

Village of Hoffman Estates

**PUBLIC WORKS & UTILITIES
COMMITTEE MEETING MINUTES**

June 3, 2013

I. Roll Call

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Dan O'Malley, Deputy Village Manager
Art Janura, Corporation Counsel
Mark Koplun, Asst. Vlg. Mgr.-Dev. Services
Jeff Jorian, Deputy Fire Chief
Michael Hish, Police Chief
Algean Garner, Director of H&HS
Joe Nebel, Director of Public Works
Rachel Musiala, Finance Director
Patrick Seger, Director of HRM
Gary Salavitch, Director of Engineering
Gordon Eaken, Director of IS
Doug Schultz, Community Relations Coord.
Tia Messino, Administrative Intern
Ben Gibbs, Sears Centre Arena
Patricia Cross, Assistant Corporation Counsel
Bev Romanoff, Village Clerk**

Others in Attendance:

Reporter, Daily Herald

The Public Works and Utilities Committee meeting was called to order at 7:00 p.m.

Motion by Mayor McLeod, seconded by Trustee Pilafas, to recess the Public Works & Utilities Committee meeting. Voice vote taken. All ayes. Motion carried.

The Public Works & Utilities Committee meeting was reconvened at 7:24 p.m.

II. Approval of Minutes

Motion by Trustee Stanton, seconded by Trustee Gaeta, to approve the Public Works & Utilities Committee meeting minutes of April 22, 2013. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. **Recommend approval of:**
 - a. **The Village Drainage Policy;**
 - b. **Three locations for inclusion in the 2013 drainage improvement project, not to exceed \$25,000.**

An item summary sheet from Gary Salavitch was presented to the Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the Village drainage policy and three locations for inclusion in the 2013 drainage improvement project, not to exceed \$25,000. Voice vote taken. All ayes. Motion carried.

2. **Request authorization for the Village to participate in the Northwest Municipal Conference (NWMC) Suburban Purchasing Cooperative (SPC) for a one-year contract with Palatine Oil Co., Schaumburg, IL for joint purchase of diesel fuel and gasoline.**

An item summary sheet from Joe Nebel was presented to the Committee.

Motion by Trustee Gaeta, seconded by Trustee Mills, to authorize the Village to participate in the Northwest Municipal Conference (NWMC) Suburban Purchasing Cooperative (SPC) for a one-year contract with Palatine Oil Co., Schaumburg, IL for joint purchase of diesel fuel and gasoline. Voice vote taken. All ayes. Motion carried.

3. **Request authorization to extend 2011 contract for 2013-2014 janitorial maintenance service for Village Hall, Police Department, Susan Kenley-Rupnow Public Works Center and Fleet Services Facilities, including periodic cleaning extras to Total Facility Maintenance Inc., Wood Dale, IL, for total contract monthly fee of \$5,505.87, total amount not to exceed \$75,540.**

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

Motion by Trustee Gaeta, seconded by Trustee Vandenbergh, to authorization to extend 2011 contract for 2013-2014 janitorial maintenance service for Village Hall, Police Department, Susan Kenley-Rupnow Public Works Center and Fleet Services Facilities, including periodic cleaning extras to Total Facility Maintenance Inc., Wood Dale, IL, for total contract monthly fee of \$5,505.87, total amount not to exceed \$75,540. Voice vote taken. All ayes. Motion carried.

4. **Request authorization to award contract for engineering and mechanical services for the replacement of the Public Works Center cooling system to Hayes Mechanical, Inc., Chicago, IL, in an amount not to exceed \$142,191.**

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

Motion by Trustee Gaeta, seconded by Trustee Vandenberg, to award contract for engineering and mechanical services for the replacement of the Public Works Center cooling system to Hayes Mechanical, Inc., Chicago, IL, in an amount not to exceed \$142,191. Voice vote taken. All ayes. Motion carried.

- 5. Request authorization to award contract for 2013–2014 winter tractor rentals to Illinois Truck & Equipment, Morris IL (low bid), in an amount not to exceed \$23,700.**

An item summary sheet from Joseph Nebel and Ken Gomoll was presented to the Committee.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to award contract for 2013–2014 winter tractor rentals to Illinois Truck & Equipment, Morris IL (low bid), in an amount not to exceed \$23,700. 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 Mills, seconded by Trustee Vandenberg, 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 Stanton, seconded by Trustee Mills, to accept the Department of Development Services Monthly Report for the Transportation and Engineering Division. Voice vote taken. All ayes. Motion carried.

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

Motion by Trustee Mills, seconded by Trustee Gaeta, to adjourn the meeting at 7:30 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date