

**AGENDA**  
**PUBLIC WORKS & UTILITIES COMMITTEE**  
**Village of Hoffman Estates**  
**November 26, 2012**

**7:00 pm – Board Room**

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

- I. Roll Call**
- II. Approval of Minutes – October 22, 2012**

**NEW BUSINESS**

1. Request approval of a resolution for the acceptance of the public improvements at the Yorkshire Woods Subdivision.
2. Request approval for an IDOT supplemental resolution to appropriate MFT funds for:
  - A. 2010 Street Project in the amount of \$100,000
  - B. 2008 General Maintenance Program (Street Light Pole Replacement, Traffic Signal Maintenance and Opticom Repairs), in the amount of \$20,373.67
3. Request approval of a Sanitary Sewer agreement with Willow Creek Church.
4. Request approval of a Sanitary Sewer agreement with MWRD to provide sanitary sewer service for Willow Creek Church.
5. Request authorization to award contract for State of Illinois joint purchase of 2012-2013 winter road salt to Morton Salt Inc., Chicago, IL at a unit price of \$53.38 per ton, in an amount not to exceed \$128,112.
6. Request authorization to award contract for engineering services for rehabilitation of Chippendale Sanitary Sewer Lift Station to Baxter & Woodman Engineers, Crystal Lake, IL, in an amount not to exceed \$43,500.
7. Request acceptance of the Department of Public Works Monthly Report.
8. 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**

**PUBLIC WORKS & UTILITIES  
COMMITTEE MEETING MINUTES**

October 22, 2012

**I. Roll Call**

**Members in Attendance:**

**Anna Newell, Chairperson  
Jacquelyn Green, Vice Chairperson  
Gary Pilafas, Trustee  
Trustee Karen Mills  
Trustee Ray Kincaid  
Trustee Gary Stanton  
Village President William McLeod**

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Dan O'Malley, Deputy Village Manager  
Art Janura, Corporation Counsel  
Mark Koplin, Asst. Vlg. Mgr.-Dev. Services  
Mike Hankey, Director of Transportation  
Bob Gorvett, Fire Chief  
Michael Hish, Police Chief  
Algean Garner, Director of HHS  
Joe Nebel, Director of Public Works  
Rachel Musiala, Asst. Finance Director  
Bruce Anderson, Cable TV Coordinator  
Gordon Eaken, Director of IS  
Bev Romanoff, Village Clerk  
Nichole Collins, Emergency Mgmt Coord.  
Patricia Cross, Assistant Corporation Counsel**

The Public Works & Utilities Committee meeting was called to order at 7:16 p.m.

**II. Approval of Minutes**

Motion by Trustee Stanton, seconded by Trustee Green, to approve the Public Works & Utilities Committee meeting minutes of October 22, 2012. Voice vote taken. Ayes: Green, Newell, Kincaid, Stanton, McLeod; Abstain: Mills, Pilafas. Motion carried.

**NEW BUSINESS**

- 1. Discussion regarding 2012-2013 Snow/Ice Control Policy and Procedure Manual.**

Item summary from Joe Nebel and Ken Gomoll was presented to Committee.

Mr. Nebel addressed the Committee and stated that there are no major changes to this Policy.

Motion by Mayor McLeod, seconded by Trustee Pilafas, to approve 2012-2013 Snow/Ice Control Policy and Procedure Manual. Voice vote taken. All ayes. Motion carried.

2. **Request authorization to join a purchasing cooperative with Public Sourcing Solutions to establish O'Reilly Auto Parts as a primary automotive parts vendor.**

Item summary from Joe Nebel was presented to Committee.

Motion by Trustee Pilafas, seconded by Trustee Mills, to join a purchasing cooperative with Public Sourcing Solutions to establish O'Reilly Auto Parts as a primary automotive parts vendor. Voice vote taken. All ayes. Motion carried.

3. **Request approval to accept a grant offered by the Illinois Department of Commerce and Economic Opportunity in a total amount of \$75,000 for the replacement of water main.**

Item summary from Joe Nebel and Haileng Xiao was presented to Committee.

Mr. Nebel reported that with this grant some work will be done on Bode Road.

Motion by Trustee Pilafas, seconded by Trustee Stanton, to accept a grant offered by the Illinois Department of Commerce and Economic Opportunity in a total amount of \$75,000 for the replacement of water main. Voice vote taken. All ayes. Motion carried.

4. **Request authorization to award contract to Coperhaver Construction of Gilbert, IL (low bidder) for the 2012 Drainage Improvements Project in an amount of \$21,080.**

Item summary from Gary Salavitch and Mike Hankey was presented to Committee.

Motion by Trustee Pilafas, seconded by Mayor McLeod, to award contract to Coperhaver Construction, Gilbert, IL (low bidder) for the 2012 Drainage Improvements Project in an amount of \$21,080. Voice vote taken. All ayes. Motion carried.

5. **Request authorization to replace Transportation and Engineering Division vehicle Unit 75 through the State purchase program with a new vehicle in an amount not to exceed \$20,266.**

Item summary from Mike Hankey was presented to Committee.

Motion by Trustee Pilafas, seconded by Trustee Stanton, to authorize Transportation and Engineering Division to replace vehicle Unit 75 through State purchase program with a new vehicle in an amount not to exceed \$20,266. Voice vote taken. All ayes. Motion carried.

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

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

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

**7. 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 presented to 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**

Mayor McLeod requested that the dates of the Village Board and Committee meetings be put on the programs when they are rerun on cable.

Trustee Mills mentioned that people are going through her neighborhood pressuring residents about switching electric aggregation companies. Residents should call the police if people are not registered with Village for soliciting.

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

Motion by Trustee Green, seconded by Trustee Pilafas, to adjourn the meeting at 7:29 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schoop, Executive Assistant

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Date

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request authorization for a resolution for the acceptance of the public improvements at the Yorkshire Woods Subdivision

**MEETING DATE:** November 26, 2012

**COMMITTEE:** Public Works and Utilities

**FROM:** Gary Salavitch

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**PURPOSE:** Request authorization for a resolution for the acceptance of the public improvements at the Yorkshire Woods Subdivision.

**BACKGROUND:** Dartmoor Homes developed the Yorkshire Woods Subdivision with construction starting in 2002. Several reasons attributed to this subdivision taking much longer than typical for completion with the downturn in the economy all but ceasing construction since 2008. Dartmoor filed for bankruptcy in 2010 and unresponsive well before that time. The Village Board approved a settlement agreement in February 2011 after a 16-month negotiation process with the bonding company. The five remaining undeveloped lots in this subdivision are shown on the attached map of this subdivision. Please refer to the attached letter to the Yorkshire Woods residents of this meeting.

**DISCUSSION:** All public and private site improvements are complete in an acceptable manner and punch lists are reinspected and approved. Working with the bonding company and their contractors provided a challenge for staff with the completion of this subdivision. The few exceptions to the full completion of this subdivision are noted below. The attached resolution accepts the public improvements at the Yorkshire Woods Subdivision and with no developer, the Bill of Sale is not necessary. As stated in the settlement agreement, the public improvements guarantee with the contractors does not provide for a bond or letter of credit. Since the public improvements in this subdivision are several years old at this point, the one-year maintenance guarantee is not as critical as with a newer subdivision.

Typically, during the completion of any subdivision, there are items that are resolved that were not on the original punch lists. Should an outstanding issue arise at any stage, the developer is responsible up until acceptance. However, the settlement agreement in this subdivision did not allow for any outstanding issue to be added during the close out period. A drainage problem developed during this time along with minor items that were not on the original punch lists with the bonding company. As a result, the drainage problem will be added to the Annual Drainage Improvement Project and minor punch list work will not get done or possibly by Public Works in the future.

ACCEPTANCE REQUIREMENT	STATUS	COMMENTS
Utility Punch List (Includes b-box punch list)	Complete	Per agreement
Grading Punch List	Complete	Per Agreement
Pavement and Curb Punch List	Complete	Per Agreement
Street Lights, Signage and Striping Punch List	Complete	Per Agreement
Landscaping Punch List	Complete	Per Agreement
Park District Approval	Punch list complete	Per agreement. All open space is now conveyed to the Park District.
Rohrssen/McDonough Traffic Signal guarantee	\$150,000 required for Yorkshire's share of a proposed traffic signal per annexation agreement.	Reduced to a lower amount (\$75,000) based on costs to complete the punch lists.
As-Built Plans	Partial plans provided	Will not be complete due to vagueness in the agreement
Subdivision Benchmark	Not provided	Not complete
Snow Plow Fees	\$5,888.42 outstanding from last year.	Paid in full per agreement.
Outstanding Code Violations	Temp CO fines.	Paid in full per agreement
Bill of Sale	Not completed.	Not included in agreement
Maintenance Guarantee	None	Not really needed in this subdivision

**FINANCIAL IMPACT:**

There is no financial impact to the Village other than typical maintenance issues experienced with any newer residential subdivision. However, the limitations of the settlement agreement require the Village to pay approximately \$7,000 for a drainage improvement.

**RECOMMENDATION:**

Recommend approval for a resolution for the acceptance of the public improvements at the Yorkshire Woods Subdivision.

Attachments

VILLAGE OF HOFFMAN ESTATES

A RESOLUTION ACCEPTING THE PUBLIC IMPROVEMENTS WITHIN THE YORKSHIRE WOODS SUBDIVISION FOR VILLAGE MAINTENANCE

WHEREAS, Dartmoor Homes has submitted a plat of subdivision for the Yorkshire Woods subdivision, said plat designating certain public streets or thoroughfares dedicated as such, which streets are listed on Exhibit "A" attached hereto and incorporated herein; and

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates have approved said plat; and

WHEREAS, the Village Engineer has filed with the Village Clerk a certificate to the effect that all improvements required to be constructed or installed in or upon said streets or thoroughfares in connection with the approval of the plat of subdivision by the Village Board have been fully completed and the construction or installation thereof has been approved by him, a copy of which is attached hereto and incorporated herein as Exhibit "B".

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: That the public improvements located within the Yorkshire Woods subdivision, more fully described on Exhibit "A" attached hereto, be and the same are hereby accepted for maintenance by the Village of Hoffman Estates.

Section 2: That this Resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2012

Table with 5 columns: VOTE, AYE, NAY, ABSENT, ABSTAIN. Rows list Trustees: Karen V. Mills, Raymond M. Kincaid, Jacquelyn Green, Anna Newell, Gary J. Pilafas, Gary G. Stanton, and Mayor William D. McLeod.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012

Village President

ATTEST:

Village Clerk

**EXHIBIT A**

**DEDICATED STREETS**

**YORKSHIRE WOODS SUBDIVISION**

Nicholson Drive - From McDonough Road to Heron Way  
Swan Circle - From Nicholson Drive to Nicholson Drive  
Heron Way - From McDonough Road to End



## **EXHIBIT B**

Date: November 26, 2012  
To: Bev Romanoff, Village Clerk  
From: Gary Salavitch, Director of Engineering  
Subject: Yorkshire Woods Subdivision

The installations of all public facilities related to Yorkshire Woods Subdivision are completed. Development Services and Public Works have inspected the public improvements and all work is acceptable.

~~The Transportation and Engineering Division has received the maintenance guarantee, Bill of Sale and as-built engineering plans for this project.~~

The Transportation and Engineering Division is recommending that the Village Board pass a resolution accepting Yorkshire Woods and the associated public improvements for maintenance and as called for per Section 10-7-5 of the Hoffman Estates Municipal Code and as listed in Exhibit A.



# YORKSHIRE WOODS



Airdrie Estates

Road

Elliott

Estates of Deer Crossing

Nicholson

Cannon Crossings Park

McDonough

Timber Trails School

Hunters Ridge Unit 1

Mallard Lane

## YORKSHIRE WOODS

SCALE	NONE	NO.	REVISIONS	BY	DATE
DATE	2/21/12				
DRAFTER	SLW				
VILLAGE OF HOFFMAN ESTATES DEPARTMENT OF DEVELOPMENT SERVICES			FILE NAME: WESTGIS.DWG	SHEET NO. 1 OF 1	



# HOFFMAN ESTATES

GROWING TO GREATNESS

October 30, 2012

**SUBJECT: ACCEPTANCE OF YORKSHIRE WOODS SUBDIVISION**

Dear Resident:

The Village of Hoffman Estates hereby provides notice regarding a Public Works and Utility Committee meeting on Monday, November 26 at 7:00 p.m., at the Village Hall, 1900 Hassell Road. The Public Works and Utility Committee will consider a request for the acceptance of the Yorkshire Woods Subdivision.

