

# PROPERTIES and RECREATION COMMITTEE MEETING

Thursday, January 28, 2020

Call to Order: 6:15 PM

## **Committee Members Present:**

Nicole Chen-Trustee, Chair  
James Tyrell-Village Trustee

## **Staff Present**

Matthew Supert-Staff  
Casey Biernacki-Staff  
Chris Breakey-Staff  
Jenny Pesek-Staff  
Aleks Briedis-Staff

## **Approval of Minutes**

The meeting minutes from 1/9/2020 were approved by Trustee Tyrell and seconded by Chair-Trustee Nicole Chen.

## **Public Comment-None**

## **Contract Renewals**

Casey Biernacki presented to the Committee the Contract Renewals for 2020.

## **HVAC Preventative Maintenance Services**

The contract was awarded in in 2019 to The YMI Group for a total bid price of \$19,900. This contract includes prices for regular and emergency maintenance of all municipal HVAC equipment. He reported staff is pleased with the services proved by YMI and recommends renewing the contract for 2020.

## **Tree Trimming Services**

The Tree Trimming contract was bid and awarded to Winkler Tree & Landscaping in 2016. The total budget for 2020 is \$105,000. Staff is pleased with the services provided by Winkler Tree & Landscaping and recommends the contract for 2020.

Trustee Tyrell asked who responds to emergency calls. Superintendent of Public Works, Chris Breakey responded Homer Tree Service does emergency work for the Village and Winkler does most maintenance.

## **Janitorial Services for Municipal Buildings/Public Works**

The Janitorial Services and the Public Works Garage Janitorial Services contracts were bid and awarded in 2017 to Uni-Max Management Corp. for an annual cost of \$31,499.75 and Public

Works Garage \$3,143 respectively. Staff is pleased with the services provided by Uni-Max Management Corp. and recommends renewing both contracts for 2020. Assistant Director Biernacki stated they may merge Public Works and Municipal Building at the next renewal for bids. Director Supert advised it is a three-year renewal. Chair Chen asked what the locations for maintenance are. Director stated the locations are as follows, Village Hall, Water Plant, Train Station and Public Works Garage.

**Tree Removal**

The Tree Removal contract was bid and awarded in 2018 to Homer Tree Care, Inc. for the following prices. The project budget for 2020 is \$75,000. Staff is pleased with the services provided by Homer Tree Care, Inc. and recommends renewing the contract for 2020.

<b>2018 Tree Removal Bid Tab</b>			<i>Homer Tree Care, Inc.</i>		
Tree Diameter (inches)	Median Diameter	%	Removal	Stump & Chip	Total Cost*
6 to 12	9	23	\$ 9.00	\$ 40.00	\$ 2,783.00
13 to 24	17	54	\$ 13.00	\$ 55.00	\$ 14,904.00
25 to 36	30	20	\$ 17.00	\$ 75.00	\$ 11,700.00
37+	37	3	\$ 25.00	\$ 75.00	\$ 3,000.00
<b>TOTAL PROJECT COST</b>					<b>\$ 32,387.00</b>

**Landscaping Services**

The landscaping services contract was bid and awarded to Brightview Landscapes, LLC. in 2019 for an annual total cost of \$34,700. The contract includes the maintenance of all landscaping areas owned by the Village. Staff is pleased with the services provided by Brightview Landscapes, LLC and recommends renewing the contract for 2020.

**Emerald Ash Borer Treatment**

The Emerald Ash Borer (EAB) Treatment contract was bid and awarded in 2015 to TruGreen at a total cost of \$16,751.28. It is estimated that 250 trees will be treated in 2020 with the Tree-AGE chemical treatment. The chemical treatment is injected at the base of the trunk and provides protection from the EAB for two years. Staff is pleased with the services provided by TruGreen and recommends renewing the contract for 2020. Assistant Director Biernacki advised this cost is for preventative maintenance.

**Hi-Ranger Inspection and Report**

Chris Breakey, Superintendent of Public Works presented the replacement equipment and purchase of the John Deer Tractor to the Committee. He reported the Hi-Ranger is a piece of equipment used by Public Works to address issues high in trees, repair of streetlights or any need we have which is above a certain height.

At the last safety check last year, it was determined that a variety of issues needed to be addressed and corrected. Trustee Tyrell asked if there is a maintenance contract. Superintendent of Public Works reported no. A detailed schedule of work to be completed to get the equipment in top working condition stated Superintendent Breakey. Terex will certify and do the work. Estimated quote \$7,100.

### **Replacement Equipment Purchase John Deere Tractor**

Chris Breakey, Superintendent of Public Works presented to the Committee the replacement equipment for the purchase of a John Deere Tractor information. The Public Works Staff and the Fleet Superintendent initiated the declaration of the 2013 Polaris Ranger Crew 800 as a surplus piece of equipment.

Staff informed the Committee their intent to purchase a replacement piece of equipment in the form of a John Deere 3046R Compact Utility Tractor. This tractor will fulfill the void in the fleet for a variety of uses which include snow removal on the train platform as well as snow removal work in and around the commercial district. This vehicle provides a much-needed level of safety and visibility that the Polaris did not have.

