

AGENDA
PUBLIC WORKS & UTILITIES COMMITTEE
Village of Hoffman Estates
July 21, 2014

Immediately following Public Health & Safety

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

I. Roll Call

II. Approval of Minutes – June 23, 2014

NEW BUSINESS

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

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

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

**PUBLIC WORKS & UTILITIES
COMMITTEE MEETING MINUTES**

June 23, 2014

I. Roll Call

Members in Attendance:

Anna Newell, Chairperson
Michael Gaeta, Vice Chairperson
Trustee Gary Pilafas (electronic attendance)
Trustee Karen Mills
Trustee Gary Stanton
Trustee Gayle Vandenberg
Village President William McLeod

**Management Team Members
in Attendance:**

James Norris, Village Manager
Dan O'Malley, Deputy Village Manager
Art Janura, Corporation Counsel
Mike Hish, Police Chief
Greg Schuldt, Deputy Fire Chief
Algean Garner, Director of H&HS
Joe Nebel, Director of Public Works
Rachel Musiala, Finance Director
Mark Koplun, Asst. Vlg. Mgr. – Dev. Services
Gary Salavitch, Director of Engineering
Bev Romanoff, Village Clerk
Bruce Anderson, Cable TV Coordinator
Ashley Monroe, Asst. to Village Manager
Patricia Cross, Asst. Corp. Counsel
Ben Gibbs, GM of the Sears Centre Arena
Austin Pollack, Administrative Intern
Fred Besenhoffer, IS Department

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

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the Public Works & Utilities Committee meeting minutes of May 27, 2014. Roll call vote taken. All ayes (Abstain: Mills). Motion carried.

NEW BUSINESS

1. Request authorization to waive RFP process and award contract for engineering services for 2014 critical sanitary sewer repairs and 2015/2016 sanitary sewer rehabilitation to Baxter & Woodman Consulting Engineers, Crystal Lake, IL in an amount not to exceed \$104,000.

An item summary sheet from Joseph Nebel and Haileng Xiao was presented to the Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to waive RFP process and award contract for engineering services for 2014 critical sanitary sewer repairs and 2015-16 sanitary sewer rehabilitation to Baxter & Woodman Consulting Engineers, Crystal Lake, IL in an amount not to exceed \$104,000. Roll call vote taken. All ayes. Motion carried.

- 2. Request authorization to award contract for 2014-2015 janitorial maintenance services for Village Hall, Police Department, Susan Kenley-Rupnow Public Works Center and Fleet Services facility to Total Facility Maintenance Inc., Wood Dale, IL for total contract monthly fee of \$5,190 total contract amount not to exceed \$75,000.**

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

Motion by Trustee Gaeta, seconded by Trustee Stanton, to award contract for 2014-2015 janitorial maintenance services for Village Hall, Police Department, Susan Kenley-Rupnow Public Works Center and Fleet Services facility to Total Facility Maintenance Inc., Wood Dale, IL for total contract monthly fee of \$5,190 total contract amount not to exceed \$75,000. Roll call vote taken. All ayes. Motion carried.

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

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

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

- 4. 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 Gaeta, seconded by Mayor McLeod, to accept the Department of Development Services Monthly Report for the Transportation and Engineering Division. Roll call vote taken. All ayes. Motion carried.

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

Motion by Trustee Gaeta, seconded by Mayor McLeod to adjourn the meeting at 7:21 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Asst.

