

PUBLIC WORKS COMMITTEE MEETING

January 3, 2013

CALL TO ORDER

Chairperson Ireland called the Public Works Committee Meeting to order at 7:00 p.m. at the Village Hall.

ROLL CALL

Present at roll call were Trustees Ireland, Blohm, Colletti and Schiestel. Also present at roll call were Ass't. Supt. of Public Works Streets and Parks John Reese, Ass't. Supt. of Public Works Water and Sewer Tim Zintl, Chief Operating Officer from Baxter Woodman Lou Haussmann, Village Administrator Karl Warwick, Village President Robert Nunamaker and Secretary Hammer.

APPROVAL OF DECEMBER 6, 2012 MINUTES

Trustee Blohm made a motion to approve the December 6, 2012 meeting minutes. The motion was seconded by Trustee Colletti and approved by a roll call vote of four yes votes.

VISITOR/RESIDENTS COMMENTS

Resident Tony Novelli (404 Mount Street) expressed his opinions regarding the proposed ordinance to discontinue the sale of village stickers in lieu of adding a fee to the village water and sewer bill. He stated that seniors would now have to pay a mandatory \$18 fee added to their water bill as opposed to a reduced fee (\$2) for a village sticker. He also stated that there should be more of an effort enforcing the vehicle stickers ordinance to generate revenue as opposed to adding fees to the water and sewer bills. He questioned the board on how residents who don't receive water bills as well as renters were going to be assessed the new fee. The Board responded that this ordinance was still being reviewed and that these concerns would be addressed at the Village Board meeting.

PUBLIC WORKS STREET and PARKS

Public Works Report

~ Item #85 Removed mop head from N. River Lift Station – Trustee Blohm questioned whether there was anything else that could be done regarding this problem. Asst. Supt. Zintl recapped that a letter has been delivered to all homeowners using the N. River lift station. The issue has also been addressed in the Village Newsletter. There isn't anything more than can be done.

PUBLIC WORKS WATER and SEWER

WWTP RBC Parts - \$4,154.30 Plus Estimated Shipping \$300

Replacement parts for the Rotating Biological Contactor (RBCs) which includes chains, sprockets and gears, etc. need to be purchased as spare parts that the Public Works Dept. would like to keep on hand. The Village received three quotes for these items and recommends RBC Services for \$4,480 which includes \$300 shipping charge as parts weigh 800 pounds and they have the items in stock. Other quotes are from Bearing headquarter at \$4,191 plus \$350 in approximate shipping costs for a total of \$4,541 and they would have to manufacture the products. The third quote is from Siemens and is \$6,026 with a lead time of 7-9 weeks. The 2012/13 budgeted amount is \$5,000. ***Trustee Colletti made a motion to move to Finance the approval of \$4,480 to purchase replacement parts from RBC Services.*** The motion was seconded by Trustee Blohm and approved by a roll call vote of four yes votes.

WTP #2 Spare High Service Pump Motor, Municipal Well & Pump - \$3,627

Spare booster pump for WTP#2. This is a critical piece of equipment that should be on hand in case of an emergency to maintain the water supply for the Village. The Village has received three quotes and recommends Municipal Well & Pump at \$3,627 which includes freight. Other quotes are Steiner \$4,225 and Layne \$4,478. The pump is one item for WTP #2 Rehab Flow Limiting Valve in the 2012/13 budget. Total amount is \$11,770 with \$7,900 earmarked to replace booster pump and motor. ***Trustee Schiestel made a motion to move to Finance the approval of \$3,627 to purchase a booster pump motor from Municipal Well & Pump.*** The motion was seconded by Trustee Blohm and approved by a roll call vote of four yes votes.