Acceptance of a subdivision occurs when all of the public and some private improvements are completed to the satisfaction of the Village. The acceptance process for the Yorkshire Woods Subdivision is somewhat unique as the Developer (typically the petitioner requesting acceptance) is no longer in business. Thus the Village worked with the bond company responsible for the subdivision guarantee to negotiate an agreement. Typically, the acceptance process is transparent to most residents.

The Village will consider acceptance of the public roads, parkways, street lights, sidewalks, and underground utilities. Please note that any private matters regarding the house and other improvements on the lots from the developer are not part of the acceptance process. We note that resolution of any issues regarding the private improvements may be difficult to complete as this developer is no longer in business, unfortunately.

Please let me know if I can provide any information regarding acceptance before the committee meeting.

Please call me at 847-252-5802 with any questions.

Sincerely,

Gary Salavitch, P.E.  
Director of Engineering

1900 Hassell Road  
Hoffman Estates, Illinois 60169  
[www.hoffmanestates.org](http://www.hoffmanestates.org)

Phone: 847-882-9100  
Fax: 847-843-4822

William D. McLeod  
MAYOR

Jacquelyn Green  
TRUSTEE

Gary Stanton  
TRUSTEE

Karen V. Mills  
TRUSTEE

Anna Newell  
TRUSTEE

Bev Romanoff  
VILLAGE CLERK

Raymond M. Kincaid  
TRUSTEE

Gary J. Pilafas  
TRUSTEE

James H. Norris  
VILLAGE MANAGER

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval for two IDOT Supplemental Resolutions to appropriate Motor Fuel Tax Funds for various projects

**MEETING DATE:** November 26, 2012

**COMMITTEE:** Public Works and Utilities

**FROM:** Gary Salavitch

**PURPOSE:** Request approval for two IDOT Supplemental Resolutions to appropriate Motor Fuel Tax (MFT) Funds for various projects in the amounts listed below.

**BACKGROUND:** When MFT funds are used to pay for an improvement, IDOT requires an IDOT resolution to be executed to allow these funds to be used for payment. Another IDOT MFT audit of the Village’s various project expenditures revealed that supplemental resolutions are required in order to close out the projects. These supplemental resolutions will provide the complete documentation for MFT funds used on these projects.

**DISCUSSION:** The Village received another audit report from IDOT covering various MFT eligible projects. The report indicated the action required by the Village to address the various IDOT reporting requirements. IDOT directed the Village to provide the Supplemental Resolutions to appropriate the MFT funds for proper documentation. The table below provides a summary of the two supplemental resolutions.

**MFT Audit Report Summary**

Project Name	Project Section Number	Initial Appropriated Amount	Disbursed Amount	Additional Amount to be Appropriated
2010 Street Project	10-00086-00-PV	\$1,055,000	\$1,155,000	\$100,000
2008 General Maintenance	08-00000-00-GM	\$91,800	\$112,173.67	\$20,373.67

For all projects, the additional amount to be appropriated is reflected in the attached Supplemental Resolutions. Staff continues to finalize the required IDOT documentation for all MFT eligible projects.

**FINANCIAL IMPACT:**

MFT funds are provided to the Village through the State of Illinois. A recent IDOT audit generated the adjustments that need to be cleared up so that the MFT balances and amounts are correct for each project listed. Finance has verified that the amounts listed above are accounted for and match their records.

**RECOMMENDATION:**

Request approval for IDOT Supplemental Resolutions to appropriate Motor Fuel Tax Funds for:

- A. 2010 Street Project in the amount of \$100,000
- B. 2008 General Maintenance Program (Street Light Pole Replacement, Traffic Signal Maintenance and Opticom Repairs) in the amount of \$20,373.67



Illinois Department of Transportation

Resolution for Improvement by Municipality Under the Illinois Highway Code

BE IT RESOLVED, by the President and Board of Trustees of the Council or President and Board of Trustees of Hoffman Estates Illinois that the following described street(s) be improved under the Illinois Highway Code:

Table with 4 columns: Name of Thoroughfare, Route, From, To. Row 1: Various

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of the reconstruction of various streets.

and shall be constructed wide and be designated as Section 10-00086-00-PV

2. That there is hereby appropriated the (additional Yes No) sum of One hundred thousand Dollars ( \$100,000.00 ) for the improvement of said section from the municipality's allotment of Motor Fuel Tax funds.

3. That work shall be done by Contract Specify Contract or Day Labor ; and,

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit two certified copies of this resolution to the district office of the Department of Transportation.

Approved
Date
Department of Transportation
Regional Engineer

I, Bev Romanoff Clerk in and for the Village of Hoffman Estates City, Town or Village County of Cook, hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the President and Board of Trustees Council or President and Board of Trustees at a meeting on Date IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this day of (SEAL) City, Town, or Village Clerk



BE IT RESOLVED, by the President and Board of Trustees of the  
(Council or President and Board of Trustees)  
Village Hoffman Estates of Hoffman Estates, Illinois, that there is hereby  
(City, Town or Village) (Name)  
appropriated the sum of \$20,373.67 of Motor Fuel Tax funds for the purpose of maintaining  
streets and highways under the applicable provisions of the Illinois Highway Code from January 1, 2008  
(Date)  
to December 31, 2008.  
(Date)

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that the Clerk shall, as soon as practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

I, Bev Romanoff Clerk in and for the Village  
(City, Town or Village)  
of Hoffman Estates, County of Cook

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by

the President and Board of Trustees at a meeting on December 3, 2012  
(Council or President and Board of Trustees) Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Village Clerk  
(City, Town or Village)

**Approved**  
\_\_\_\_\_  
Date  
Department of Transportation  
\_\_\_\_\_  
Regional Engineer

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

NB-3

**SUBJECT:** Request by Willow Creek Church for a Sanitary Service Agreement to provide sanitary sewer service to the remaining portion of the campus

**MEETING DATE:** November 26, 2012

**COMMITTEE:** Public Works and Utilities

**FROM:** Gary Salavitch

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**PURPOSE:** Request by Willow Creek Church for a Sewer Service Agreement to provide sanitary sewer service to the remaining portion of the campus.

**BACKGROUND:** The Village already provides sanitary sewer service to Willow Creek Church. Recently, Willow Creek added a new addition to their campus. This particular area of the campus (10 acres) is not in the MWRD jurisdictional boundaries. While all of the campus should have been included in previous agreements, this area was not. In addition, no one anticipated this addition years ago with the original Church project.

**DISCUSSION:** Willow Creek Church is pursuing the annexation of this area with MWRD through action by the state legislature. In order to obtain sewer service in the interim, MWRD requires the host municipality to enter into a sewer service agreement. MWRD does not enter into agreements with private parties. This agreement is tied to the next agenda item regarding the agreement between the Village and MWRD.

**FINANCIAL IMPACT:** There is no financial impact to the Village associated with this agreement. All costs will be paid by Willow Creek Church. All costs will also be guaranteed by the Church.

**RECOMMENDATION:** Request authorization for a Sanitary Sewer Service Agreement with Willow Creek Church.



**SEWERAGE SERVICE AGREEMENT BETWEEN  
THE VILLAGE OF HOFFMAN ESTATES, ILLINOIS  
AND WILLOW CREEK COMMUNITY CHURCH, INC.**

THIS AGREEMENT, made and entered into this \_\_\_\_ day of August, 2012, by and between the Village of Hoffman Estates, a municipal corporation (the "Village"), organized and existing under the laws of the State of Illinois, and Willow Creek Community Church, Inc., an Illinois not for profit corporation (the "Church"), organized and existing under the laws of the State of Illinois.

WITNESSETH THAT:

WHEREAS, a certain area consisting of approximately 9.9 acres located east of Barrington Road, and south of Algonquin Road, in the Northwest Quarter of Section 25, Township 42 North, Range 9 East (Barrington Township), is not within the Village of Hoffman Estates, Cook County, Illinois, and is outside the corporate limits of the Metropolitan Water Reclamation District of Greater Chicago (hereafter referenced to as "MWRDGC") in Cook County, Illinois; and

WHEREAS, the Village and the MWRDGC will be entering into an intergovernmental service agreement for the disposal of sanitary sewage regarding the 9.9 acres of land at Barrington and Algonquin Roads referenced in this Agreement (the "Property"); and

WHEREAS, the Property requires sewage disposal services, and the Village and the Church desire said area to be served by the sewage disposal facilities of the MWRDGC; and

WHEREAS, the Church agrees to assume the obligations of the Village with respect to the Sanitary Service Agreement between MWRDGC and the Village as set forth herein; and

WHEREAS, the Church represents it is the owner of the Property.

NOW, THEREFORE, in consideration of the promises, mutual covenants and agreements herein contained, it is agreed hereby and between the parties as follows:

**ARTICLE 1**  
**SERVICE BY MWRDGC**

Subject to the terms and conditions of this Agreement, the Village will allow, subject to the Village's Code, the Church the ability to discharge into the intercepting sewer of the MWRDGC, directly or indirectly through existing or future local sewers, that sanitary sewage, industrial, and other wastes as approved by the MWRDGC, for the Property and for which MWRDGC sewer services will be rendered. The Property is described as a parcel of land located east of Barrington Road and south of Algonquin Road, legally described and depicted in the marked "Exhibit A", which is attached hereto and made a part hereof.

**ARTICLE 2**  
**POINT OF CONNECTION**

The Church shall construct, or cause to be constructed, any and all sewer outfalls or laterals necessary to collect and convey the sewage from the Property to an MWRDGC interceptor as approved by the Village and the MWRDGC. The installation, construction and contracts shall comply with all applicable local and state laws and regulations.

The Church shall consult and coordinate with the Village or other units of local government as the case may be in the preparation of the study, plan development and design of any applicable sewer or sewer facilities intended to discharge into the MWRDGC interceptors from the property for the purpose of developing plans which will serve the best interest of all units of local government involved, by making reasonable provisions such as sizing and alignment.

**ARTICLE 3**  
**FACILITIES PLANNING STUDY**

To the extent required by the MWRDGC and by existing law, the applicable facility planning area ("FPA"), if outside the FPA of the MWRDGC, must be revised prior to the issuance of sewer construction permits to allow for the provision of service contemplated by this Agreement. If any other permits or approvals are required by other authorities having jurisdiction thereover, the Church, at its sole cost and expense, shall secure approval of said permit and/or planning (area) revisions. If such permits or approvals are required and not obtained, this Agreement and any permits issued by MWRDGC pursuant hereto may be declared by the Village as null and void. All costs incurred by the Village for preparation of any amendment to its FPA shall be paid by the Church.

It is understood and agreed that sewer construction permits will not be issued by the Village or MWRDGC until the applicable provisions of this section have been satisfied.

**ARTICLE 4**  
**REIMBURSEMENT TO THE VILLAGE**

The Service Agreement between MWRDGC and the Village related to the Property (hereafter referred to as the "Service Agreement") is incorporated herein and a substantially completed copy of said Agreement is attached hereto as "Exhibit B." It will be the duty and obligation of the Church to perform all of the obligations of the Village, including the payment of all sums due, as required in the "Service Agreement". The Church agrees to reimburse and hold harmless the Village for any expenses or costs, including reasonable attorney fees, incurred by the Village arising out of or related to this Agreement or the Service Agreement.

**ARTICLE 5**  
**APPLICABLE ORDINANCES**

Upon execution of this Agreement and subject to the conditions thereof, all ordinances and other requirements of the MWRDGC applicable to areas shall become

equally applicable to the Property covered by this Agreement, and the Property shall be entitled to sewage transport services similar to those rendered by the Village to other properties within its corporate limits. The Church shall not construct and shall not permit any construction of any sewer or sewer connections to serve the Property or any part thereof until such time as the MWRDGC issues the necessary permits.

**ARTICLE 6**  
**ANNEXATION TO MWRDGC**

The Church will immediately take all necessary actions to cause the Property to be annexed into the MWRDGC. The Church understands these actions might include legislative action and agrees to actively seek passage of necessary legislation including but not limited to the retaining of registered lobbyists.

The Village will support and reasonably cooperate with the Church to effectuate the annexation of the "property" to the MWRDGC service area. If annexation to the MWRDGC does not occur within a reasonable time, the Village, at the Church's expense, can take all reasonable actions to cause the property to be annexed to the MWRDGC. In such case, the Church agrees to pay for and reimburse the Village for said expenses.

