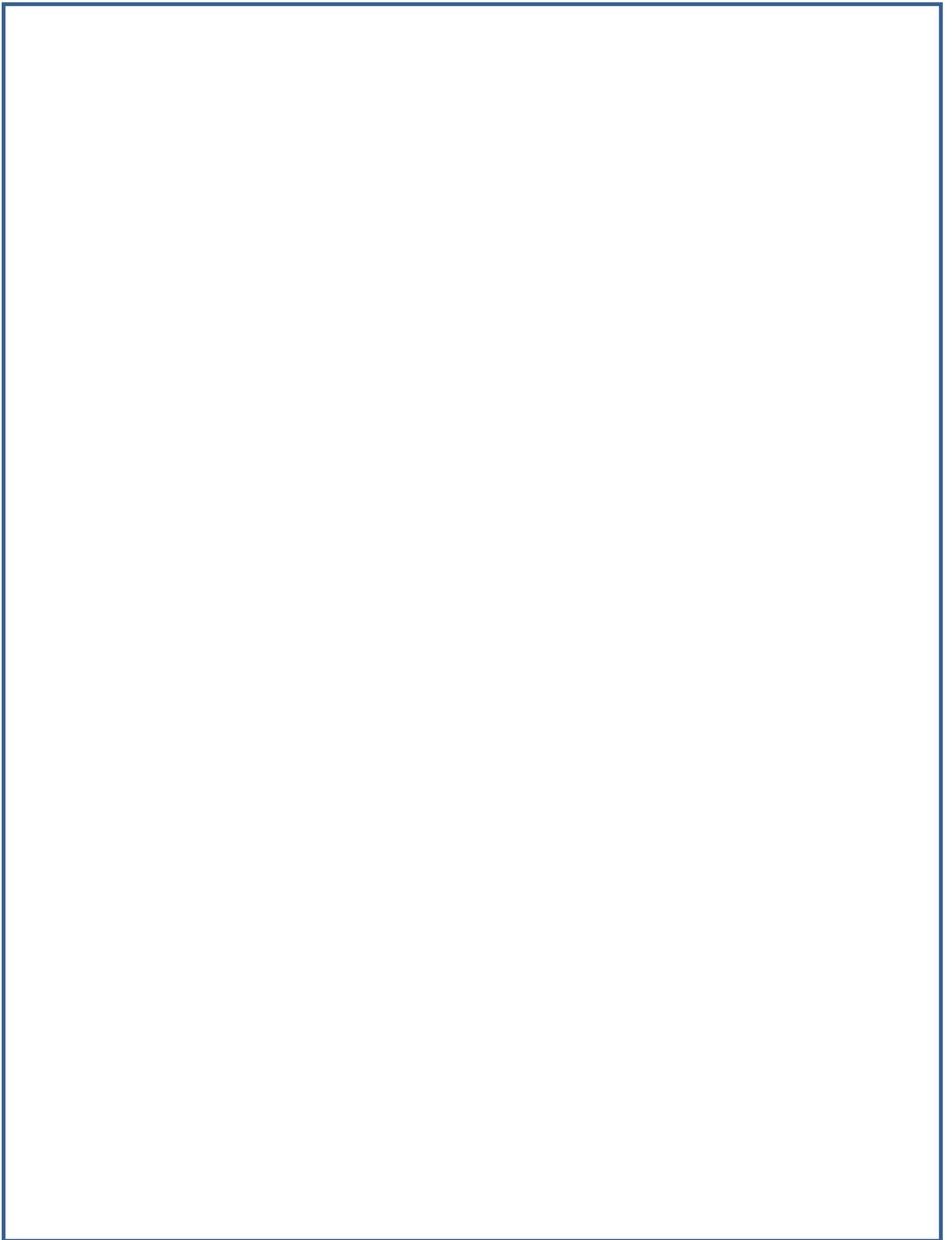


2015 Annual Report Public Works Department



Public Works Employees with Awards at the Annual APWA
Snow Rodeo



Overview

The Public Works Department provides a diverse range of services through Public Works Administration and four operating divisions. Public Works responsibilities are primarily related to public infrastructure and environmental services. A brief description of the function of each Public Works division is provided below:

Administration

This division provides organization, direction and coordination of the four operating divisions of the Department including policies and procedures, personnel management, planning programs, budgeting, the management of records and reports, and emergency preparedness. This division is responsible for departmental communications including public and media relations. Administration also coordinates activities with other governmental and community organizations.

Waste Removal

This division performs the weekly curbside collection and disposal of residential household and bulk solid waste and weekly curbside recycling collection, as well as the daily collection of recyclable materials from 10 drop off recycle centers. In addition to basic services, this Division also collects solid waste from Town owned facilities and from trash containers in Uptown; manages the electronics recycling program; handles special waste generated by Town operations and works with the Ecology Action Center to provide educational programs. This division also collects landscape waste curbside nine months out of the year.

