

**AGENDA**  
**PUBLIC WORKS & UTILITIES COMMITTEE**  
**Village of Hoffman Estates**  
**October 25, 2010**

7:30 p.m.

Members:     Jacquelyn Green, Chairperson  
                 Anna Newell, Vice Chairperson  
                 Karen V. Mills, Trustee  
                 Cary Collins, Trustee  
                 Ray Kincaid, Trustee  
                 Gary Pilafas, Trustee  
                 William McLeod, Mayor

**I. Roll Call**

**II. Approval of Minutes – September 27, 2010**

**NEW BUSINESS**

1. Discussion regarding 2010-2011 Snow/Ice Control Policy and Procedure Manual.
2. Request acceptance of the Department of Public Works Monthly Report.
3. 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**

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

**PUBLIC WORKS & UTILITIES  
COMMITTEE MEETING MINUTES**

September 27, 2010

**I. Roll Call**

**Members in Attendance:**

Jacquelyn Green, Chairperson  
Anna Newell, Vice Chairperson  
Trustee Karen Mills

**Other Corporate Authorities  
in Attendance:**

Trustee Cary Collins  
Trustee Ray Kincaid  
Trustee Gary Pilafas  
Village President William McLeod

**Management Team Members  
in Attendance:**

Jim Norris, Village Manager  
Arthur Janura, Corporation Counsel  
Mark Koplun, Asst. Vlg. Mgr., Dev. Services  
Gary Salavitch, Director of Engineering  
Patrick Seger, Human Resource Mngmnt Dir.  
Kenneth Hari, Public Works Director  
Robert Gorvett, Fire Chief  
Clint Herdegen, Police Chief  
Michael Hish, Assistant Police Chief  
Algean Garner, Director of H&HS  
Michael DuCharme, Director of Finance  
Bruce Anderson, Cable TV Coordinator  
Bev Romanoff, Village Clerk  
Ben Gibbs, GM - Sears Centre Arena

**Others in Attendance**

Reporters from the *Daily Herald* and *Chicago Tribune*

The Public Works and Utilities Committee meeting was called to order at 7:48 p.m.

**II. Approval of Minutes**

Motion by Trustee Collins, seconded by Trustee Mills, to approve the revised Public Works & Utilities Committee meeting minutes of August 31, 2010. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

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

The Department of Public Works Monthly Report was submitted to the Committee.

Mr. Hari highlighted a few areas of the report, including the near completion of the water tower and taking a few lift stations out of commission. Trustee Green and Mr. Hari discussed the lift station connections.

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

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

The Department of Development Services Monthly Report for the Transportation and Engineering Division was submitted to the Committee.

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

**III. President's Report****IV. Other****V. Items in Review****VI. Adjournment**

Motion by Trustee Pilafas, seconded by Trustee Newell, to adjourn the meeting at 7:51 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

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Date

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Discussion regarding 2010-2011 Snow/Ice Control Policy and Procedure Manual.

**MEETING DATE:** October 25, 2010

**COMMITTEE:** Public Works & Utilities

**FROM:** Kenneth Hari, Director of Public Works  
Ken Gomoll, Superintendent of Administrative Services

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**PURPOSE:** Discussion regarding 2010-2011 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 Procedural Manual. Questions and improvements are discussed and addressed and a final plan is recommended to the Public Works Committee. The plan provides for the best range of services to residents and businesses within the scope of the annual budget.

**DISCUSSION:** This year's review of the manual has been completed. As in the past, modifications focus on route design, call-out procedures and associated personnel related items. There are no major procedural changes from last year's program. The following are highlights of this year's plan:

- Revised plowing and salting driver route sheets/maps will be developed to accommodate any additional lane miles and facilities requiring snow/ice control throughout this season.
- Cul-de-sac route sheets will again provide space for drivers to indicate the actual time of day or night the cul-de-sac was plowed. This has assisted in providing more timely information to residents upon inquires, and established a more documented time study of cul-de-sac plowing operations. Furthermore, GIS maps of each cul-de-sac will be utilized identifying areas where snow is not to be piled, for more consistency in the snow plowing cul-de-sacs throughout the season.

DISCUSSION, continued

- A route has been established to accommodate snow/ice control at public building sidewalks thus ensuring that building sidewalks, primarily the Village Hall and Police Headquarters, are salted and/or shoveled simultaneously with street salting/plowing operations. As in the past, Facilities staff will handle building sidewalks, freeing up drivers for Village streets.
- The “salting only” employee duty roster posting will again be utilized this season. This roster provides for the twenty-four hour 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 again be utilized to assist us to prepare for weather related events and to notify off-duty supervisory personnel of weather conditions and pending weather events.
- A minimum of two (2) supervisors will be the staffing level for any given snow/ice control operation which requires six (6) or more vehicle response units.
- There are no recommended changes to the long standing Village policy that routine salting of cul-de-sacs is not performed. 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 in all cul-de-sacs. Exceptions to the policy have been identified for those cul-de-sacs with steep inclines, exceedingly long depths and those that are adjacent to schools. There are twenty (20) such cul-de-sacs:

- |                            |                                      |
|----------------------------|--------------------------------------|
| 1) Hillside Court          | 11) Hassell Court                    |
| 2) Lake Edge Court         | 12) Fairway Court                    |
| 3) Fortune Bay Court       | 13) Concord Lane (west of Firestone) |
| 4) Ashley Court            | 14) Bolleana Court                   |
| 5) Hartford Court          | 15) Lancaster Court (west)           |
| 6) John Drive (cul-de-sac) | 16) Lancaster Court (east)           |
| 7) Oakdale Road            | 17) Cobble Hill Court (east)         |
| 8) Eisenhower Circle       | 18) Buttercreek Court                |
| 9) Hassell Drive           | 19) Winston Lane                     |
| 10) Hassell Circle         | 20) Elizabeth Court                  |

NOTE: Personnel training and review of the 2010-2011 Snow/Ice Control Policy and Procedure Manual is scheduled for Wednesday, November 3, 2010, from 7:00 a.m. to 2:30 p.m. This training includes the beginning of driver route inspections.

FINANCIAL IMPACT:

None

RECOMMENDATION:

For discussion purposes and acceptance.

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

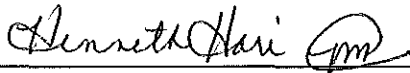
**SNOW AND ICE CONTROL  
POLICY AND PROCEDURE MANUAL**

*2010-2011 SEASON*



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Recommended by Ken Gomoll  
Superintendent of Administrative Services



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Approved by Kenneth Hari  
Director of Public Works

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Date Approved by Village Board

- NOTES:
- 1) CHANGES FROM 2009-2010 ARE ILLUSTRATED BY USE OF STRIKEOUTS AND USE OF BOLD TYPE SET FOR "NEW", OR, "CHANGED" ITEMS  
*(The only changes occur on Page 2 and Page 4, item F)*
  - 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 first 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)
Boardwalk @ Pacific	Whispering Trails (Meadow Park)
Moon Lake & Brookside	Whispering Trails (Douglas Park)
Moon Lake & Golf	Winding Trail (Lincoln Park)
Police Station (1200 Gannon)	Cottonwood (Pebble Park)
Gannon (Chestnut Park)	Haman Drive & Westbury
Kingsdale (Victoria Park)	Haman Drive (east of 4240)
N. Dovington (Victoria Park)	Winston & Route 62
N. Dexter (Victoria Park)	Freeman Road (South Ridge Park)
Wilmington & Warington	Sturbridge (North Ridge Park)
Wilmington Court & Wilmington Drive	Huntington & Charlemagne
Spring Mill (Kiwanis Park)	5020 Essington (to the north)
Randi Lane (north of 630 Randi Lane)	Sumac & Downing (Arbor Day Park)
Bode Road (East of Evanston)	
Evanston & Illinois (Chino Park)	
Washington Boulevard & Kingman Lane (Evergreen Park)	WESTERN DEVELOPMENTS
Hillcrest Boulevard @ Ida & Kent	Beverly (south of Higgins)
Village Hall (1900 Hassell Road)	