Date


DEPARTMENT OF PUBLIC WORKS

JUNE MONTHLY REPORT

SUBMITTED TO PUBLIC WORKS COMMITTEE

JULY 2014

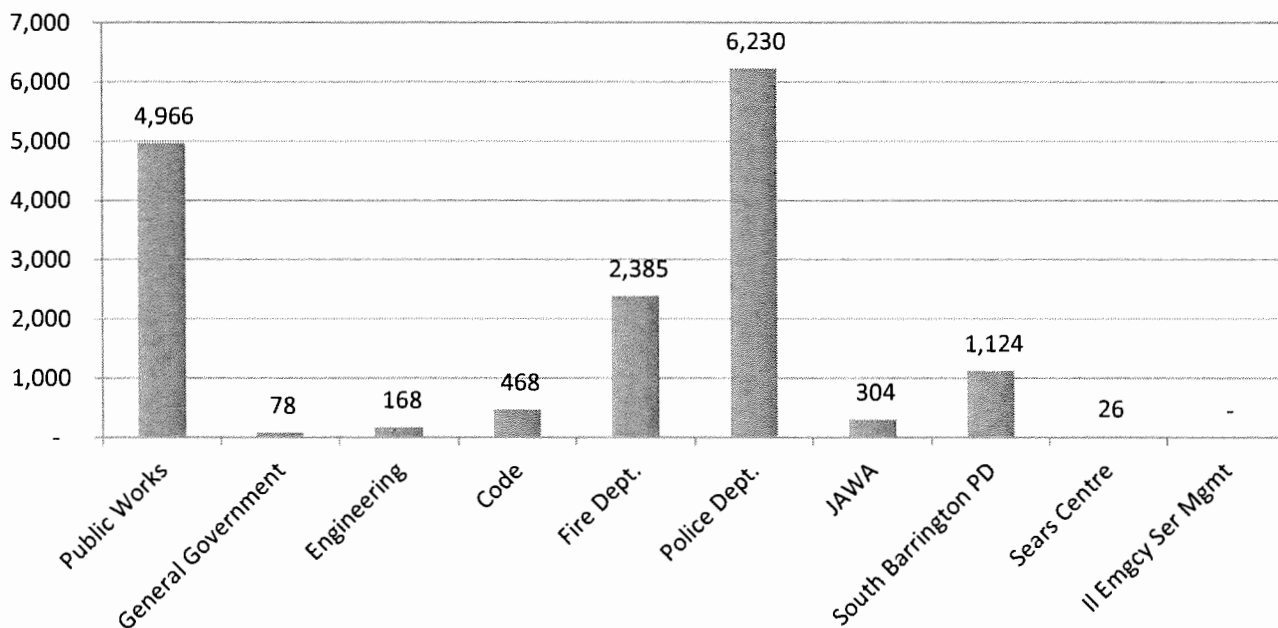
- ADMINISTRATIVE AND TECHNICAL SERVICES
- FACILITIES
- FLEET SERVICES
- STREETS
- WATER AND SEWER



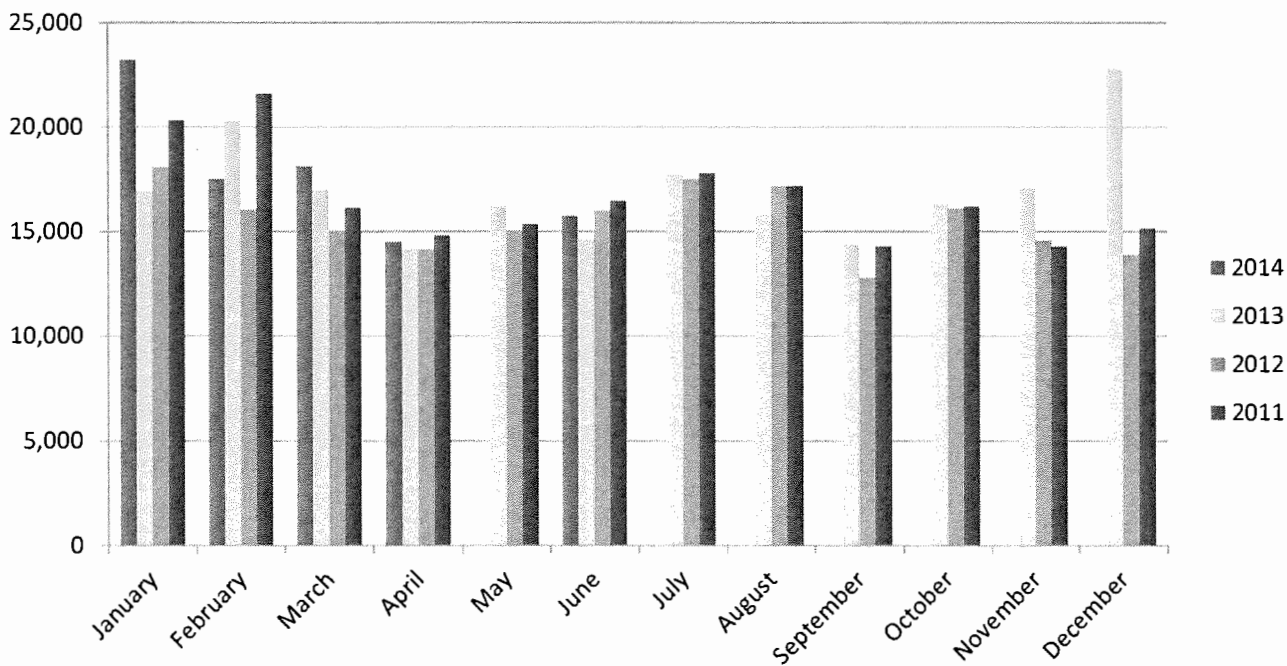
Ken Gomoll
Assistant Director of Public Works