Fleet Maintenance

This division coordinates the routine maintenance and repair of the Town's entire vehicle fleet and all major specialized equipment to ensure that all departments have safe, reliable equipment to perform their duties in a cost effective manner. Technical assistance is provided in the preparation of equipment specifications and evaluation proposals for the purchase and replacement of vehicles and equipment. The Fleet Maintenance Division also manages the fuel supplies for the Town vehicles

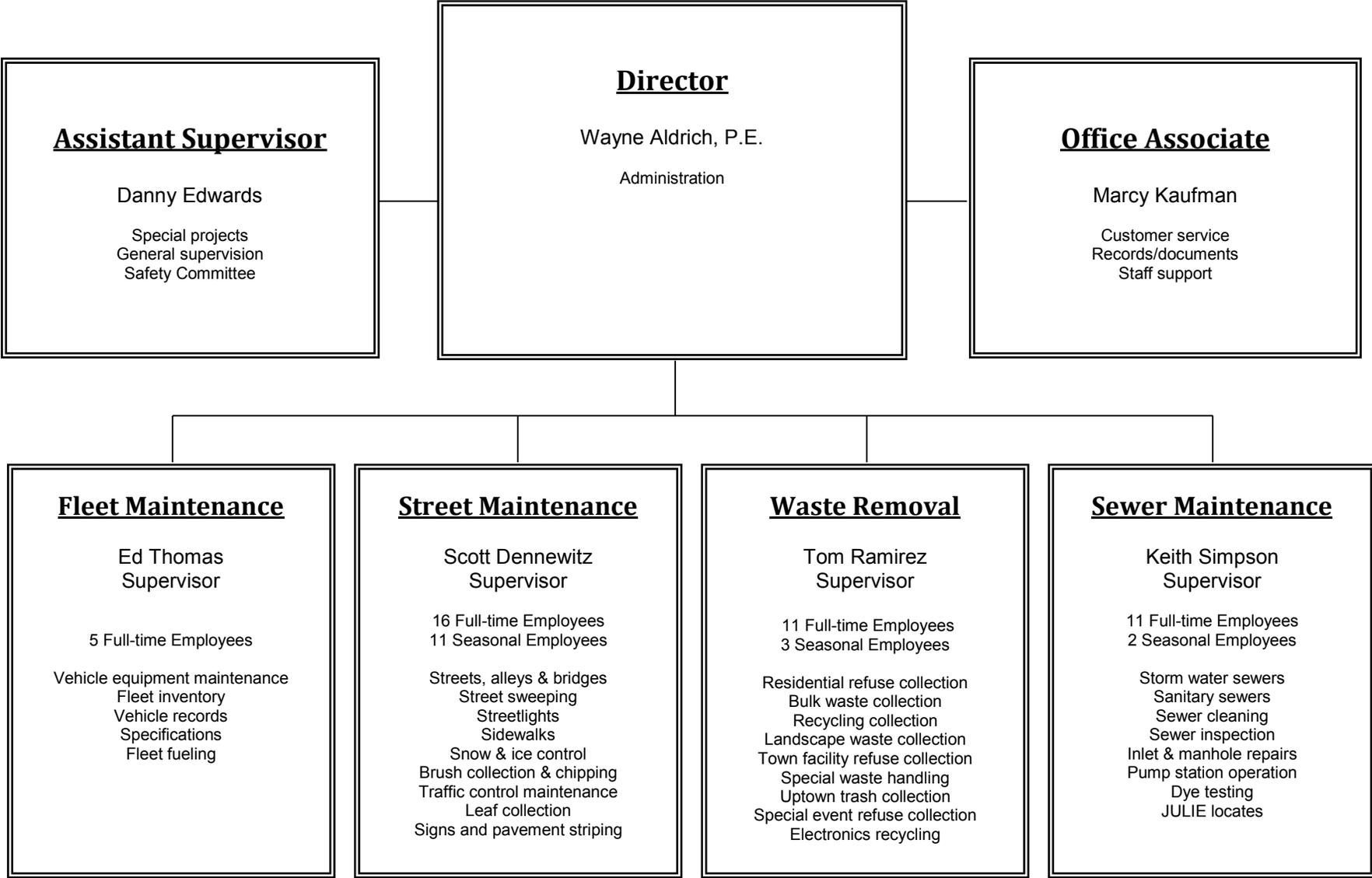
Street Maintenance

This division is responsible for the maintenance of streets, bridges and traffic control systems. Work includes road repair, snow and ice control, sweeping, traffic markings and signs. In addition to these basic maintenance items, this division also collects and chips residential brush, hauls bulky waste to the transfer station and each fall collects leaves to haul to the ISU Farm. Landscape waste is also hauled to the ISU Farm by the Streets Division. Personnel in this division assist other Departments with Uptown events and maintenance.