Chair Chen asked if this was a budgeted item. Chris Breakey, Superintendent of Public Works stated the tractor was budgeted for the 2020 fiscal year. Trustee Tyrell asked how long the Public Works has had this Polaris vehicle in use. Chris Breakey, Superintendent of Public Works advised approximately eight to nine years old. Director Supert reported all municipalities are quoted discounted prices through a state contract. The estimated quote for this vehicle is \$38,302.00.

### **BNSF Underpass Agreement**

Director Supert presented to the Committee the Draft BNSF Agreement for the West Underpass to be located at Prospect Avenue. The agreement is currently undergoing final review from the Village Attorney with the intent for the Village Board to approve the Agreement during the February cycle.

The Village is currently targeting an April 24, 2020 letting for the West Underpass and in order to remain on that letting date the BNSF Agreement needs to be executed and submitted to IDOT by March 2, 2020. BNSF has given a four-hundred-construction window. Director Supert advised the Committee once more information is available, staff will coordinate a construction meeting. The agreement is being reviewed by the Village Attorney. Director Supert stated this proposed Underpass is over 2.4 million. It is a federally funded project along with a Metra grant, ICC grant and other various grants.

### **Agreement with Healing Hearts for Ashley**

Aleks Briedis, Director of Recreation presented to the Committee. He reported on the resolution and agreement with Healing Hearts for Ashley for the Tower Trot Race. Healing Hearts has been our partner for the Tower Trot Race in 2018 and 2019. This agreement would continue their partnership for 2020 and 2021.

Aleks Briedis, Director of Recreation reported Healing Hearts provides thirty volunteers for the day of the event to be course marshals and other duties throughout the event. They also supply volunteers during the packet pickup prior to the race. Healing Hearts solicits sponsors for the race. Funds received from the sponsors pays for all the snacks at the finish line. Balance of the funds goes to The Healing Hearts of Ashley Foundation which is a non-profit and dedicated to raising awareness and supporting research for inherited heart rhythm diseases. The foundation is committed to supporting, believing and living for a cure.

Aleks Briedis, Director of Recreation reported this has been a great partnership and staff would like to continue it for the 2020 and 2021 race.

### **Capital Summary Report**

Director Matthew Supert presented the Capital Summary Report.

### **Historic Tower Front Door Replacement**

Director Matthew Supert reported the work was completed on December 23, 2019. Awaiting final invoicing from the contractor. Total budget \$35,000.

### **East Train Platform Construction**

Director Matthew Supert reported the punch list is complete except for some plant material replacements approved by IDOT. Coordination of final invoices with IDOT and the Finance Department is ongoing. Staff is awaiting invoicing from IDOT.

Construction to date \$647,391 and funds remaining \$3,272,526.

Total Budget \$3,919,917.

### **Wolf Road Bike Path**

Director Matthew Supert presented the Wolf Road Bike Path project summary. He reported FPDC concurrence/support letter is dated October 3, 2018. IDOT requested addition letter of CCFPD approval on the drainage in April 6, 2019 review comments. CCPDS provided letter of drainage concurrence on July 8, 2019. Both letters of approval/concurrence were included in the 10/28/2019 pre-final PDR submittal to IDOT.

James J. Benes received IDOT hydraulics Section approval of the drainage plan on 12/24/2019. Benes received review comments on the pre-final PDR via email on 12/27/2019. IDOT is requiring additional review by Electrical Unit due to the three existing Wolf Road light poles/fixtures adjacent to the path. On January 6, 2020 the Village requested that Electrical Unit review/approval is not needed because there is no impact to these fixtures. The Village has not yet received a response.

Tree mitigation costs for tree removal in the CCFPD property are calculated at \$43,250 for twenty-one trees.

Funds remaining \$436,091.

## **West Underpass-Construction**

Assistant Director Biernacki presented the West Underpass Construction Project. He reported draft Phase III Project Program Information (PPI) forms and supporting documents were submitted to IDOT on January 13, 2020. Phase III Engineering Proposal to be presented for Village Board approval through February Board cycle.

Assistant Director Biernacki presented the West Underpass Phase III Engineering Agreement- Christopher B. Burke Engineering LLC (CBBEL). The West Underpass project is scheduled to appear on the Illinois Department of Transportation (IDOT) April bid letting with construction following this summer. A proposal from Christopher B. Burke Engineering LLC (CBBEL) for Phase III construction engineering for a cost of \$185,049.42. Phase III services include construction supervision, material review and required submittals to state and federal agencies. Staff has reviewed the proposal and recommends it be approved in February. No bid is required for professional services.

## **Other**

Chris Breakey, Superintendent of Public Works presented the equipment surplus declaration. He reported the Public Works Staff along with our Fleet Superintendent have continued the process of analyzing equipment owned by the Village. This equipment has been used by our staff which has either become obsolete, no longer can function for the intended purpose it is not mechanically sound. Equipment listed below was determined by staff it will be too costly for repairs.

**1) 1988 Hendrickson VT-100 4X4 Dump Truck 34,505 miles. The dump truck needs a new dump box cylinder.**

**2) 1994 International Model 4900 6X4 DT 466 Dump Truck 138,779 miles. This truck needs an engine overhaul which includes a new set of injectors.**

Staff would like the Committee to declare these vehicles as surplus and bring forward to the Board for final approval.

Chair- Nicole Chen, Trustee-Chair motioned to adjourn  
James Tyrell, Trustee seconded motion

The meeting adjourned at 7:17 PM

Respectfully Submitted: J. Pesek