



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

200 N. Hill Street, Poplar Grove, IL 61065

Phone: (815) 765-3201 – Fax: (815)765-3571

<https://www.poplargo-ve-il.gov/>

Public Works Report, June 2022

- We finished the hiring process for two employees, Zach Knighton and Jake Pribble. They started work July 6th. They have fit in seamlessly to the group and have proven to be good hires so far. Both bring some experience related to some of the work we do, and that has shown so far. They have caught on to the job relatively quickly, and have done very well acclimating themselves to the village\ and our facilities.
- Received a written resignation from Jake Kasper, and his last day will be July 22nd.
- Negotiations with Local 150 are ongoing, however I believe we are in the final stages and should have an agreement soon.
- Dawson Lake Road began construction on 6/27, we finalized an IGA with Boone County to pay off our section in next 5 years. The estimate cost was 35,000, but should come in significantly lower.
- On 6/27 I received an email from Karri Anderberg regarding a complaint of downed ROW tree at 309 E Edson. The homeowner removed a limb that had fallen in the road, but was concerned about the condition of the tree overall. The next morning, I went and inspected the tree and came to the conclusion that it was a safety hazard. Unfortunately, the size of the tree (as well as location near power lines and the house) prevented Public Works from being able to remove the tree. I contacted Minnihan's tree service and met with him in the afternoon of 6/28. He was able to come out and remove the tree the next morning.
- Trenched a line to supply power from the NWWTP headworks building to a breaker box stand we had previously built. McGilvera Electric came in and wired the box up, we will begin backfilling trench this week.
- Finished Lions Park parking lot- new barrier post installation.
- Deon Dinsmore asked us if we would be able to spray all Lions Park diamonds, as they were over grown with weeds in the ag lime. Kyle and I spent a couple hours on 6/27 to spray. After our spraying and North Boone Youth Sports dragging, the fields look great.
- Chris Danner has continued with daily mowing and string trimming, as well as beginning to clean up around inlets and outlets in both Sherman Oaks and Prairie Green drainage swales.

- On 7/1, Chris Dopkins and myself had a pre-construction meeting with Curran. Work on Our MFT projects for the year began the week of 7/11, with removal and replacement of curb and gutter, sidewalks, and some manhole repair. Milling and paving should begin sometime this week or next.
- 4th of July storms caused some power outages as well as down trees. Kyle and myself spent a couple of hours the next morning removing trees from roadways and ROWs. We had no issues with wells, lift stations, or plants losing power for any prolonged periods of time.
- July 5th storms did cause a few issues, however much of the previous year's drainage repair prove to be beneficial. There were no flooding issues, and water seemed to travel the drainage ways in the south part of the village as it should
- The next day I did receive some calls from a few Bel Air residents regarding backups in their sewer systems. Myself, Chris, and Ion have been trying to determine what exactly happen to these specific residences, but so far have not been able to narrow down an exact cause. The 4 residents I have spoken with all indicated that there check valves or backflow devices failed, which led to backflow. On the villages end, the collection point lift station – although high – was within the levels it should be and pumping water as it should. I did come out that evening and looked at a few manholes as well. Neither of the manholes I looked at were full – I could see the very top of the pipes. Everything was functioning as it should. Chris and I have come up with some other things to look at, and will continue to address this issue.
- 216 State St – Further Discussion regarding this topic.



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Public Works Report, July 2022

- Our road projects for the year began this month – Sherman Lane between State and Oak, Roger Day Dr, and Hill St between Park and Main were all scheduled for work this year.
- NTrak began repairing curb and gutter, sidewalk, and manholes the week of 7/11. This work included replacing all 4 ADA ramps at the corners of Oak and Sherman.
- Curran followed up the next two weeks with milling and repaving of all three roads as well as a patch on Summit St from a previous sanitary repair.
- The work was completed on schedule, and the work sites were well maintained and organized throughout the projects.
- Jake and Zach have continued to trim, and have been able to pick up on most of our daily tasks very quickly. They have also started in on the on-call rotation, with Jake having had a couple call outs during waters shut offs. There have been no complaints on my end with either employee.
- Jake Kasper officially left on July 22nd.
- We sat down for a face to face with local 150 on July 26th, and finalized a new contract between the village and the union. This item should be on an upcoming agenda for ratification.
- Received complaints regarding the dead-end areas of West Grove – overgrowth and poor drainage. We were able to take the skid steer down and cut all six dead ends back and create swales for drainage.
- Mowed all village owned drainage areas, as well as all main roads with the batwing the last week of July.
- Repair multiple inlets throughout the village, and restored right away areas from previous repairs.
- Ground stumps throughout the village, came back and restored with dirt, seed, and straw mat.
- Continued new build R.O.W. inspections as well as MXU installs.

- Had issues with 113 W Edson during water shut offs. More on this situation in attached document.
- On July 22nd, I went to use the outside men's bathroom – which was destroyed. I spent the next few hours cleaning the bathrooms, and still was having issues flushing the men's toilet. After taking the toilet apart, we discovered 16 vape pens, 2 lighters, and multiple cartridges inside the toilet piping. After having the bathrooms closed during non-operating hours for a week, the office staff and myself received multiple complaints and decided to re-open the bathrooms from 7-6pm all week long.
- Had some issues with Three Hammer and TCOs, but after multiple back and forth have fixed most of the issues. We will be monitoring their request and properties closely going forward, as they have tried to cut some corners and still obtain occupancy permits on a few different properties now.
- After discussions with Chris regarding the new shop, I reached out to Aaron Eckberg to discuss the current land lease agreement we have in place with him on E. Park. Crops are too tall for Chris to get in and survey the property, but Aaron is willing to harvest the 2 acres we need access to early. This will allow us to stay on the previously discussed timeline going forward.
- Finished off the month will routine mowing, and spraying and trimming areas that the village owns.