Sewer Maintenance

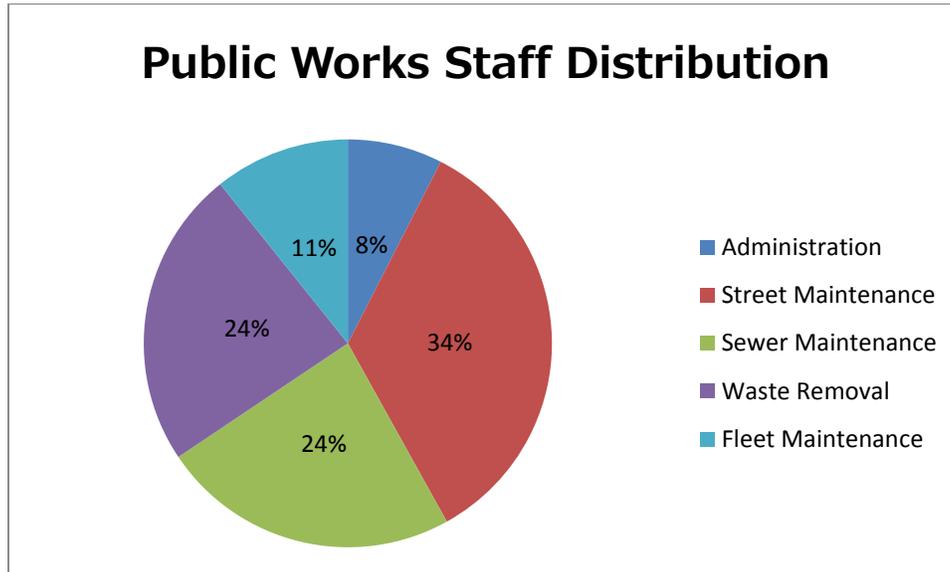
The sewer division maintains and repairs all public storm and sanitary sewer systems including operation, testing, cleaning and inspection of pipes, inlets, manholes, lift stations and pump stations. This division also performs JULIE locates for Town sewer lines.

Public Works Departmental Organization



Staff

The Department's current staffing level is 46.5 full-time employees (Utility Permit Technician is shared with Engineering) and 16 seasonal employees. The following breakdown reflects the total annual full time staff utilization by division for 2015:



Intergovernmental Coordination

Numerous functions performed by the Public Works Department are coordinated with other departments, governments and entities including: Connect Transit, Bloomington/Normal Water Reclamation District, Ecology Action Center, Illinois State University, McLean County, the City of Bloomington, McLean County Regional Planning Commission, Normal Township, McLean Solid Waste Technical Committee, McLean County Soil and Water Conservation District, McGIS Consortium, and Unit Five.

Below is a list of activities which are routinely coordinated through Public Works:

- Snow removal and ice control
- Traffic and bikeway markings
- Traffic signal coordination and maintenance
- Temporary equipment backup and utilization
- Transportation planning
- Services coordination associated with development
- Signage and street lights
- Road closures
- Educational programs
- Special events

Waste Removal Division

Household Waste Program



Household waste is currently collected on a five-day weekly schedule from about 10,819 single-family homes and duplexes throughout the Town of Normal.

The total amount of waste hauled to the landfill has remained relatively stable over the past several years. It is the Town's goal to reduce the amount of waste hauled to the landfill and the resulting tipping fees paid to the landfill operator.

McLean County Solid Waste Management Plan -Town staff continues to work with the McLean County Solid

Waste Technical Committee to find alternate methods to minimize the quantity of waste currently being deposited in the landfill. The goals adopted by the McLean County Solid Waste Technical Committee are:

Goal 1 – *Significantly reduce the amount of solid waste requiring disposal through increasing source reduction, reusing, recycling, and composting.*

Goal 2 – *Manage the remaining solid waste disposal in an efficient, equitable, and environmentally protective manner, consistent with the solid waste hierarchy.*

Goal 3 – *Adopt secure, long-term funding mechanisms that provide sufficient revenue for all local waste program needs while providing incentives for increased waste reduction and diversion.*

The Town staff is currently working on a committee with the City of Bloomington, McLean County and other community partners on a new McLean County Solid Waste Management Plan which will be required to be submitted in 2017. This effort is led by the Ecology Action Center in their capacity as the chair of the McLean County Solid Waste Technical Committee. The goal of the Solid Waste Management Plan is to better manage municipal solid waste in a responsible and cost-effective manner and to develop a 20-year progressive plan for waste reduction, recycling, composting, and disposal.



Bulky Waste Collection

Bulky waste is collected by the Waste Removal Division and then hauled by the Street Division to the transfer station on the west side of Bloomington. The amount of bulky waste collected in 2015 increased by 8%.

Landscape Waste Collection Program

The Waste Removal Division collects residential landscape waste (other than grass) curbside from April 1st to December 31st. The landscape waste is delivered to the Illinois State University farm for composting. Although the Town does not collect grass clippings, sod or dirt curbside, residents may dispose of these items at the Public Works facility in the landscape waste disposal area. These items are also delivered by Public Works to ISU for composting.

Special Waste Handling Program

The Waste Removal Division is responsible for the removal of “special wastes” generated from Town owned facilities. The Town does not provide this service to residents and businesses. The Division documents and temporarily stores the materials prior to removal and contracts with a licensed handler for removal.

Examples of special wastes managed by the Division are herbicides and cleaning chemicals generated by the Parks & Recreation Department and old car batteries and used engine oil collected at the Public Works facility.

Household Hazardous Waste (HHW) – In 2014 The Town of Normal, the City of Bloomington, McLean County and the Ecology Action Center entered into a contract to fund a public HHW collection event every other year. The 2015 Household Hazardous Waste collection was held on October 17, 2015.

