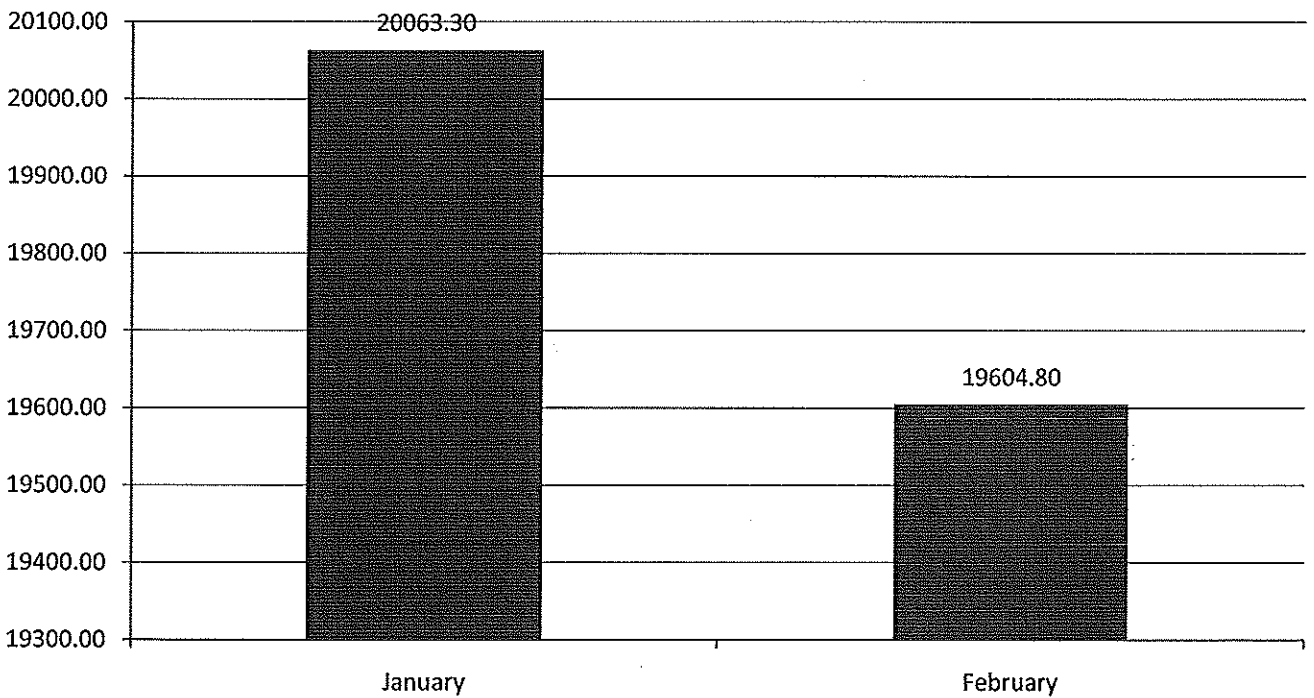
Facilities Total Hours February 2010



February 2010 Fuel Usage by Department / Gallons



2010 Total Fuel Used / Gallons



ADMINISTRATIVE AND TECHNICAL SERVICES

During the last month the following was completed:

1. Attended information meeting with Hanover Park regarding street sign database
2. Created database forms in Access for street light inventory
3. Prepared water/sewer project binders for digital archiving
4. Reviewed Devonshire Woods street light connections
5. Reviewed unaccepted subdivisions utility maintenance
6. Updated GIS water main location on Huntington Blvd. and Ela Rd.
7. Revised J.U.L.I.E. GIS layer in order to reduce the number of out-of-area ticket calls
8. Developed strategies linking GIS sign database to Access sign data to create a maintenance history
9. Participated in weekly site plan review meeting
10. Participated in IS User Group Committee
11. Performed download of M-Cal gas calibration readings per OSHA/IDOL requirements
12. Prepared articles for Citizen Newsletter
13. Performed monthly job code data entry
14. Prepared monthly report charts
15. Coordinated R.O.W. pre-construction meetings
16. Performed monthly utility updates on utility locator field computers
17. Performed parts ordering duties at Fleet Services
18. R.O.W Permits Issued (2): 1- AT&T Installation 2800 Forbs Ave.; 1-Comcast Replace existing CATV cable at 1100 Nottingham Ln.