Joseph Nebel
Director of Public Works

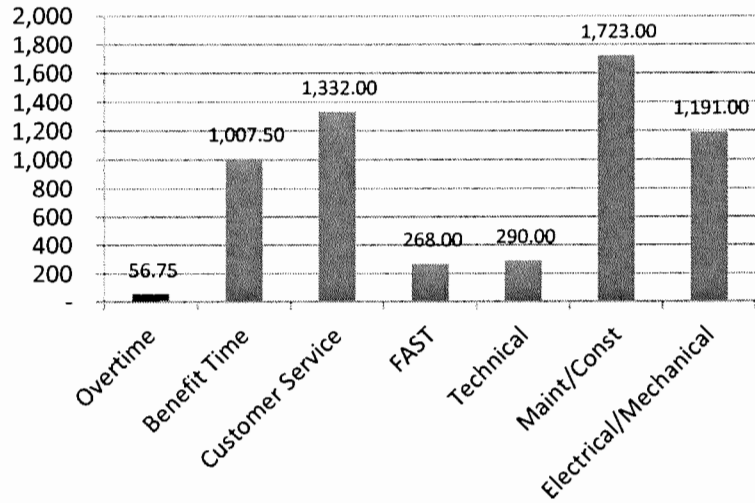
June 2014 Fuel Usage by Department / Gallons



