

PUBLIC WORKS
1113 BROADWAY
P.O. BOX 218
HIGHLAND, IL 62249



Public Works

(6 1 8) 6 5 4 - 6 8 2 3

F E B R U A R Y 1 5 , 2 0 1 3

PRESIDENT'S DAY

- City offices will close Monday, February 18 in observance of the President's Day holiday.
- On-call personnel can be contacted in an emergency. Call the Police Department at 654-2131 and they will dispatch the appropriate department.

Joe Gillespie,
Director

Mike Lengermann
Supervisor ST & A

Russ Parker
Supervisor W & S

Bill Zimmer
Supervisor WRF

Mike Buss
Supervisor WTP

Clint Conrad
Resident Engineer

Sherry Kesner
Admin. Assistant

Help is Available if You Know Who to Call

Everyday we receive calls with questions and requests for services. We do our best to address each question and concern, but very often we are not the only city department involved. Knowing where the city's responsibility ends and the property owner's begins, as well as who to contact can help avoid confusion and frustration.

Water Lines - The Water & Sewer Division maintains the water mains to the curb stop. Any leak on a service line or a malfunctioning inside shut-off valve is the responsibility of the property owner. The division will assist the homeowner by shutting off the water to the service line so that a repair can be made, but the homeowner should be aware that the shut off can not always be done right away. Frequently the outside shut offs have been buried over the years, and if this is the case, a JULIE locate needs to clear before we can dig to locate that shut off. We also request 24 hours notice (if possible) to be able to schedule the shut off. City Hall, 654-9891, is responsible for putting in the work orders for these requests, as there is a \$25 fee that will be charged when the water is turned back on. This fee will appear on your city utility bill.

Special Traffic Signs - Citizens frequently call asking for a new traffic sign in their neighborhood. The Street and Alley Division replaces missing street or traffic control signs, but the decision for a NEW sign to be placed begins at the Police Department, 654-2131. The request for a new traffic control sign goes to the Chief of Police, and then, with a recommendation and agreement between police, city hall, and public works a signage order will be entered. The Street Department will then order the special sign and be responsible for placement.

Trees - The trees that grow between the street and sidewalk or along other city right-of-way are considered street trees and are the responsibility of the city to maintain. These trees will be pruned every four years as part of a regular maintenance program by the Public Works Department. Any tree that needs attention outside of regular maintenance will be evaluated and either pruned or removed as necessary. If a homeowner wants to work on a street tree themselves, they must have an approved tree care permit before doing so. A tree care permit can be obtained from Ryan Hummert, the City Arborist. Ryan works in the Parks Department and maintains an office at the Weinheimer Building, 654-6071. If a homeowner has a tree in their yard that needs to be trimmed and there are overhead electric lines that could present a danger during a pruning or removal, they can contact the Electric Department, 654-7511. The Electric Department can work with the homeowner to lower the lines so the work can be completed safely. Any trees with overhead lines running through them in city right-of-way, or on utility easements will be maintained by the electric department as well.