LOCATE TEAM

1. Performed 67 regular priority J.U.L.I.E. utility locates for the month; 146 year-to-date
2. Performed (21) emergency priority J.U.L.I.E. utility locates for the month; 45 year-to-date
3. Participated in (4) Utility Joint Meets; 7 year-to-date
4. Performed R.O.W. inspections
5. Performed sanitary sewer inspections
6. Performed Saturday Village Hall event assignments and building lock-up duties

STREETS• **F.A.S.T. (Fast Action Service Team)**

1. Responded to 19 requests for the month, 40 year-to-date
2. Emptied recycling bins at Public Works Center
3. Performed mail box repairs due to Snow/Ice Control Operations
4. Performed street light inspections
5. Assisted with customer service appointments
6. Assisted with loading calcium chloride tanks
7. Performed barricade inspections
8. Performed lamp inspections at Public Works Center
9. Performed site lock ups at Public Works Center and Fleet Services
10. Transported scissor lift to Fire Station 23 and to Fleet Service building
11. Performed building maintenance at Fleet Services
12. Performed R.O.W. inspections
13. Fabricated 30 mailbox kits for spring installation
14. Received and loaded salt into salt dome
15. Assisted with water leak on Jefferson Rd.
16. Performed floor grate inspections at Public Works Center
17. Assisted with water meter re-reads
18. Responded to emergency locate at 30 Chandler Ln. for NiCor Gas
19. Transported vehicles for Safety Lane testing
20. Participated in Snow/Ice Control Operations

1	B-box repair	1	Branch Pick Up
2	Investigations of Possible Water Leaks	1	Meter Change Out
4	Miscellaneous Service Requests	1	Miscellaneous pick up/delivery
1	Water On	2	Dead animal pick ups
2	Debris in roadway clean ups	4	Investigations of sanitary sewer back ups

• **PAVEMENT TEAM**

1. Repaired potholes at various locations throughout the Village
2. Performed Bode Road "S" curve guard rail maintenance and repaired (1) panel
3. Performed scheduled equipment maintenance on Unit #50
4. Assisted with sign fabrication
5. Performed street inspections and inventory for pavement repairs
6. Performed maintenance inspections on Old Sutton Rd. delineated area
7. Performed safety coordination for department tailgate training, municipal safety training, lockout/tagout emergency responses, hazwopper, OSHA blood borne pathogens, confined space and trench shoring training.
8. Assisted with street light repairs

- PAVEMENT TEAM cont'd

9. Performed garage maintenance at Public Works Center
10. Performed yard maintenance at Fleet Services; clean up, haul out and restock cold patch bin
11. Performed large and small plow blade maintenance
12. Performed 2010 pavement marking inventory project
13. Performed purchasing/pricing for Snow/Ice plow blades, small tools and equipment, safety equipment, 2010 asphalt surface/cold patch and saw blades
14. Performed pavement marking thermoplastic stop sign on Williamsburg Dr. and handicap parking area Kensington Ln.
15. Performed cold patch for water repairs locations at 1195 Westbury Dr., 555 Lafayette Ln. and (2) on Ardwick Dr.
16. Performed Snow/Ice equipment maintenance
17. Participated in Snow/Ice Control Operations

TRAFFIC OPERATIONS TEAM

- SIGNS

1. Replaced (4) signs due to vandalism/vehicle damage
2. Performed maintenance on vehicles, tools and snow removal equipment
3. Repaired barricades
4. Assisted with street pavement patching
5. Performed garage maintenance at Public Works Center
6. Assisted with street light repairs
7. Performed sign straightening, replacement and clearing sight obstructions at various locations throughout the Village
8. Performed sign inventory at Sears Centre capturing sizes and locations of all signs
9. Fabricated 2010 Public Works Department slogan sign and installed in Public Works Center
10. Fabricated Hoffman Estates Sports Award sign
11. Fabricated Illinois Public Works Mutual Aid Network (IPWMAN) banner
12. Participated in Snow/Ice Control Operations