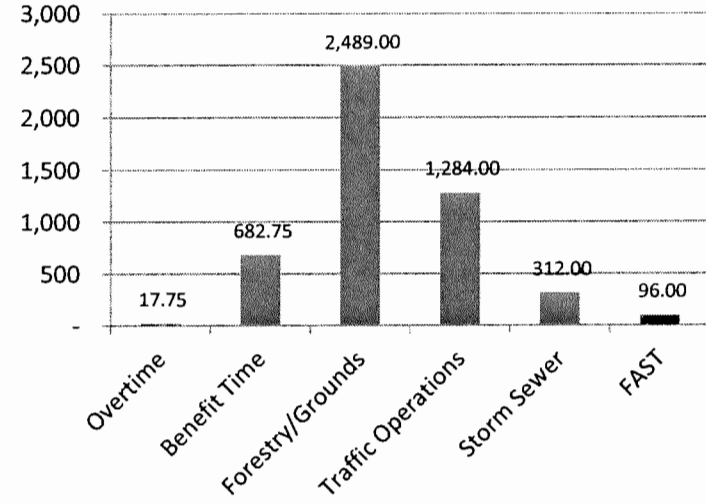
Total Fuel Used / Gallons



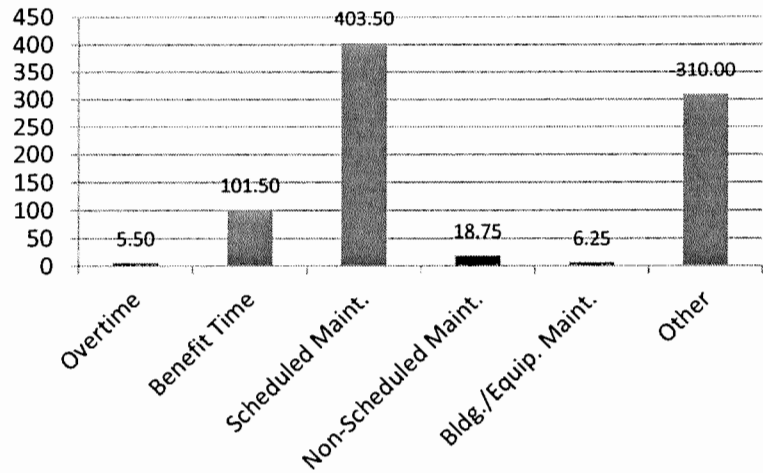
Water Total Hours June 2014



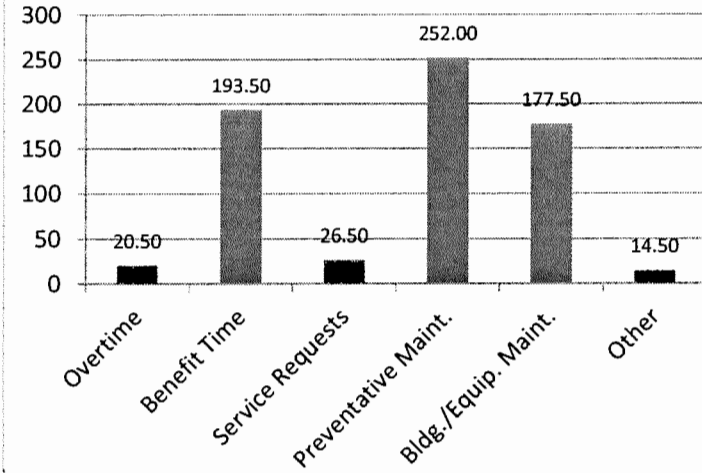
Street Total Hours June 2014



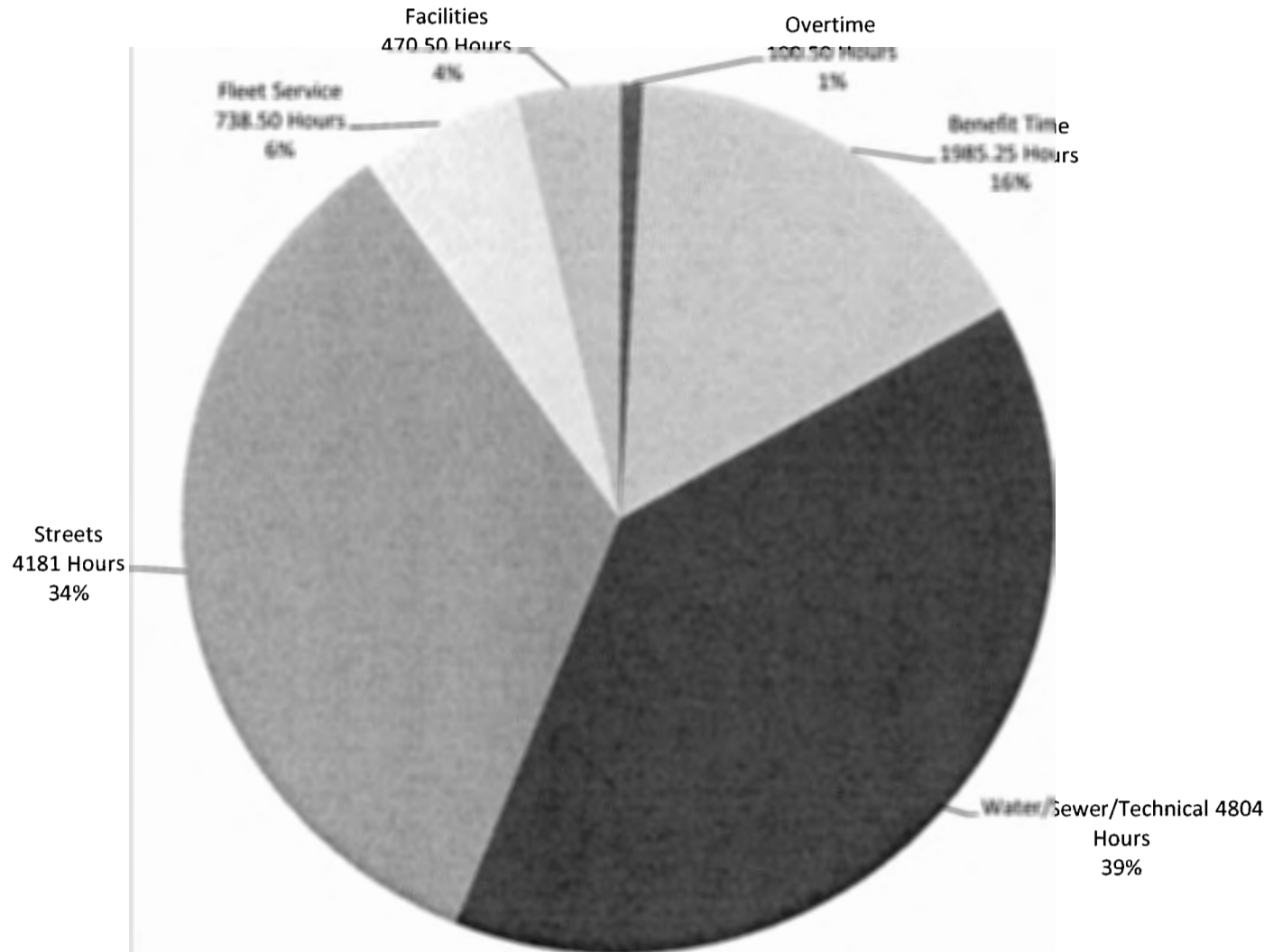
Fleet Total Hours June 2014



Facilities Total Hours June 2014



Public Works Department Total Hours June 2014



* CIP PROJECT STATUS

Upgrade of SCADA Servers

The new servers have been in full service in the Control Center for a total of 168 days (since January 13, 2014). The system operation is satisfactory. One of the two primary servers has been relocated to Stonington Tower to provide backup support to the Control Center. The project is substantially completed and the final list of deficiencies is being prepared for project close-out.

Village-wide Water Distribution System Leak Survey

Notice to proceed was issued to the contractor, Water Services, on February 28, 2014 and the project kick-off meeting was held on March 17, 2014. Work started in April. Parcel A, B and C were completed with 9 leak locations (7 on hydrants and 3 on service lines) reported to staff. **Work in June was focused on two sites (4820 Thornbark Dr. and 1515 Barrington Rd.) to determine the source of seeping flow. Area survey of the two sites, including service lines, was completed with no leak detected.**

ADMINISTRATIVE AND TECHNICAL SERVICES

During the last month the following was completed:

1. Participated in weekly site plan review meeting
2. Prepared articles for Citizen
3. Coordinated monthly job code data entry
4. Prepared monthly report charts
5. Coordinated R.O.W. pre-construction meetings
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. Attended 4th of July Commission meeting
10. GPS work: Corrected mapping with storm sewer locations in Barrington Square, located accurate marks on 8" water main at Barrington Lakes main entrance
11. Preparing GIS-driven sidewalk database for the inspection process