## **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. Department Superintendent
  - 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 Superintendent as to the time such operations will start. He will again notify both the Police Radio Desk and the Superintendent 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 mop-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 Superintendent of Administrative Services, Field, Traffic Control, and Forestry Maintenance Supervisors, or, other designated Supervisory Staff will be in command of salt/snow operations at all times.
- B. Only the Superintendent of Administrative Services, or, Field, Traffic Control and Forestry Maintenance Supervisors will advise the Police Department of the Village two (2) inch snow ordinance being placed into effect.
- C. The Superintendent of Administrative Services or the Field, Traffic Control and Forestry Maintenance Supervisors will keep the Police Department advised of street operations and when such operations will be secured.
- D. A minimum of two (2) Supervisors will be the staffing level for any given Snow/Ice control operation which requires six (6) or more vehicle response units.
- E. The Superintendent of Administrative Services, or the Field, Traffic Control, and Forestry Maintenance Supervisors will assign push back operations, if practicable, 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  
Craig Griesmaier  
Joe Volpe  
Kelly Kerr  
Jeff Allen  
Carl Lindquist

Back-up (as needed)

Tom Burnitz  
Bob Markko  
Joe Nebel  
Kenneth Hari

Support help to handle phone and radio traffic control include:

Normal Operations

Rose Dyer  
Pam Meinicke  
Beth Skowronski

Back-up (as needed)

Myrtle Montag  
**Barb Victor**

- G. During all plowing operations a department Administrative staff person is to be called in to handle incoming calls and radio traffic from personnel. The Superintendent 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. Village policy stating that routine salting of cul-de-sacs is not performed, remains the same. Exceptions have been identified as those streets with steep inclines or exceedingly long lengths. There are 20\* such streets.

- |                           |                                      |
|---------------------------|--------------------------------------|
| 1. Hillside Court         | 11. Hassell Court                    |
| 2. Lake Edge Court        | 12. Fairway Court                    |
| 3. Fortune Bay Court      | 13. Concord Lane (west of Firestone) |
| 4. Ashley Court           | 14. Bolleana Court                   |
| 5. Hartford Court         | 15. Lancaster Court, east            |
| 6. John Drive, cul-de-sac | 16. Lancaster Court, west            |
| 7. Oakdale Road           | 17. Cobble Hill Court, east side     |
| 8. Eisenhower Circle      | 18. Butter Creek Court               |
| 9. Hassell Drive          | 19. Winston Lane                     |
| 10. Hassell Circle        | 20. Elizabeth Court                  |

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 367 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 Superintendent of Administrative Services 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.

## VI. WORK RULES AND PROCEDURES, continued

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.

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 November 15 thru April 14
- (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 two (2) consecutive years 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 pagers may be utilized by individuals as a primary phone contact although missed or failed pages 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 pager numbers must be provided to the Superintendent before its use by November 15<sup>th</sup> of the snow season and must immediately be updated of changes throughout the course of the snow season.

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

## VI. WORK RULES AND PROCEDURES, continued

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 (*November 15 thru April 14*)

- A. During winter months no more than six (6) combined, but not greater than three (3) in any normal operating unit, street and water/sewer personnel may be authorized to use benefit time (approved leave) and not be required to participate in snow/ice control operations on any given calendar day.
- 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.

## VI. WORK RULES AND PROCEDURES, continued

- G. Seventy-two (72) hour notification is necessary to cancel approved use of benefit time.
- 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.
- 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. Three (3) times per season drivers on the salting roster may substitute their roster position with a "Buddy Switch". 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.

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 November 15 – April 15.

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.



## VI. WORK RULES AND PROCEDURES, continued

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.

The salting roster is to post no more than six (6) double-up drivers between 11/15/10 thru 12/15/10 and between 3/15/11 thru 4/15/11. From 12/16/10 thru 3/14/11 no more than three (3) double-up drivers will be posted.

An individual may request to switch with someone else but is limited to no more than six (6) occurrences per season, with week-ends counting as only one occurrence. Drivers not on the salting roster can be used to switch with someone on the roster list.

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.
- 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.

## VII. OVERTIME/OVERTIME PAY, continued

- 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. The Street Unit 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.

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.

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

Staff assignments during twelve-hour periods are as follows:

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.

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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# 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 your 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 of 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 2010 - 2011 PERSONNEL CALL-IN ROSTER

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

AM SHIFT 0630 TO 1830			PM SHIFT 1830 TO 06:30		
DRIVER	AREA	UNIT	DRIVER		
	Yard	50			
	I	2			
	II-A	10			
	II-B	16			
	II-C	7			
	III & IV Mains	8			
	III-A	4			
	IV-A	6			
	IV-B	5			
	V-A	11			
	V-B	13			
	V-C	14			
	V-D	12			
	V-E	15			
	VI-A	1			
	VI-B	9			
	VI-EDA	17			
	Side- walks	44			

**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>	4 <sup>TH</sup>	7 <sup>TH</sup>	
2 <sup>ND</sup>	5 <sup>TH</sup>	8 <sup>TH</sup>	
3 <sup>RD</sup>	6 <sup>TH</sup>	9 <sup>TH</sup>	

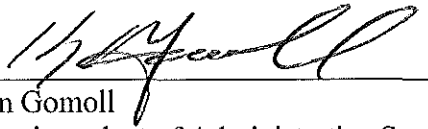
# DEPARTMENT OF PUBLIC WORKS

## SEPTEMBER MONTHLY REPORT

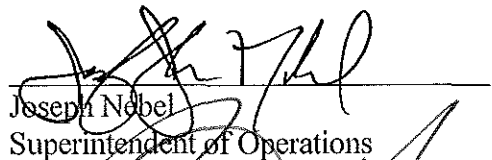
### SUBMITTED TO PUBLIC WORKS COMMITTEE

OCTOBER 2010

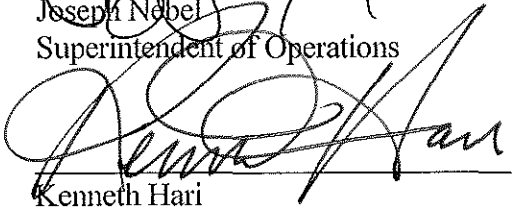
- ADMINISTRATIVE AND TECHNICAL SERVICES
- FACILITIES
- FLEET SERVICES
- STREETS
- WATER AND SEWER