- STREET LIGHTS

1. Responded to 9 resident requests for repair service; 25 year-to-date
2. Repaired 27 street lights; 68 year-to-date (using 33 lamps, 3 ballasts, 1 small lens), at the following locations from work requests: 4250 Sturbridge Dr. N., 647 Randi Ln., across from 647 Randi Ln., (2) Pratum Ave. R.O.W., (10) Prairie Stone Pkwy. R.O.W., 1900 Hassell Rd., c/o Pondview Dr. and Hickory Dr., 1695 Pondview Dr., 5759 Acorn Dr., 3679 Alder Dr., 647 Wainsford Dr., across from 1335 Freeman Rd., across from 4315 Huntington Blvd., 1080 and across from 1055 John Dr., (4) Trillium Blvd. R.O.W., and (4) Beverly Rd. R.O. W.
3. Notified ComEd of 4 street light outages under their jurisdiction at the following locations: NE c/o Hassell Rd. and Kensington Ln.; SE c/o Kingsdale Rd. and Oakmont Rd., SW c/o Bode Rd. and Evanston St., and SW c/o Morgan Ln. and Illinois Blvd.
4. Repaired 12 street lights in Sears Centre Arena parking lot
5. Performed clean up and secured site of 2 street light pole knock downs at the following locations: 647 Wainsford Dr., and Beacon Pointe Dr

- STREET LIGHTS cont'd

6. Repaired broken seasonal banner on Rohrssen Rd. R.O.W.
7. Installed a new street light pole at 647 Wainsford Dr.
8. Performed purchasing and pricing of street light repair supplies
9. Participated in purchasing LED street light fixtures for Village Hall, E&S and Public Works Center
10. Performed plow blade and curb guard changes on large and small trucks
11. Performed Village street light inventory
12. Performed Village wide street light outage inspections
13. Assisted with sign installations
14. Located street light cables for sign installations, storm sewer and water excavations
15. Performed garage maintenance at the Public Works Center
16. Assisted with asphalt repairs
17. Participated in Snow/Ice Control Operations

FORESTRY TEAM

1. Responded to requests for service; 8 for the month; 22 year-to-date
2. Performed routine tree maintenance, branch pick-ups, tree removals, corrective treatments, inspections and tree trimming
3. Performed garage maintenance at Public Works Center
4. Performed tree and turf equipment maintenance
5. Assisted traffic operations crew with cold patching
6. Revised equipment inventory with regard to new purchases
7. Performed measurement and logging of daily precipitation
8. Performed ground trimming along Rohrssen Rd.
9. Converted washer solvent barrels into garbage cans
10. Prepared area maps for 2010 contract tree trimming program
11. Assisted with large snow plow truck and route training for auxiliary drivers
12. Performed routine maintenance for trees on the 2004 and 2005 replacement tree program list, 67 trees for the month
13. Performed purchasing/pricing of parts, supplies and equipment from dealers
14. Prepared location lists for Spring 2010 tree planting program
15. Installed, inspected and performed necessary repairs to snow fence at various locations throughout Village
16. Transported vehicles to Safety Lane for testing
17. Performed maintenance on Snow/Ice Control equipment
18. Participated in Snow/Ice Control Operations

WATER & SEWER

- STORM SEWER TEAM

1. Inlet inspections; 2 for the month; 40 year-to-date
2. Performed monthly lake/creek checks and maintenance
3. Performed routine garage maintenance at the Public Works Center
4. Performed vehicle equipment maintenance

- STORM SEWER TEAM cont'd

5. Performed yard clean-up and maintenance at Fleet Services facility
6. Continued beaver dam checks east and west of Harmon Blvd.
7. Performed clean up, push backs, ice flow scrape downs and salting
8. Assisted Metropolitan Water Reclamation District of Greater Chicago with creek cleaning program
9. Completed barricade checks
10. Participated in Snow/Ice Control Operations