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Public Works Report, August 2022

- Poured replacement sidewalk squares at 2 properties that were previously removed during sewer lateral repair.
- Flush Burled Wood sanitary system.
- Excavated and repaired a sanitary service on Ray St as well as Park St.
- After receiving complaints regarding flags at Lions (size and lighting) and Memorial (damage), we replaced all 3 flags we own with a size larger, and changed the lighting to the pole at Lions. We have surprisingly received quite a few compliments on the new flags.
- Sabel and McGilvera finished up the new electrical panel at the Headworks building at NWWTP, and Jake backfilled the open trench.
- Continued with new build inspections.
- Continued with weekly mowing, including mowing roads, drainage ways, and empty lots the last week of August.
- At various points throughout the month, the guys were able to catch up on some routine equipment maintenance.
- We were able to paint the school crosswalks and school zone areas, as well as the crosswalks on the three roads intersecting the bike path. However, due to the inability to get white road paint, we were not able to do the crosswalk at Edson or at Brittany.
- Stenstrom started and completed drainage repair between Park St and Sherman St.
- On 8/24, I received approval from Don and Carina to have our Kubota MX5200 (the smaller of our two Kubota tractors) repaired. While mowing Lions Park, the machine shut down. After replacing the battery, we determined that it could possibly be a fried ECU. Bobcat of Rockford confirmed this. The replacement ECU was \$2,732.82 and shipping at \$35, with Labor coming it at \$630. This ended up totaling \$3,397.82.
- Zach obtained his CLP (CDL permit) and is on track to take his driving test by the end of September. Jake is looking at taking his CLP test at the end of September.
- Continued the interview process for a fourth team member, hoping to have narrowed down candidates and make a selection by the end of September.

- Craig Wilcox was out for the annual fire inspection at the beginning of the month and, with the exception of a new exit sign at the shop and a battery in a plant exit sign, everything came back without any issues.
- Annual preventative maintenance (PM1) was completed the last week of August on all our lift station and large portable generators. Rush Power Systems did the work.
- After receiving direction to look into playground equipment, I reached out to Doug Oberbroeckling at Cunningham Recreation. We have previously used this company for both West Grove and Sherman playgrounds. He and I had some back and forth, and came up with a few playset options for the village if Mansfield Park were to proceed. These are items that we will have more detail on in the coming weeks.
- Met with Don Howe from Pearson Plumbing regarding replacing a section of pipe at Well 5 + 6. Tentatively have this replacement on schedule for the end of September.
- Was able to renew standing agreements with Pearson Plumbing, BK Concrete, Stenstrom Group, and Sabel Mechanical this month.
- Met with Glen from Lions Club regarding adding bleachers to diamond 3 at Lions Park, as well as pouring concrete pads for these and the existing bleachers at diamond 4. Hoping to get these pads poured sometime in the beginning of October.
- Have had multiple conversations with Kristi Richardson regarding the Poplar Grove Community Market. Public Works will make sure that the park is mowed, weeded, and cleaned up the Friday before the market.
- I have asked to attach an agenda item regarding the closure of Main St during the market.



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Public Works Report, September 2022

- Continued playground equipment discussion with Doug Oberbroeckling from Cunningham Recreation. We narrowed down the specific playset we wanted, along with a standalone piece and swings. This has been covered on previous agenda items. The final step with the equipment is picking a color palette.
- Assisted Carina with OSLAD grant application.
- I started classes in the UW Public Works Management Program. These will be ongoing through Spring of 2023.
- 445 Ironwood had a water service break. Unfortunately, Olson Woods services are too deep for the equipment we have to do in house. After receiving department head approval, NTrak was brought in for the emergency repair. Upon digging up the service, multiple leaks were found in the corroded copper line. In this case, the main was located on the other side of the roadway. Myself, Kyle Markhardt, and Dave Kays determine that the best course of action to make sure all leaks were fixed was to install a new pex line. Rather than tear up the road, NTrak was able to bore a new line under the road. The total bill for this repair came in at \$11,372 – very close to the initial estimate given to the department heads.
- 201 Summit St also had a service leak, but this was determined to be on the homeowner side – the repair is scheduled for second week of October by the homeowner.
- Met with Aaron Eckberg regarding the East Park St property that is the future shop site. He has a lease agreement to farm and we needed to clear a couple acres to allow McMahon to survey. We agreed that if we could hold out until late September, he could harvest early with no crop damage cost.
- Park St Sanitary repairs were scheduled and started. Met with Nicor to layout their repairs and responsibility with the project. The road and sidewalks will be paved or poured later in October.
- Coordinated with Nicor regarding a main leak at the 173 and Poplar Grove Road intersection. This has been determined to be a non-emergency repair and is on their schedule for the second week of November.
- Jake and Zach went out multiple days to cold patch. This included cleaning up broken off edges of Whiting and Orth Roads.
- They also added stone to all radiuses of main through roads.

- Cleaned up tires and appliances that were left outside dumpsters during recycling event. This required me to order 3 extra dumpsters, and took roughly 4 hours for us to get everything cleaned up.
- Repair and cleaned drainage inlets in a few different areas.
- Prepped Memorial Park for the Community Market. Brought additional garbage cans in, and provided the committee with barricades and cones.
- Adjusted multiple low manholes in the ROW area at new builds in Olson Woods.
- Continued with inspections at these properties as well.
- Whiting Rd between RT 76 and Starflower has several areas that had settled out after previous Nicor and ComEd work – specifically around our hydrant and main valve. These areas were brought back up to grade.
- Moved sludge at the SWWTP. I would assume late October or early November we will be spreading these beds in the field south of the plant. Timing will depend on when Busch's harvest these fields.
- Continued mowing and maintaining all village owned properties.
- Wrapped the month up with cleaning up Westergren. Developer has essentially checked out on any responsibility for these lots. We cleaned up multiple truck loads of garbage and debris, and mowed and trimmed the lots nearest the developed areas.



