

**VILLAGE OF SOUTH BARRINGTON**  
30 South Barrington Road, South Barrington, IL 60010

**PUBLIC WORKS COMMITTEE MINUTES**  
**MONDAY, JULY 1, 2013**  
**4:00 P.M.**

**CALL TO ORDER**

At 4:12 p.m. Chairperson McCombie called the meeting to order at the Village Hall.

**ROLL CALL**

Committee Members present: Chairman Kerman, Trustee Abbate, and Trustee Matuska

Others present: Greg Topf of Manhard Consulting and Jan Dahm-Resident

Staff present: Administrator Masciola, Engineer Ambrose

**APPROVAL OF MINUTES OF APRIL 16, 2013**

A **MOTION TO APPROVE MINUTES OF APRIL 16, 2013** was made by Trustee Abbate. Trustee Matuska seconded the motion. Motion passed by unanimous vote.

**MANHARD CONSULTING, LTD.** – Sewer and Water System Monthly Update

Greg Topf said Terry Grom is coordinating repairs needed for the well house vacuum pump which functions to keep the booster pumps from becoming air locked when pulling water from the reservoir. Additionally, the four new lift station floats have been installed.

Greg Topf leaves at 4:15 p.m. Building Officer Ray Wolfel arrives at 4:15 p.m.

**AGENDA ITEMS**

1) **Public Works Newsletter**

Chairman Kerman introduced resident Jan Dahm. President McCombie has invited her to generate a Village Public Works newsletter. Ms. Dahm said her professional background is in writing communications, methods and procedures and went on to share some opinions and ideas for the newsletter. The Committee talked about content, frequency, formatting, printing & shipping costs and mailing options for this first newsletter. Topics discussed were parkway trees, coal tar ordinance, culvert maintenance, driveway permit requirements, and ditch drainage issues. Ms. Dahm will email the newsletter draft to the Trustees for review.

Trustee Stagno arrives at 4:22 p.m.

2) **Parkway Tree Removal Request for Proposals (RFP) Results and Contract Award Recommendation**

Administrator Masciola explained the results of the Parkway Tree Removal RFP and reviewed bid tabulations - Residential Pricing and a Residential Pricing Comparison. Trustee Abbate suggested pricing for residents be simplified. The low bid proposal was submitted by Matt D'Amico of Central Forestree, LLC. The price per tree is \$164.48 and the total bid proposal amounts to \$12,993.92. Staff recommends the contract be awarded to Central Forestree, LLC. The Village President asked staff to contact legal counsel regarding a change order to the contract for consideration at the July Village Board Meeting.

A **MOTION TO RECOMMEND THE VILLAGE BOARD AWARD THE PARKWAY TREE REMOVAL CONTRACT TO CENTRAL FORESTREE, LLC** was made by Trustee Abbate. Trustee Matuska seconded the motion.

Roll call was taken:

**AYES:** Chairman Kerman, Trustee Abbate, Trustee Matuska

**NAYS:** (None)

**ABSTAIN:** (None)

Motion passed.

Jan Dahm leaves at 5:00 p.m.

3) Street Sign Discussion

A sample street sign that meets new federal guidelines was presented to Committee members. They discussed dimensions and reasonable measures necessary to attach this federally regulated sized sign to current Village street poles.

4) IDOT Illinois Transportation Enhancement Project (ITEP) Program Funding

Village Engineer Ambrose explained IDOT's 2013 ITEP Cycle project as a federally-funded, competitive program that promotes alternative means of transportation. Candidates may receive up to 80% reimbursement for eligible project costs. Specifics of the program and how they can benefit the Village were discussed at length by the Committee. Baxter & Woodman's monthly retainer covers grant filing so they will apply for this funding. Applications are due August 20, 2013.

A **MOTION TO AUTHORIZE BAXTER & WOODMAN TO APPLY FOR ITEP PROGRAM FUNDING AVAILABLE FOR 2013** was made by Trustee Matuska. Trustee Abbate seconded the motion. Motion passed by unanimous vote.