2015 HHW event collected a record-breaking
27,366 gallons of hazardous waste

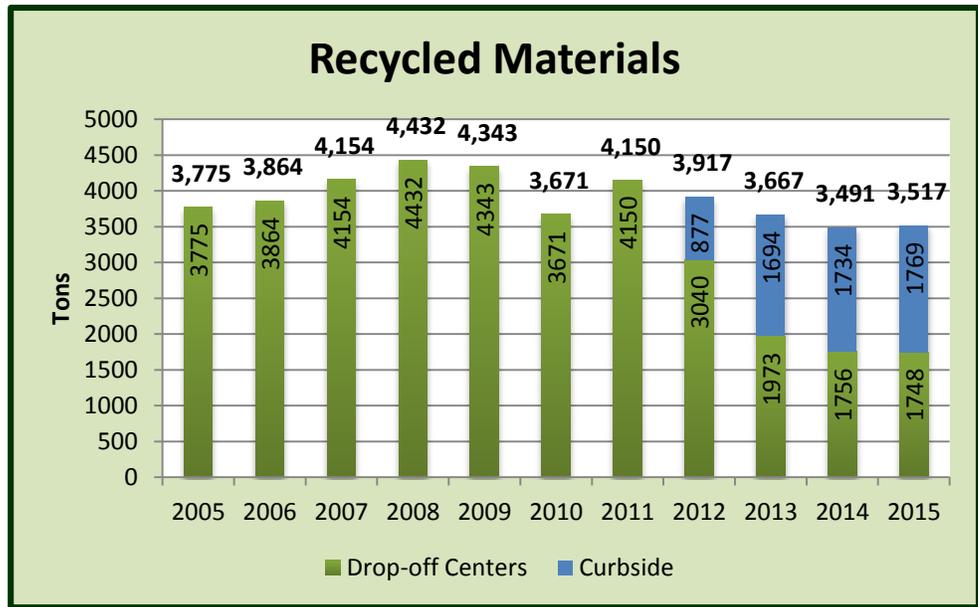


2015 Household Hazardous Waste Event

Recycling Program

The Town of Normal collects recycled materials from 8 drop-off sites and the single-stream curbside recycling program.

Household participation in the curbside program reached 61% in 2015. The Ecology Action Center estimates 37.7% of the total amount of solid waste generated in McLean County is currently recycled. The Town as well as the City of Bloomington and other community partners are discussing other efforts to increase participation in recycling programs to reach the county-wide goal of a 40% recycle rate.



New Yellow-Lid Recycle Cart being emptied

Electronics Recycling

Effective January 1, 2012 the recycling of certain electronic waste, including televisions and computer components, is required by state law.

In 2014, disposal methods for Cathode Ray Tube (CRT) televisions and monitors resulted in changes in the electronics recycling industry. This resulted in increased costs and quantity of electronics waste being deposited at the Normal collection facility.



E-Cycle!

Reduce your electronic waste.

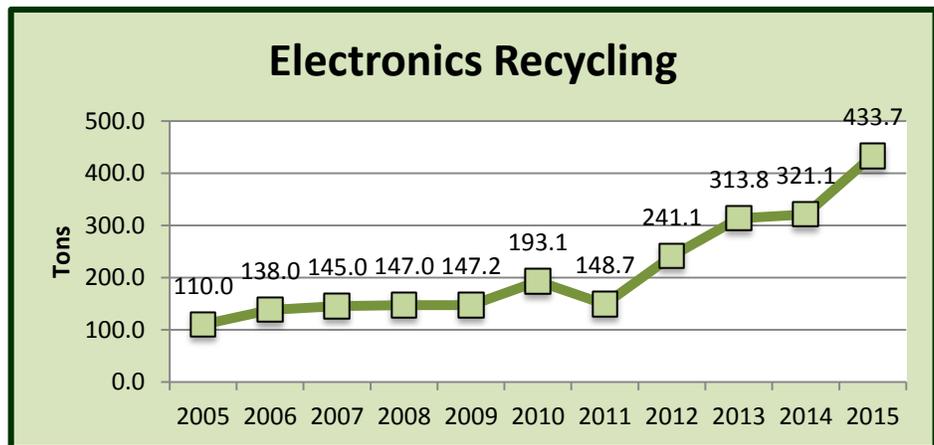
Modifications to the Illinois Electronics Products Recycling and Reuse Act passed in July of 2015 were intended to sustain a healthy recycling market for electronics waste. It is not yet clear whether these changes have effected the market in a positive way.

Although the program costs have increased, the Town was able to secure a new contract with an electronics recycler for calendar year 2015 and continues to collect electronics waste for residents in McLean County. The staff is committed to working with other governmental agencies, businesses and not-for-profit groups in the community to assure electronics waste items are not disposed of improperly.

The Town of Normal provides a self-service drop-off collection site for electronics recycling at the Public Works facility located at 1301 Warriner Street. Electronic recycling hours are Monday – Friday, 7 a.m. – 2:30 p.m. and 8:00 a.m. – Noon the first Saturday of each month.