Ken Gomoll  
Superintendent of Administrative Services

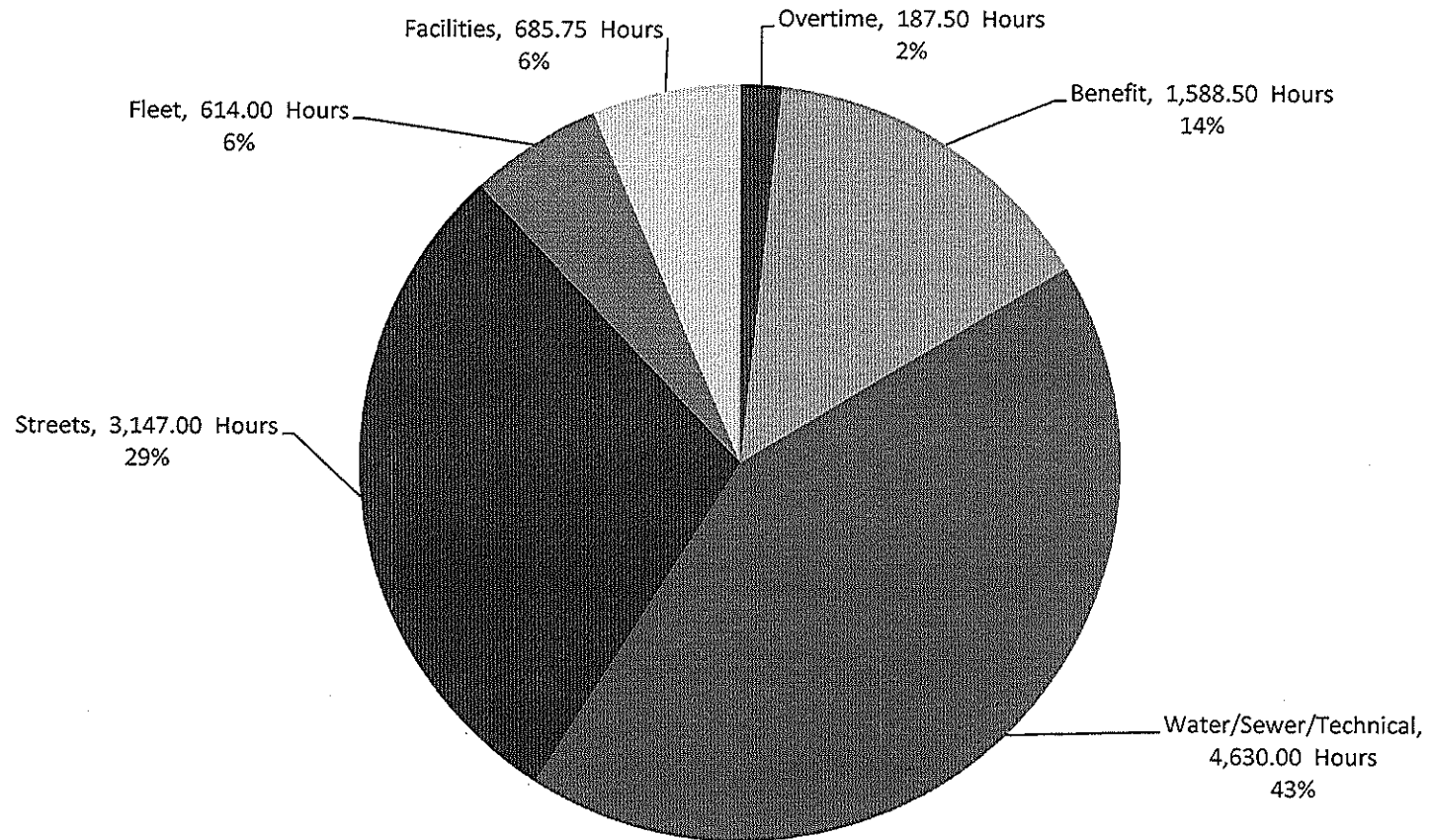


Joseph Nebel  
Superintendent of Operations

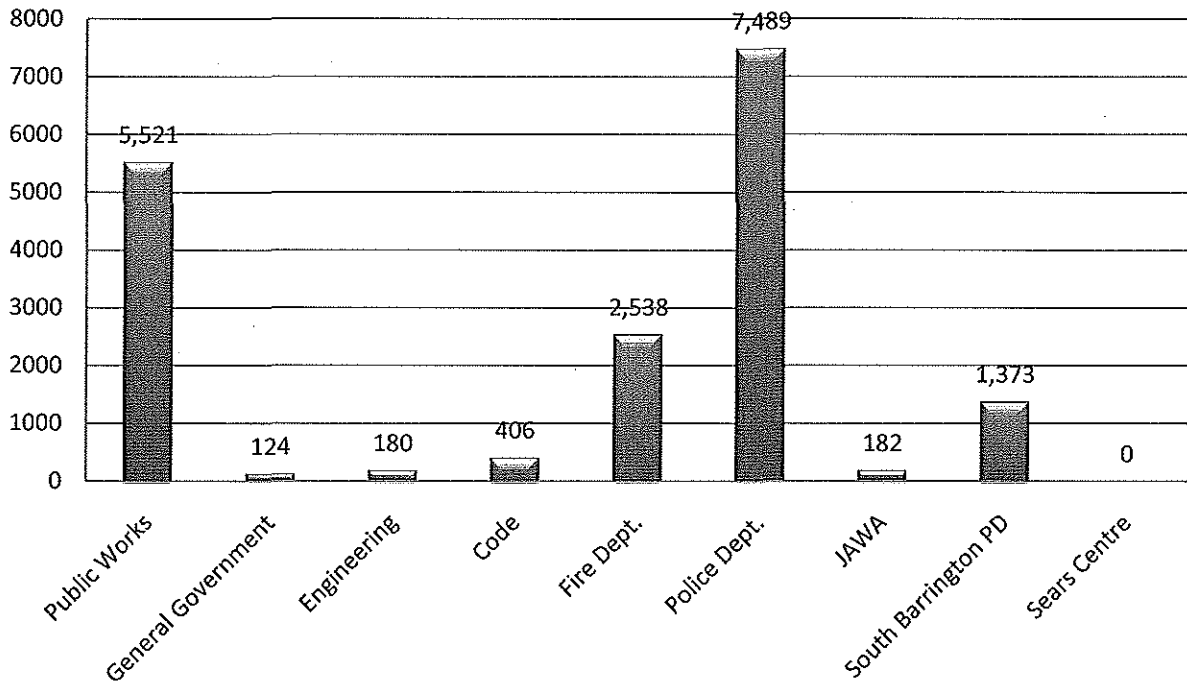


Kenneth Hari  
Director of Public Works

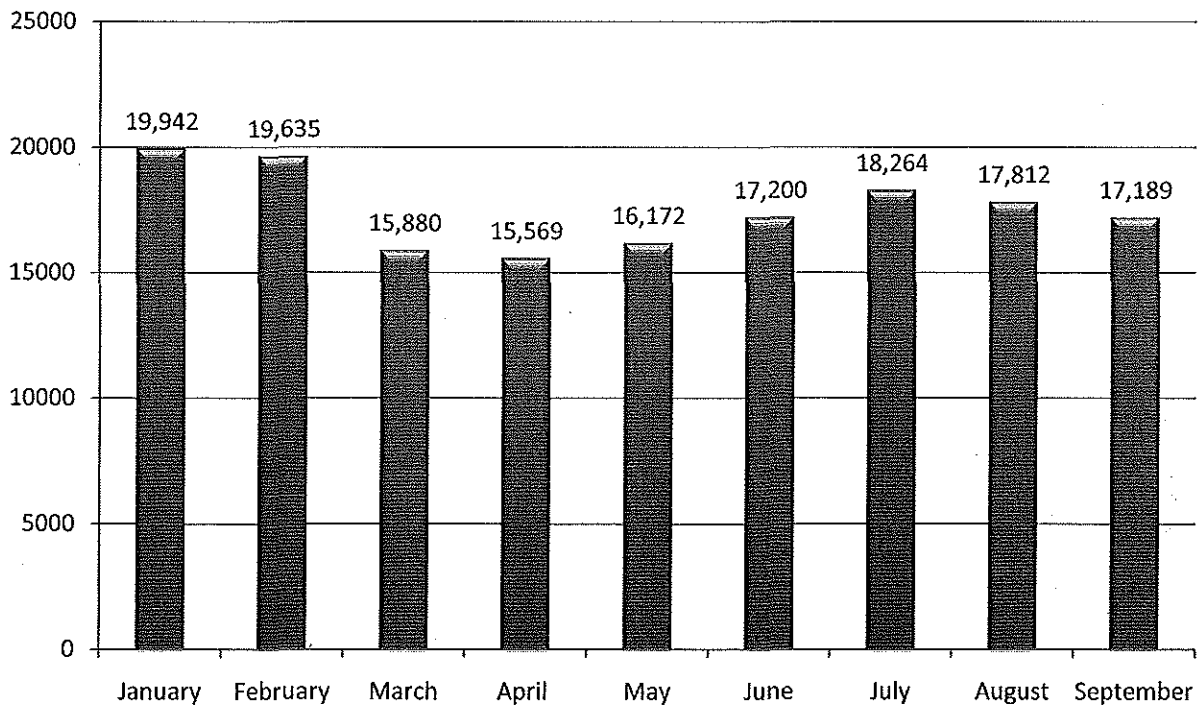
## Public Works Department Total Hours September 2010