- OPERATIONS TEAM

1. Collected (60) monthly water samples for bacteriological testing and (7) raw well water samples and (1) water quality complaint
2. Collected Synthetic Organic Compounds, Volatile Organic Compounds, Nitrates and Nitrite samples from Wells 7, 10, 16 and 18
3. Performed weekly well and lift station checks
4. Exercised wells, discharged to waste
5. Collected JAWA and Interzone pump readings
6. Performed monthly sump pump maintenance at all wells, lift stations, towers and JAWA pits
7. Assembled monthly water usage and IEPA water report
8. Performed electrical work and trouble shooting at Village owned buildings
9. Performed back-up generator maintenance at lift stations, pumping stations, radio system locations and Village buildings
10. Monitored water construction and water operating permits including water pressure tests and bacteriological testing
11. Performed maintenance on Western Development Area lift station up-blast fan
12. Performed routine vehicle equipment and garage maintenance
13. Continued installation of new monitoring equipment for SCADA system at water sites and selected lift stations
14. Monitored critical sanitary repairs project
15. Cleaned out Moon Lake lift station wet well, along with Pump pulls, for debris removal
16. Participated in Snow/Ice Control Operations

- CONSTRUCTION / MAINTENANCE TEAM

1. Performed water and sewer excavation barricade checks at various locations throughout the Village
2. Performed clean-up of spoil bins at Fleet Services
3. Performed routine vehicle, equipment and garage maintenance
4. Performed clean-up of spoils at water tower T-6
5. Performed water main repairs at: Rt. 62 under bridge, 555 Lafayette Ln., 171 Grissom Ln., 1195 Westbury Dr., and 1655 Ardwick Ln.
6. Performed water parts inventory at Public Works Center and 95 Aster Ln.
7. Performed snow removal from storm sewer inlets and fire hydrants at various locations throughout the Village
8. Participated in Snow/Ice Control Operations

- SANITARY SEWER FLOW MANAGEMENT TEAM

1. Updated maps of trouble lists, viewed man hole locations, televising, flushing and root cutting
2. Performed manhole wash-downs on trouble spots
3. Performed maintenance on Units #40 and #67
4. Applied liquid and dry microbe formula for enhancement of wastewater treatment systems
5. Performed garage and equipment maintenance
6. Monitored St. Alexius Hospital waste discharge for chronic foreign debris discharge
7. Monitored the planning process for the 2010 Sanitary Sewer Critical Repair Program
8. Performed TV inspections of storm sewer mains on Treaty Ln. for road reconstruction
9. Mapped sanitary sewer repairs from Baxter & Woodman Engineers data
10. Performed maintenance and repair on sewer televising equipment
11. Televised storm line for JAWA at Rt. 72 standpipe
12. Cleared blockage on Washington Blvd.
13. Cataloged TV inspection videos
14. Assisted with weekly water samples
15. Worked with contractor on manhole repairs
16. Performed maintenance on Snow/Ice Control equipment
17. Participated in Snow/Ice Control Operations

- STORM SEWER CLEANING/UTILITY LOCATE TEAMS

1. Vacuumed and flushed 7,684 feet of storm sewer year-to-date
2. Assisted with water leak repairs on 555 Lafayette Ln., Algonquin Rd., 171 Grissom Ln., 1195 Westbury Dr.,
3. Performed leak investigation at Ardwick Dr.
4. Completed new construction plan review for Acura Automobile dealer
5. Monitored contractor Cathodic Protection of Huntington Blvd. and Ela Rd., water main
6. Patrolled north and south system water mains for possible leaks
7. Exercised water main valves in Parcel B
8. Participated in small plow installations and pre-trip inspections for Snow/Ice Control plows
9. Inspected sanitary main repair on Lafayette Ln.
10. Televised storm sewer on Treaty Ln.
11. Performed fire hydrant snow removal at schools and shopping centers
12. Thawed frozen fire hydrants at 1655 Ardwick Dr., and across from 1525 Highland Blvd.
13. Performed routine vehicle and equipment maintenance
14. Participated in Snow/Ice Control Operations

- CUSTOMER SERVICE/METER TEAM

1. Performed 28 Water Billing customer service appointments at various locations throughout the Village
2. Performed 220 water meter readings related to actuals/finals/investigatory concerns generated through the Finance Department
3. Performed inter-office mail delivery services
4. Performed water meter readings for 15,478 billing accounts
5. Performed 153 water turn-off and turn-ons for delinquent service billing accounts
6. Repaired vault water meters in Parcels A and B
7. Performed corrective water meter repairs for 24 service requests
8. Assisted with J.U.L.I.E. locates
9. Performed garage maintenance at Public Works Center
10. Performed 16 Meter Interface Unit repairs
11. Participated in Snow/Ice Control Operations