A stockpile of Cathode Ray Tube (CRT) monitors



Since January 1, 2012

Electronic recycling has increased

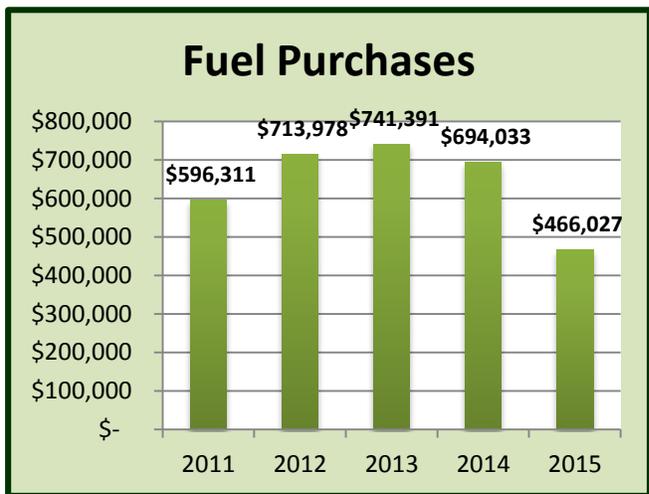
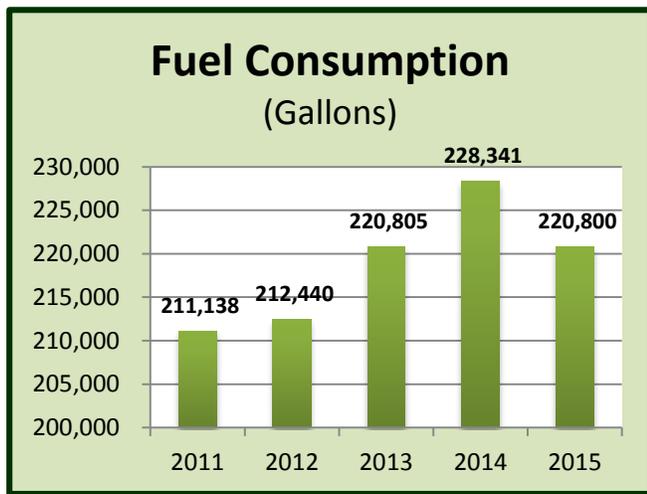
192%

Fleet Maintenance

In the past year the Fleet Maintenance Division performed repairs and routine maintenance on the Town's fleet of 328 vehicles and pieces of major equipment. The fleet maintenance division also manages the Town's supply of gas and bio-diesel fuel.

Fleet Fueling

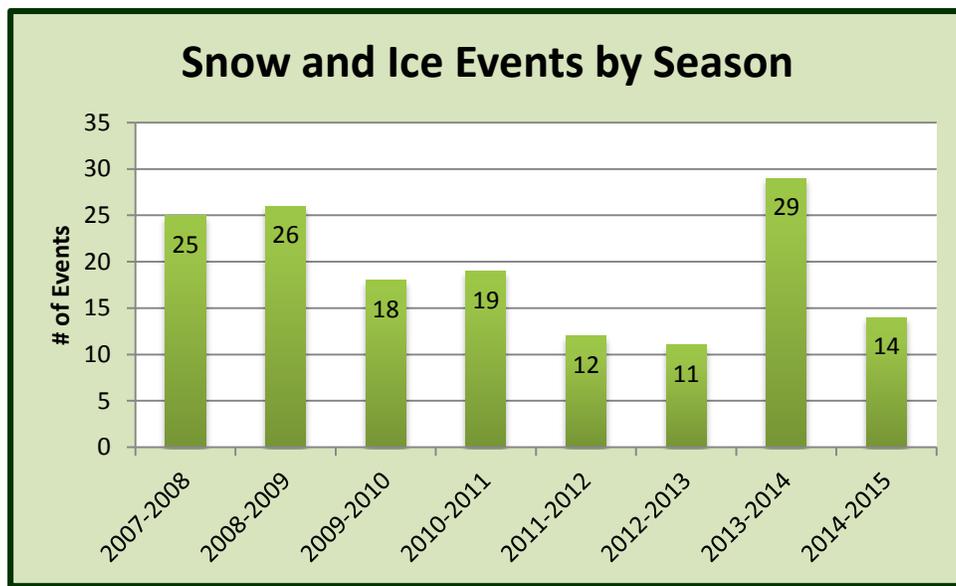
The cost of fuel in 2015 totaled \$466,027; down 33% from 2014. Fuel consumption decreased by 3% primarily due to decreased snow removal operations in 2015.



Street Maintenance

The work activities of the Street Division are impacted by seasonal weather conditions. While the winter of 2013-2014 had a record number of 29 winter weather events, the winter of 2014-2015 was relatively mild with 14 winter weather events. The mild fall of 2015 allowed the Street Division to perform additional street maintenance activities.

Snow Removal & Ice Control



A total of **3045** tons of salt were used to keep streets safe during inclement weather.

Roadway Repair & Maintenance

As the roadway pavements in Normal increase in age, maintenance efforts by the Public Works Department also increase. The Public Works Department works closely with the Engineering Department to determine appropriate maintenance procedures. The Town currently maintains 431 lane miles of streets.

In 2015 Public Works crews doubled the amount of concrete used for street and sidewalk repairs. The Public Works Department continues to look for new and efficient ways to perform maintenance repairs to extend the life of the Town's roadway infrastructure.