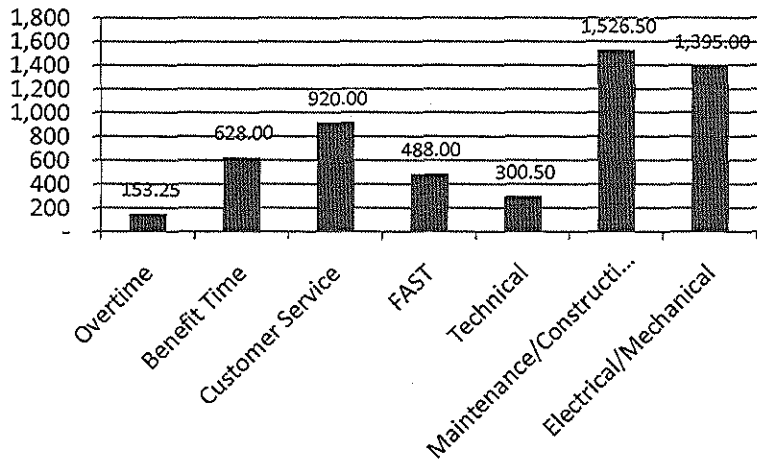
### September 2010 Fuel Usage by Department / Gallons



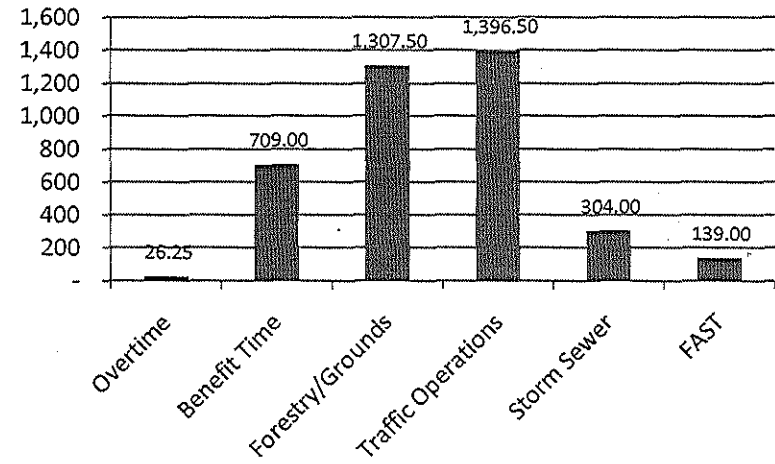
### 2010 Total Fuel Used / Gallons



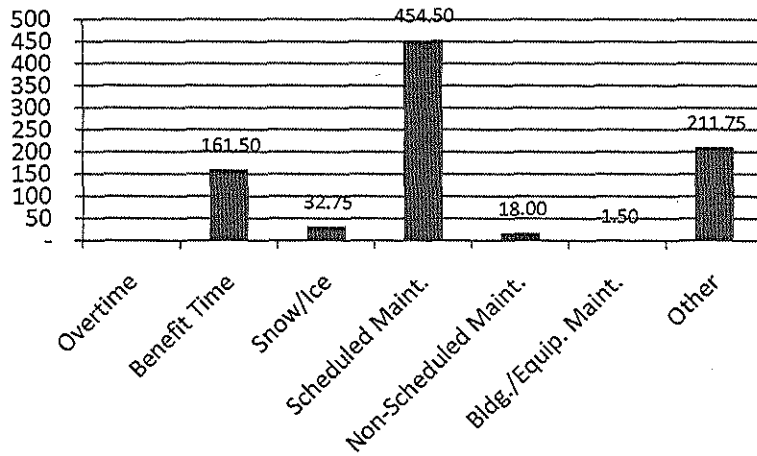
**Water Total Hours September 2010**



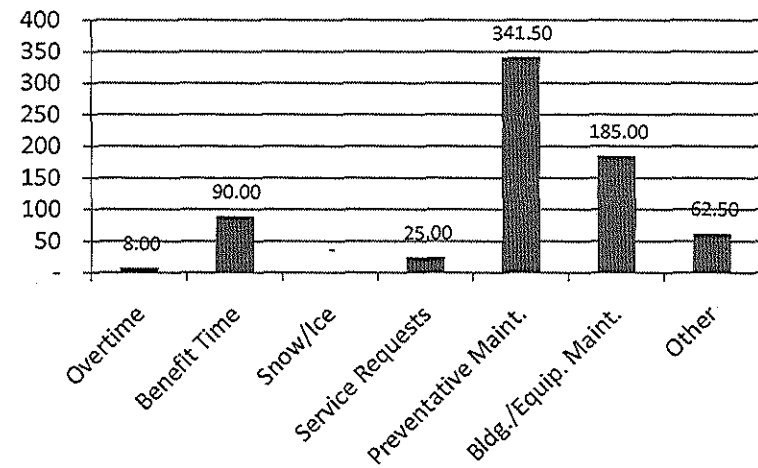
**Street Total Hours September 2010**



**Fleet Total Hours September 2010**



**Facilities Total Hours September 2010**



## \* MAJOR PROJECT STATUS

### Water Tower #7

The project is approximately 85% complete. **The construction of sanitary sewer service line with a manhole is now completed. All interior walls for mechanics' room, PD/FD communication room, and stairwell enclosure have been installed. Light pole bases were installed. Interior lighting and electrical systems have been substantially completed. Control instruments and SCADA system controls are being installed. Asphalt pavement for access driveway and site has commenced. It is anticipated that the tower will be put into service in November, 2010.**

### Wastewater Lift Station Abandonment Project

On May 3, 2010, the Village Board awarded the \$1,135,432 project to George W. Kennedy Construction Co. The project permit was received from the IEPA on the same date. A pre-excavation meeting was held on June 3, 2010 and construction began on June 7, 2010. The construction zone is limited to Highland Blvd., Jones Rd. to Frederick Ln., and Frederick Ln., Highland Blvd to Pierce Rd. **As of September 30, 3,075' of new 8"-12" sanitary sewer pipes, 18 sanitary manholes and 325' of PVC sanitary service lateral pipes were installed, including the replacement of 10 sanitary service lateral connections that tie into new sanitary sewer mains. Both Highland Lift and Frederick Lift stations have been bypassed and are ready for abandonment. The construction site restoration has commenced with the installation of: 5,550 cubic yards CA-7 trench backfill.**

**340 sq. yards of topsoil and sod installed (Frederick – Kent to Jefferson and Highland – Frederick to Dennison)**

**324 sq. ft. 5" concrete sidewalk restored (Frederick – Kent to Jefferson and Highland – Frederick to Dennison)**

**180' of concrete curb & gutter restored (Frederick – Kent to Jefferson and Highland – Frederick to Dennison)**

**288' of silt fence (Highland at Lake)**

**36 sq. yards concrete driveway (1635 Highland)**

**Replacement of 88' of 12"-18" concrete storm sewer**

**Replacement of 1 catch basin (Highland at Dennison)**

The project is on schedule with a targeted completion date in December, 2010.