5) Baxter & Woodman Engineering Services Contract Amendment #4

The Administrator stated that Baxter & Woodman Engineering agreed to hold billing rates for 2013. This Amendment #4 will update the list and classification of Baxter & Woodman personnel and their respective hourly billing rates for engineering services.

A **MOTION TO RECOMMEND THE VILLAGE BOARD APPROVE BAXTER & WOODMAN ENGINEERING SERVICES CONTRACT AMENDMENT #4** was made by Trustee Matuska. Trustee Abbate seconded the motion. Motion passed by unanimous vote.

6) The Ponds Subdivision Storm Sewer Outlet Maintenance Work Order

The Administrator said that he gave Trustee Cohen, President of The Ponds Subdivision, names of contractors for comparison pricing for work to be done in their subdivision. Trustee Abbate recalled a meeting several years ago between the Village and the Ponds to discuss engineering work. His recollection was that the Ponds understood they would be responsible for engineering costs incurred.

A **MOTION TO RECOMMEND VILLAGE BOARD AUTHORIZE PAYMENT TO BAXTER & WOODMAN ENGINEERING IN THE AMOUNT OF \$1,650.00 AND FORWARDING OF THIS INVOICE ALONG WITH THE INTENDED IDOT INVOICE IN THE AMOUNT OF \$950.00 TO THE PONDS SUBDIVISION FOR REIMBURSEMENT** was made by Trustee Matuska. Trustee Abbate seconded the motion. Motion passed by unanimous vote.

Trustee Abbate leaves at 6:00 p.m.

7) Village Parkway Trees - Amendment to Village Code 7-3-1 and 7-3-3 Regarding Parkway Tree Planting, Removal and Set Back Standards

The Committee discussed the red lined changes reflected in the document handout out by Administrator Masciola. It was decided these changes would be incorporated. Chairman Kerman initiated additional changes in Section 7-3-3 Standards. Section 'D' will read as "All shrubs and bushes shall be set back a

minimum distance of fifteen feet (15') from the edge of pavement." Section 'E' will be completely eliminated and all subsequent sections will be renumbered.

A **MOTION TO RECOMMEND VILLAGE BOARD APPROVE PROPOSED CHANGES AS LISTED ABOVE** was made by Trustee Matuska. Chairman Kerman seconded the motion. Motion passed by unanimous vote.

### **STAFF REPORTS**

#### **Building Officer**

None

#### **Village Engineer – Baxter & Woodman Engineering**

##### 1) **Monthly Update**

Engineer Ambrose reviewed different items on the Project Status Report. He said there potential conflicts with the Bartlett Road Force Main with reference to the widening of Interstate 90. Discussion ensued.

##### 2) **Final Sanitary Sewer and Force Main Analysis Report**

The Sanitary Sewer and Force Main Analysis Report is final pending additional comments/questions from the Village.

##### 3) **2013 Road Improvement Program Update**

Drainage, ditching, street signs, driveway and roadway patch work were discussed. Trenton and Revere intersection curbs, removed by the contractor, will be replaced by the contractor.

#### **Village Administrator**

The Administrator and Village President met with Groot Industries to begin discussions regarding the waste hauling contract due to expire April 30, 2014. Recycling totes for residents was discussed.

### **NEW BUSINESS**

##### 1) **Discussion of EMA to Assist Resident with Flooded Basement**

Topic tabled to next Public Works meeting.

Village Administrator leaves at 6:35 p.m.

##### 2) **Willow Creek Community Church Mud Run September 28, 2013**

President McCombie reviewed different aspects of an event to be hosted by Willow Creek Church. The Building Officer also mentioned, for future discussion, special event licensing due to an increased number of events happening in the Village.

### **OLD BUSINESS**

None

### **ADJOURNMENT**

At 6:38 p.m. Trustee Matuska made a motion to adjourn, seconded by Chairman Kerman.

Motion passed.

Respectfully Submitted, Marcia Landin  
Village Secretary