Joint sealing on Airport Road

Used **1182** cubic yards of
concrete for pavement patching



Normal crews removing concrete for a pavement patch on College Avenue



Retaining wall on Division Street built by Public Works employees

Traffic Maintenance

A total of 4030 gallons of specialized paint was applied to roadways to refresh traffic markings on existing streets. The division also applied traffic markings to new pavements constructed by the Town including Northtown Road and Franklin Avenue. The Traffic Maintenance Division continues to apply signage and markings in accordance with the Town Bike and Pedestrian Master Plan.



New "Redbird" signs installed on Main and Kingsley Streets

During 2015, traffic maintenance crews replaced or installed 610 signs meeting new standards for sign reflectivity and letter sizes. The Traffic Maintenance Division also provided road closures and traffic control for 30 special events.



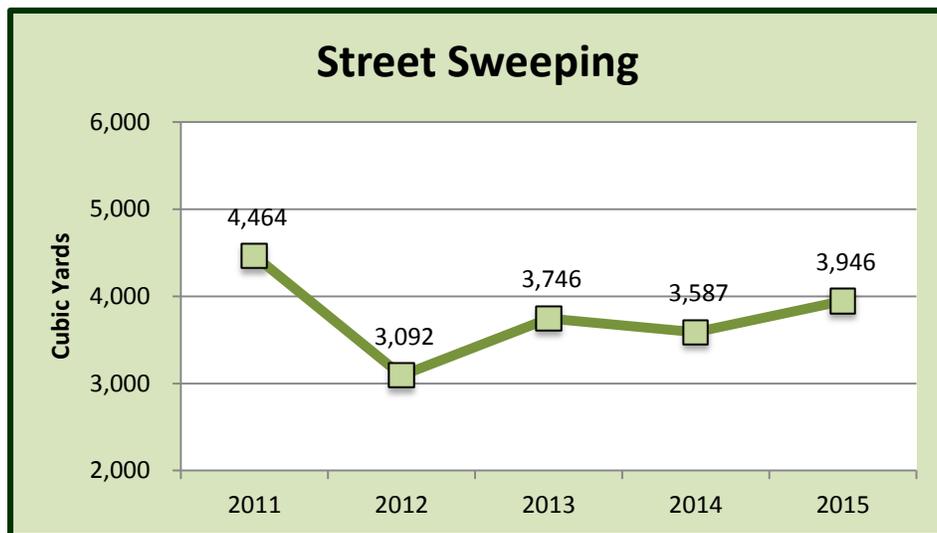
New Constitution Trail Stencil

Street Sweeping

The division continues to seasonally sweep streets using two street sweepers. This activity yielded 3946 cubic yards of dirt and debris which improved the appearance of our community and improved water quality from storm water runoff. The largest variable for the amount of street sweeping completed is the weather. When compared to 2014 the amount of dirt/debris collected increased by 10% primarily due to the relatively mild winter which allowed continued street sweeping activities.



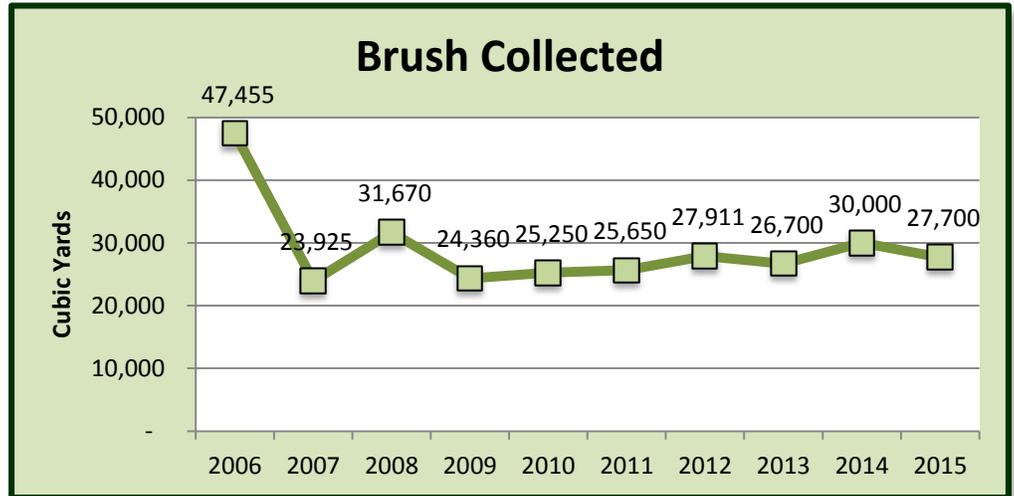
The Town operates 2 street sweepers. Pictured above are employees John Filter and Dave Locke with a truck-chassis street sweeper.



Brush Collection and Chipping

The Streets division utilizes three knuckleboom type vehicles to collect brush. An industrial drum-type wood chipper processes the brush into mulch. The free mulch is utilized by residents and landscapers throughout the county. Although the cubic yards of brush collected appears relatively steady, the tonnage of brush

collected is greater due to trees removed as an effect of the Emerald Ash Borer infestation. Instead of collecting “trimmings” and smaller branches, crews are collecting larger tree sections which amount to more tonnage per load of brush.