### SCADA Upgrades

The project for the Supervisory Control and Data Acquisition (SCADA) upgrade for key remote Water/Sewer facilities commenced in 2009 to replace the obsolete Aquatrol Remote Terminal Telemetry Units (RTU) with Programmable Logic Controller (PLC) in a sequential manner for 8 lift stations, six water towers, three reservoirs, five flow meters, two booster pump stations, and two high service pump stations. **In September 2010, two lift stations (Golf Lift and Moon Lake lift) were completed.** The total project is expected to be completed in December, 2010.

The project was initiated to increase reliability of both water and wastewater systems and to reduce maintenance and improve reliability. The upgraded PLC also increases the number of input and output nodes which adds more control and monitoring capabilities of facility components and instruments such as valves, pumps and level monitoring devices. For the water system, the new controls enable water towers and pump stations to communicate directly with one another. This type of direct communication keeps the system operating properly as a backup, in case of a main control system failure.

**\*Added information from last report represented in bold.**

**ADMINISTRATIVE AND TECHNICAL SERVICES**

During the last month the following was completed:

1. Participated in weekly site plan review meeting
2. Participated in Information Systems User Group Committee
3. Performed download of M-Cal gas calibration readings per OSHA/IDOL requirements
4. Prepared articles for Citizen newsletter
5. Supervised monthly job code data entry
6. Prepared monthly report charts
7. Coordinated R.O.W. pre-construction meetings
8. Performed parts purchasing and inventory for Fleet Services
9. Reviewed engineering plans for Alliance Fellowship Church
10. R.O.W Permits Issued: (2) AT&T to install copper cable for new service for Americare Building on Trillium Blvd., and install new ped box on Olmstead Dr., for T-Mobile tower
11. Entered street inventory data into Excel
12. Performed GIS/GPS storm sewer updates for the South section
13. Performed further analysis at water tower T-7 for map creation
14. Collected GIS data for tree inventory
15. Edited maps for all lift stations and pump houses for map books
16. Attended records disposal meeting with Finance Department
17. Coordinated schedules for Public Works Department informational video
18. Participated in performance measures meetings
19. Completed sidewalk markings for 2010 replacements

**UTILITY LOCATES TEAM**

1. Performed 392 regular priority J.U.L.I.E. utility locates for the month; 3,056 year-to-date
2. Performed 12 emergency priority J.U.L.I.E. utility locates for the month; 239 year-to-date
3. Participated in 4 Utility Joint Meets; 46 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 120 requests for the month, 598 year-to-date
2. Emptied recycling bins at Susan Kenley-Rupnow Public Works Center
3. Supervised S.W.A.P for 8 hrs. for 108 hrs. of labor hours for R.O.W. clean ups
4. Assisted meter shop with shut-offs of delinquents meter accounts
5. Assisted with cleaning of Village Green Building in preparation for winter
6. Mounted white boards at Village Hall and Public Works Center
7. Performed drop box pick ups
8. Assisted with sanitary sewer inspections
9. Performed job safety patrol in vicinity of Highland Blvd. and Frederick Ln.
10. Loaded trucks with black dirt
11. Assisted with meter change out programs in Parcel 'A'
12. Performed street light inspections
13. Performed barricade inspections
14. Performed lamp inspections at Susan Kenley-Rupnow Public Works Center
15. Performed site lock ups at Susan Kenley-Rupnow Public Works Center and Fleet Services
16. Performed building maintenance at Fleet Services
17. Performed R.O.W. inspections
18. Assisted with electronic recycling at the Village Hall
19. Performed floor grate inspections at Susan Kenley-Rupnow Public Works Center garage
20. Transported port-o-let during chipping program
21. Transported scissor lift, and message boards to various locations Village-wide
22. Performed monthly maintenance on 5 message boards
23. Assisted with utility locates
24. Assisted with hauling wood chips for disposal
25. Dug out, framed and poured concrete pad for drop box at Fire Station 24
26. Performed tower light inspections
27. Received deliveries at Susan Kenley-Rupnow Public Works Center
28. Continued sidewalk grinding program north and south of the tollway
29. Assisted with Village-wide storm damage clean-up
30. Transported vehicles for Safety Lane testing

- |                                  |                                    |
|----------------------------------|------------------------------------|
| 3 B-box repairs                  | 1 Debris in roadway                |
| 4 Sidewalk deviations            | 13 Dead animal pick-ups            |
| 66 Branch pick-ups               | 3 Possible sanitary sewer back-ups |
| 6 Miscellaneous service requests | 4 Black Dirt & Seed                |
| 11 Woodchip deliveries           | 2 Possible water leaks             |
| 4 Water Turn On/Offs             | 1 Barricade Pick Up                |
| 2 Curb Repairs                   |                                    |



- PAVEMENT MAINTENANCE TEAM

1. Repaired potholes at various locations Village-wide
2. Performed Bode Road "S" curve guard rail maintenance
3. Performed scheduled equipment maintenance on Unit #50
4. Assisted with sign fabrication
5. Performed street inspections and inventory for pavement repairs
6. Performed safety coordination for department tailgate training, confined space entry and non-entry training, trench safety compliance, CPR and First Aid training and chipper training
7. Performed inlet repairs at various locations Village-wide
8. Performed asphalt driveway repair at Moon Lake lift station
9. Performed yard maintenance at Fleet Services facility
10. Performed street pavement marking at various locations Village-wide
11. Performed preventative cleaning on storm sewer inlets
12. Performed sewer dig repairs at 4 locations Village-wide
13. Performed asphalt street repairs at various locations Village-wide
14. Performed parking lot maintenance at 1200 Gannon Dr.
15. Performed curb line repair along Lancaster Ct. and Buckeye Ct., Moulin Ln., Newark Ln.
16. Performed pavement marking for Engineering Division, on Washington Blvd., W. Thacker St., Hillside Dr. and Jones Rd.
17. Assisted Street Light maintenance team
18. Assisted Sign maintenance team
19. Assisted on department Snow/Ice policy team
20. Performed vehicle maintenance
21. Performed pavement maintenance as requested by Engineering Division
22. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