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Public Works Report, October 2022

- Staff finished up fall hydrant flushing.
- Finished up mowing for the year, including a final cut along main roads and drainage areas.
- Serviced all equipment.
- Prepped all trucks and equipment for winter work, including installing wings, plows, augers, and spinners. Tested and fixed any malfunctioning equipment.
- Took our 2022 Plow truck to Monroe to swap out plow and wing for a full trip edge system. This was the original equipment we ordered with the truck, but had been on back order. This truck is now completed and the withheld balance to Lakeside can be paid.
- Zach obtained his CDL, Jake is continuing working towards his.
- Hired a 4th crew member, Ian Carlson – he has proven to be a seamless fit into the crew.
- Started the process of winterizing and storing all summer equipment.
- Shouldered sections of main roads – this will be an ongoing process as it has been neglected in previous years.
- Continued inspections for new home builds in the Olson Woods neighborhood.
- Fall cleanup of hall landscaping.
- Installed new hand dryers in the outside bathrooms. We were having problems with paper towel waste, so installing these will resolve that.
- Cleaned up and reorganized shop for winter.
- I have continued classes at UW – this month proved to be a busy one for them, as I completed the majority during the month. As it stands right now, I have four classes remaining with one left for this year. I am still awaiting the schedule for next year, but in talking with the program director, two of the classes I need to complete the program may not be available in 2023.
- Park St sanitary repairs were completed, and the pavement patches were done last week (11/9).
- Went through the entire village and trimmed up ROW tree canopies.
- Restored damaged ROW areas for Ironwood repairs and Park St repairs.
- Took our Kubota M5-111 to Johnson Tractor in Harvard for repairs. The tractor had a major fuel leak and ac leak. Unfortunately, after looking over the tractor, these repairs proved to be too extensive to do in house. We do not have the proper equipment to diagnosed and repair these types of leaks and, because of the location, we do not have the shop space or manpower to tear down the entire motor to do the repair. The final bill on these repairs will be around 7200, but

it will also address some future wear and tear items for the tractor. We are tentatively looking to have the tractor back the first week of December

- Rush Power sent over results of our generator PMs as well as quote for the maintenance. After reviewing the recommended maintenance, this is something we decided to keep in house and will be taking care of on and off the next few weeks.
- The playground equipment for the future Mansfield Park was officially ordered. There has been posts on Facebook circulating the specific equipment and color combination we purchased.

As always, if anyone has any questions or concerns, please reach out to me. In the coming weeks we will have quite a bit of focus on the weather and everything that comes with it. At this point in time, I feel pretty good about our prep work. That being said it will definitely be an adjustment this season with a new staff. It will take some getting used to, but I have confidence in our guys to make a smooth transition. We do have some outstanding ROW and drainage projects that will be worked on off and on the next month or two. We also will spend sometime prepping for the Village tree lighting.



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Public Works Report, November 2022

- This month has been a lot of continuing winter prep. As with every season, as equipment gets set up and we begin running the equipment issues pop up. Hoses and lines need to be replaced, dialing in of spreader systems, etc. On top of that, this season's prep also involves getting our new staff acclimated to the trucks and routes they will have. This has gone as well as I could expect, and all 3 new staff members had the opportunity to go out and salt on a few occasions.
- Our 2005 International gave us a few major issues during set up. The turbo failed and an oil cooler line corroded. Unfortunately, these are the type of problems that arise with an 18-year-old truck. These both ended up being major repairs requiring diagnostics with International software and Lakeside had to do the work. This was another case where we simply didn't have the space or equipment to properly do the repairs in house.
- Staff serviced all the equipment we routinely use during the winter months – Loader, skid steer, tractor. Also serviced all daily use pickup trucks.
- Cold patched all roads throughout the Village that needed it, this will be the final cold patch for the season unless anything large requires it over the winter.
- Swept all Village curb lines since majority of leaves have fallen off of trees for the year.
- Replaced or repaired numerous stops signs throughout the Village.
- Staff prepped for the Village Tree Lighting. Rented a lift to string the Christmas lights on the tree as well as hang the pole decorations on State St.
- While we had the lift, we also changed out light bulbs on a few different lights on Village owned property.
- Village Tree lighting was successful with a good turnout.
- Both Ian and Jake passed written CDL exams, and we are now in the state required waiting period to take their driving exam. Both should be able to schedule and take exam before the end of the year. Once they are able to pass their driving exams, all four Public Works staff will hold CDLs.
- Reclaimed and added shoulder stone to areas on Woodstock Rd, Orth Rd, Whiting Rd, and Quail Trap.
- Ditched and graded an 800-foot stretch of Quail Trap right of way.
- Added and enlarged material bays at shop. Now have places to maintain large stock of roadstone, 3 in base stone, and pea gravel. Utilized block from old salt shed to create the bays.

- Chris Dopkins and I are continuing to work through all the details on the new Public Works shop. Went over specs regarding the site work as well as water and sewer work. Received and review prints for all three phases of the project. Project went out to bid at the beginning of December, with bid openings being scheduled for 1/5/2023 and 1/6/2023. In between now and then we will continue to review contractor questions.

As always, please let me know if you have any questions or concerns. We are now approaching the busiest time of the year for the Public Works staff, and this winter is looking like it may be an especially heavy one. Winter operations will take up the majority of the next three to four months, with some other projects scattered throughout. There will surely be other things that come up, but the main focus is now plowing and truck maintenance.

As far as myself, I have begun preparations for 2023 road project, continuing to work on the new DPW shop, and will soon be working on the upcoming budget with Carina. I have also started to compile a list of general projects for the DPW staff for next year. If there is anything that the board has thoughts on, please let me know via email and I can look into adding them to our work board.

I hope everyone has a Merry Christmas and Happy New Year.