12. Assisted sanitary crew with flow management database
13. Performed bi-weekly sanitary database back-up and antivirus scan
14. Performed Tollway locating work with Village locators and Thomas Engineering
15. Continued the storm sewer map correction project with Maintenance crew
16. Continued work of 4th of July festival maps
17. Weekly meeting with Bob Pugh IS Department regarding LGIM database conversion process and Arc GIS on-line
18. Continue to update department databases to the Local Government Information Model

UTILITY LOCATES TEAM

1. Performed 889 regular priority J.U.L.I.E. utility locates for the month; 4,352 year-to-date
2. Performed 48 emergency priority J.U.L.I.E. utility locates for the month; 142 year-to-date
3. Participated in 10 Utility Joint Meets; 77 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 76 requests for the month, 298 year-to-date
2. Assisted meter shop with shut-offs of delinquents meter accounts
3. Performed water bill drop box pick ups
4. Performed mail run duties
5. Performed building maintenance at Fleet Services
6. Performed street light inspections
7. Received deliveries at Susan Kenley-Rupnow Public Works Center
8. Performed floor grate inspections at Susan Kenley-Rupnow Public Works Center garage
9. Performed tower light inspections
10. Performed monthly maintenance on 5 message boards
11. Assisted with meter appointments
12. Assisted with meter route reading
13. Assisted with routine locates
14. Picked up loads of black dirt
15. Assisted with Public Works recycling and battery recycling
16. Performed cleaning of wash bay at Fleet Services
17. Performed site lock ups at Susan Kenley-Rupnow Public Works Center and Fleet Services
18. Performed lamp inspections at Susan Kenley-Rupnow Public Works Center
19. Performed barricade checks and pick ups
20. Performed R.O.W. clean-up
21. Performed NW 4th Fest set-up
22. Transported vehicles for Safety Lane testing