**ARTICLE 7**  
**TERMINATION FOR CAUSE**

In the event of failure to the Church to make payments as hereinabove specified or to comply with any other conditions hereof or any conditions of any sewerage permits issued by the MWRDGC, the Village may, at its option, declare a breach of this Agreement and terminate upon giving thirty (30) days notice in writing of its intention to do so. The Church shall have ninety (90) days to cure said breach. Subject to force majeure, in the event the Church does not cure the breach within ninety (90) days of receiving written notice, the Village may take such steps as are necessary to terminate service and seek payments due and owing including, but not limited to, reasonable attorney's fees. Force majeure shall be defined as acts of war and acts of God.

**ARTICLE 8**  
**CHURCH CANNOT TERMINATE OR ASSIGN THE AGREEMENT**

The Church may not terminate this Agreement and shall not assign this Agreement.

**ARTICLE 9**  
**RIGHTS OF THE VILLAGE**

The Village, in addition to any other rights under this Agreement, may bring an action in any court of competent jurisdiction, to enforce the terms hereof or to recover any sums of money due it under this Agreement. The rights and remedies of each of the Parties shall be cumulative and election by the Parties of any single remedy shall not constitute a waiver of any other remedy which it has under the Agreement. The breaching party shall reimburse the non-breaching party for all costs and expenses, including reasonable attorney fees associated with any breach of this Agreement. The Village has the absolute right to terminate sewage and water services to the Church if the Church violates any provision of this Agreement.

**ARTICLE 10**  
**LIEN ON PROPERTY**

The amounts due under this Agreement are a lien on the Property and this Agreement can be recorded with the Recorder of Deeds. Said lien shall be released by the Village upon annexation by the MWRDGC of the Property and payment of all amounts due and owing.

**ARTICLE 11**  
**COMPLETION OF SERVICE AGREEMENT**

The Church must make application to the MWRDGC for a sewer permit for the Property within one (1) year of the date of the Agreement unless it is prohibited or delayed from doing so by reason of an act of God.

**ARTICLE 12**  
**PAYMENT OF THE IMPACT FEES FOR THE SERVICE AREA**

The Church shall pay all Connection Impact Fees with the sewer permit application to the MWRDGC. In order to secure the payment of future obligations under

this Agreement, the Church will provide a letter of credit in the amount of \$50,000.00 in a form approved by the Village at the time this Agreement is approved.

IN WITNESS WHEREOF, the Church and the Village, the parties hereto, have each caused these presents to be executed in triplicate, by their duly authorized officers to be duly attested and their seals to be hereunto affixed.

ATTEST

VILLAGE OF HOFFMAN ESTATES

BY: \_\_\_\_\_

BY: \_\_\_\_\_

ITS: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST

WILLOW CREEK COMMUNITY  
CHURCH, INC.

BY: \_\_\_\_\_

BY: \_\_\_\_\_

ITS: \_\_\_\_\_

DATE: \_\_\_\_\_

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request authorization for a Sanitary Service Agreement with MWRD to provide sanitary sewer service to the remaining portion of the Willow Creek Church campus

**MEETING DATE:** November 26, 2012

**COMMITTEE:** Public Works and Utilities

**FROM:** Gary Salavitch

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**PURPOSE:** Request authorization for a Sanitary Service Agreement with MWRD to provide sanitary sewer service to the remaining portion of the Willow Creek Church campus.

**BACKGROUND:** The Village already provides sanitary sewer service to Willow Creek Church. Recently, Willow Creek added a new addition to their campus. This particular area of the campus (10 acres) is not in the MWRD jurisdictional boundaries. While all of the campus should have been included in previous agreements, this area was not. In addition, no one anticipated this addition years ago with the original Church project

**DISCUSSION:** Willow Creek Church is pursuing the annexation of this area with MWRD through action by the state legislature. In order to obtain sewer service in the interim, MWRD requires the host municipality to enter into a sewer service agreement. MWRD does not enter into agreements with private parties.

**FINANCIAL IMPACT:** There is no financial impact to the Village associated with this agreement. All costs will be paid by Willow Creek Church. All costs will also be guaranteed by the Church.

**RECOMMENDATION:** Request authorization for a Sanitary Sewer agreement with MWRD to provide sanitary sewer service for Willow Creek Church.

**SERVICE AGREEMENT**

THIS AGREEMENT, made and entered into this \_\_\_ day of \_\_\_\_\_, 2012, by and between the METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO, a municipal corporation, organized and existing under the laws of the State of Illinois, hereinafter designated "MWRDGC", and the VILLAGE OF HOFFMAN ESTATES, a municipal corporation, organized and existing under the laws of the State of Illinois, hereinafter designated "VILLAGE":

**WITNESSETH THAT:**

WHEREAS, a certain area known as part of the Willow Creek Community Church, of approximately 9.9 acres located approximately \_\_\_ feet east of Barrington Road, and south of Algonquin Road, in the Northwest Quarter of Section 25, Township 42 North, Range 9 East (Barrington Township), is not within the Village of Hoffman Estates, Cook County, Illinois, and is outside of the corporate limits of the MWRDGC;

WHEREAS, said area requires sewage disposal services, and the VILLAGE desires said area to be served by the sewage disposal facilities of the MWRDGC; and

WHEREAS, the MWRDGC is authorized and willing to serve said area with its sewage disposal facilities, subject to the covenants, conditions and restrictions hereinafter contained.

NOW, THEREFORE, in consideration of the promises, mutual covenants and agreements herein contained, it is agreed by and between the parties as follows:

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NOTE: Authority to negotiate this AGREEMENT was granted by the MWRDGC Board of Commissioners at its meeting of \_\_\_\_\_. Authority to execute this AGREEMENT was granted by the MWRDGC Board of Commissioners at its meeting of \_\_\_\_\_.

1. Service by MWRDGC. Subject to the terms and conditions of this AGREEMENT, the MWRDGC hereby gives and grants to the VILLAGE the privilege to discharge into the intercepting sewer of the MWRDGC, directly or indirectly through existing or future local sewers, that sanitary sewage and industrial waste as may be approved by the MWRDGC, originating in a certain area hereinafter for convenience called SERVICE AREA, which lies in Barrington Township, outside the VILLAGE limits and outside the present corporate limits of the MWRDGC and which is located approximately \_\_\_ feet east of Barrington Road, and south of Algonquin Road, all in the Northwest Quarter of Section 25 of Barrington Township, as shown on the plat attached hereto as Exhibit A. Said SERVICE AREA consists of approximately 9.9 acres in Section 25, Township 42 North, Range 9 East of the Third Principal Meridian in Cook County, Illinois, and is legally described in the said Exhibit A.

2. Point of Connection. The VILLAGE shall at no cost to the MWRDGC, construct, or cause to be constructed, any and all sewer outfalls or laterals necessary to collect and convey the sewage and industrial waste from the SERVICE AREA to an MWRDGC interceptor.

3. Reimbursement to the MWRDGC. The VILLAGE agrees to pay the MWRDGC the cost for the handling and treatment of the sanitary sewage and/or industrial waste originating on lands within the SERVICE AREA covered by this AGREEMENT, beginning the first day that sewage and/or waste water are discharged from sewers serving said SERVICE AREA into

the Village's local sewers. Such payment shall be made in accordance with the following conditions:

A. Tax Exempt Property.

a. Under the provisions of the User Charge Ordinance, two options are available to the Village to calculate the amounts due to MWRDGC, as follows:

Option I. Institute a sampling and measurement program in accordance with the provisions of Section 5 of the User Charge Ordinance to determine the quantities and strength of the waste discharged into the sewer system.

Option II. In accordance with the provisions of Section 7F of the User Charge Ordinance, consider the waste quantities to be equal to water meter readings, and the strength of the waste to be 119 mg/l (992.35 lb/mg) for BOD and 168 mg/l (1401.12 lb/mg) for suspended solids. Otherwise Section 5(b)(iii) shall be used.

b. The rate of payment shall be 140% of the unit prices contained in the MWRDGC's User Charge Ordinances for Tax Exempt Users. It is understood and agreed that the User Charge Ordinance may from time to time be amended by the MWRDGC, during the life of this AGREEMENT, and the VILLAGE agrees to make payments according to the rates in effect during the period of service multiplied by 140%. The current unit prices contained in the User Charge Ordinance are shown below.

(1) Liquid	\$74.52 per million gallons
(2) 5-Day BOD	\$90.14 per thousand pounds of BOD
(3) Suspended Solids	\$69.81 per thousand pounds of SS

To compute payments, multiply rates indicated by 140%. The provisions contained in the User Charge Ordinance relative to real estate tax credits shall not be applicable to the users in the SERVICE AREA covered by this AGREEMENT.

c. The VILLAGE shall submit to the MWRDGC certified copies of the sewerage flow measurements or water readings on a semi-annual basis and payment shall be made accordingly. The payments shall be due on January 1 and July 1 of each year.

B. Property Subject to Ad Valorem Tax.

a. The rate of payment shall be 140% of the ad valorem tax rate levied for the MWRDGC upon property within its corporate limits multiplied by the latest available equalized assessed value of the real estate in this category in the SERVICE AREA, determined at the time the payment is made for the services provided.

b. The VILLAGE shall furnish to the MWRDGC a detailed statement of the equalized assessed real estate values upon which payments are based, in a form satisfactory to the MWRDGC. Payment shall be made semi-annually by the VILLAGE and the payments shall be due March 1 and September 1 of each year.

4. Applicable Ordinances. Upon execution of the AGREEMENT and subject to the conditions thereof, all Ordinances and other requirements applicable to areas within the corporate limits of the MWRDGC shall become equally applicable to the SERVICE AREA covered by this AGREEMENT, and the SERVICE AREA shall be entitled to all the sewage transport and disposal services rendered by the MWRDGC to properties within its corporate limits. The VILLAGE shall not construct and shall not permit any person to construct any sewer or sewer connection to serve the SERVICE AREA or any part thereof until such time as

the MWRDGC shall issue the necessary permits in accordance with the requirements of the Sewer Permit Ordinance. A sewer permit application shall be made within one year of the effective date of this AGREEMENT or the AGREEMENT becomes null and void.

5. Annexation. The VILLAGE and/or the SERVICE AREA property owner shall, at their sole expense, take prompt action and undertake necessary steps for the annexation of the SERVICE AREA to the MWRDGC. Upon annexation of the SERVICE AREA to the MWRDGC, this AGREEMENT shall terminate, the rate of reimbursement provided for in this AGREEMENT shall cease to be applicable, and the SERVICE AREA shall thenceforth be served under the same conditions applicable to other areas within the corporate limits of the MWRDGC. Said annexation proceedings shall be successfully completed within two years from the date hereof.

6. Facilities Planning Study. In the event that the 201 Facilities Planning Studies (FPS) involving the MWRDGC Poplar Creek or Upper Salt Creek Basin areas, or any other areas under the jurisdiction of the MWRDGC or other planning authorities, require revision to allow for provision of service contemplated by this AGREEMENT, or its permits or approvals are required by other authorities having jurisdiction thereover, the VILLAGE, at its sole cost and expense, shall initiate and conclude any and all actions necessary to secure approval of said permits and/or planning revisions. If such permits or approvals are required and are not obtained, this AGREEMENT and any permits issued by MWRDGC pursuant hereto shall forthwith become null and void. Any costs incurred by the MWRDGC for preparation of any amendment to its FPS shall be paid by the VILLAGE. The MWRDGC will bill the VILLAGE on the basis of direct time and material cost to the MWRDGC plus overhead. It is estimated

that the cost of the preparation of the amendments to the MWRDGC FPS should not exceed \$1,000.00.

7. Termination for Cause. In the event of failure by the VILLAGE to make payments as hereinabove specified or to comply with any other condition hereof or any conditions of any sewage permits issued by the MWRDGC by virtue of this AGREEMENT, the MWRDGC may, at its option declare this AGREEMENT terminated giving the VILLAGE ninety (90) days notice in writing of its intention to do so. If the AGREEMENT is so terminated, the VILLAGE shall within said ninety (90) days, disconnect all sewers serving the SERVICE AREA covered by this AGREEMENT, and no flows from said SERVICE AREA shall be allowed to enter into the MWRDGC interceptor sewers or treatment facilities thereafter.