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Public Works Report, December 2022

- Ian and Jake completed their CDL testing. We now have all four members of the Public Works team with CDLs. This will help immensely in the winter season as well as the on-call rotation.
- A few years back we compiled a list of B-Boxes that unable to be located or buried in yards. The list had about 50 locations on it, and staff were able to locate and raise or repair 42 of them. The rest have been noted, and we plan to excavate and raise in the spring.
- Our 2005 International was picked up from Lakeside.
- Staff trimmed grass and brush away from all signs and fire hydrants along Woodstock, Orth, Whiting, Poplar Grove, and Quail Traps roads. With these all cleared during the winter months, the goal will be to spray to prevent growth early in the spring. This should cut down on maintenance during the growing season significantly.
- Had a few large potholes come up, cold patched and compacted them in the hopes they last through the winter.
- Continued shouldering main roads.
- Kyle and Zach went through the entire village and added hydrant markers to those that were missing them.
- Swept curb lines in Sherman, State, Hill, Olson Woods, Burlled Woods areas.
- Picked up the MX5-111 Tractor from Johnson Tractor. Nice to finally have this back after waiting about a month and a half for parts to arrive for the repairs.
- Salted during multiple snow events the last 2 weeks of the month. Most of the events were salt only, however we did have a couple actually plowing events mixed in. It was a good way for new employees to get acclimated the winter season without being completely overwhelmed. It also gave myself and Kyle the opportunity to ride a long with Jake, Ian, and Zach for some more hands on training.
- After the first set of these events, we took our first 100 tons of new salt for the season. We are once again a lot no less than 400 tons and no more than 600 tons. At this point I'm very confident that neither of these numbers will be an issue.
- The Monday before Christmas, staff delivered food baskets to North Boone High School for distribution to families in need.
- The weather warmed back up enough where we could wash and clean all the plow trucks. That is a rare occurrence for the end of December.
- After washing, we were able to spray another round of protective coating to all trucks.

- Chris and I continued to discuss and meet regarding the new Public Works shop, as well as answering questions about the plans from various contractors.

Although we have been relatively lucky so far in regards to the weather, I would imagine we are just delaying the inevitable. As I stated before, it has worked out favorably to allow for training under slightly less stressful conditions for the new employees. I think this will pay off in the long run, and help tremendously once the heavier snow starts to fall. Going forward, I plan on continuing taking advantage of the weather and lack of deep ground freeze with some ditch and drainage projects. Currently, we are looking at work off of Woodstock, Waco retention area, Lions Park/Village Hall drainage. Hoping the weather holds off long enough to complete the majority of these projects giving us a leg up on next year.

As always, please let me know if there are any questions, concerns, or projects that come to mind from a board perspective.



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Public Works Report, January 2023

- Staff went out numerous days for salt events, and finally got an opportunity for an actual snow event towards the end of the month. We received 8.3 inches during this event, and staff was on top of it. They went out Saturday afternoon through about 9pm to keep main roads and neighborhood throughways drivable. Sunday morning, they started back up at 4am and had all roads completely cleared a little before 9am. This went very smoothly for it being three employees first time out. We had little to no complaints, and no issues arose after the fact.
- The few complaints I did receive were regarding cul-de-sacs. Unfortunately, cul-de-sacs are difficult as far as snow placement. There is little to no open spaces to put the snow, and often times these houses will see a bit of a build up near driveways. Our contractor does an excellent job in my opinion trying to avoid this, but in larger snow events this will happen in spots.
- Earlier in the month, we had a water main break on Hill St, right outside of the Hall. After digging down to the main with our equipment, we could not fully expose the pipe due to the size of our excavator. NTrak had to be called in to complete the excavation and repair. This is a topic that I am going to further discuss in an agenda item, as I would like to start keeping more of these type of jobs in house. I have a crew that comes from underground work and is fully capable of doing many of the jobs we currently outsource. However, due to the size of our excavator, most of our utilities are too deep for us to safely excavate and repair.
- Staff repaired sections of our 1-ton box that were starting to rust out.
- Trenched drainage swale on the east side of Ridgestone Trail. This project finalized redoing the entire main drainage of the Prairie Green neighborhood. We will be back in the spring to straw mat and seed the area.
- Began work on the drainage swale on the far east side of Lions Park that leads into the detention pond by Village Hall. Staff ditched from the walking path, south to the detention pond. Opening up this swale up should alleviate some of the minor standing water issues we have previously had in the south east corner of the park.
- Staff cleared multiple brush piles at our south treatment plant.
- Took all lighting and Christmas decorations down at the Hall and on State St.
- Cleared various storm inlets throughout the Village. We are working on compiling a Village wide list of storm drains and inlets that are in need of repair, and intend to begin the repair process in late spring.

- Compiled a list of water valve boxes that were either above grade, damaged, or buried. These repairs will be another ongoing project through the spring/summer/fall this year.
- Chris opened bids for the new Public Works Shop, and at this point in time you are all aware of how those came back. Work is slated to begin in late April or May on this project.
- He and I have also been working on compiling a Capital plan for roads for the next budget, and believe we have this narrowed down for the boards review. He will have more details in his report.

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Public Works Report, February 2023

- Staff spent most of the month on various snow events. Continuing the trend of a mild winter, most of these were salt only events except for a couple pushes.
- As everyone is aware, we did have an ice event in late February. Staff was able to stay on top of our roads, and they never became a big concern. However, we did have multiple large trees come down. The next two days were spent clearing trees off roadways and removing broken off branches.
- After the ice storm, we spent the next week going around to Village properties and doing tree maintenance. Cleaned up areas of the Arboretum, Lions Park, some ROW areas, the SWWTP, as well as well and lift stations. Typically this is early spring work, but a break in the weather allowed us to get a bit ahead of schedule.
- Ran into some hydraulic issues with our 2005 International, and had to replace the valve control box and auger/spinner motor.
- In mid-February, we had a sinkhole form on Hill St due an undermined roadway from a previous water leak. Luckily staff was able to get this section barricaded, properly fill, and patched before any major issues arose.
- Received new playground equipment, this is being stored until installation begins.
- Our 5200 went to Johnson Tractor for a few repairs, and we began some maintenance prep on our other spring equipment.
- Cold patched main roads and heavy problem areas. Once we are consistently in better weather, we will make sure and hit all areas in need of patchwork.
- Started work on compiling a list of all inlets that need repair. The plan is to work on these subdivision by subdivision throughout the spring, summer, and early fall.
- I continued to work with Carina on the FY24 budget, and we presented to the board at the beginning of March.
- Continued work with Chris and Steve from McMahon regarding the new shop. Everything is on track to go as scheduled. Most recently, we narrowed down colors and some interior pieces.
- I also met with Leads Electric, a subcontractor for ComEd that did a lighting assessment for the Hall, North Plant, and South. It is a free program being offered by ComEd for municipalities to upgrade to all LED lighting. Hoping to hear on the results of the assessment sometime by the end of March.