Water / Sewer Shut-Off Procedures

The Village is in the process of replacing manual read meters with radio read meters. Approximately 180 households have not called in to schedule an appointment to switch out their meters. The contractor, Ferguson, has sent 3 notices to these homeowners requesting they make an appointment. Ferguson had originally stated that they would like to have all radio meters installed by January 18, 2013. The Village staff reviewed the current ordinances and determined that the Village does not have much authority to encourage residents to make an appointment to make a meter change. The staff is proposing a modification to the Ordinances to expand the justification to turn services off to include the following verbiage, "The Village reserves the right to shut off the water service and keep it off as long as may be necessary, by giving reasonable notice to affected users, for the purposes of making repairs alterations or maintenance to the Village's water service including buffalo box, water meter, and water service line up to the buffalo box." Currently, the only justification is for non-payment. ***Trustee Ireland made a motion to move to the Board to pass this proposed modification to the Ordinance.*** The motion was seconded by Trustee Colletti and approved by a roll call vote of three yes votes. Trustee Blohm voted no. Assistant Superintendent Zintl and Village Administrator Warwick agreed to review the contract to determine if there was any stipulation on when Ferguson was to complete the project.

Wastewater Treatment Facility Permit – Status Update

Assistant Zintl called the Illinois Environmental Protection Agency (IEPA) and confirmed that they received the permit but the IEPA was unable to provide any further updates.

VILLAGE ENGINEER'S REPORT

DECO County Line Road, Status

Chief Operating Office Haussmann recapped the current status that additional permit fees have been approved and are in order. Bids are planned to go out in mid-February.

Congestion Mitigation and Air Quality (CMAQ)

Chief Operating Office Haussmann explained that 2 potential projects exist for this type of funding. One would be a sidewalk along Lincoln for an approximate cost of \$225,000 and a second would be a parking lot expansion for a cost of approximately \$500,000. Both projects would have to show a demand for the project and a portion of the cost would be subsidized by a grant.

OTHER BUSINESS

Parking on Approved Services

The Village has recently received a number of complaints about the parking of vehicles on grass. Village staff researched the Ordinances and determined that there is no regulation prohibiting the parking of vehicles on grass. Village Administrator Warwick will find a current ordinance that can be amended to prohibit parking a vehicle on a resident's front lawn.

Purchasing Policy

Discussion was held regarding the current purchasing policy. Suggestion was made that the Department heads should be allowed to move forward with purchasing items that have already been budgeted for and that checks and balances are in place to monitor these purchases. It was also suggested to consider a "cap" to help alleviate the purchasing cycle. A decision was made that the Village Administrator, the Finance Chair and the Village Finance Committee will consider ways to streamline the purchasing policy.

Parking Pad Notification

A letter was drafted for the purpose of being sent to property owners who have parking pads that are in violation of the new parking pad ordinance, however, the letter was never sent. Approximately between 80-115 property owners are in violation. Village Administrator Warwick will send the correct ordinance to all board members and Asst

. Supt. Reese prior to next month's Public Works meeting for discussion and a decision on whether to send the letter to the affected residents.

Road Resurfacing Program

Over the past several months, Village staff has begun to put together a planning document that could be used to develop a long-range road resurfacing plan. It was distributed to the Committee and lists each section of road in the Village, whether it is curbed or not, length of the road, and the cost to resurface that street. The sheet lists per linear foot costs for both curbed and non-curbed streets. These costs were gathered from other community's linear foot road resurfacing costs and used to provide a general idea of the cost to resurface roads. This method is effective to help provide a general long range plan and total dollars expected to be spent on road resurfacing over a period of time (typically 20 years). More refined analysis would be needed to determine the actual cost of resurfacing roads for budget purposes.

Village Administrator Warwick's suggestion was that if the Board wishes to spend money in the short-term, that the Road Resurfacing Plan be finalized prior to completing any project. By completing the plan, the Board would have an understanding of the long-term financial impact of any decisions made.

- ❖ Assistant Superintendent Reese has identified the streets that are in most need of repair.
- ❖ In January, Village Adm. Warwick meets with each department head to begin the budgeting process. In February, a preliminary budget for next year is developed. Trustee Blohm suggested that in March the Board decide on a 3-5 year plan for road improvements.
- ❖ Village Administrator Warwick recommended a capital improvement workshop to be held in the October timeframe for the Village Board to discuss capital projects for the following year.

ADJOURNMENT

Trustee Ireland made a motion to adjourn at 8:39 p.m. Trustee Schiestel seconded and the motion was approved by a roll call vote of four yes votes.

Michael Ireland, Chairperson

Denise Hammer, Secretary

Date Approved