Public Works Monthly Regular Hours Work Unit Report - February 2010

<i>DIVISION</i>	<i>ACTIVITIES</i>	<i>HOURS</i>
ADMINISTRATION		
	BENEFIT TIME USE	12.00
	GIS	144.00
	SNOW & ICE CONTROL	4.00
	<i>Total Hours for Work Unit</i>	<i>160.00</i>
ADMINISTRATION		
	BENEFIT TIME USE	42.00
	SUPERVISION	118.00
	<i>Total Hours for Work Unit</i>	<i>160.00</i>
FACILITIES		
	BENEFIT TIME USE	72.00
	BUILDING EQUIPMENT	141.75
	BUILDING MAINTENANCE	78.50
	CALL DUTY	20.00
	MEETING SET UP	21.50
	MISC. SITE MAINTENANCE	276.50
	NON-DIV. BLDG. MAINT.	14.00
	OTHER	1.00
	PORTABLE MESSAGE BOARD	2.00
	SNOW & ICE CONTROL	61.00
	SNOW & ICE MAINT.	4.00
	SPECIAL EVENTS	1.00
	STREET LIGHT MAINT.	0.50
	SUPERVISION	25.00
	UTILITY LOCATES	2.50
	<i>Total Hours for Work Unit</i>	<i>721.25</i>

<i>DIVISION</i>	<i>ACTIVITIES</i>	<i>HOURS</i>
FLEET SERVICES		
	BENEFIT TIME USE	108.00
	CALL DUTY	36.00
	FLEET SERVICES	511.25
	GARAGE MAINT.	28.00
	SNOW & ICE MAINT.	1.25
	SUPERVISION	145.75
	TRAINING	3.00
	<i>Total Hours for Work Unit</i>	<i>833.25</i>
ST-FAST		
	BENEFIT TIME USE	36.00
	CALL DUTY	6.00
	GARAGE MAINT.	12.50
	MISC. STREET MAINT.	25.00
	SNOW & ICE CONTROL	51.50
	SNOW & ICE MAINT.	18.00
	WATER MAIN MAINT.	3.00
	<i>Total Hours for Work Unit</i>	<i>152.00</i>
ST-FORESTRY/GROUNDS		
	ASPHALT REPAIRS	8.00
	BENEFIT TIME USE	139.00
	CALL DUTY	9.00
	EQUIPMENT MAINT.	77.50
	GARAGE MAINT.	56.00
	OTHER	11.50
	SNOW & ICE CONTROL	180.00
	SNOW & ICE MAINT.	465.50
	SUPERVISION	104.75
	TRAINING	3.00
	TREE MAINTENANCE	241.75
	TURF MAINTENANCE	3.25
	WATER MAIN MAINT.	4.00
	<i>Total Hours for Work Unit</i>	<i>1303.25</i>

<i>DIVISION</i>	<i>ACTIVITIES</i>	<i>HOURS</i>
ST-SEASONAL		
	SNOW & ICE CONTROL	79.25
	SNOW & ICE MAINT.	6.00
	<i>Total Hours for Work Unit</i>	<i>85.25</i>
ST-SEASONALINT		
	SNOW & ICE CONTROL	46.25
	<i>Total Hours for Work Unit</i>	<i>46.25</i>
ST-STORM SEWER		
	BENEFIT TIME USE	24.00
	CALL DUTY	4.00
	EQUIPMENT MAINT.	4.00
	GARAGE MAINT.	24.00
	SIDEWALK MAINT./CONST.	2.00
	SNOW & ICE CONTROL	45.50
	SNOW & ICE MAINT.	4.00
	STORM SEWER CONST.	6.00
	STORM SEWER MAINT.	182.75
	WATER MAIN MAINT.	7.00
	<i>Total Hours for Work Unit</i>	<i>303.25</i>
ST-TRAFFIC OPERATION		
	ASPHALT REPAIRS	128.00
	BENEFIT TIME USE	409.25
	EQUIPMENT MAINT.	49.25
	GARAGE MAINT.	60.00
	NEW CONSTRUCTION INSP.	1.00
	OTHER	7.00
	SNOW & ICE CONTROL	181.50
	SNOW & ICE MAINT.	175.25
	STREET LIGHT MAINT.	198.25
	SUPERVISION	110.25
	TRAFFIC CONTROL	120.50
	TRAINING	18.50
	<i>Total Hours for Work Unit</i>	<i>1458.75</i>