- Hoping that we have seen the last of any major snow storms, as both myself and staff are looking forward to starting up with our spring work.

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Public Works Report, March 2023

- Staff got mowing started for the year. With all 4 staff members out, it takes roughly a day and half to mow all Village properties.
- Put first application of weed spraying took place at all of our facilities, as well as around signage and other areas on main roads that our batwing mower can't get around.
- Cleaned out the shed at Village Hall and adding shelving to better utilize that space.
- Added shoulder stone to the radius at Whiting, Orth, and Woodstock roads.
- Cold patched on multiple days, began using the new to us hotbox. This is going to help keep cold patched areas stable longer. Essentially, we are now able to create a fine, extra tacky asphalt mix to use rather than the clumpy cold patch.
- Added stone and millings to the northeast corner of Lions Park parking lot. Also added about 16 barrier poles. This adds a significant amount of parking to a previously unused space north of the shed.
- Staff used a rain day to clean up back utility room. Went through and organized all prints and plans adding them to print boxes.
- Reclaimed and added ag lime to the Arboretum walking path.
- Cleaned up a graded a ditch line along Waco Way.
- Added grass seed and straw mat to the Ridgestone ditch. We dug this during winter, and with the restoration completed all drainage within Prairie Green, The Knolls, and Woodstock has been reworked.
- Added Timbers to Sherman Park playground, will be refreshing mulch both here and at Waco Park in the coming weeks.
- Cleaned up the tree lines around Mansfield Park. These have been an overgrown mess for a while, and this opens the area up a bit and will allow the actual trees in the area to grow properly.
- Mansfield playground was installed, and staff spent a couple of days putting in the mulch and starting restoration of the surrounding area. We are currently waiting on our black dirt suppliers to have dry stock available. Once we can pick up dirt, we will finish restoration.
- I spent some time going over various projects with Chris. Our road projects will have a start date of after July 15th, as we want to have 76 back open before we start our own construction projects. Sewer and water are going to begin the second to last weekend of May, with site work to begin shortly after for the new PW Shop.

- Our part time summer help will start at the end of May, which will free up PW staff to start in on our Spring/Summer/Fall project list.
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As always, please reach out to me with any additional questions or concerns. I am always open to go into more detail on past, current, or future projects and work that my department is doing.



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"A Great Place to Call Home"

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Public Works Report, April 2023

- Staff got mowing started for the year. With all 4 staff members out, it takes roughly a day and half to mow all Village properties.
- The first application of weed spraying took place at all of our facilities, as well as around signage and other areas on main roads that our batwing mower can't get around.
- Cleaned out the shed at Village Hall and added shelving to better utilize that space.
- Added shoulder stone to the radiuses at Whiting, Orth, and Woodstock roads.
- Cold patched on multiple days, began using the new to us hotbox. This is going to help keep cold patched areas stable longer. Essentially, we are now able to create a fine, extra tacky asphalt mix to use rather than the clumpy cold patch.
- Added stone and millings to the northeast corner of Lions Park parking lot. Also added about 16 barrier poles. This adds a significant amount of parking to a previously unused space north of the shed.
- Staff used a rain day to clean up back utility room at Village Hall. Went through and organized all prints and plans adding them to print boxes.
- Reclaimed and added ag lime to the Arboretum walking path.
- Cleaned up and graded a ditch line along Waco Way.
- Added grass seed and straw mat to the Ridgestone ditch. We dug this during winter, and with the restoration completed all drainage within Prairie Green, The Knolls, and Woodstock has been reworked.
- Added Timbers to Sherman Park playground, will be refreshing mulch both here and at Waco Park in the coming weeks.
- Cleaned up the tree lines around Mansfield Park. These have been an overgrown mess for a while, and this opens the area up a bit and will allow the actual trees in the area to grow properly.
- Mansfield playground was installed, and staff spent a couple of days putting in the mulch and starting restoration of the surrounding area. We are currently waiting on our black dirt suppliers to have dry stock available. Once we can pick up dirt, we will finish restoration.
- We will be doing spring hydrant flushing beginning the second week of May.
- I spent some time going over various projects with Chris. Our road projects will have a start date of sometime shortly after July 15th, as we want to have 76 back open before we start our own construction.

- Sewer and water are going to begin the second to last weekend of May, with site work to begin shortly after for the new PW Shop.
- Our part time summer help (mowing and string trimming) will start at the end of May, which will free up PW staff to start in on our Spring/Summer/Fall project list.
- Some of the projects we have planned are Village wide sidewalk repair, storm drain repair, manhole repair, and valve repair.

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Public Works Report, May 2023

- Staff mulched all parks and playground areas.
- All hydrants in the Village were flushed.
- A lot of May was spent mowing Village properties. Most roadways and drainage areas were mowed for the first time as well.
- Cold patched with our hotbox Village wide.
- Part time summer help (Chris Danner) started after Memorial Day. This will alleviate the responsibility of mowing from staff and allows us to begin looking at other summer projects for the year.
- We also will be picking up a new excavator in the beginning of June. This will also help expand the scope of projects we do moving forward.
- That being said, we did lose two staff members in May – one moved out of state, and the other's family circumstances changed. One of the two was replaced quickly with the hiring of Collin Wells. So far, finding another staff member has been a bit of a struggle. There were not a whole lot of applicants submitted this time around. With Chris in the fold, being down a full time staff member isn't extremely detrimental but I would like to get someone hired by the end of summer. Although the position remains posted, we hope that as summer goes on we may have some better luck.
- As always this time of year, some time was spent on minor repairs to mowers and other equipment that we begin using again in spring.
- Construction began on the new DPW Shop. Water and sewer extension is the first phase of the construction, with that on track to be completed in early June. Site work is set to begin immediately after. The anticipation is that it will be an early first quarter completion next year.
- MTF and road projects should begin in September. With the bridge projects currently underway, we are attempting to coordinate with the County and State in an attempt to not disrupt traffic flow even more. This year's projects are Orth Road and Poplar Grove Rd/State St. Orth will be done in its entirety. Poplar Grove/State St will go from our southern boundary to Sherman Lane.
- Comcast is undertaking a Village wide fiber optic install that begins in June. This is a large scale project that has involved multiple meetings on my end and will require a lot of utility locating going forward. If anyone sees a large area of utility flags and pavement markings, it can most likely be associated with this project.