3	B-box repairs	5	Black dirt & seed
7	Possible sewer back-ups	3	Meter change-out
20	Branch pick-ups	1	Street sign
9	Misc. requests	1	Curb repair
20	Wood chip deliveries		
3	Sidewalk deviations		
4	Road kill pick-ups		

- 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 inspection and repair along Bode Rd.
6. Performed raised pavement marking and delineator repairs at various locations Village-wide
7. Performed pavement equipment maintenance
8. Performed purchasing and budget work for pavement team
9. Assisted Traffic Operations sign team
10. Assisted Traffic Operations light team
11. Performed safety coordination of Department Tailgate, IDOT Flagger training, Lowboy & Semi-dump training
12. Performed storm sewer inlet maintenance, saw cut, dug, hot patch
13. Performed preventative cleaning of storm sewer inlets
14. Performed delineator maintenance along Old Sutton Rd.
15. Performed street edge line patching at various locations Village-wide
16. Performed street asphalt grinding and hot patch at various locations Village-wide
17. Performed driveway repairs per 2014 Street Revitalization program
18. Performed asphalt repairs for sanitary sewer work
19. Performed maintenance/inspections for 2014 Pavement Marking Program
20. Performed street pavement repairs at various locations Village-wide
21. Performed asphalt repairs for water street crossing excavations at various locations Village-wide
22. Performed NW 4th Fest set-up
23. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- 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 5 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 ongoing street sign maintenance log
8. Fabricated, assembled and installed signs at various locations Village-wide
9. Laminated 18 signs for NW 4th Fest
10. Assisted with hot asphalt patching at various locations Village-wide
11. Fabricated and assembled 28 signs for Water Operations well/pump houses
12. Performed debris pick-up at various locations Village-wide
13. Performed Type I reposting on Hassell Rd.
14. Transported concrete jerseys to Sears Centre Arena for NW 4th Fest
15. Performed ESDA trailer and room inventory of barricades and cones
16. Performed preventative cleaning of storm sewer inlets
17. Performed sign clearing at various locations Village-wide
18. Mounted hardware for 18' x 22' food & beer banner on Village Green concession stand roof
19. Transported vehicles to safety lane for testing
20. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- **STREET LIGHTS**

1. Responded to 6 resident requests for service repairs; 31 year-to-date
2. Repaired 48 street lights this month in various locations; 175 year-to-date
3. Performed equipment maintenance on Village vehicles
4. Assisted with sign installations at various locations Village-wide
5. Located street light cables for sign installations, storm sewer and water excavations
6. Performed pricing/purchasing of street light repair supplies and tools
7. Installed (2) new street poles and fixtures at Hoffman Blvd. R.O.W. and Beverly Rd. R.O.W.
8. Notified ComEd of street light outage at c/o Maywood Ln. and Olive St.
9. Removed Fishing Derby banners throughout the Village
10. Performed seasonal banner change-out throughout the Village
11. Repaired 8 street lights in Sears Center Arena parking lot
12. Performed NW 4th Fest set-up
13. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

FORESTRY TEAM

1. Responded to requests for service; 245 for the month; 1427 year-to-date
2. Emerald Ash Borer (EAB) Ash tree removals: Confirmed EAB infestation removals (in-house) 27 for the month, 190 year-to-date, Contractor Ash tree removals 93 for the month, 980 year-to-date
3. Performed tree equipment maintenance
4. Performed measurement and logging of daily precipitation
5. Performed contract tree trimming and removal preparations
6. Performed duties related to stump grinding
7. Assisted Fleet Services with vehicle maintenance
8. Performed watering of newly planted trees
9. Supervised parkway restoration contractor
10. Removed trees for Engineering in preparation of Road Reconstruction project
11. Performed follow-up duties related to turf mowing
12. Performed NW 4th Fest set-up
13. Transported vehicles to safety lane for testing
14. 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. Performed water main repair at 1835 N. Newport Rd.
7. Performed inlet repairs at 3665 Winston, across from 651 Illinois Blvd., 1005 Harrison Ln., 4624 Thornbark Dr., 4543 Burnham Dr., 4480 Bayside Cir., 4479 Thornbark Dr.
8. Performed garage floor maintenance at Susan Kenley-Rupnow Public Works Center