Brush crews picked up large amounts of brush After the December 28th ice storm



Brush crews loading a dump truck after the December 28th storm

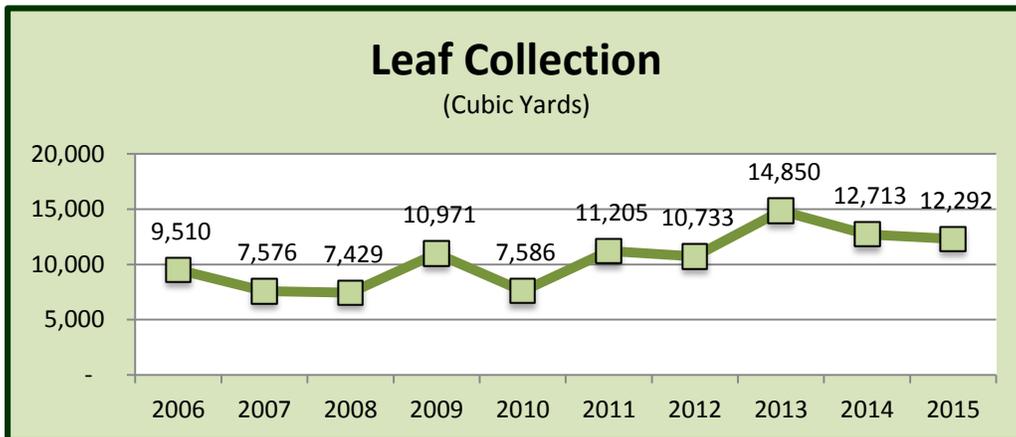
Leaf Collection & Composting

In the fall, the Street Division collects leaves raked to the curb by residents. By agreement, these leaves are transported to the Illinois State University farm in Lexington and processed into compost.

New leaf boxes increase
load capacity by **33%**



Leaf collection crew in north Normal



Sewer Maintenance

Lift Station Operations

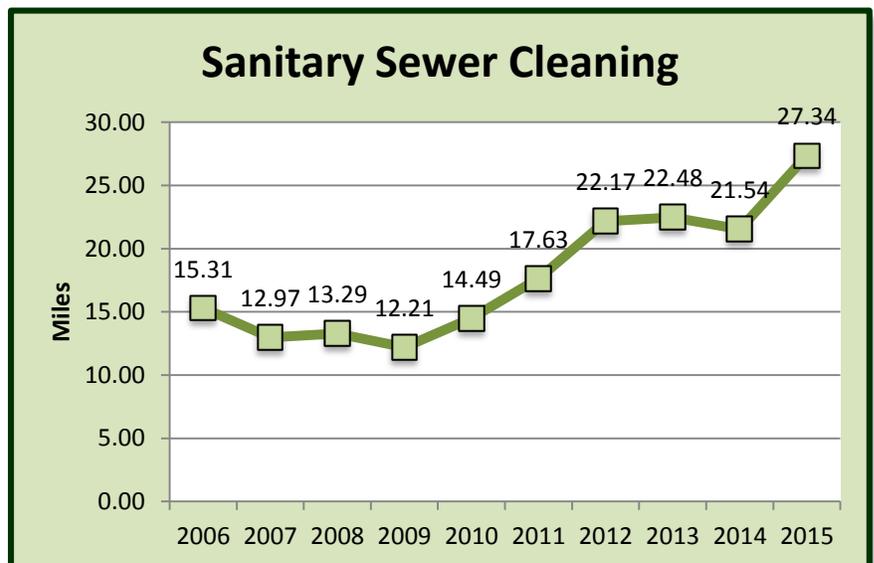
Sanitary sewer pumping stations are inspected daily. The Town operates six sanitary sewer pumping stations (Northtown Road, Ironwood, North Bridge, Franklin Heights, Trails at Sunset Lake and Airport Road) and one storm water lift station (Vernon Avenue underpass). In 2015 two new enclosure buildings were procured for the pumping stations at Mercy Creek and Trails at Sunset Lake. These enclosures will ensure the station equipment is protected from the weather and other damaging elements.



New Sanitary Sewer Pump Station enclosure building at Mercy Creek

Sewer Maintenance and Repair

In order to minimize and prevent sewer backups, this division is responsible for a preventive maintenance program that includes routine television inspection and cleaning of the sanitary sewer system. There are approximately 174 miles of sanitary sewers in Normal. A total of 144,377 feet (27.34 miles) of sewer was cleaned with the vector truck.



As a part of the Sanitary Sewer Master Plan initiated in 2015, the Sewer Division will continue to increase the amount of sewer cleaned and televised. New software purchased in 2015 will allow sewer ratings and videos to be automatically uploaded to the Town's GIS System.