- I will be meeting with Bob Kahler in the beginning of July to discuss sidewalk repairs throughout the Village. I plan to start this off with sections that have major heaving or that are cracked all the way across. Although we have a good amount budgeted for this, please keep in mind that not every section that is bad will get replaced in one year. Unfortunately, I'm sure some residents will be unhappy with sections that don't get done, but we just don't have the means to do every single area that needs attention. This will be an ongoing yearly project.

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Public Works Report, June 2023

- Comcast installation of fiber optic began in June, with the mainlines being installed on 173 and State St/Poplar Grove Rd within Village limits. As previously stated, this is a large scale project that will run through the end of the year. Residents will be seeing a large amount of utility locating flags Village wide for the duration of the project.
- Staff spent a few days locating and marking water, sewer, and storm systems in the above areas for this project.
- Neighbors' night took place on Saturday, June 10th. Staff spent the prior week prepping. This included painting new lines on the Lions Park basketball court, mulching Village Hall, extra mowing and trimming, taping off the firework fall zone, setting up tables and chairs, bringing up additional garbage cans, and cleaning equipment for touch a truck. The event itself was worked by Collin and Zach. As always, there were a lot of compliments on the event – especially regarding the quality of the fireworks.
- Mulched Sherman and Waco playgrounds.
- Sprayed all parks for weeds for the second time this season.
- Chris Danner continued with weekly mowing, and other staff spent a few days with the batwing and brush mowers on drainage and roadways.
- Whiting Road tree line was mowed back by Poplar Grove Township with their boom mower. Unfortunately, our boom mower will not be ready for installation until late 3rd quarter, as there was a build issue on the manufacturer's end.
- All equipment was serviced.
- Cleaned up areas of Westergren where dumping was occurring. This was done in anticipation of mowing lots, which is currently on hold in correlation with item number six on tonight's agenda.
- Work has continued on the new Public Works shop, with site work and tree work starting in July.
- All sewer and water on E. Park St were completed by the last week of June.
- Lift motor and hydraulic pump were replaced by staff in the 1-ton dump bed.
- Ray St and Beaver Dr drainage were reworked, as sediment build up and runoff were causing pooling in the ditch line. Staff dug out from the culvert to extend flow into the adjacent field drainage.
- A chipper was rented on a few occasions for tree work. Due to multiple storms, we had trees and limbs go down on three separate evenings. While the chipper was on hand, staff removed other dead and damaged trees from ROWs.

- Staff started a list of sidewalks in need of repair. Damaged sections were marked based off type and severity of damage. I anticipate replacement to begin in early fall.
- Benches and signage were ordered for Mansfield Park, with delivery and installation expected in July. With the weather being hot and mostly dry, grade work as well as landscaping for the park has been put on hold until the fall. At this time, we will finish grading rough areas of the lots, as well as install various trees and or bushes. As I had previously written in reports, this project is not completely, but simply able to be played on. Weather restricts the amount of landscaping and finish work were able to do at the time of installation. It would not make sense to plant grass seed or foliage in the summer, as it would not take well. Completion of the park will take place this fall.

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Public Works Report, July 2023

- Comcast work has continued throughout the Village. This has taken up a lot of Kyle and I's time with fairly extensive locates. Overall, the project is going smoothly – Comcast is very good about keeping open lines of communication. There have been a couple of issues with the locations of pedestals, but Comcast has rectified the issues shortly after being informed of them.
- Work has continued on the new Public Works building site, with the dirt work finalized and footings poured. Regular progress meetings will begin towards the end of August. ComEd is also scheduled to move some utility poles around that are in conflict with the site.
- Received an update regarding the new plow truck from Lindco. Hydraulics' should be in August, and everything is still on schedule for an early December delivery.
- Poplar Grove Road work began and will continue through August – the last update from the County was that the project should be completed and the road fully opened the last week of August.
- Staff mowed drainage ways and retention areas in mid-July. I anticipate doing this at least one if not two more times this season.
- Weekly mowing continued.
- Vacant properties were mowed – Westergren still needs to be down and will be completed by the end of next month.
- Purchased and replaced AED pads for Lions Park, as the pediatric pads were expired. Also purchased an AED for the shop, as we did not have one down there.
- Staff started maintenance and upgrade work to the Lions Park bathrooms. Walls and stall partitions were repainted, electrical was updated to code, new hand dryers were installed, and automatic faucets were installed. All toilets were cleaned and repaired as well.
- Finalized the road projects with Chris, and bids were opened for the State St project. As you are aware, Rock Road came in as the low bidder for this one.
- Village Hall and Lions Park walking path were seal coated.
- Another round of storms came through, and we had to clean up and remove a few trees from Orth Road. After removal, Poplar Grove Township came through and mowed back the tree line.
- Received an update on our own boom mower – it is currently scheduled to arrive at Peabody's in October, and installation on our tractor will take place shortly after.

- Staff spent a couple of days cleaning up the fence line at the SWWTP. Trees and brush had grown over the north side of the fence line, and it was difficult to get a mower all the way around the perimeter due to this.
- Painted the lower bell of the Arboretum water tower. It had been tagged with graffiti and become an eye sore.
- Hired a new employee, Dan Salley. He comes over from Cherry Valley Public Works. It has proven to be an easy fit with our current staff. He comes in with general Public Works knowledge as well as CDL and plow experience. Outside of getting the lay of the land in Poplar Grove, he hasn't required much training and has been able to jump right into the work.

