



MANAGER'S REPORT FOR JUNE 24, 2011
GENERAL INFORMATION AND RESPONSES TO MAYOR & COMMISSIONER REQUESTS

Places to be this Week...

Tuesday, June 28, 2011 – The Long Range Financial Plan meeting will be held in the Village Hall Committee Room at 6:30 pm. The topic of the meeting is Infrastructure.

Future Calendar Reminders...

Monday July 4, 2011 – Village Hall will be closed for the Fourth of July holiday.

Tuesday, July 5, 2011 – The Village Council meeting will be held in the Village Council Chambers at 7 p.m.

Long Range Financial Plan Meetings – This year's LRFP meetings will take place in the Village Hall Committee Room on the following dates:

Tuesday, June 28, 2011 at 6:30pm
Tuesday, July 26, 2011 at 6:30pm
Tuesday, August 23, 2011 at 6:30pm
Tuesday, August 30, 2011 at 6:30pm (if necessary)

FY12 Budget Workshop – Saturday, October 1, 2011 at Fire Station 2. Time TBD.

Emergency Actions in Response to June 21, 2011 Storm – Pursuant to Section 2.21 of the Municipal Code (below), please accept this report of emergency actions taken to date in response to the June 21, 2011 severe storm event. On Tuesday June 21 and Wednesday June 22, the Village Manager caused the assessment of parkway tree damage per the *Village Council Policy on Tree Debris Clean-up in Response to Severe Weather* (see attached). The assessment revealed that the criteria found in section 3 A of the policy were met. Therefore, the Village Manager arranged for the contractual and Village-provided curbside cleanup of all weather-damaged tree material for the entire Village. The Village Manager authorized the following expenditure of Village funds in furtherance of this effort.

- o Collection and transportation to the Public Works facility of weather damaged tree material by Republic Services on a time and materials basis in an amount estimated at \$100,000.
- o Collection and disposal of weather damaged tree material by D. Ryan Tree Services in an amount estimated at \$76,000 (\$7,000 of this expense was previously authorized by the Village Council under an existing contract).
- o Tree and stump removal and disposal by Homer Tree Services in an amount estimated at \$50,000 (all of this expense was previously authorized by the Village Council under an existing contract. A change order to this contract may be required should total expenses exceed the amount authorized by Council).

Additional expenses may be authorized as the Village continues with the clean-up effort. Any additional expenses will be reported to the Council per the Municipal Code.

Section 2.21. Emergency actions.

In case of accident, disaster or other circumstances creating public emergency, the Village Manager shall take the necessary action to meet such emergency, and shall file promptly with the Council a statement describing such emergency

and the necessity of such action taken, together with an itemized account of all emergency expenditures. (Ord. No. 948, § 5; Ord. No. 3266, § 13.)

ONGOING PROJECTS

Belmont Underpass

Work Performed This Week:

- Strip forms on abutment stem of RR bridge.
- Dampproof, install drainage, backfill, and remove sheeting at southeast and southwest stairwells.
- Install drainage and backfill pedestrian tunnel.
- Continue to remove pedestrian tunnel temporary sheeting.
- Frame, reinforce, and place concrete for south ramp/stair footings.
- Set and detail structural steel for north stairwells.
- Wood blocking, nailers, truss installation, set roof trusses/sheathing, and masonry end walls & column caps for north canopies.
- Install piles/caissons for precast panels east of tunnel.
- Set precast panels and construct temporary boarding platforms for south boarding platform.
- Place concrete and construct west approach pavement for highway bridge deck.
- Strip gable walls, construct equipment pads, and install electrical/mechanical equipment in pump station.
- Lagging and installation of drainage for retaining walls B&C.
- Excavate, drive piles, frame, reinforce, and place concrete for retaining wall F.
- Install aggregate subgrade for Belmont Rd northwest ramp.
- Belmont Road drainage work north of RR tracks.

Work Planned For Next Week:

- Structural steel for Track 3.
- Frame, reinforce, and place concrete for stairwell walls.
- Brace excavation, frame, reinforce, and place concrete for footing and north wall of pedestrian tunnel and South Ramp Stairs.
- Set & detail structural steel for North Stairwells. Wood blocking, nailers, truss installation, set roof trusses/sheathing, and masonry end walls & column caps for north canopies.
- Frame and place concrete between south platform and Belmont Metra Station.
- Construct temporary boarding platforms for south platform.
- Caulk joints, clean, and seal south platform.
- Switch boarding to east side.
- Remove temporary boarding platforms on west end of south platform.
- Construct west approach pavement for highway bridge deck.
- Install electrical/mechanical equipment in pump station.
- Lagging and installation of drainage for retaining walls B&C.
- Excavate, drive piles, frame, reinforce, and place concrete for retaining wall F.
- Install aggregate subgrade for Belmont Rd northwest ramp.