### TRAFFIC OPERATIONS TEAM

- SIGNS

1. Performed vehicle maintenance
2. Performed asphalt street repairs at various locations Village-wide
3. Assisted with street light repairs
4. Replaced or repaired 4 signs due to vehicle damage or vandalism
5. Replaced 23 signs due to fading, damage or not meeting current Manual Uniform Traffic Control Device specifications
6. Performed traffic barricade maintenance
7. Participated in the Village-wide branch pick-up program
8. Updated "Platzkonzert" signs and installed them at various locations Village-wide, removed and returned them to stock
9. Fabricated "Hispanic Heritage Day" sign and installed at Huntington Blvd. and Higgins Rd.
10. Installed new stop signs at NW and SW corners of E. Thacker St. and Aberdeen St.
11. Replaced "Yield" signs with "Stop" signs at the NW and SE corner of Washington Blvd. and W. Berkley Ln.
12. Fabricated (12) 18"x48" signs for Sears Centre Arena "The Real Hockeytown, USA"
13. Fabricated and installed new "Hoffman Estates Welcome Sign" on Roselle Rd. and Bradley Ln.
14. Replaced Sprinkling Ban Ordinance signs with Snow Ordinance signs Village-wide
15. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- STREET LIGHTS

1. Responded to 10 resident requests for repair service; 104 year-to-date
2. Repaired 29 street lights; 320 year-to-date (using 38 lamps, 3 ballasts, 1 photocell, 2 fuses, 1 pole cap, and 1 small lens) at the following locations from work requests: 1113 Downing Dr., 3986 Parkside Dr., W., c/o Red Oak Dr. and Caribou Ln., (2) center island of Maureen Dr., (9) Sears Centre Parking lot., (6) Prairie Stone Pkwy R.O.W., NW c/o Braintree Dr. and Bode Rd., 1660 Cape Breton Ct., Roselle Rd. R.O.W. , c/o Dovington Dr. and Dovington Ct., (2) Bode Rd. R.O.W., 1620 Westbury Dr., 1825 Parkside Dr. W., 676 Claridge Cir., 661 Wainsford Dr., 5437 Swan Cir., Westhaven Ct. and Dukesberry Ln., 3976 Whispering Trails Dr., 4160 Portage Ln., 4842 Tarrington Dr., (3) Trillium Blvd. R.O.W., and (2) Beverly Rd. R.O.W.
3. Attended in-house branch pick-up training
4. Participated in the Village-wide brush/branch pick-up program
5. Performed seasonal banner change out program Village-wide
6. Installed LED street light fixtures at Village Hall parking lot
7. Began the take down of street light fixtures and poles at old Police Station parking lot
8. Installed a new street light controller box at 1113 Downing Dr.
9. Removed tree branches obstructing street light poles Village-wide
10. Performed Village-wide street light inventory
11. Performed Village-wide street light outage inspections
12. Assisted with sign installations at various locations Village-wide
13. Located street light cables for sign installations, storm sewer and water excavations
14. Assisted with asphalt repairs at various locations Village-wide
15. Assisted with Village-wide storm damage clean-up
16. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

### FORESTRY TEAM

1. Responded to requests for service; 122 for the month; 687 year-to-date
2. Performed routine tree maintenance, branch pick-ups, tree removals, corrective treatments, inspections, storm damage and tree trimming Village-wide
3. Performed tree and turf equipment maintenance
4. Performed measurement and logging of daily precipitation
5. Performed in-house mowing and contractor mowing follow-up
6. Performed routine maintenance to planting beds at various locations Village-wide
7. Performed duties associated with stump grinding
8. Performed duties in preparation of the contract tree trimming program
9. Participated in the Village-wide brush/branch pick-up program
10. Performed inspections to site trees at the Sears Centre for future removal/replacement
11. Trimmed trees and shrubs along north and south sides of Rt. 72 between Huntington Blvd. & Gannon Dr. to provide adequate clearance for pedestrian traffic
12. Performed weed control on Beverly Rd., center medians between Beacon Pointe Dr. and Prairie Stone Pkwy.
13. Prepared Unit #37 to appear in Schaumburg parade
14. Transported logs from the west site to wood recycler
15. Performed tree removals as part of the ongoing project partnered with Com Ed along Hassell Rd.
16. Performed watering of newly planted R.O.W. trees
17. Performed storm sewer inlet cleaning
18. Began preparations for fall planting; planned new planting sites, removed trees to be replanted
19. Delivered advisory letters to the residents in the High Point area regarding tree trimming
20. Prepared chipper trucks for Village-wide branch pick-up program
21. Transported vehicles to Safety Lane for testing
22. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

**WATER & SEWER**

## • STORM SEWER TEAM

1. Responded to 6 service requests for inlet repairs, 85 year-to-date
2. Performed monthly lake/creek checks and maintenance
3. Performed vehicle equipment maintenance
4. Performed yard clean-up and maintenance at Fleet Services facility
5. Continued beaver dam checks east and west of Harmon Blvd.
6. Completed weekly barricade checks
7. Assisted with 6" valve/vault removal at 495 Northview Ln.
8. Assisted with flow meter cut-in at Sears lift station
9. Completed chipper training
10. Participated in the Village-wide brush/branch pick-up program
11. Completed inlet repairs at c/o Huntington Blvd and Whispering Trails Dr., c/o Burnham Dr. and Amber Cir., c/o Cottonwood Trl. and Pebblewood Ln., c/o Hampton Rd. and Jamison Ln., 2405 Pembroke Av., and 2065 Shepard Rd.
12. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

## • OPERATIONS TEAM

1. Collected (60) monthly water samples for bacteriological testing and (7) raw well water samples and no water quality complaints
2. Performed weekly well and lift station checks
3. Exercised wells, discharged to waste
4. Collected JAWA and Interzone pump readings
5. Performed monthly sump pump maintenance at all wells, lift stations, towers and JAWA pits
6. Assembled monthly water usage and IEPA water report
7. Performed electrical work and trouble inspections at Village owned buildings
8. Performed back-up generator maintenance at lift stations, pumping stations, radio system locations and Village buildings
9. Monitored water construction and water operating permits including water pressure tests and bacteriological testing
10. Performed maintenance on Western Development Area lift station up-blast fan
11. Continued installation of new monitoring equipment for SCADA system at water sites and lift stations
12. Installed rebuilt Pump #2 at Eric lift station
13. Collected (2) waste water samples at Sears Centre Arena
14. Collected (2) lead and copper water samples to complete required 30 per EPA
15. Radio Read Survey completed for all water and sewer SCADA sites
16. Installed (2) new flow meters at Western Development Area lift station 14" and 18" forced mains along with SCADA hook up
17. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- CONSTRUCTION / MAINTENANCE TEAM

1. Performed water and sewer excavation barricade checks at various locations Village-wide
2. Performed clean-up of spoil bins at Fleet Services facility
3. Performed clean-up of spoils at water tower T-6
4. Performed fire hydrant replacements at the following locations: 3682 Winston Dr., 515 Norridge Ln., 60 Payson St. and 525 Newark Ln.
5. Performed water main repairs at 1633 Castaway Ln., and across from 4850 Tarrington Dr.
6. Performed water/sewer restoration site inspections at various locations Village-wide
7. Performed curb and sidewalk framing for concrete replacements at 595 W. Berkley Ln. and across from 2345 Pembroke Ave.
8. Performed B-box maintenance at 1633 Castaway Ln.
9. Assisted with storm sewer repair across from 2345 Pembroke Ave.
10. Performed valve maintenance at 485 Northview Ln., 85 Chandler Ln., c/o Mumford Dr. and Goldenrod Ln., 595 W. Berkley Ln., and across from 3805 Huntington Blvd.
11. Performed sanitary sewer repair at 2155 Stonington Ave.
12. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- SANITARY SEWER FLOW MANAGEMENT TEAM