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Public Works Report, AUGUST 2023

- Comcast work has continued throughout the Village. It has still been pretty time consuming, as the locates are intensive and oftentimes involve remarking or meeting on-site. The good news is that most of the conduit is in the ground, and they should be moving on to the next step soon. They are hoping to have the entire project completed before snow falls.
- Staff repaired a sanitary service on Summit, as well as a water service. Without the new mini excavator, both these jobs would have been contracted out.
- Repaired a damaged sanitary manhole in Westergren. Replaced the casting and sealed it inside.
- Painted Main St parking stalls, school no parking zones, and all crosswalks and stop bars. The county came through and restriped all center and fog lines on Village roads.
- Mowed empty lots in Westergren, Burred Wood, and West Grove.
- Repaired inlets throughout the Village. This time out we focused on areas with sinkholes. At some point in the fall, we will be back out repaired ones that have curb damage as well.
- Staff sprayed curb lines with weed killer, and string trimmed around signage on our main roads. We also mowed the Village's main roads. Most likely we will be back out one more time this fall for a final cleanup.
- Cold patched throughout the entire Village with hotbox. We also stockpiled cold patch for winter repairs as needed.
- Removed large tree that came down on Quail Trap.
- Cleaned up and finalized insurance for the totaled service truck. We also picked up a new service truck.
- Moved sludge at SWWTP, planning to spread it in the field next to the plant after harvest in October.
- Installed new signage at Mansfield Park. Will begin landscaping this coming week or so. There is an agenda item regarding tree planting.
- Hired fourth and hopefully final employee, Stephen Rucker. He came over from Cherry Valley as well. The current staff meshes very well and has a large variety of experience. Having staff that has all been in Public Works for a few years has paid off when doing the above repairs.
- Dan and Stephen both have concrete experience. After pouring various pads in the Village, I have decided that we will do sidewalk repairs in-house now. My plan at this time is to work neighborhood by neighborhood. We are currently looking to start tear out in Sherman Oaks

beginning the last week of September. This is another example of having the right staff and equipment allowing us to not contract out work we have in the past.

- Shop has continued on, and will see steel and panel structures start to go up in October.
- Reached out to Primetime Audio and Video regarding camera set up in the board room. I am going to get a meeting scheduled for the end of September and will have some options to present to the board at October's meeting.
- We are at the time of year when mowing starts to wrap up, and we start to prep and service all winter equipment. I talked with Erin Rains from Lindco last week, and the hydraulics for the new plow truck arrive at the beginning of the month. We are currently on schedule to receive the truck in the beginning of December.

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Public Works Report, SEPTEMBER 2023

- Comcast work has continued throughout the Village. Locates have been fewer and farther between, as work has started on feeding fiber lines through conduit already installed. It currently sounds like Comcast is hoping to have service available to customers at the beginning of the winter. Comcast's government affairs rep has offered to hold a town hall for residents to explain the new service once they get closer to launch.
- Our road projects for the year took place in September. State St was resurfaced along with some sidewalk, curb, and inlet work. This project started at our southern boundary and was completely just north of Sherman Lane. Rock Road and Stenstrom completed the project on schedule with quality work. Orth Road was also resurfaced with nominal widening. Besides a new driving surface, this project will bring along additional safety for plow operations. Fog lines were also added to the road, which previously was not defined.
- Work has continued on the new DPW shop. The underground work has been completed. The floor has been poured and much of the steel frame is now in place. Paneling, sidewalk, curb, and parking lot surface should be completed in the next month to month and a half.
- Staff continued with mowing operations, including roadsides and drainage ways.
- Staff excavated, formed and poured pads for benches in Mansfield Park.
- Restored damaged ground in Mansfield as well.
- Prairie Green ROW tree canopies were trimmed. This is a task that is handled annually throughout the Village to prevent trees from overhanging roads and sidewalks. We are hoping to get to other neighborhoods in the next month or so.
- Adjusted various manholes in the roadways to prevent plow damage.
- I drove the Village and compiled a sidewalk assessment list and broke it down by neighborhood. Although I had hoped to have this started this month, it has not been in the cards. My goal is to attempt to get a neighborhood or two knocked out this year, but it will be time and weather-dependent. Unlike many of our other projects, I need all four staff members on concrete jobs, and it usually takes three days to complete depending on the scope – a day to excavate, a day to form, grade, and compact base, and a day to pour and finish.
- Sold the KX-033-4 to Bobcat of Rockford.
- Repaired boom sprayer, and sprayed neighborhood curb lines.
- Sprayed fence lines on Village properties one last time for the season.
- Performed all due maintenance on daily vehicles.

- Began servicing all winter equipment – as of right now, all fluids and filters have been serviced on our 5 yards, with the next step to put on all winter equipment and change out hoses and fittings. At this point we will check over all plow equipment for proper function, and leaks and make any repairs necessary.
- Next month will involve mowing one or 2 more times and storing summer equipment. We will continue on prepping plow equipment. The new 2022 Ram is scheduled for plow install as well.

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Public Works Report, OCTOBER 2023

- Comcast work has continued throughout the Village. At this point in time, the majority of the mainline installation is completed. Comcast techs have been in the Village tying in all the PEDs, and I believe their goal is to begin introducing services in December. Right now, there are prepping areas for service connections, with a little more boring to be completed.
- Staff put together two new sets of bleachers for Diamond 3 in Lions Park. Once they were put together, we excavated pad sites for these as well as the existing bleachers at Diamond 4. Staff formed and poured all 4 pads and anchored the bleachers in.
- Staff went through the Village and did a final mow on roadways, drainage areas, and various other areas with the batwing and brush hog mowers.
- Staff also mowed parks and Village properties a final time this month.
- Following the end of mowing operations, all summer equipment was cleaned, serviced, and put into storage.
- Once that equipment was stored, the shop and coverall buildings were cleaned up and organized. We prepped for winter equipment parking.
- Installed plows, wings, and spreaders/augers on all the 5 yards. Changed out fittings and greased trucks.
- Used hotbox to cold patch Village Wide – having the hotbox will allow us to continue to patch throughout the winter months as needed.
- Reclaimed, stoned, and graded the driveway from the SWWTP to the lift station at the far east end of the property.
- Aerated all park properties.
- Consolidated sludge at SWWTP.
- I confirmed that the boom mower we ordered in May will be delivered and ready for installation the week after Thanksgiving.
- Order the first 125 tons of salt for the year to fill the salt shed.
- We started prep for the Village Christmas party, including hanging lights on the tree. We also added lights to the roof line of Village Hall this year.
- The new Public Works shop has continued on. The pad and underground have all been completed. Steel was erected, and they are in the process of finishing up the side panels and working on the roof installation. It is looking like a building at this point in time. Curb work has been ongoing, and still tentatively hoping to get a binder course down in the parking lot and