Percent Complete: 53%

Information about the project is provided on the Village's and Metra's web sites.

2010 Resurfacing (B) Phase 2

Awarded Amount: \$1,843,543.38

Contract Completion Date: Portion postponed until spring 2011

Work Performed This Week:

Level Binder paving completed and crack control fabric placed.

Work Anticipated Next Week:

Paving operations may be completed 6/24 or early week of 6/27.

Additional parkway preparation and sod placement should take place on 5th, 6th, 7th, 8th and 55th Place the week of 6/27.

- Percent Complete 96%

2011 Roadway Maintenance Program, Street Resurfacing (A) Phase 1

Awarded Amount: \$1,832,424.50

Contract Completion Date: 8/5/11

Anticipated Start of Construction: Early June, 2011

Work Performed This Week:

Concrete curb and gutter, drive and sidewalk removal and replacement operations continued in the Franklin St and Sherman area.

Concrete curb and gutter, drive and sidewalk removal and replacement operations have begun on Devereux

Work Anticipated Next Week:

Concrete curb and gutter, drive and sidewalk removal and replacement operations should be fully completed in the Sherman / Prospect, and Franklin St area. This work will continue in the Devereux area 6/24 and the week of 6/27 and progress to the Springside area and Revere / Meade area.

Surface removal and base patching operations should begin in the Sherman / Lake area and Franklin area the week of 6/27.

- Percent Complete 10%

2011 Roadway Maintenance Program, Street Resurfacing (B) Phase 2

Advertise Date: 5/2/11

Bid Opening Date: 5/16/11

Anticipated Start of Construction: August, 2011

2011 Preventive Seal

Awarded Amount: \$153,000.00

Contract Completion Date: July 2011

Work Performed This Week:

No work performed. Rain & moist conditions prohibited work from occurring.

Work Planned For Next Week:

Crack seal on Claremont Dr., Parkview Dr., 67th St., Briargate Dr., Woodward Ave., Carpenter St., 62nd Ct., 61st St., 60th Pl., 60th St., Brookbank Rd., Osage Ave., Grand Ave., 60th St.

- Percent Complete: 5%

2011 New Sidewalk Installation Program

Contract Amount: \$ 248,407.35

Scheduled Start Date: July 5, 2011

Contract Completion Date: August 22, 2011

Work Performed This Week:

Located all property pins.

Began sidewalk layout on Lee Avenue.

Work Anticipated Next Week:

Complete sidewalk layout and staking for all remaining streets.

2011 Replacement Sidewalk Program (S-006-11 & S-006-12)

Bids were opened on June 1st including S-006-11 for removal and replacement of sidewalk sections and S-006-12 for saw cutting of sidewalk to remove trip hazards. Start of construction is planned for early July. The duration of each project is 30 days.

2011 Paver Crosswalk Upgrades (S-007-11)

The bid was opened on June 1st and awarded by Council on June 21st. The start of construction is planned for early July. Crosswalks within the Downtown Business District are scheduled to be rehabilitated by a method using hot applied synthetic asphalt material. The duration of the project is 25 days.

McCollum Park Stormwater Improvements

Current Contract Amount: \$1,250,204.53

Project is Substantially Complete

Current Contractual Punch List Completion Date: May 31, 2011

Work Performed This Week:

The contractor continues work on turf maintenance items. An inspection by the Village and Downers Grove Park District will occur in late June or early July.

Work Anticipated Next Week:

Continued turf maintenance work.

Maple/BNSF Railroad Grade Reduction

The project was awarded at the May 17th council meeting. Work began the week of June 20th with the installation of silt fence, project layout, tree protection and tree removals. The intersection is scheduled to be closed the week of June 27th and be completed by August 12th. Message boards were placed on both sides of the tracks on Maple this week making the public aware of the closure.

2010 Water Main Improvements

A few minor punch list items remain and will be completed by this week.

Street Light Replacement, Concord Square II

Project bid opening was May 16th and was awarded at the council meeting on June 7th. Construction to start this summer.

Street Light Replacement, Concord Square II

This contract was approved at the 6/7/2011 Council meeting. Construction to start this summer.

2nd and Cumnor

Bid opening completed June 22, 2011. Construction projected to begin in late July or early August. Electric, gas, cable and water meter services have been removed in preparation for future demolition. Landscape plan has been received and will be implemented under a separate contract from construction contract.

Relocation of the existing ComEd utility poles has been delayed due to the recent severe weather, but is scheduled to be back on schedule June 27th.