1. Flushed 25,129 feet of main sewer lines, 166,450 year-to-date
2. Updated maps of trouble areas, viewed manhole locations, televising, flushing and root cutting
3. Performed maintenance on Units #40 and #67
4. Applied liquid and dry microbe formula for enhancement of wastewater treatment systems
5. Monitored St. Alexius Hospital waste discharge for chronic foreign debris discharge
6. Performed maintenance and repair on sewer televising equipment
7. Assisted contractor with sanitary TV inspection related to Highland lift bypass
8. Performed TV inspections of sanitary lines prior to demo application of Root X
9. Performed TV inspections on sanitary lines on Apple St. and Hawthorn Ln.
10. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- STORM SEWER CLEANING/UTILITY LOCATE TEAMS

1. Vacuumed and flushed 9,184 feet of storm sewer year-to-date
2. Performed leak investigations at Algonquin Rd., Golf Rd. at NTB site, and on Huntington Blvd.
3. Completed gas monitor calibrations
4. Completed sanitary sewer service inspections at 850 Dexter Ln., 1265 Dexter Ln., and 1920 Ashley Rd.
5. Performed routine vehicle and equipment maintenance
6. Performed 30-day sod restoration inspections at various locations Village-wide
7. Flushed storm sewer adjacent to Highpoint pond
8. Participated in punch list walk at Devonshire Woods
9. Performed water main fill and flush at St. Alexius Medical Center site and Americare Institute
10. Reviewed plans for Alliance Fellowship Church
11. Performed shut down of Poplar Creek Golf Course water main valve for contractor project
12. Eliminated water main valve on 495 Northview Ln.
13. Adjusted water main valve structures at 1800 Manchester Dr., 1020 Aspen St., 990 Basswood Dr., 3895 Huntington Blvd., 1005 Hassell Rd., Carling Rd. and Hassell Rd., Newark Ln. and Illinois Blvd.
14. Poured sidewalk squares on E. Berkley Ln.
15. Vacuumed water main valve across from 3805 Huntington Blvd.
16. Watered, sodded and seeded restoration sites at various locations Village-wide
17. Replaced fire hydrants at 60 Payson St. and 3686 Winston Pl.
18. Vacuumed and flushed 624' of sanitary sewer line on Hawthorn Ln.
19. Shut down water main along AT&T Center Dr., for contractor water main installation
20. Vacuumed and flushed storm sewer in the vicinity of Almond Ln. and Avondale Ln.

- CUSTOMER SERVICE/METER TEAM

1. Performed 28 Water Billing customer service appointments at various locations Village-wide
2. Performed 251 water meter readings related to actual/finals/investigatory concerns generated through the Finance Department
3. Performed inter-office mail delivery services
4. Performed water meter readings for 15,651 billing accounts
5. Performed 193 water turn-off and turn-ons for delinquent service billing accounts
6. Repaired 56 vault water meters in Parcels A and B
7. Performed corrective water meter repairs for 20 service requests
8. Assisted with J.U.L.I.E. locates
9. Performed Meter Interface Unit repairs
10. Checked (6) B-boxes in conjunction with road reconstruction project
11. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

# *Public Works Monthly Regular Hours Work Unit Report - September 2010*

<i>DIVISION</i>	<i>ACTIVITIES</i>	<i>HOURS</i>
<b>ADMINISTRATION</b>		
	BENEFIT TIME USE	39.50
	GIS	136.50
	<i>Total Hours for Work Unit</i>	<i>176.00</i>
<b>ADMINISTRATION</b>		
	BENEFIT TIME USE	12.00
	SUPERVISION	164.00
	<i>Total Hours for Work Unit</i>	<i>176.00</i>
<b>FACILITIES</b>		
	BENEFIT TIME USE	90.00
	BUILDING EQUIPMENT	185.00
	BUILDING MAINTENANCE	73.00
	CALL DUTY	20.00
	FLEET SERVICES	1.00
	MEETING SET UP	12.00
	METER MAINTENANCE	3.00
	MISC. SITE MAINTENANCE	221.00
	MISC. STREET MAINT.	2.00
	NON-DIV. BLDG. MAINT.	41.50
	SEARS CENTRE ARENA	10.00
	SEWER SERVICE INSP.	2.00
	SPECIAL EVENTS	1.00
	SUPERVISION	52.00
	TRAFFIC CONTROL	3.50
	TREE MAINTENANCE	3.00
	WATER MAIN MAINT.	4.00
	<i>Total Hours for Work Unit</i>	<i>724.00</i>

<i>DIVISION</i>	<i>ACTIVITIES</i>	<i>HOURS</i>
FLEET SERVICES		
	BENEFIT TIME USE	161.50
	CALL DUTY	39.00
	EQUIPMENT MAINT.	0.50
	FLEET SERVICES	558.50
	GARAGE MAINT.	4.50
	OTHER	1.50
	SUPERVISION	153.50
	<i>Total Hours for Work Unit</i>	<i>919.00</i>
ST-FAST		
	B-BOX MAINT.	2.00
	BENEFIT TIME USE	32.00
	CALL DUTY	8.00
	GARAGE MAINT.	1.00
	MISC. STREET MAINT.	122.00
	SIDEWALK MAINT./CONST.	9.00
	SNOW & ICE MAINT.	5.00
	TRAINING	1.00
	TREE MAINTENANCE	1.00
	TURF RESTORATION	3.00
	<i>Total Hours for Work Unit</i>	<i>184.00</i>
ST-FORESTRY/GROUNDS		
	BENEFIT TIME USE	276.50
	CALL DUTY	9.00
	EQUIPMENT MAINT.	73.50
	GARAGE MAINT.	25.00
	MISC. STREET MAINT.	2.00
	OTHER	8.00
	STORM SEWER MAINT.	4.00
	SUPERVISION	128.00
	TRAINING	3.50
	TREE MAINTENANCE	811.50
	TURF MAINTENANCE	252.00
	<i>Total Hours for Work Unit</i>	<i>1593.00</i>

<i>DIVISION</i>	<i>ACTIVITIES</i>	<i>HOURS</i>
ST-STORM SEWER		
	BENEFIT TIME USE	48.00
	CALL DUTY	8.00
	GARAGE MAINT.	22.00
	LIFT STATION MAINT.	4.00
	STORM SEWER CONST.	197.00
	STORM SEWER MAINT.	16.00
	TRAINING	1.00
	TREE MAINTENANCE	56.00
	WATER MAIN MAINT.	8.00
	<i>Total Hours for Work Unit</i>	<i>360.00</i>
ST-TRAFFIC OPERATION		
	ASPHALT REPAIRS	367.00
	BENEFIT TIME USE	352.50
	CALL DUTY	11.00
	EQUIPMENT MAINT.	71.50
	GARAGE MAINT.	18.50
	MISC. SITE MAINTENANCE	26.50
	OTHER	14.00
	SNOW & ICE CONTROL	7.50
	SNOW & ICE MAINT.	3.50
	SPECIAL EVENTS	4.00
	STREET LIGHT MAINT.	268.00
	SUPERVISION	128.00
	TRAFFIC CONTROL	295.50
	TRAINING	14.00
	TREE MAINTENANCE	189.50
	<i>Total Hours for Work Unit</i>	<i>1771.00</i>