roadway this year, although we may run out of time on that depending on when asphalt plants close for the year. Chris and I continue to meet once a week (at least) with Larson and Larson for progress update meetings. The project is moving along and staying on schedule pretty well.

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Public Works Report, November 2023

- Comcast is wrapping up the work in the Village, some areas should be offering services now and others will follow shortly.
- The new Public Works shop has continued as well. At this point, the exterior of the building is about 85% finished. Overhead doors are installed, windows are in, and trim is done. The front entryway pillars need to be brick-wrapped, and the concrete pad there needs to be poured. Man doors also need to be installed. Outside of that, the parking lot and Park St need to be paved, but with plants closing down, it will be done in the spring.
- I reached out to Lions Club to get dates together for a meeting, but haven't heard back yet. With the way December goes for people, I always assumed this would take place after the new year.
- Brad Grorund has received all our equipment for live streaming and has set up elements and tested them at this office. We were hoping to have this installed by the second December meeting, but he had some family obligations that prevented him from being able to install the setup. It will be done by the first January meeting.
- Monitored repair of sewer lateral by Comcast Contractor.
- Staff had its first salt event.
- Beyond a couple of snowy and cold days, the weather has allowed us to work on some other projects we normally wouldn't this time of year.
- Staff washed all winter equipment, and then used a sealant product on everything to inhibit rust throughout the winter.
- Cold patching and sweeping were on and off throughout the month.
- Fixed gravel drive at SWWTP and added a drive to the east side of NWWTP.
- Trimmed ROW trees on Woodstock Road.
- Staff replaced worn cutting edges on plows.
- Fixed light and tailgate latches on 20 International.
- Set up for the Village Christmas Party – building and tree lights, State St decorations. Assisted office staff with interior décor.
- Cleaned up the brush in Westergren ROWs.
- Burned all Village owned brush piles.
- 2022 Ram had strobe lights, and a plow package installed.
- Cleaned up the spoils pile at SWWTP.

- We were having lighting issues at Village Hall, and determined it was in the program box for the lights. After replacing a few relays, all exterior lighting functions properly again. We also changed out the old can lights under the canopy to LED upgrades as well.

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Public Works Report, December 2023

- Staff responded to a few salt events throughout December and some minor snow issues.
- Washed and fluid filmed (protective coating) all winter equipment and trucks.
- Started working on an updated tool and equipment inventory.
- Performed generator repairs based off of the fall preventative maintenance list provided by our generator service company – replace belts, fluid, and filters.
- Serviced all small engine equipment – replaced/cleaned spark plugs, and cleaned carbs. This includes saws, blowers, string trimmers, and a few other small engine tools.
- Worked on electrical panel, and pump at Well 4.
- Changed lights, and repaired a service latch on top of the Arboretum water tower.
- Repaired and patched a sanitary service on Park St and another one on Edson St. Including a water service repair done just this past Thursday, 1/11, this brings us to a total of 2 water services, and 4 sanitary service repairs since we bought our new excavator. Had we not had this excavator, these all would have been contracted out costing the Village an estimated \$60,000 to \$70,000. Essentially, the excavator will end up “paying for itself” within a year.
- Took our tractor to Peabody’s for our new boom mower installation. The mower itself is on and operational, but they are waiting on the delivery and installation of the wheel counterweights before it is fully completed.
- As has been touched on in emails, and previous meetings our new F750 5-yard has been delayed. Lindco received notification from their plow supplier that there were delays in part for the plow itself, and would not be available until the end of February beginning of March. Once Lindco receives the plow, it should only take them a week or so for installation of the plow. As long as there are no further shipping delays with the plow, I’m expecting the truck to be delivered in mid to late March.
- The Shop is coming along on schedule and budget, as we have had minimal change orders to this point. We have been issued pay apps from Larson through December, and Carina will have those numbers referenced in her report. As far as the construction itself - the interior is being painted, office walls have been constructed, garage and man doors installed, electrical conduit is progressing, and plumbing is being done currently. As we have moved along, the shop is locked and secured. If any members of the board would like to see the progress inside, please reached out during working hours and I would be happy to set something up with our contractor.

Larson's staff are currently the only ones with keys, so it will have to be done while they are available to be on-site.

- I spent a couple of days at the end of the month working with Carina and Barb on financial document requests.

A few more things to note.

Call-outs become increasingly likely during this time of year, between the snow and cold causing issues with our infrastructure. Anyone reviewing payroll will notice an uptick in staff call-out pay.

Winter weather is officially upon us, and staff worked more than 75 hours over the last week. This was a difficult week with multiple storms, falling temps, and blowing winds. All these things considered; I think the staff handled this week exceptionally. Although not "perfect", I feel strongly that our roads were better maintained than many other neighboring municipalities – which is impressive considering we are a 5 man crew without the ability to run multiple shifts as some surrounding areas can. Between emergency repair work, daily work, and now snow storms our current Public Works staff has proven to be well-rounded and a great group of workers.

Lastly, as you all are aware, I will be on vacation from January 31st to February 5th. I have full confidence in my staff to handle any situations that may arise while I'm gone. All emergency calls will go to Stephen during this time. We have talked extensively about processes while I'm gone, so I do not anticipate anything to lack. Staff also has Ion and Jasons numbers with Test, as well as Chris Dopkins should there be any questions that need to be answered by them.

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