

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

September 1, 2016
Village Hall Board Room

CALL: Chm. Kaminski called the meeting to order at 5:30 p.m.

ROLL CALL: Chm. Kaminski, Trustee Members Miller and Warren. Also present were Director Ratayczak, Engr. Laning and Secretary Wick.

PREVIOUS MINUTES: MOTION made by Zabel, seconded by Warren to approve the minutes of August 4, 2016.

Motion carried unanimously.

PUBLIC COMMENT: None

AUTHORIZATION TO RENT COMPOST SCREENER: Dir. Ratayczak reported Supt. Zimmerman had found a less expensive grinder/pulverizer rental for compost screening at the Recycling Center. The equipment rental was found to be the least expensive of the companies located and included delivery and return of the equipment. As the rental cost was within the Dept. of Public Works spending authority no action was needed by the Committee.

BUDGET – LINE ITEM OVERRUN – VILLAGE HALL: Supt. Olszewski reported a budget overrun in the Buildings and Grounds line item for Village Hall. Expenditures included refurbishing parking lot lighting and upgrading fixtures to LED lights, fire suppression repairs, a clock tower motor, and pending invoices for HVAC repairs for failing air conditioning compressors. Due to the age related issues and failures of the building, the 2017 Budget line item will need to increase.

AUTHORIZATION TO FILL FULL TIME VACANCY – HIGHWAYS, PARKS, BUILDINGS AND GROUNDS:

MOTION made by Zabel, seconded by Miller authorizing staff to fill the pending full time vacancy in the Highways, Parks, Buildings and Grounds Department once the vacancy is official.

Motion carried unanimously.

PETITION BY RESIDENTS OF RIDGEVIEW LANE & SUBMITTED BY TRUSTEE MYERS REGARDING ROAD IMPROVEMENTS – DISCUSSION AND/OR ACTION:

Dir. Ratayczak acknowledged to the Committee that a petition was submitted to the Public Works Department by Trustee Myers on behalf of the residents on Ridgeview Lane who requested their street be redone in the 2017 budget year. The current PAZER Rating for Ridgeview Lane is a “No. 3”. Dir. Ratayczak did note the department is up to the No. 3 road ratings as part of the 2017 – 2022 Road Reconstruction Paving Projects list.

Trustee Myers noted the Director of Public Works had stated how he was going to handle roads outside of looking at them by taking comments from people who called or stopped in to report the conditions of the roads in the Village. Trustee Myers stated he received 2-3 phone calls

regarding the condition of Ridgeview Lane and decided to get the views from all of the residents along Ridgeview Lane by creating a petition and submitting the signed petition to the Public Works Committee for consideration.

ACCEPTANCE OF IMPROVEMENTS – MIDWEST ASSISTED LIVING PARTNERS

(Tender Reflections): Dir. Ratayczak reported work had been completed on the public sanitary sewer, water main and the extension of Virginia Avenue. The public improvements had been inspected by staff and recommended acceptance by the Committee initiating the one year warranty period.

MOTION made by Zabel, seconded by Warren to accept the water main, sanitary sewer and roadway improvements for Midwest Assisted Living Partners (Tender Reflections) and begin the one year warranty period.

Motion carried unanimously.

LETTER OF CREDIT REDUCTION – MIDWEST ASSISTED LIVING PARTNERS

(Tender Reflections): The public utility improvements have been completed and accepted. Staff recommended the Letter of Credit be reduced to 5% of the project costs for the one year warranty period.

MOTION made by Zabel, seconded by Warren authorizing staff to reduce the Midwest Assisted Living Partners (Tender Reflections) Letter of Credit to \$8,275.00 for the one year warranty period.

Motion carried unanimously.

REVIEW OF THE FIVE YEAR ROAD IMPROVEMENTS PROGRAM: Engr. Laning reported staff was in the process of developing the Village's Five Year Road Improvement Program in which a number of factors were considered during the selection process. Staff is currently evaluating and reviewing streets that received PASER Ratings between a 1 and a 4, in essence the worst streets requiring the most immediate attention. PASER Ratings are a subjective review of streets/roads and review of the roads are done every two years. Over time the PASER Rating will show the rate at which Village roads are degrading. Engr. Laning gave an overview presentation which listed roads rated between 1 and 4. He noted as you always want to address the worst roads, you need to factor in the amount of funds budgeted for road repairs, the road classification (arterial, collector, main or local), resident complaints, petitions, staff recommendations and input from the Trustees. Additional road condition factors included the type of cracking which could mean poor subgrade, or reflective cracking in which a maintenance treatment would work. The only thing that goes into the PASER rating is the quality or the defects contained therein. The PASER Rating does not take into account the amount of usage or what the daily traffic is. Staff will be developing a five year plan in which many roads listed on the overview presentation will be addressed over the next five years. As each year is addressed, another year's roads will be added to the Five Year Road Improvement Program.

Dir. Ratayczak added the Engineering Dept. staff will create and submit for Committee review an informational spread sheet to include village roads from the lowest rating on up, the lineal feet

of the roads to be reconstructed, an estimated per foot cost for reconstruction, a priority level which will be based on the main uses of the road, road location map, and staff recommendation.

Committee comments included:

- Highlighted road maps will allow Trustees to locate and drive those roads in question; Staff can email this map to the Trustees.
- Moving forward, having a Five year rolling Road Program Plan is great. This will allow planning for the budget with adjustments every year;
- An informational spreadsheet will be a helpful tool when answering questions from the constituents.

Dir. Ratayczak stated he would look into creating reference mapping which showed water main and sanitary sewer relays, and road projects. This would be a great informational tool for residents and staff. The Committee suggested this information also be placed on the Village's website.

Engr. Laning should have a rough draft of the five year plan within the next 30 days. A solid plan should be available by year end.

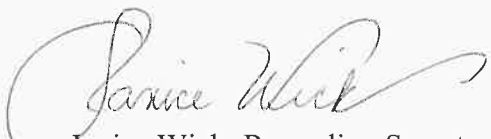
Trustee Zabel stated it comes down to how much money are you going to put in the Capital Improvement Plan and what is the goal. Is it the goal to keep on the one year time frame and borrow each year? You need to look at the economy. You may want to look at a three year plan and borrow more this year. The longer you put the money out the more you're going to pay.

Chm. Kaminski suggested staff review the approved 2016 Road Improvement Plan to review roads that were not able to be repaired due to year 2016 funding.

NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held Tuesday, October 4, 2016 at 5:30 p.m.

ANNOUNCEMENTS: None

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:07 p.m.



Janice Wick, Recording Secretary