• OPERATIONS TEAM

1. Collected (60) monthly water samples for bacteriological testing and (7) raw well water samples (4) resident water quality tests
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 as well as Homeland Security generators
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. Completed generator maintenance checks for all water sites
12. Monitored Liberator Bacterial treatments for grease control and Hydrogen Sulfide control in 16 different manholes before the WDA lift station
13. Installed 6 flow monitors in Highlands area
14. Installed new batteries for Well #9 pump motor
15. Continued upgrade project of new SCADA server
16. Monitored all tower antenna maintenance and projects
17. Set-up electrical need for Fishing Derby

- 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. Performed concrete pour at 2029 Alder Ct., on Hoffman Blvd.
7. Performed leak investigation at various locations Village-wide
8. Cleaned debris from storm inlets in various locations Village-wide
9. Performed water main repairs at 2180 Hassell Rd., 755 Flagstaff Ln., 250 & 251 Grissom Ln.
10. Performed fire hydrant repairs at 1950 Hassell Rd., 1081 Gannon Dr., c/o Ela Rd. and Wilshire Dr., 1165 Bluebonnet Ln.
11. Replaced fire hydrants at 505 Frederick Ln., 1305 Barrington Rd.
12. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- SANITARY SEWER FLOW MANAGEMENT TEAM

1. Flushed 1,188 feet of main sewer lines for the month, 10,036 feet year-to-date
2. TV inspected 12,503 feet sanitary sewer for the month, 38,788 feet year-to-date
3. Applied liquid and dry microbe formula for enhancement of wastewater treatment systems
4. Performed equipment maintenance on Units #40 and #67
5. Performed maintenance on safety equipment
6. Performed TV inspections of sanitary/storm sewer mains associated with 2014 Road Reconstruction
7. Monitored contracted service related to chemical root control applications of sanitary sewers
8. Assisted GIS Technician with database corrections
9. Transported vehicle to safety lane for testing
10. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- STORM SEWER CLEANING/UTILITY LOCATE TEAMS

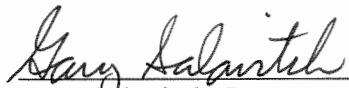
1. Vacuumed and flushed 2709 feet of storm sewer for the month; 3538 feet year-to-date
2. Water usage by Unit #66 10,500 gallons for the month; 78,900 gallons year-to-date
3. Performed routine vehicle and equipment maintenance
4. Performed barricade checks at various sites Village-wide
5. Performed leak investigations at 1800 Williamsburg Dr., 271 W. Berkley Ln., Palatine Rd. & Thornbark Dr., 1515 Barrington Rd., Higgins Rd. & Trillium Blvd.
6. Performed sewer service repair inspections at 4789 Amber Cir., 1974 Georgetown Ln., 3740 Bordeaux Dr.
7. Performed water main repairs at Moon Lake Blvd. and Golf Rd.
8. Repaired b-box at 755 Flagstaff Ln.
9. Repaired fire hydrant at various locations Village-wide
10. Performed Spring hydrant flushing
11. Replaced fire hydrants at Frederick Ln. & Highland Blvd.
12. Evaluated water leak restoration sites
13. Performed water main repairs at 255 Grissom Ln., 1835 Newport Rd.
14. Cleaned debris from storm inlets throughout the Village
15. Performed hydrant painting in North area

- CUSTOMER SERVICE/METER TEAM/PLUMBERS

1. Performed 53 Water Billing customer service appointments at various locations Village-wide
2. Performed 341 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 41 service requests
6. Performed delinquent water account duties at 91 locations throughout the Village
7. Participated in Flagger training
8. Repaired 10 vault meters in Parcel A
9. Replaced 2" compound meter at 2210 Hassell Rd., Barrington Lakes
10. Performed 3 minor b-boxes repairs
11. Performed 2 new construction final inspections
12. Performed 143 residential cross connection inspections (plumbers)
13. Performed re-reads for water billing (plumbers)
14. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

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

Attached is the second installment of the Department of Development Services Monthly Report for Transportation and Engineering for the period ending July 18, 2014.