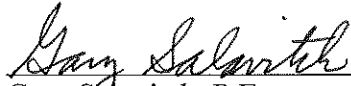
<i>DIVISION</i>	<i>ACTIVITIES</i>	<i>HOURS</i>
W/S-CUSTOMER SERVICE		
	B-BOX MAINT.	7.50
	BENEFIT TIME USE	136.00
	CALL DUTY	62.00
	CUSTOMER SERVICE	101.00
	EQUIPMENT MAINT.	5.00
	GARAGE MAINT.	15.00
	LIFT STATION MAINT.	3.00
	METER MAINTENANCE	105.50
	METER READING	107.50
	MISC. STREET MAINT.	67.75
	NON-DIV. BLDG. MAINT.	16.50
	OTHER	7.50
	SAN. SEWER MAINT.	56.00
	SPECIAL EVENTS	21.00
	STREET LIGHT MAINT.	2.50
	SUPERVISION	160.00
	TRAINING	10.25
	TREE MAINTENANCE	7.00
	UTILITY LOCATES	221.00
	WATER MAIN MAINT.	6.00
	<i>Total Hours for Work Unit</i>	<i>1118.00</i>

<i>DIVISION</i>	<i>ACTIVITIES</i>	<i>HOURS</i>
W/S-ELECT/MECHANICAL		
	BENEFIT TIME USE	184.00
	CALL DUTY	53.00
	EQUIPMENT MAINT.	70.50
	GARAGE MAINT.	23.50
	HYDRANT MAINT.	2.00
	LIFT STATION MAINT.	512.75
	NON-DIV. BLDG. MAINT.	4.00
	OTHER	18.00
	SAN. SEWER MAINT.	219.00
	SEWER SERVICE INSP.	67.00
	SIDEWALK MAINT./CONST.	1.00
	SNOW & ICE MAINT.	5.00
	SPECIAL EVENTS	7.50
	SUPERVISION	164.00
	TRAINING	25.00
	TREE MAINTENANCE	6.00
	UTILITY LOCATES	8.00
	WATER DIST & REG COMPL	134.50
	WELL MAINT.	132.25
	<i>Total Hours for Work Unit</i>	<i>1637.00</i>
W/S-FAST		
	BENEFIT TIME USE	32.00
	CALL DUTY	10.00
	CUSTOMER SERVICE	34.00
	EQUIPMENT MAINT.	4.00
	GARAGE MAINT.	1.00
	METER MAINTENANCE	15.00
	MISC. STREET MAINT.	112.00
	OTHER	11.00
	SIDEWALK MAINT./CONST.	55.00
	SPECIAL EVENTS	14.00
	TRAINING	11.25
	TREE MAINTENANCE	59.75
	TURF RESTORATION	3.00
	<i>Total Hours for Work Unit</i>	<i>362.00</i>

<i>DIVISION</i>	<i>ACTIVITIES</i>	<i>HOURS</i>
W/S-FAST SEASONAL		
	B-BOX MAINT.	2.00
	EQUIPMENT MAINT.	1.00
	GARAGE MAINT.	1.00
	MISC. STREET MAINT.	59.00
	OTHER	9.00
	SIDEWALK MAINT./CONST.	54.00
	SPECIAL EVENTS	14.00
	TREE MAINTENANCE	28.00
	<i>Total Hours for Work Unit</i>	<i>168.00</i>
W/S-MAINT/CONST		
	ASPHALT REPAIRS	8.00
	BENEFIT TIME USE	224.50
	CALL DUTY	72.00
	EQUIPMENT MAINT.	80.00
	GARAGE MAINT.	89.00
	HYDRANT MAINT.	182.50
	JETTING / WASHDOWN	2.00
	LIFT STATION MAINT.	12.00
	SAN. SEWER MAINT.	31.00
	SEWER SERVICE INSP.	25.00
	SIDEWALK MAINT./CONST.	5.00
	SNOW & ICE MAINT.	1.00
	STORM SEWER CONST.	280.00
	STORM SEWER MAINT.	61.00
	SUPERVISION	156.00
	TRAINING	4.50
	TREE MAINTENANCE	112.00
	VALVE MAINT.	250.00
	WATER MAIN MAINT.	228.50
	<i>Total Hours for Work Unit</i>	<i>1824.00</i>

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

Attached is the second installment of the Department of Development Services Monthly Report for Transportation and Engineering for the period ending October 22, 2010.



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Gary Salavitch, P.E.  
Director of Engineering

**MISCELLANEOUS**

- Staff has provided floodplain information to two residents in the last month.
- There have been 5 drainage inspections for drainage investigations, room additions, backyard garages and driveway additions.

**PROJECT STATUS**

**2010 Street Revitalization Project** – All streets are complete including restoration. Punch list work in process. Village Project Manager – Marty Salerno

**2011 Street Revitalization Project** – Survey and data gathering ongoing. Auto Cad drawings are being produced. The street project team is preparing survey and drawings for additional streets if funding becomes available. Village Project Manager – Marty Salerno

**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.

**Americare Nursing** – Utilities are complete and tested. Building work is ongoing. Parking lot is almost complete. Village Project Manager – Terry White.

**Autumn Woods** – The Village will allow the MWRD Sanitary agreement to expire in November. Mass grading was never completed. Kenar will restore the mass grading. Soil erosion control is ongoing. Minor storm sewer completed. Village Project Manager – Terry White.

**Beacon Pointe Subdivision** – The Village is proceeding with acceptance of Beacon Pointe subdivision. All punch lists are in the process of completion by Ryland. Beacon Pointe interior roads are complete to the binder level. Utility punch list completed. Pavement, curb and sidewalk marked out for repair. House construction is ongoing for the remaining lots. Village Project Manager – Gary Salavitch.

**Beacon Pointe Drive Extension** – Acceptance inspections are complete. The Village received letter of credit funds to complete this project and is using the 2010 Street Project contractor to finish the pavement portion of the project. The street project team was handed this project last week to complete before Thanksgiving. Village Project Manager – Gary Salavitch.

**Devonshire Woods Estates** – Punch list inspections are ongoing. The bank now owns this project and a meeting is planned to resolve the outstanding issues. It was agreed to accept the north half and re-subdivide the south half to one lot. 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. Village Project Manager – Gary Salavitch.

**EJ&E / CN Acquisition Project** – Staff is working on the Noise Abatement Wall project as well as intersection improvements at Shoe Factory Road. Progress has been slow due to a creek relocation permit and CN requirements on the proposed bike path. Village Project Manager – Gary Salavitch.

**Hassell Road Culverts** – Contracts are signed with Hey and Associates and design work to start soon. Village Project Manager – Gary Salavitch.

**Heidner Commercial** – Plans reviewed, project approved and waiting for construction. Working on guarantee. Village Project Manager – Gary Salavitch.

**Highland, Jones, Frederick Sanitary Improvements** – Construction on Frederick is complete except for the poorly constructed sanitary sewer being replaced. Work is ongoing in other areas. Staff is spending considerable time assisting Public Works with this project. Frederick Lane has settled considerably and staff is monitoring the extent. Pavement and curb restoration is ongoing. Village Project Manager – Terry White.

**Jones Highland Drainage Solution** – Working with consultant on design alternatives. A report is due in November. Village Project Manager – Gary Salavitch.

**Police Station** – Building and site work complete. As-builts required and minor punch list work is outstanding. Village Project Manager – Terry White.

**Poplar Creek Golf Course** – Earthwork and major site work is ongoing. Two fire hydrants were relocated. Village Project Manager – Terry White.

**St. Alexius Hospital** – Parking garage water main relocation is complete. The temporary parking lot is complete. Work has started on the parking garage expansion. Village Project Manager – Terry White.

**Yorkshire Woods** – All utilities are complete and streets to the binder level. Village acceptance inspections are complete and transmitted to the bonding company. Acceptance is delayed by the bonding company. Village Project Manager – Gary Salavitch.

**Water Tower** – Site work and interior work are ongoing. All painting is complete. Village Project Manager – Terry White.