Work to Be Performed This Week

The existing homes will be utilized by the police department and fire department throughout the month of June to perform training exercises.

Storm Sewer Replacement on Washington St, Grant to Ogden

Finalizing in-house design of the storm sewer.

Scheduled Advertise Date: June 29, 2011.

Scheduled Bid Opening Date: July 13, 2011.

Anticipated Village Council Workshop Date: August 2, 2011.

Estimated Construction Duration: 60 days.

Storm Rehabilitation Project - Prospect Avenue Lincoln to Chicago

Bid opening for this project was held on May 23, 2011.

Contract award date: June 14, 2011.

Project to be constructed in early July 2011.

Improvements include rehabilitation of the existing storm sewer on Prospect with Cure-in-Place-Pipe, trenchless sewer relining.

Washington Park Stormwater Improvements

Current Contract Amount: \$3,055,860.23

Project is Substantially Complete

Current Punch List Completion Date: May 31, 2011

Work Performed This Week:

No work performed

Work Anticipated Next Week:

Replace cracked precast concrete pedestal for decorative iron fountain.

Miscellaneous:

The contractor may not be able to install the extra ornamental fence requested by the Park District. This item may be deducted from the contract. A couple other fence-related items on the punch list that have not yet been addressed may also be deducted from the contract in order to close the project.

- Percent Complete (per contract): 100%

Washington Street/Sherman Street Stormwater Improvements

Current Contract Amount: \$547,159.12

Contract Completion Date: December 19, 2010

Work Performed This Week:

Project closeout and punch list items

Work Anticipated Next Week:

Project closeout and punch list items

- Percent Complete: 99%

SJN Sub B, Storm Sewer on Pershing Ave

Bids opened on June 6, 2011. Bids have been reviewed by staff who will present a recommendation on the June 21, 2011 Council agenda.

Davis St Storm Sewer

In-house design underway. A neighborhood meeting was held on May 18, 2011.

Bid advertisement anticipated for June 29, 2011.

Lacey Creek (Sub G) Stormwater Improvements - 35th St between Saratoga and Venard

Design underway. Draft Report and 50% Construction Plans due June 2011.

Green Streets/Sustainable Water Program and Downtown Business District Water Quality Enhancements

Design contract amount \$26,397.80

Stormwater modeling has been completed. A progress meeting will take place this week to discuss the preliminary findings of the modeling work and determine the best course of action for these projects.

Streambank Stabilization - St. Joseph North Branch

Design/Build contract amount \$298,719.00

A DuPage County pre-application meeting was held this week in order to discuss the preliminary design plans with County Staff who will be reviewing a floodway construction permit on behalf of the State of Illinois. Feedback from this meeting will be incorporated into the more detailed design work that continues to take place.

Prentiss Creek Sub E – Kensington Place

Kickoff meeting for Concept Design with design consultant, Living Waters Consultants completed 5/6/11. Completed concept design report anticipated for middle of July.

COMPLETED PROJECTS

59th Street Streambank Stabilization

Contract amount \$18,249.50

This project is complete. Three years of vegetative maintenance and monitoring will continue to be performed through 2013.

- Percent Complete: 100%

Lacey Creek Streambank Stabilization

Contract Amount: \$561,200.00

The construction of this project is complete. An ongoing vegetative maintenance and monitoring program will continue over the next 3 years.

- Percent Complete: 100%

Attachments

Village Council Policy on Tree Debris Clean-up in Response to Severe Weather



Village of Downers Grove

Official Village Policy Approved by Village Council

Description: **Tree Debris Clean-up in Response to Severe Weather**

Res. or Ord. #: **Res. 2004-59**

Effective

Date: **September 21, 2004**

Category:

☐ New Council Policy

☒ Amends Previous Policy Dated: **November 17, 1997**

Description of Previous Policy (if different from above):

A RESOLUTION AMENDING A VILLAGE COUNCIL POLICY CONCERNING TREE DEBRIS CLEANUP IN RESPONSE TO SEVERE WEATHER

WHEREAS, the Council of the Village of Downers Grove has determined that it is necessary to establish certain policies concerning the value, preservation and function of the urban forest in Downers Grove; and

WHEREAS, severe weather can cause tree damage Village wide that may warrant the cleanup of private property tree debris in addition to the material from the public trees; and

WHEREAS, the Village might look to arrange and subsidize such a Village-wide cleanup effort; and

WHEREAS, the Village Council has, on November 17, 1997, previously adopted Resolution No. 97-52 entitled "A Resolution Establishing a Village Council Policy Concerning Tree Debris Cleanup in Response to Sever Weather"; and

WHEREAS, the Village Council has determined that it is necessary and desirable to amend the policy as provided herein.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of Downers Grove, in DuPage County, Illinois, as follows:

1. That the procedure set forth herein shall, in all events, be followed in determining and acting on the determination of a Village-wide clean up following a catastrophic storm event.