Gary Salavitch, P.E.
Director of Engineering

MISCELLANEOUS

Drainage investigations were completed at 25 locations over the last month. Assistance with Public Works on water shut downs and utility locations are ongoing. Many permit inspections are ongoing such as parking lot improvements, drainage, garages, and room additions.

PROJECT STATUS

VILLAGE PROJECTS	
PROJECT NAME	DESCRIPTION
2014 Drainage Improvement Project	Design is underway for three locations. Project proposed for the fall. Village Project Manager – Gary Salavitch
2014 Street Revitalization Project	Project ongoing at several locations. Due to the higher cost of the failed Kingsdale storm sewer, the Storm Water Utility Fee will be used to pay for the specific storm sewer work. Village Project Manager – Marty Salerno
Barrington Interchange Project	Bridge work is ongoing with many facets of the project underway. Phase Two design for the interchange is 75% complete. Village Project Manager – Gary Salavitch
Beacon Pointe Drive Detention Basin	Project complete. The Park District agreed to accept this basin after the remaining outstanding issues are completed. This will be removed in August. Village Project Manager – Gary Salavitch
Bode Road Reconstruction	Design work is underway by the consultant and a meeting is proposed with Schaumburg. Staff has reviewed the RFQ's for the Phase Three construction inspection and interviews are complete. Construction scheduled in 2015. Village Project Manager – Joe Weesner
Hassell Road Reconstruction and Culvert Replacement	Punch lists work and inspections are complete. Project to be finalized out with IDOT after September due to landscaping requirements. Village Project Manager – Gary Salavitch
Hoffman Bridge	No change in the last month. An evaluation of the north parapet concrete wall is under review by staff. This will result in a project request to repair this wall in the future. Village Project Manager – Gary Salavitch
Jones/Highland Drainage Project	Project funding approved by Springfield and MWRD will be approving the process in August. Staff will be submitting 100% plans, specs and estimate to MWRD this week. This is in anticipation of a future project. PW excavated the 20 inch water main twice to assist with this project. Village Project Manager – Gary Salavitch

VILLAGE PROJECTS	
PROJECT NAME	DESCRIPTION
Palatine Road Widening Project	Project complete including punch list work. Landscaping complete. This project will be removed in August. Village Project Manager – Gary Salavitch
Stormwater Utility Fee	Projects for this year will include the Kingsdale storm sewer, annual drainage improvements, and the local share for the Jones/Highland drainage solution. A future CIP request will provide more information. Village Project Manager – Gary Salavitch
Village Green Improvements	Phase One of the project to improve pedestrian access at the Village Green is complete except for a stand of grass. Phase Two should start next week. Village Project Manager – Terry White

COMMERCIAL PROJECTS	
PROJECT NAME	DESCRIPTION
Montessori School	Project not complete. A Temporary C.O. has been issued. Outstanding issues with the building and site work are ongoing. Much coordination with the owner, contractors and Village is required with this project. Village Project Manager – Terry White
Saddle Room Restaurant	No change in the last month. Project almost complete; waiting for punch list items to be completed. Village Project Manager – Gary Salavitch
Shree Jalaram Mandir Church	A building addition is proposed for the church at 425 Illinois Blvd and plan review is complete. This project will be delayed while they get an MWRD permit for the addition. Village Project Manager – Gary Salavitch

RESIDENTIAL PROJECTS	
PROJECT NAME	DESCRIPTION
585 Kingman Single Family Home	ROW restoration to occur soon. School District 211 house project that will take two years to complete. The house is enclosed and work is ongoing. Village Project Manager – Terry White
Bradwell Subdivision (Bradwell Road)	No work is underway but some indication it may start this fall. Recent Village and MWRD approval on this subdivision may allow construction soon. Final engineering plans are complete. Village Project Manager – Gary Salavitch

MISCELLANEOUS PROJECTS	
PROJECT NAME	DESCRIPTION
Children's Advocacy Center	No change in the last month. Environmental borings came back clean and work is proposed for the new service. The requirement for sprinklers will require a new water service for the existing building. Village Project Manager - Terry White