8. Termination by the Village. The VILLAGE may, at its option, terminate this AGREEMENT at any time prior to the annexation of the SERVICE AREA to the MWRDGC upon giving the MWRDGC in advance notice in writing of at least thirty (30) days, of its intent to do so, and specifying the effective date of such termination. On or before the effective date of termination, the VILLAGE shall have disconnected all the sewers, and shall have terminated all discharges into the MWRDGC interceptor from the SERVICE AREA. All reimbursements due to the MWRDGC from the VILLAGE shall be paid on or before the effective date of termination.

9. Rights of MWRDGC. The MWRDGC, in addition to any other rights under this AGREEMENT, may bring an action in any court of competent jurisdiction, to enforce the terms hereof or to recover any sums of money due it. The rights and remedies of the

MWRDGC shall be cumulative and election by the MWRDGC of any single remedy shall not constitute a waiver of any other remedy which it has under the AGREEMENT.

10. Term of AGREEMENT. This AGREEMENT shall remain in full force and effect until terminated by reason of annexation of the SERVICE AREA to the MWRDGC, or termination in accordance with the terms and conditions hereof.

11. Indemnification. The VILLAGE shall defend, indemnify, keep and save harmless the MWRDGC and its officers, commissioners, and employees of and from any and all claims, liabilities, judgments, demands, liens, choses in action, whatsoever, whether meritorious or not, which arise or are asserted against the MWRDGC pursuant to the exercise by the MWRDGC of its rights of termination under the terms and conditions hereof, or in connection with any other action taken by the MWRDGC or any others pursuant to this AGREEMENT.

IN WITNESS WHEREOF, the VILLAGE OF HOFFMAN ESTATES and the Willow Creek Community Church, Inc, and THE METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO, the parties hereto, have each caused these presents to be executed by their duly authorized officers to be duly attested and their seals to be hereunto affixed.

ATTEST:

METROPOLITAN WATER  
RECLAMATION DISTRICT  
OF GREATER CHICAGO

By: \_\_\_\_\_  
Chairman, Committee of Finance

\_\_\_\_\_

ATTEST:

VILLAGE OF HOFFMAN ESTATES

\_\_\_\_\_  
Clerk

By: \_\_\_\_\_  
President

ATTEST:

WILLOW CREEK COMMUNITY  
CHURCH, INC.

\_\_\_\_\_

By: \_\_\_\_\_  
Senior Pastor

APPROVED BY THE METROPOLITAN WATER RECLAMATION  
DISTRICT OF GREATER CHICAGO AS TO ENGINEERING

\_\_\_\_\_  
Engineer of Local Sewers

\_\_\_\_\_  
Assistant Chief Engineer

\_\_\_\_\_  
Chief Engineer

APPROVED BY THE METROPOLITAN WATER RECLAMATION  
DISTRICT OF GREATER CHICAGO AS TO FORM AND LEGALITY

\_\_\_\_\_  
Head Assistant Attorney

\_\_\_\_\_  
Attorney

APPROVED: \_\_\_\_\_  
General Superintendent

\_\_\_\_\_  
Date

APPROVED BY THE VILLAGE OF HOFFMAN ESTATES AS TO ENGINEERING

\_\_\_\_\_  
Village Engineer

APPROVED BY THE VILLAGE OF HOFFMAN ESTATES AS TO FORM AND  
LEGALITY



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Village Attorney

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**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request authorization to award contract for State of Illinois joint purchase of 2012-2013 winter road salt to Morton Salt Inc., Chicago at a unit price of \$53.38 per ton, in an amount not to exceed \$128,112.

**MEETING DATE:** November 26, 2012

**COMMITTEE:** Public Works & Utilities

**FROM:** Joseph Nebel, Director of Public Works  
Ken Gomoll, Assistant Director of Public Works

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**PURPOSE:** To provide a supply of road de-icing salt for the 2012-2013 winter season.

**BACKGROUND:** On March 19, 2012, the Village Board authorized participation in joint purchase with IDOT for 2012-2013 procurement of 2,000 tons of road salt. Fiscal Year 2012 provides \$361,980 for road salt needs of which a balance of \$119,966.87 remains. In previous years the Village has participated in joint purchases with IDOT in an effort to guarantee a supply and reduce cost.

**DISCUSSION:** On October 24, 2012, the Village received notification from the State on road salt bid results. The Village has pre-committed to 2,000 tons and is responsible for ensuring that the 80% guaranteed purchase requirement is met by contract end (June 30, 2013) although up to 120% may be obtained at the same contract price. The contract was awarded to Morton Salt Inc., Chicago, at a cost F.O.B., Hoffman Estates of \$53.38 per ton. The Village is currently in possession of approximately 5,500 tons of salt stored in the dome. Average seasonal salt usage for the past 5 snow & ice seasons is approximately 6,100 tons per season.

**FINANCIAL IMPACT:**

Due to the unpredictability of weather events it is uncertain how much salt will be required for the 2012 -13 winter season. We can state with reasonable certainty that our usage this season should fall within the 80% to 120% contract range. The range of estimated costs can be based on the minimum purchase of 80%, or 1,600 tons at \$85,408, and the maximum purchase of 120% or 2,400 tons at \$128,112.

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

Year	Amount (tons)	Cost per ton
2011-2012	6000	\$60.33
2010-2011	7,500	\$68.82
2009-2010	7,500	\$68.82
*2008-2009	2,500	\$127.03
*2008-2009	2,585	\$104.25
*2008-2009	1,815	\$137.09
2007-2008	6,050	\$38.97
2006-2007	6,050	\$37.72
2005-2006	6,050	\$34.97
2004-2005	5,500	\$31.94
2003-2004	5,500	\$31.94
2002-2003	5,500	\$31.14
2001-2002	5,500	\$31.57
2000-2001	5,500	\$27.60

\*multiple vendors

**RECOMMENDATION:**

Request authorization to award contract for State of Illinois joint purchase of 2012-2013 winter road salt to Morton Salt Inc., Chicago at a unit price of \$53.38 per ton, in an amount not to exceed \$128,112.

L06



# ILLINOIS

## JOINT PURCHASING REQUISITION

PLEASE RETURN TO:

Illinois Department of  
Central Management Services  
801 Wm. G. Stratton Building  
401 S. Spring Street  
Springfield, IL 62706  
Fax: (217) 782-5187

Joint Purchasing #: L2680 - 2680

Government Unit: Village of Hoffman Estates

Mailing Address: 2305 Pembroke Ave.

City / State / Zip: Hoffman Estates, IL 60169

County: Cook

Contact Person: Ken Gomoll

Telephone Number: 847-490-6800

Fax Number: 847-490-6868

Contact Email: Ken.Gomoll@hoffmanestates.org  
*please provide Email Address*

Date: 3 / 12 / 2012

Delivery Point
2405 Pembroke Ave.
Hoffman Estates, IL
60169

NOTE: COMPLETE ONLY ONE TABLE - Either "Table A" or "Table B" below

### TABLE A - New Item

54

53.38

Complete this table to have the State SOLICIT BIDS for your governmental entity

ITEM DESCRIPTION	QUANTITY (Total Tonnage)	UNIT OF MEASURE	AMOUNT BUDGETED (Local Governmental Use Only)
AASHTO M143 Road Salt or Equivalent			
ROAD SALT, BULK (22-25 Ton/Truckload)	<u>2,000</u>	TONS	

Please note your Purchase Commitment Percentage for total tonnage quantity stated above (you must choose one):

- OPTION 1  80% minimum purchase requirement/120% maximum purchase requirement
- OPTION 2  100% minimum purchase requirement/120% maximum purchase requirement

### TABLE B

Complete this table to have the State RENEW for your governmental entity (ONLY)

ITEM DESCRIPTION	QUANTITY (Total Tonnage)	UNIT OF MEASURE	AMOUNT BUDGETED (Local Governmental Use Only)
AASHTO M143 Road Salt or Equivalent			
ROAD SALT, BULK (22-25 Ton/Truckload)		TONS	

Note: Renewal is available ONLY under contracts 4017034, 4017035, 4017036, 4017037, or 4017038 for the 2012-2013 season. Your quantity may not exceed more than a 20% increase of last season's quantity, and price cannot increase more than 5% of last season's price. Other Terms & Conditions of Contract will remain the same as last year. Check renewing contract: Contract 4017034 ( ) Contract 4017035 ( ) Contract 4017036 ( ) Contract 4017037 ( ) Contract 4017038 ( )

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

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

Ken Gomoll  
SIGNATURE OF AUTHORIZED OFFICIAL OR AGENT

Village President  
TITLE

VILLAGE OF HOFFMAN ESTATES  
OFFICE OF CORPORATION COUNSEL

REVIEW AND APPROVAL PROCEDURES  
FOR A CONTRACT

Budget # 01404123-4409

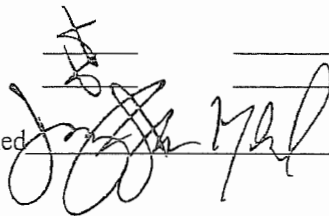
Project Title:	<u>2012 - 2013 Bulk Road Salt Procurement via Joint Purchase with State</u>
Contact Person:	<u>Ken Gomoll</u>
Department:	<u>Public Works</u>
Amount of Contract:	<u>2,000 tons @ 100% as bid by State Joint Purchase</u>
Mgr./Bd. Approval Req. By:	<u>Village Board Approved on March 19, 2012</u>
Village Signature Required:	over \$20,000 - Village President <u>XXX</u> Under \$20,000 - Village Manager

1. DEPARTMENT DIRECTOR OR COMMISSION LIAISON

APPROVE      DISAPPROVE      COMMENT

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

Signed



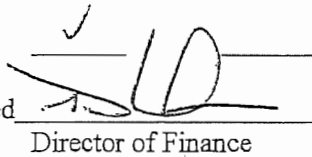
3 20 12  
Date

2. DIRECTOR OF FINANCE

APPROVE      DISAPPROVE      COMMENT

- A. As to Budget

Signed

  
Director of Finance

budget 50,000 est  
3, 20, 12  
Date

3. RISK MANAGER

APPROVE      DISAPPROVE      COMMENT

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

Signed

  
Risk Manager

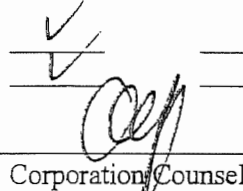
3 20 12  
Date

4. CORPORATION COUNSEL

APPROVE      DISAPPROVE      COMMENT

- A. As to Legality  
B. As to Form

Signed

  
Corporation Counsel

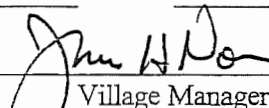
3, 21, 12  
Date

5. VILLAGE MANAGER

FOR SIGNATURE      FOR BOARD TRANSMITTAL      COMMENT

- A. Accepted  
B. Not Accepted

Signed

  
Village Manager

3 21 12  
Date

Procedures:

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



October 15, 2012

Dear Joint Purchasing Participant:

Subject: 2012-2013 Rock Salt, Bulk Contract Information

In completing the 2012 – 2013 Rock Salt season contract re-procurement, the State of Illinois did not encounter the types of supply-related issues experienced in previous seasons. We made every effort to secure Road Salt at the best available price for participants in our contract re-procurement, and gladly report that all locations across the State were able to have their supply needs met through the State's procurement efforts.

We again recommend that participating agencies and governmental entities examine their application rates and roadway priorities in order to minimize next season's maintenance program cost while also ensuring the safety of the public.

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

**Contract: PSD 4017275**

Morton Salt Inc.

123 N. Wacker Drive

Chicago, IL 60606

Order Phone (888) 800-8905

**Term: October 2012 – October 2013**

FEIN Number: 27-3146174

Contact: Government Services

Your unit is **Contract Line No: 54 / Price per ton F.O.B. destination, is \$ 53.38**  
Emergency pickup of salt from vendor's warehouse is not made available in this contract.

The additional price per ton to have rock salt delivered in trucks equipped with coal/grain chute openings in the tailgate to permit controlled off-loading of rock salt onto conveyors is **\$ 5.00** per ton. Contact vendor for availability in your area and scheduling deliveries.

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



Your governmental unit is responsible for ensuring that the 80 or 100 percent minimum guaranteed purchase commitment ( as noted on your Requisition ) is met before the end of the winter season, June 30, 2013. The vendor is required to furnish not less than 120 percent ( if needed ) of the contract quantity by March 1, 2013. Your governmental unit is responsible for processing vendor invoices in a timely manner.