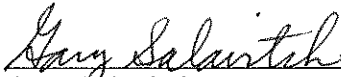
<i>DIVISION</i>	<i>ACTIVITIES</i>	<i>HOURS</i>
W/S-CUSTOMER SERVICE		
	ARB METERS	16.50
	B-BOX MAINT.	7.50
	BENEFIT TIME USE	84.00
	CALL DUTY	45.50
	COMPOUND METERS	13.00
	CUSTOMER SERVICE	142.00
	DELIQUENT ACCOUNTS	33.50
	EQUIPMENT MAINT.	3.50
	GARAGE MAINT.	8.50
	HYDRANT MAINT.	3.00
	LIFT STATION MAINT.	1.50
	METER READING	26.00
	MISC. STREET MAINT.	26.50
	NON-DIV. BLDG. MAINT.	20.00
	OTHER	10.50
	SAN. SEWER MAINT.	1.75
	SNOW & ICE CONTROL	131.75
	SNOW & ICE MAINT.	8.25
	STREET LIGHT MAINT.	11.75
	SUPERVISION	117.50
	UTILITY LOCATES	180.50
	WATER DIST & REG COMPL	2.50
	WATER MAIN MAINT.	3.50
	WATER TURN OFF	3.00
	<i>Total Hours for Work Unit</i>	<i>902.00</i>

<i>DIVISION</i>	<i>ACTIVITIES</i>	<i>HOURS</i>
W/S-ELECT/MECHANICAL		
	BENEFIT TIME USE	172.75
	BUILDING MAINTENANCE	2.50
	CALL DUTY	69.00
	EQUIPMENT MAINT.	12.00
	GARAGE MAINT.	25.00
	HYDRANT MAINT.	3.00
	LIFT STATION MAINT.	288.00
	LIFT STATION REPAIR	52.25
	MISC. STREET MAINT.	1.00
	OTHER	2.00
	SAN. SEWER MAINT.	199.75
	SNOW & ICE CONTROL	109.00
	STORM SEWER TELEVISIONING	9.00
	SUPERVISION	112.00
	TRAINING	15.50
	UTILITY LOCATES	1.00
	WATER DIST & REG COMPL	178.75
	WATER MAIN MAINT.	3.00
	WELL MAINT.	88.00
	WELL REPAIRS	9.00
	<i>Total Hours for Work Unit</i>	<i>1352.50</i>
W/S-FAST		
	ARB METERS	1.00
	BENEFIT TIME USE	34.75
	CALL DUTY	22.00
	COMPOUND METERS	2.00
	CUSTOMER SERVICE	29.00
	DELIQUENT ACCOUNTS	4.00
	EQUIPMENT MAINT.	4.00
	GARAGE MAINT.	3.50
	METER READING	4.00
	MISC. STREET MAINT.	109.50
	SNOW & ICE CONTROL	51.50
	SNOW & ICE MAINT.	58.00
	<i>Total Hours for Work Unit</i>	<i>323.25</i>

<i>DIVISION</i>	<i>ACTIVITIES</i>	<i>HOURS</i>
W/S-MAINT/CONST		
	BENEFIT TIME USE	230.50
	CALL DUTY	28.00
	EQUIPMENT MAINT.	92.00
	GARAGE MAINT.	58.50
	HYDRANT MAINT.	69.00
	JETTING / WASHDOWN	6.00
	LIFT STATION REPAIR	2.00
	MISC. SITE MAINTENANCE	1.00
	NON-DIV. BLDG. MAINT.	29.50
	SAN. SEWER MAINT.	8.00
	SEWER SERVICE INSP.	10.00
	SIDEWALK MAINT./CONST.	2.00
	SNOW & ICE CONTROL	188.50
	SNOW & ICE MAINT.	28.00
	STORM SEWER CONST.	9.75
	STORM SEWER MAINT.	226.00
	SUPERVISION	104.00
	TREE MAINTENANCE	1.00
	VALVE MAINT.	98.75
	WATER MAIN MAINT.	296.00
	WELL MAINT.	4.00
	<i>Total Hours for Work Unit</i>	<i>1492.50</i>