Sewer Division employees using a mobile by-pass pump

In addition to routine sewer work, these items were also completed in 2015:

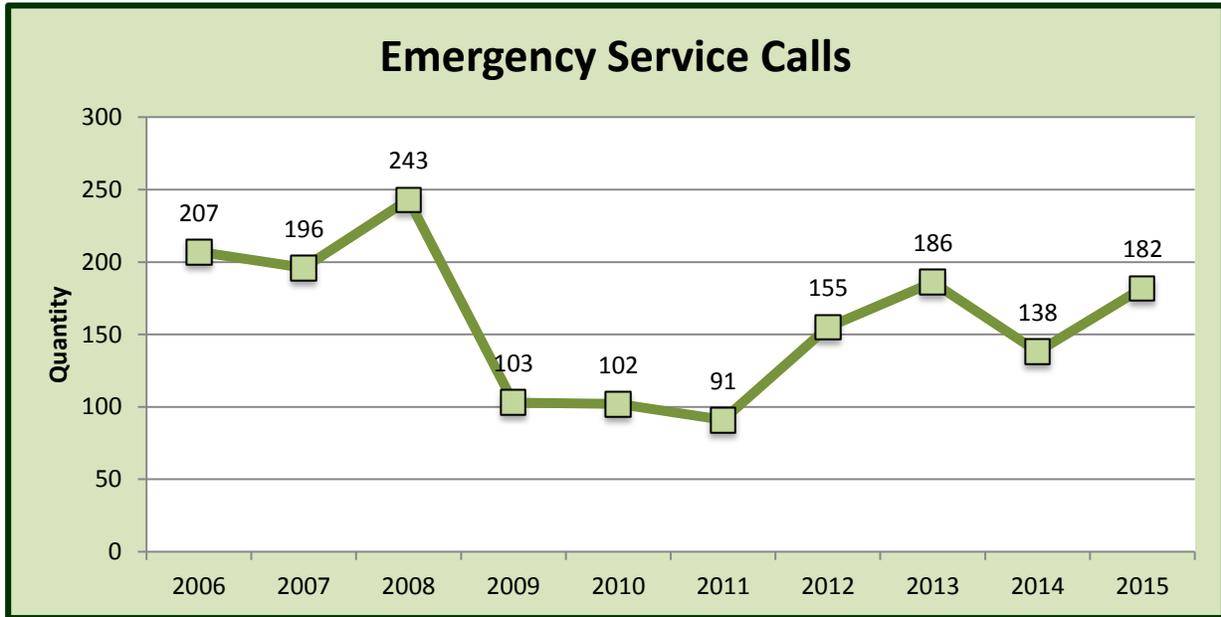
- Treated 6685 ft. or 1.3 miles of back yard sanitary mains to control tree roots. Crews used an E.P.A. approved foaming herbicide treatment to kill the intruding tree roots in problem areas.
- Worked with the High Speed Rail team on sewer / railroad designs.
- Performed major repairs to 6 storm sewer lines and 11 sanitary sewer main lines.
- Replaced 46 inlet castings.
- Responded to 41 residential sewer back-ups (14 were due to blocked sanitary main lines and 27 were not due to main line blockages).
- Performed 59 dye tests.



Students from Pepper Ridge Elementary School inspecting the sewer camera

Emergency Service

In 2015 the division responded to 182 emergency sewer service calls consisting of 34 lift station alarms, 97 after hours JULIE locates, 32 calls related to sanitary and storm sewer problems and 19 miscellaneous callout emergencies.



Sewer Division responded to

3975 locate requests

Special Projects

Coal City Clean-up Response

On Monday, June 22, 2015 at approximately 10:00 pm an EF-3 tornado hit the town of Coal City, Illinois. Coal City is located 16 miles north of Dwight, Illinois on Interstate 55 with a population of roughly 5600 people. The tornado path was estimated to be a quarter mile wide. As many as three tornados may have been involved in this storm. The storm traveled northwest to southeast severely damaging 13 different neighborhoods. The Town of Normal Public Works Department was contacted by the Illinois Public Works Mutual Aid Network (IPWMAN) on Thursday, June 25th with a request for grapple trucks and operators to help with the cleanup.



Coal City Tornado Cleanup

Town of Normal Public Works Crews worked along with 16 other communities and the Illinois Department of Transportation to clean-up the area. By Thursday July 3rd all the debris was removed and the streets were swept by street sweepers.



Coal City Cleanup Crew: Pictured from left to right: Ryan Larkin, Chris Scott, Ed Fleming, Justin Sweeney, Bruce Auer, Chad Moody, Conrad Riordan, Dallas Woodworth, Kris Starkey and Charles Barlow. Tom Ramirez, Waste Supervisor, in front. Not pictured: Nick Huskins, Ed Williamson, Jeff Miller, Dave Locke and John Filter.

Uptown Development



Hyatt Place Hotel in Uptown

Public Works administration staff assists with project management activities in Uptown Normal. In 2015, this included participation with the developer and contractor on the Hyatt Place Hotel project.

High Speed Rail Project

Public Works administration helps coordinate work being performed on the High Speed Rail project. In 2015, considerable work was performed on retaining walls in Normal. Rail, fencing, road crossing and signal work is anticipated in 2016.



Retaining Wall work being performed as a part of the High Speed Rail project

TRAINING

Training opportunities for Public Works Employees in 2015 included training through the Illinois Public Service Institute (IPSI), American Public Works Association (APWA), Pipeline Assessment Certification Program (PACP) and in-house training in Traffic Control, Electric Utility safety and Natural Gas Utility safety.



Three Public Works employees graduated from the IPSI Training in 2015. Pictured from left to right: Matt Bode, Chris Scott and Cody Friedlein



Jake Stone displaying the award for Best-Dressed Plow at the APWA Snow Rodeo



Live Electric Service training by Corn Belt Energy