Delivery shall be made as soon as possible after vendor receipt of order by phone or mail. The maximum time from receipt of order to the actual delivery for orders placed between December 1, 2012 through April 1, 2013 shall not exceed seven working days, unless as modified in the Order Guidelines herein..

For orders placed between December 1, 2012 and April 1, 2013, if a vendor is unable to make delivery within the order timeline, local governmental units shall have the right to retain \$.20 per ton per working-day as liquidated damages on the undelivered portion of the order. For orders placed prior to 9:00 a.m. on a given day, that day to be considered as the first calendar day of the seven-day delivery period. For an order placed after 9:00 a.m. on a given day, the following day shall be considered as the first calendar day of the seven day delivery period.

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

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

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

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



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

In December 2012, the contract vendor shall have in place stockpile(s) located in or near Illinois covering the tonnage awarded for the northern regions of the State, and in January of 2013 the contract vendor shall have in place stockpile(s) in or near to Illinois covering the total tonnage awarded for all regions of the State. At our discretion, we will inspect the stockpiles to ensure that these stockpiles are in sufficient quantities, and that vendor commitments to the stockpiles are with the users of this contract.

Enhanced Rock Salt 2012 - 2013 season availability:

The Department of Central Management Services surveyed vendors for availability of an enhanced rock salt option in the invitation for bid, and availability was not provided for by this vendor in this season's procurement process.

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

Sincerely,

Wayne Ilsley, CPPB, Buyer  
Bureau of Strategic Sourcing

GovSalt.doc



**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request authorization to award contract for engineering services for rehabilitation of Chippendale Sanitary Sewer Lift Station to Baxter & Woodman Engineers, Crystal Lake, IL, in an amount not to exceed \$43,500.

**MEETING DATE:** November 26, 2012

**COMMITTEE:** Public Works & Utilities

**FROM:** Joseph Nebel, Director of Public Works  
Haileng Xiao, Superintendent of Water and Sewer

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**PURPOSE:** Award contract for engineering services for the rehabilitation of Chippendale sanitary sewer lift station.

**BACKGROUND:** Chippendale lift station was constructed in 1965 at 1790 Chippendale Road as a dry well/wet well style prefabricated steel duplex underground facility. The wet well is located underneath the sidewalk and driveway of Douglas MacArthur Elementary School. The station has an operating history of almost 50 years and the mechanical system consisting of pumps, pipes and controls need replacement to ensure reliability. In addition to recent control upgrades, a capital improvement project was established to replace the mechanical system of pumps and pipes with new submersible pumps and pipes. Submersible pumps have been shown to be easier to maintain and more reliable in operation as demonstrated by many of the Village's newer stations such as Eric lift, Barrington lift, University Place lift and the WDA lift. Pump replacement requires taking the station out of service for an extended period and provides an opportunity for station rehabilitation to include the wet well and connecting force mains.

In September 2012, RFP (Request for Proposal) was sent out for engineering services to prepare rehabilitation plan, bid documents, assist in permitting and construction management. The engineer needs to resolve the challenge of bypass pumping and to ensure construction start/completion between June and August to avoid conflict with the school session.

**DISCUSSION:**

On October 5, 2012 seven (7) proposals were received to provide the Village with the engineering services for the project. Four of the proposals included alternate construction costs. The list of proposals is as follows:

<u>Company</u>	<u>Engineering Cost</u>	<u>Alternate Construction Cost</u>
Baxter & Woodman (B/W)	\$43,500	N/A
Hancock	\$49,400	N/A
Christopher B. Burke Engineering	\$66,000	\$470,000
Burns & McDonnell	\$84,500	\$390,000
CMT	\$87,400	N/A
Stanley Consultants	\$97,332	\$457,304
ESI	\$136,796	\$405,200

Staff's review indicates all proposals met Village requirements. The lowest cost is proposed by Baxter & Woodman who did not provide an alternate design-build option due to the wide range of potential options for the station. B/W's cost is reasonable in comparison to the actual engineering cost for Barrington Lift Rehabilitation completed in 2011 (\$43,664). Staff conducted two separate interviews with Baxter & Woodman and Hancock as they were the lowest cost proposals. Through the interviews Baxter & Woodman engineers demonstrated a more thorough understanding of the lift station's bypass pumping difficulties than Hancock. Baxter & Woodman has been a Village consultant engineer for over 12 years for sanitary sewer rehabilitation projects. Baxter & Woodman's construction management division is excellent, as exemplified by the highly satisfactory critical sewer repair during the previous six years (2005 - 2011). Staff recommends Baxter & Woodman be retained for the rehabilitation of Chippendale sanitary sewer lift station.

**FINANCIAL IMPACT:**

Village FY 2013-2017 CIP Budget outlines a total of \$45,000 for the engineering services for the rehabilitation of Chippendale sanitary sewer lift station, there will be sufficient funds to cover the proposed cost of \$43,500. FY 2012 budget contains \$20,000 for the initial project engineering. The majority of these funds will be pushed into 2013 to cover engineering and project permitting. Construction is scheduled to occur in 2014 and funds are identified in the 2013 Capital Improvements Program.

**RECOMMENDATION:**

Request authorization to award contract for engineering services for rehabilitation of Chippendale Sanitary Sewer Lift Station to Baxter & Woodman Engineers, Crystal Lake, IL, in an amount not to exceed \$43,500.

**NOTE:** Complete proposal documents are in the Trustees' Ante Room.

VILLAGE OF HOFFMAN ESTATES  
DEPARTMENT OF PUBLIC WORKS

Proposal Due Date: **October 5, 2012**  
Time: 4:00 pm

TABULATION OF PROPOSALS FOR  
Engineering Services Chippendale Lift Rehabil

Firm:	Baxter & Woodman		Stanley Consultants		CMT		ESI		Christopher Burke		Burns & McDonnell		Hancock	
Address:	8678 Ridgewood Rd		8501 W Higgins Rd		550 N Commons Dr		1979 N Mill St.		9575 W Higgins Rd		1431 Opus Pl		9933 Roosevelt Rd	
	Crystal Lake, IL		Chicago, IL		Aurora, IL		Naperville, IL		Rosemont, IL		Downers Grove, IL		Westchester, IL	
	815-459-1260		773-693-9624		630-820-1022		630-420-1700		847-823-0500		630-724-3200		708-865-0300	
Fax:	815-455-0450		773-693-7690		630-820-0350		630-420-1733				630-724-3201			
Contact:	Jerry Groth		Bruce Worthington		Bernard Held		Anthony Malone		John Caruso		Randy Patchett		Derek Treichel	
Deposit:	check	bond	check	bond	check	bond	check	bond	check	bond	check	bond	check	bond
Engineering Services Chipper	\$		\$		\$		\$		\$		\$		\$	
Substance Abuse Prevention	Yes X	No	Yes X	No	Yes X	No	Yes X	No	Yes X	No	Yes X	No	Yes X	No
References Provided:	Yes X	No	Yes X	No	Yes X	No	Yes X	No	Yes X	No	Yes X	No	Yes X	No
Proposal meet requirements	Yes X	No	Yes X	No	Yes X	No	Yes X	No	Yes X	No	Yes X	No	Yes X	No
Generator included			Yes X											
Items	Total		Total		Total		Total		Total		Total		Total	
Engineering Services		\$43,500.00		\$97,332.00		\$87,400.00		\$136,796.00		\$66,000.00		\$84,500.00		\$49,400.00
Construction Cost Range			\$422,904.00	\$457,304.00			\$405,200.00	\$470,000.00	\$270,000.00	\$390,000.00				
				generator										
Total Bid														
Total Bid														



Mr. Haileng Xiao  
Superintendent of Water and Sewer  
Village of Hoffman Estates  
Department of Public Works  
2305 Pembroke Avenue  
Hoffman Estates, Illinois 60169

October 5, 2012

***Subject: Village of Hoffman Estates - Chippendale Lift Station Rehabilitation***

Dear Mr. Xiao:

The Village of Hoffman Estates is looking to rehabilitate the Chippendale Sanitary Lift Station over the next 2 years. Our team has developed a strategy to bring success to your Chippendale Lift Station Improvements. Our approach, which is discussed in more detail in our proposal, includes the following key elements:

- Evaluating rehabilitation alternatives - We have significant sanitary lift station experience;
- Tailoring final design considerations specifically to your project - We are very familiar with this facility;
- Meeting the challenge of by-pass pumping - We have solutions;
- Receiving the needed permits - There is ample time and we have ample experience;
- Coordinating SCADA to meet your needs - We have BWCSI; and
- Completing construction during summer break - no problem!

This proposal contains the information requested in the Village's RFP, including brief responses to the 10 questions regarding firm history and related data.

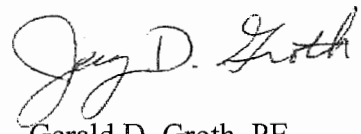
We know the Village of Hoffman Estates is committed to a tradition of excellence in their public works facilities. Baxter & Woodman has the ability to help you continue this tradition along with exceptional value and service. *Let's work together!*

Very truly yours,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS

  
Sean O'Dell, PE  
Infrastructure Department Manager

SEO:kes

  
Gerald D. Groth, PE  
Client Relationship Manager

8678 Ridgefield Road

Crystal Lake, IL 60012

815.459.1260

Fax 815.455.0450

info@baxterwoodman.com

## ESTIMATE OF COST

Our fee for the outlined scope of services items will be a lump sum of **\$43,500**. The lump sum fee includes travel, office and employee expenses. An itemized listing of tasks and associated fees appears below. The cost breakdown is approximate and assumes that all tasks will be completed for the total lump sum amount.

<b>Design Engineering Total:</b>	<b>\$20,750</b>
Project Management and Meetings	\$3,000
Topographic Survey	\$1,250
Preliminary Evaluation	\$4,500
Detailed Rehabilitation Design	\$7,500
Permitting	\$2,000
Bidding Assistance	\$2,500
<b>Construction Engineering Total:</b>	<b>\$22,750</b>
Contract Administration	\$10,680
Field Observation	\$12,070

Costs **do not include** out of scope items, including soil borings, final design documents or construction services.