**TRANSPORTATION AND ENGINEERING DIVISION
DEPARTMENT OF DEVELOPMENT SERVICES
MARCH MONTHLY REPORT**

Attached is the Department of Development Services Monthly Report for Transportation and Engineering for the period ending March 19, 2010.



Gary Salavitch, P.E.
Director of Engineering

MISCELLANEOUS

- Staff has provided a resident with floodplain information to purchase the correct flood insurance for their home.

PROJECT STATUS

2010 Street Revitalization Project Estates – Plans and specifications have been completed and available for bidders to pick up for the rehabilitation of 7 streets. Village Project Managers – Marty Salerno and Alan Wenderski.

Airdrie Estates – No change in the last month. No site work and there are no building permits for this 21 lot subdivision. All storm, water main and sanitary are complete along with the road to the binder asphalt. Village Project Manager – Terry White.

Autumn Woods – No change in the last month. Mass grading is on hold. Soil erosion control is ongoing. House construction has not started. Minor storm sewer completed. Village Project Manager – Terry White.

Barrington Square 2009 Renovation – Menards demolition complete, water main re-routing tested and back in service. Site work will resume in the spring. Village Project Manager – Terry White.

Beacon Pointe – No change in the last period. Beacon Pointe Drive extension and all interior roads are complete to the binder level. The Village is considering acceptance of Beacon Pointe subdivision and the roadway this summer. House construction is ongoing for a few lots and there are 7 vacant home sites remaining. All utilities are complete. All signs installed. Village Project Manager – Terry White.

Devonshire Woods Estates – No change in the last period. The bank now owns this project and has refused to honor the letter of credit guarantee. House construction has stopped. (46 remaining home sites). Road construction is complete to the binder level for the north half and all utility installations are complete for the site. The street project team is surveying the rest of the subdivision for possible completion by the Village. Village Project Manager – Terry White.

EJ&E / CN Acquisition Project – Staff is working on the Noise Abatement Wall project as well as intersection improvements at Shoe Factory Road. Village Project Manager – Gary Salavitch.

Haverford Place – This subdivision is through the maintenance period. The one outstanding issue is buried utility boxes which should be completed this summer. Ryland has extended the maintenance guarantee to cover the restoration. We are monitoring the utility boxes grade adjustments, relocation and restoration. Village Project Manager – Gary Salavitch.

JCL Bioassay – Site and building work are complete. Just received as-builts for review. Temporary certificate of occupancy has been issued and punch list walk to be scheduled this spring. Village Project Manager – Terry White.

Police Station – Building work ongoing. All utilities are complete and tested. All parking areas are paved. Village Project Manager – Terry White.

Prairie Pointe, Phase I and Ring Road – No change in the last period. Both projects are on hold and near completion. Two left turn lanes to Prairie Pointe completed. Need as-builts for Prairie Pointe II. Ring Road work (Phase II) needs punch list walk. Village Project Manager – Terry White.

Prairie Stone Parcel 16 – No change in the last period. Clean up and regrading complete, sidewalk replaced. Erosion control in place, mass grading is complete. Twin storm lines completed and no other site utilities. Village Project Manager – Terry White.

St. Alexius Hospital – Hospital working on the central plant relocation project with building work. Village Project Manager – Terry White.

Yorkshire Woods – No change in the last period and no new house construction with four remaining lots. Utilities are complete and streets to the binder level. Upon Village agreement, acceptance was delayed until this summer, at which point the Village will require acceptance. Working with Bond Company to complete the public improvements in this subdivision. We understand that the bank owns the remaining lots. Village Project Manager – Terry White.

Plan Review

1. Golf Roselle Building Addition
2. Canterbury Fields Park Addition