2. *Storm Sector Boundaries:* For purposes of this policy, storm sector boundaries are established as follows:

Sector 1: North Village limit to Ogden Ave., East Village Limit to the West Village Limit

Sector 2: Ogden Ave. to the BN Tracks, Main St. to West Village Limit

Sector 3: Ogden Ave. to the BN Tracks, East Village Limit to Main St.

Sector 4: BN Tracks to 55th St., East Village Limit to the West Village Limit

Sector 5: 55th St. to 63rd St., East Village Limit to the West Village Limit

Sector 6: 63rd St. to the south Village limit, Main St. to West Village Limit

Sector 7: 63rd St. to the south Village limit, East Village Limit to Main St.

3. *Damage Determination/Authorization to Provide Cleanup Service:* Within 48 hours of a wind, rain, or ice storm in which tree damage is experienced, the Village Manager, Director of Public Works and the Village Forester, or their designees, will assess damage using the following procedure:

a. Surveys are to be conducted of the seven storm sectors as noted on the attached and revised exhibit to determine if 15 % of the parkway trees within that section have experienced storm damage to limbs equal or greater than three (3) inches in diameter. Should it be determined that such damage has occurred in two of the seven storm sectors, the Village Manager is authorized to arrange for either contractual or Village-provided curbside cleanup of all weather-damaged tree material for the entire Village. Cleanup will begin subject to contractor availability.

b. In circumstances of threats to public safety, communications, or transportation, or in circumstances of Village-wide damage other than that indicated by the aforementioned guidelines, the Village Manager has the option to secure Village or contractual services for the removal of weather-damaged tree debris.

4. *Public Notification:* Within two days after damage determination is made and cleanup services decided upon, the Public Information Office will, at the direction of the Village Manager, coordinate information for dissemination to the public as follows:

a. Telephone Points of Contact
Village Manager's Office
Village Operations Center

Community Response Center
Public Works Department
Code Services Department

- b. Press release issued to the local papers and inclusion in the "Village Corner"
- c. DGTV Channel 6
- d. Posting at Village Hall, Library, and train stations
- e. Announcement at Village Council meeting
- f. Community Events Boards
- g. Official Website (www.downers.us)
- h. Village "E-Newsletter"

Information included on all public notification will include, at a minimum:

- a. Type of cleanup service offered (drop-off / curbside)
- b. Date offered
- c. Location offered
- d. Instructions for interim storage of material and details on citation procedures in cases of violations
- e. Preparation instructions for material cleanup
- f. Phone number to inquire about assistance offered to those physically unable to access cleanup service

In cases where it is determined that a cleanup service will not be offered, information to that effect will be made available by the Public Information Office by the sources listed above. Information on alternate disposal methods (i.e. privately arranged special pick-up, regularly scheduled refuse pick-up) will be included.

5. *Citation Procedures for Improperly Placed Material:* Village ordinance prohibits storage of material on parkways except to facilitate its removal by scavengers. The only circumstance under which residents will be allowed to leave all tree debris on the parkway (including that from private property) is that of a Village-wide curbside cleanup service (which would commence within two weeks of the storm). Under these circumstances, parkway tree material may also be left on the parkway in anticipation of collection by Village crews.

Enforcement of the ordinance prohibiting storage of material on parkways will not begin until after any storm-related cleanup service is completed (i.e. curbside pickup or drop-off chipping program). Enforcement will be executed under the provisions of the Administrative Citation Ordinance of the Village Code with the Forestry Division taking primary responsibility. The following Administrative Citation procedures will be adhered to by Forestry Division staff:

- a. Upon first observance of a violation, a door hanger instructing residents of their

violation and possible remedies shall be left with notification of a second inspection date seven days later.

- b. Should the violation still exist on the date of second inspection, a second letter is to be sent.
- c. Forestry staff may then exercise the option to issue either an administrative citation or a court citation for a continuing violation.

6. That all resolutions or parts of resolutions in conflict with this resolution are hereby repealed.

7. That this resolution shall be in full force and effect from and after its passage in the manner provided by law.

Brian J. Krajewski, Mayor

Passed: September 21, 2004

Attest: April K. Holden, Village Clerk

I:\m w\policy\Council-pol\Tree Debris-final

STORM SECTORS

1	3761
2	3057
3	3233
4	3180
5	3187
6	3942
7	3269

**VILLAGE OF
DOWNERS GROVE**