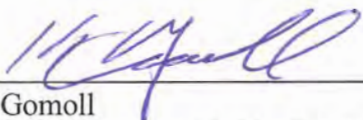
# DEPARTMENT OF PUBLIC WORKS

## OCTOBER MONTHLY REPORT

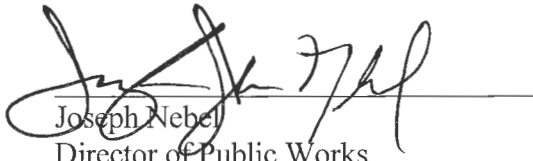
### SUBMITTED TO PUBLIC WORKS COMMITTEE

NOVEMBER 2012

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

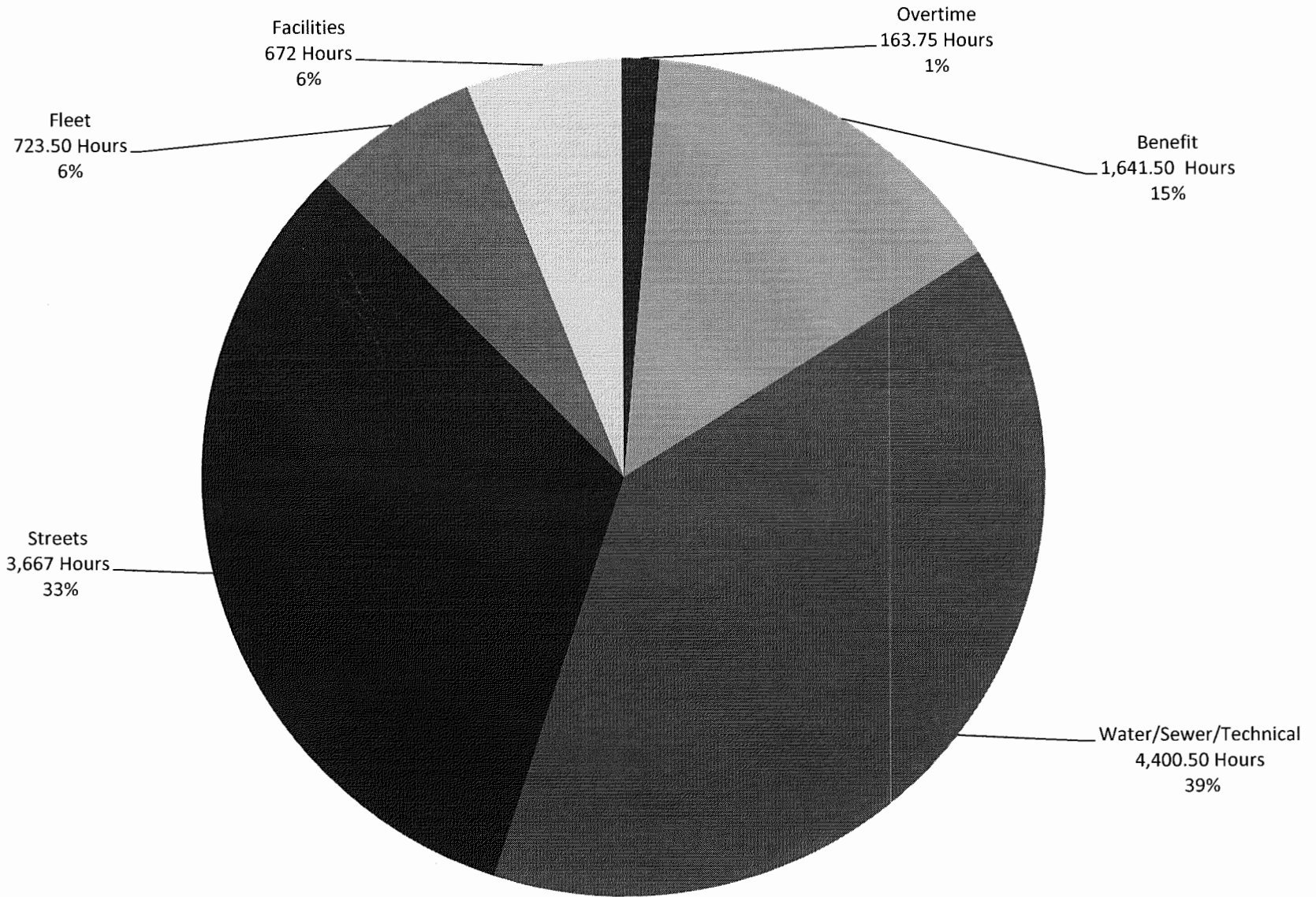


Ker Gomoll  
Assistant Director of Public Works

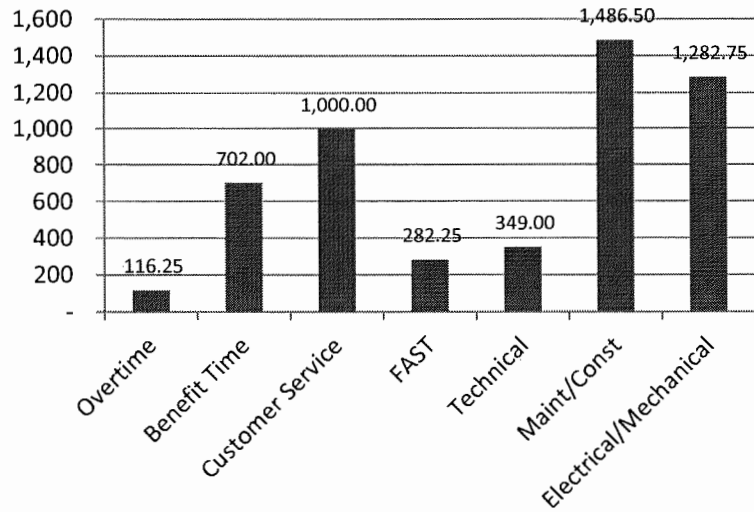


Joseph Nebel  
Director of Public Works

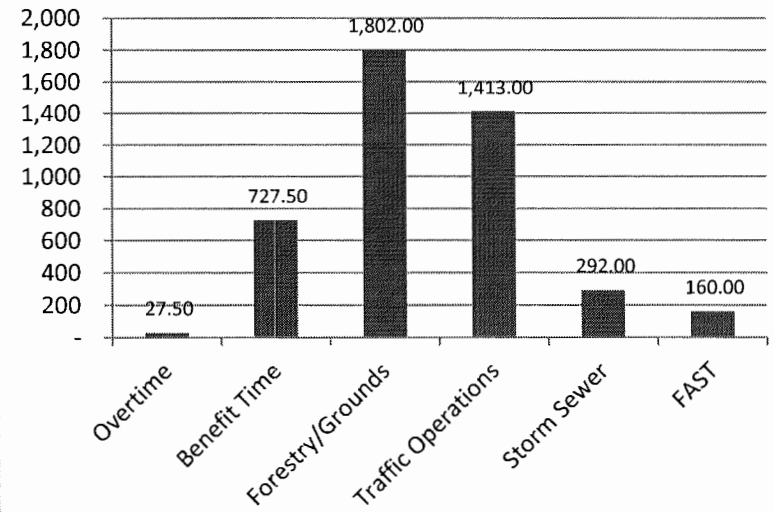
# Public Works Department Total Hours October, 2012



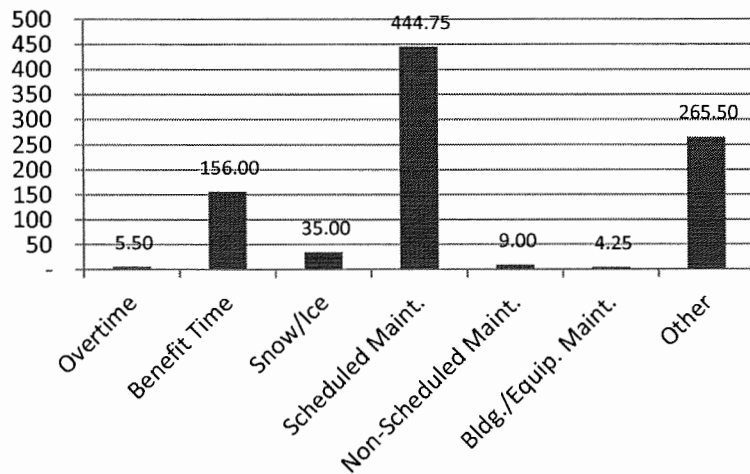
**Water Total Hours October 2012**



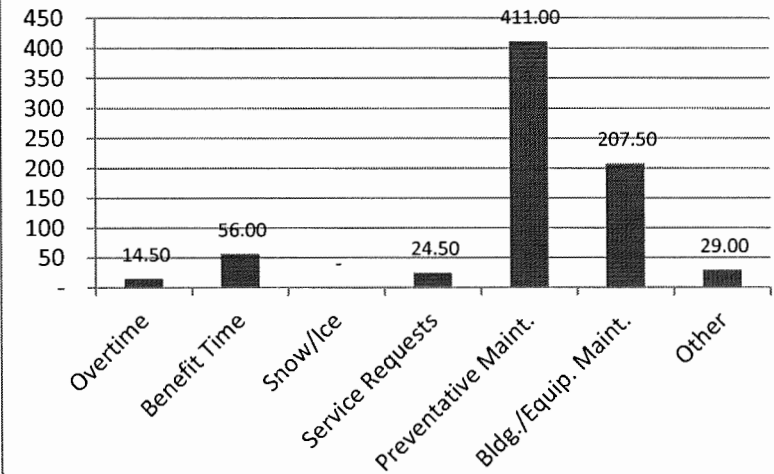
**Street Total Hours October 2012**



**Fleet Total Hours October 2012**

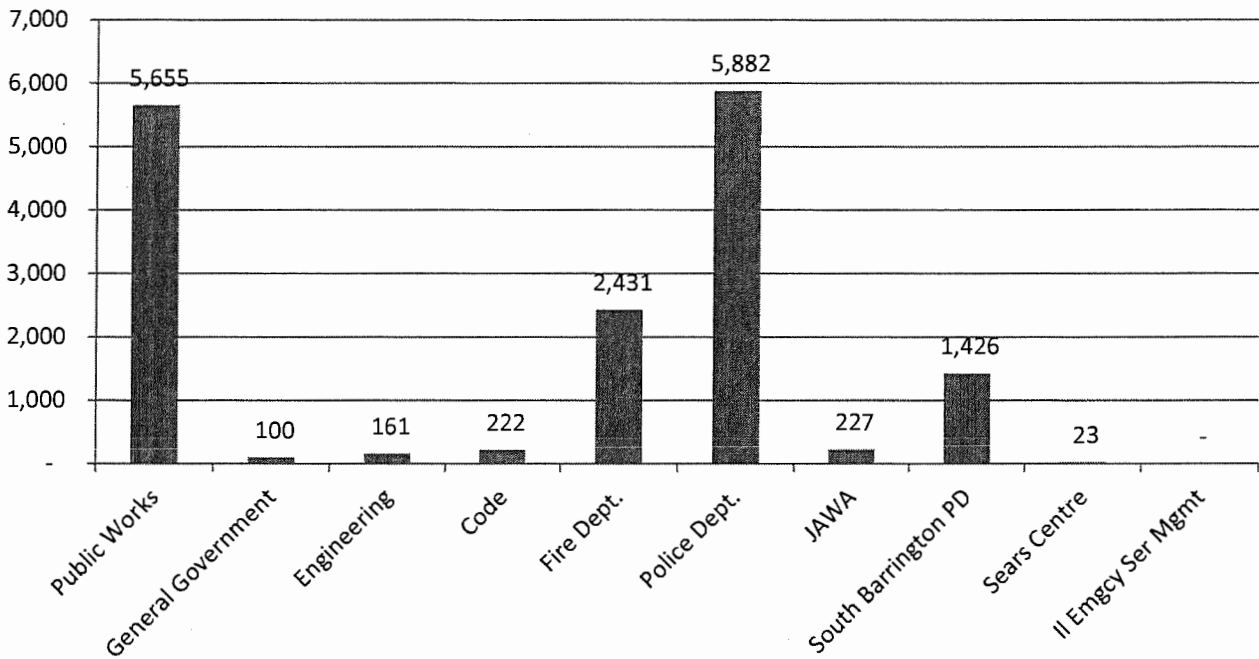


**Facilities Total Hours October 2012**

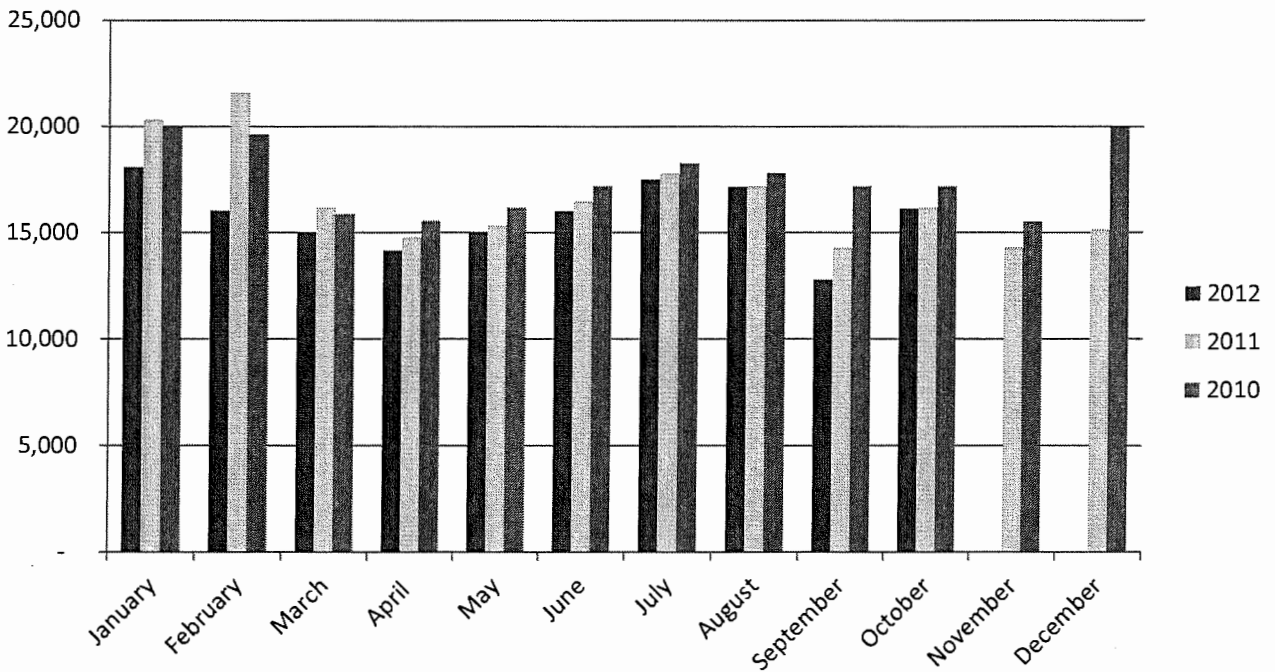




### October 2012 Fuel Usage by Department / Gallons



### Total Fuel Used / Gallons



**\* MAJOR PROJECT STATUS****2011/2012 Sanitary Sewer Rehabilitation**

On December 5, 2011, the Village Board approved Visu-Sewer of Illinois, Inc to perform repairs to the sanitary sewer system. The contracted work included 8 full sections of manhole to manhole CIPP (Cured-in-Place Pipe) lining of approximately 1960 feet of sewer mains, installation of 3 manholes and replacement of 100 feet of sewer pipe through excavation to correct a back pitched flow condition. A pre-construction meeting was held on January 26, 2012. The work started in the week of February 13<sup>th</sup>. The construction zones occurred on the following streets:

1. Between 200 Lafayette Lane and 250 Lafayette Lane
2. Between 600 Edgemont Lane and 690 Edgemont Lane
3. Between 590 Lakeview Lane and 630 Lakeview Lane
4. Between 250 W. Berkley Lane and 296 W. Berkley Lane
5. Between 620 Audubon Street and 705 Audubon Street
6. The south side of Mayfield Lane from 1405 to 1505 for replacement of back pitched sanitary sewer

Before the end of February 2012, the installation of three manholes was complete. 210 feet of pipe was replaced to correct the back pitched area on Mayfield Lane. In March, 5 spot repairs by excavation have been completed (3 at Lakeview for a total of 44 feet), 1 at Edgemont for a total of 10 feet and 1 at Audubon for a total of 7 feet).

In April, one additional spot repair by excavation was done at Lakeview Lane for replacement of 14 feet of sewer pipe and 8 full sections of manhole to manhole CIPP lining of 1,967 feet were completed at the following locations: Locations 1 – 5 as stated above.

Site restoration with sod and replacement of damaged driveway sidewalk is complete except for the Lakeview site, which will be done when the weather is favorable. A 2<sup>nd</sup> list of approximately 1,800 feet of CIPP lining of sewer mains is currently planned for September this year with priority ranked as follows:

- Between 620 W. Berkley and 630 W. Berkley (manhole 772 – manhole 773)
- Between 1910 Ashley and 1990 Ashley (manhole 302 – manhole 301)
- Between 1620 Pierce and 1660 Pierce (manhole 344 – manhole 343)
- Between 190 Westview and 230 Westview (manhole 986 – manhole 1009)
- Between 170 Westview and 190 Westview (manhole 1009 – manhole 1010)

In September, critical repair by CIPP lining on the above 2<sup>nd</sup> list is complete, with the exception of the sewer main between 170 & 190 Westview (manholes 1009 & 1010). The total footage completed for the 4 sites is 1,391 feet. The incomplete sections will be scheduled for repair in 2013 as more funds will be available.

**Staff's additional inspections of sewer mains along Route 59 through CCTV indicate pipe and manhole corrosion problems. Village consultant engineer will review the footage to determine the scope of sewer rehabilitation for 2013 critical sanitary sewer repair. The project is expected to close in December 2012.**

### **Installation of a Wireless Communication Infrastructure for the SCADA System**

On May 7, 2012, the Village Board authorized the contract for the Installation of a Wireless Communication Infrastructure to replace the existing leased telephone circuits. The project covers a thorough review of the existing hardware and software, practical plan for phasing out the tree leased phone circuits, installation of the radio antenna, power supply and system programming for all sixteen (16) lift stations, seven (7) water towers, three (3) reservoirs, five (5) flow meters, two (2) booster pump stations and two (2) high service pump stations. A Notice-to-Proceed was issued to the contractor, Automatic Control Services on May 30, 2012, and a project kick-off was held on June 6, 2012. A FCC license application was submitted on June 20, 2012.

In July, the proposed frequency for the water/sewer system control (159.750 MHz) was checked to ensure no interference from owners of antenna on Stonington tower using the 150 MHz frequency range including Village Police Department using 155,715 MHz for backup police radio system (VHF). Antenna transmission and receiving test done on August 6<sup>th</sup> confirmed that all remote water and sewer facilities (28 sites) are within the communication range of Stonington Tower. FCC license application has been approved and the license will be issued at the completion of project construction. Antenna installation started in September **and the following sites are completed prior to the end of October:**

<b>Abbeywood Station</b>	<b>Carling Lift Station (Lift 8)</b>
<b>Aster Ln. Tower (T-1)</b>	<b>Westbury Lift Station (Lift 9)</b>
Stonington (T-2)	<b>Park Ln. Lift Station (Lift 10)</b>
<b>Westbury Tower (T-3)</b>	Barrington Lift Station (Lift 11)
Huntington Tower (T-4)	Thomas Lift Station (Lift 12)
Olmstead Tower (T-5)	Hilldale Lift Station (Lift 13)
<b>Beverly Tower (T-6)</b>	Moon Lake Lift Station (Lift 14)
<b>Beacon Point Tower (T-7)</b>	Golf Lift Station (Lift 15)
<b>JAWA 1 (E Interzone)</b>	<b>Pfizer Lift Station (Lift 16)</b>
<b>JAWA 2</b>	Eric Lift Station (Lift 17)
<b>JAWA 3/4 (W Interzone)</b>	<b>WDA Lift Station (Lift 20)</b>
<b>JAWA 5</b>	University Place Lift Station (Lift 21)
<b>Hampton Lift Station (Lift 4)</b>	<b>Fiber connection (T-2 to file room)</b>
<b>Chippendale Lift Station (Lift 5)</b>	

**Installation of antennas for the remaining 2 lift stations is scheduled for November. In Late November, the radio telemetry system will be placed in test operation.**

The project is expected to close in December 2012.

**\*Added information**

**ADMINISTRATIVE AND TECHNICAL SERVICES**

During the last month the following was completed:

1. Participated in weekly site plan review meeting
2. Performed download of M-Cal gas calibration readings per OSHA/IDOL requirements
3. Prepared articles for Citizen and Village Voice
4. Coordinated monthly job code data entry
5. Prepared monthly report charts
6. Performed sidewalk inspections in various locations in the Village
7. Performed parts purchasing and inventory for Fleet Services
8. Updated monthly performance measures report
9. Reviewed plans for Leyden/Share elevator addition
10. Assisted sanitary crew with flow management database
11. Performed bi-weekly sanitary database back-up and antivirus scan
12. Updated GIS database with water main/water valve field corrections in South section
13. GPS work: Plotted water service location from Kawasaki dealership
14. Continued research on connecting all Access databases to GIS
15. Testing new field GPS units
16. Attended an ESRI Arc GIS 10.1 seminar
17. Continued database clean-up with IS department
18. Revised data from utility layers for sanitary, water and sidewalk
19. Reviewed Hassell Rd. utility drawings for 2013 road reconstruction

**UTILITY LOCATES TEAM**

1. Performed 531 regular priority J.U.L.I.E. utility locates for the month; 3533 year-to-date
2. Performed 22 emergency priority J.U.L.I.E. utility locates for the month; 201 year-to-date
3. Participated in 15 Utility Joint Meets; 116 year-to-date
4. Performed R.O.W. inspections
5. Performed sanitary sewer inspections

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

1. Responded to 69 requests for the month, 799 year-to-date
2. Assisted meter shop with shut-offs of delinquents meter accounts
3. Performed water bill drop box pick ups
4. Assisted with sanitary sewer inspections
5. Performed R.O.W. clean-up in various locations throughout the Village
6. Performed mail run duties
7. Performed building maintenance at Fleet Services
8. Performed street light inspections
9. Received deliveries at Susan Kenley-Rupnow Public Works Center
10. Performed floor grate inspections at Susan Kenley-Rupnow Public Works Center garage
11. Performed tower light inspections
12. Performed monthly maintenance on 5 message boards
13. Assisted with meter appointments
14. Assisted with sidewalk repair contractor
15. Transported scissor lift to Village Hall
16. Assisted with Electronic Recycling at Village Hall
17. Assisted with Public Works recycling and battery recycling
18. Performed cleaning of wash bay at Fleet Services
19. Performed site lock ups at Susan Kenley-Rupnow Public Works Center and Fleet Services
20. Performed lamp inspections at Susan Kenley-Rupnow Public Works Center
21. Exercised conveyor belt system at West site
22. Exercised flood gate valves on Pierce
23. Winterized Village Green and Police Department
24. Performed installation of augers and spinners
25. Participated in Branch/Brush Pick-up Program
26. Transported vehicles for Safety Lane testing

4	Woodchip deliveries	2	Meter repairs
7	Possible sewer back-ups	5	Possible water leak
21	Branch pick-ups	2	Miscellaneous service requests
2	Water Turn on/off	13	Dead animal pick-ups
1	Miscellaneous pick-up/delivery	1	Illegal dumps
6	B-box repairs	9	Storm sewer repairs
1	Sidewalk deviations	3	Black dirt and seed
1	Fire hydrant repair		

- PAVEMENT MAINTENANCE TEAM

1. Repaired potholes at various locations Village-wide
2. Performed scheduled equipment maintenance on Unit #50 and pavement equipment
3. Performed street inspections and inventory for pavement repairs
4. Performed yard maintenance at Fleet Services facility
5. Performed guard rail repair and inspection along Bode Rd.
6. Performed raised pavement marking and delineator repairs at various locations Village-wide
7. Performed pavement equipment maintenance
8. Assisted with street light maintenance and repairs
9. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center
10. Assisted sign team with maintenance repairs
11. Performed Old Sutton delineator maintenance
12. Performed purchasing and budget work for pavement team
13. Performed street repairs at various locations throughout the Village of Hoffman Estates
14. Performed curb line repairs with hot patch asphalt at various locations Village-wide
15. Performed inlet pre-cut maintenance at various locations throughout Village
16. Performed asphalt grind and patch at various locations Village-wide
17. Performed purchasing/budget work on snow/ice plow equipment
18. Performed storm sewer inlet hot asphalt repairs at various location Village-wide
19. Performed water/sewer hot asphalt pavement patching repairs
20. Performed street checks for Village events
21. Assisted with 2012 Street Sweeping program
22. Performed safety coordination of Department Tailgate, Yard Man Training and Fork Lift Training
23. Participated in Branch/Brush Pick-up Program
24. Transported vehicles for Safety Lane testing

- SIGNS

1. Assisted with street light repairs
2. Performed sign straightening at various locations Village-wide
3. Performed traffic barricade maintenance
4. Replaced or repaired 7 signs due to wind, vehicle damage or vandalism
5. Assisted with pothole repairs and patching at various locations Village-wide
6. Performed purchasing/pricing of sign maintenance and repair supplies
7. Performed tree trimming for sign clearance at various locations Village-wide
8. Performed ongoing street sign maintenance log
9. Assisted with hot asphalt patching at various locations Village-wide
10. Fabricated, assembled and installed signs at various locations Village-wide
11. Performed ESDA room barricade maintenance
12. Performed sign take down and storage for Village special events
13. Prepared new signage for Electronic Recycling event
14. Fabricated and assembled "Diesel Fuel" signs for generators
15. Attended MUTCD Training
16. Performed barricade preparation for Block Parties
17. Participated in Branch/Brush Pick-up Program
18. Transported vehicles for Safety Lane testing
19. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- **STREET LIGHTS**

1. Responded to 5 resident requests for service repairs; 56 year-to-date
2. Repaired 56 street lights this month in various locations; 392 year-to-date
3. Cleared tree branches obstructing street light poles in various locations Village-wide
4. Assisted with sign installations at various locations Village-wide
5. Located street light cables for sign installations, storm sewer and water excavations
6. Locates street light ground fault at 1196 Old Timber Ct.
7. Repaired 8 street light outages in Sears Centre Arena parking lot
8. Performed turf restoration on street light poles throughout the Village
9. Monitored Village-wide street sweeping program
10. Transported vehicle to Safety Lane testing
11. Participated in Branch/Brush Pick-up Program
12. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

**FORESTRY TEAM**

1. Responded to requests for service; 75 for the month; 826 year-to-date
2. Emerald Ash Borer (EAB) Ash tree removals; 31 for the month, 251 year-to-date
3. Ash tree reduction removals; 5 for the month, 39 year-to-date
4. Completed 2012 Branch/Brush Pick-up Program, crews performed 2,590 pick-ups and collected 1,006 cubic yards of brush
5. Performed routine tree maintenance, branch pick-ups, tree removals, storm damage, corrective treatments, inspections and tree trimming Village-wide
6. Performed tree equipment maintenance
7. Performed measurement and logging of daily precipitation
8. Performed tree inspections related to Emerald Ash Borer
9. Performed planting bed maintenance
10. Performed mowing contractor follow-up
11. Performed watering of newly planted trees
12. Performed duties related to stump grinding
13. Performed ground tree trimming Hunters Ridge 1 & 2 areas
14. Prepared for upcoming contractor tree trimming program
15. Prepared for the Fall Tree Planting Program
16. Prepared for Village's holiday tree lighting ceremony
17. Performed maintenance of vegetation overgrowth at Beverly Rd. R.O.W. and Shoe Factory Rd.
18. Transported vehicles to Safety Lane for testing
19. Performed garage floor maintenance at Susan Kenley-Rupnow Public Works Center

**WATER & SEWER**

## • STORM SEWER TEAM

1. Performed monthly lake/creek checks and maintenance
2. Performed vehicle equipment maintenance
3. Performed yard clean-up and maintenance at Fleet Services facility
4. Continued beaver dam checks east and west of Harmon Blvd.
5. Completed weekly barricade checks
6. Assisted with black dirt and seed at stump grinding sites
7. Performed framing and pouring of concrete for scheduled sidewalk, curb and apron replacements
8. Assisted with water main repairs at 330 Arizona Blvd., 10 W. Thacker St., 1275 Kingsdale Rd. and 1710 Fremont Rd.
9. Assisted with valve replacement at 1105 Glen Ln.
10. Performed inlet repairs at 4670 Sunflower Ln. and 1365 Freeman Rd.
11. Participated in Branch/Brush Pick-up Program
12. Performed garage floor maintenance at Susan Kenley-Rupnow Public Works Center
13. Transported vehicles to Safety Lane for testing

## • OPERATIONS TEAM

1. Collected (60) monthly water samples for bacteriological testing, (7) raw well water samples (8) disinfection by-product and Stage 2 samples
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. Pulled WDA pump #3 for repair or replacement
12. Continued wireless antenna installations for water SCADA system
13. Downloaded flow monitoring information in Highland area
14. Monitored all tower antenna projects
15. Participated in Branch/Brush Pick-up Program



- 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 dead end of Pembroke Ave.
4. Performed water/sewer restoration site inspections at various locations Village-wide
5. Performed storm sewer, cleaning and lake / creek checks
6. Assisted with stump grinding clean-up
7. Performed black dirt and seed restoration
8. Performed valve replacement at 1105 Glen Ln.
9. Performed water main repairs at 605 Bode Rd., 10 W Thacker St. and 1325 Jones Rd.
10. Performed concrete removal at various locations Village-wide
11. Performed b-box repair at 1225 Steffen Dr.
12. Sanitary sewer service inspections at 860 Norman Dr. and 636 Olive St.
13. Reorganized 95 Aster Ln. storage building
14. Performed fire hydrant repairs at 1583 Burning Bush Ln., 1038 W. Golf Rd. and 1011 Roselle Rd.
15. Performed water service elimination at old Shell Station behind 70 Higgins Rd.
16. Participated in Branch/Brush Pick-up Program
17. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- SANITARY SEWER FLOW MANAGEMENT TEAM

1. Flushed 16,048 feet of main sewer lines for the month, 222,604 feet year-to-date
2. TV inspected 1,334 feet sanitary sewer for the month, 17,208 feet year-to-date
3. Applied liquid and dry microbe formula for enhancement of wastewater treatment systems
4. Completed flushing and cutting of quarterly trouble spots
5. Performed data entry of flushing history locations
6. Performed equipment maintenance on Units #40 and #67
7. Watered new plantings at Village water/sewer sites
8. Assisted Operations with pump maintenance at WDA lift station
9. Assisted G.I.S. technician in identifying butterfly valves near University lift station
10. Assisted biological treatment vendor to identify locations for expanded treatments within WDA
11. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- STORM SEWER CLEANING/UTILITY LOCATE TEAMS

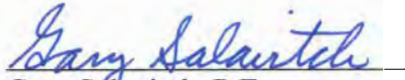
1. Vacuumed and flushed 400 feet of storm sewer for the month; 34,616 feet year-to-date
2. Water usage by Unit #66 16,500 gallons for the month; 297,308 gallons year-to-date
3. Completed sanitary sewer service inspections at 465 Aberdeen St., 715 Jody Ln., 4135 Hudson Dr., 2023 Garden Terrace, 309 Glendale Ct., 3678 Winston and 1579 Brookside Dr.
4. Performed routine vehicle and equipment maintenance
5. Performed barricade checks at various sites Village-wide
6. Performed water main valve inventory in the Parcel C
7. Jetted trenches at several locations throughout the Village
8. Performed b-box repair at 1395 Oakmont Rd., 635 Olive St., 1523 Rosedale Ln., 340 Illinois Blvd. and 765 Osage Ln.
9. Cleared debris from storm inlets in Parcels C and Highpoint
10. Installed black dirt and seed at various restoration sites throughout the Village
11. Adjusted sanitary manhole frame to grade at 4570 Mumford Dr.
12. Installed/replaced water main valve at 1105 Glen Ln.
13. Performed water main shut down north of 70 Higgins Rd. for water service elimination
14. Transported stump grindings to recycling
15. Repaired water main leaks at 10 W. Thacker St. and 1275 Kingsdale Rd.
16. Flushed Hassell Rd. and Kensington Ln. storm sewer
17. Performed concrete repairs at Village Hall
18. Adjusted water main valve box to grade at 560 Aberdeen St. and 1690 Bedford Rd.
19. Located buried b0box for 75/85 Golf Rd. and traced water service
20. Vacuumed storm sewers at Bode S curve, Sweetflower Dr. and 85 Golf Rd.
21. Performed leak investigation on Huntington Blvd. water main between Central Rd. and Lakewood Blvd.
22. Framed sidewalk for concrete at various locations Village-wide
23. Gathered soil samples for lab testing at various water main excavations
24. Shut down water main at Audi site on Gannon Dr. for underground contractor
25. Participated in Branch/Brush Pick-up Program

- CUSTOMER SERVICE/METER TEAM

1. Performed 51 Water Billing customer service appointments at various locations Village-wide
2. Performed 296 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 15,678 billing accounts
5. Performed corrective water meter repairs for 31 service requests
6. Performed 8 Meter Interface Unit repairs at various locations throughout the Village
7. Performed delinquent water account duties at 115 locations throughout the Village
8. Performed siding permit repairs/inspections at 3 locations Village-wide
9. Replaced commercial meter at Comfort Inn Hotel
10. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center
11. Participated in Branch/Brush Pick-up Program

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

Attached is the second installment of the Department of Development Services Monthly Report for Transportation and Engineering for the period ending November 21, 2012.

  
\_\_\_\_\_  
Gary Salavitch, P.E.  
Director of Engineering

**MISCELLANEOUS**

Staff has provided floodplain information to one resident in the last month.

Staff had two drainage investigations and 4 new garage inspections in the last month.

Staff completed inspections for various permit work such as garages, room additions, parking lot improvements, and private drainage improvements. This includes inspection for the projects below. Inspections vary but often can be quite numerous.

External and internal communications consist of emails, phone calls, informal meetings and interruptions as well as front counter walk-ins.

**PROJECT STATUS**

<b>VILLAGE PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>2012 Crack Sealing Project</b>	Project complete. Village Project Manager – Andy LoBosco
<b>2012 Drainage Project</b>	Project complete at three locations. Village Project Manager – Gary Salavitch
<b>2012 Street Revitalization Project</b>	Project is complete including surface patching. Punch list work is ongoing. Village Project Manager – Marty Salerno
<b>Barrington Interchange Project</b>	Interchange alternatives are being evaluated. Early project coordination ongoing. Next CAG meeting in December. Please visit <a href="http://barringtonroadinterchange.com">barringtonroadinterchange.com</a> for more information. Village Project Manager – Gary Salavitch
<b>Beacon Pointe Drive Detention Basin</b>	No change in the last month. The Park District agreed to a punch list of the remaining outstanding issues with this basin. The Village received letter of credit funds to complete this project. A project to complete the basin issues will start next spring. Village Project Manager – Gary Salavitch
<b>Hassell Road Culverts and Street Reconstruction</b>	The Village completed Phase II design on the street reconstruction and culvert replacement project. Submittal of the first review to IDOT was last month. Village Project Manager – Gary Salavitch
<b>Higgins Road Bike Path</b>	The project is complete including the bridge with sod restoration complete and landscaping to be done in the spring. Village Project Manager – Gary Salavitch
<b>Hoffman Bridge</b>	North parapet wall concrete will be revisited in the spring. Village Project Manager – Gary Salavitch

<b>VILLAGE PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>Jones/Highland Drainage Solution</b>	Minor punch list items are complete. The storm sewer project would help with the flooding at the Jones/Highland intersection. Village Project Manager – Gary Salavitch
<b>Palatine Road Widening Project</b>	Final plans were submitted to IDOT last week. The project letting date has been delayed to early 2013. Village Project Manager – Gary Salavitch
<b>Parcel 16</b>	Restoration of the site is needed after obtaining letter of credit funds to complete this work. Project plans are complete and this project should start this winter. Village Project Manager – Gary Salavitch
<b>Prairie Stone Parkway/Higgins Traffic Signal</b>	ComEd is delaying the turn on of this intersection. Signal work and all site work, such as concrete, are complete. Village Project Manager – Gary Salavitch

<b>COMMERCIAL PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>Audi Car Dealership</b>	Site work and all utilities are ongoing. Building construction is underway. There is difficulty in locating the water main on Gannon Drive. Village Project Manager – Terry White
<b>Heidner Commercial (Barrington and Hassell)</b>	Underground concrete detention basin, fuel tanks and utilities are complete. Site work and building work is ongoing. Village Project Manager – Terry White
<b>Hoffman Plaza</b>	Water service disconnection is complete with asphalt restoration. Easements are still in process. Village Project Manager – Gary Salavitch
<b>Morizzo Funeral Home</b>	Project is complete. Minor work remains before a final certificate of occupancy is issued. Village Project Manager – Terry White
<b>Saddle Room Restaurant</b>	Project complete except for landscaping and restoration. Village Project Manager – Terry White

<b>RESIDENTIAL PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>Airdrie Estates</b>	This residential project has been on hold for a couple of years. No house construction is proposed at this time. Debris cleanup and mowing are complete. All streets and utilities are complete. Village Project Manager – Terry White

<b>RESIDENTIAL PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>Bradwell Subdivision (Bradwell Road)</b>	Proposed site layout and preliminary engineering are being reviewed by staff for a proposed 19 lot subdivision off Bradwell Road. Village Project Manager – Gary Salavitch
<b>Yorkshire Woods</b>	See agenda item. Village Project Manager – Gary Salavitch

<b>MISCELLANEOUS PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>930 Freeman House Construction</b>	Sanitary and water services are installed. One building work is ongoing at this existing four lot subdivision. Village Project Manager – Terry White
<b>Barrington Lakes Fence Project</b>	Site work for the gates is ongoing. Fence to start soon. Village Project Manager – Terry White
<b>Barrington Square Parking Lot Improvements</b>	MWRD inspection still outstanding. The installation of the underground detention basin is complete. Various parking lot improvements are complete. Village Project Manager – Terry White
<b>EJ&amp;E / CN Acquisition Project</b>	A noise mitigation project is now underway. Staff is working to make this as easy as possible. Village Project Manager – Gary Salavitch
<b>St. Alexius Medical Center</b>	Building and site work nearing completion. Village Project Manager – Terry White
<b>Shree Jalaram</b>	The original church parking lot expansion is complete and now being revised for the building addition. Village Project Manager – Terry White
<b>Willow Creek Building Expansion</b>	See agenda item. Water main relocation is complete. Chlorination and pressure testing complete. Site and building ongoing. Village Project Manager – Gary Salavitch