

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES
COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
NOVEMBER 14, 2016 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN
THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. **CALL TO ORDER**

Chairman Mistele called the meeting to order at 5:30 PM.

2. **ROLL CALL**

Those present at roll call were Chairman Michael Mistele, Trustee Paul Oggerino, and Village Administrator Tim Halik. Absent: None.

3. **APPROVAL OF MINUTES**

- a) After review of the draft minutes from the September 12, 2016 regular meeting of the Municipal Services Committee, Trustee Oggerino made a motion to approve the minutes as presented. Chairman Mistele seconded the motion. Motion Carried

4. **DISCUSSION – Potential Annexation/Water Main Extension, William Drive**

Administrator Halik advised the Committee that on Monday, October 31, 2016, Village staff was contacted by the property owner of 7939 William Drive. This location is currently unincorporated within DuPage County jurisdiction. The property is currently serviced by a private water well and the owner advised that the well requires costly maintenance repairs. The owner wished to explore possible annexation to Willowbrook to obtain Village water. Halik advised that the Village water system current does not extend south of 79th Street in this area. Given the property in question is the third lot south of 79th Street, a water main extension project would be required to bring a new section of water main across the frontage of the property in order to serve the residence. With assistance from the Village's engineering consultant, staff estimated the cost of installing approximately 360 lineal feet of eight-inch water main along the west right-of-way of William Drive. Including materials, labor, and site restoration, the construction cost of this project would be approximately \$64,000. As is Village policy, the Village would pay for the cost of engineering the project, and the property owner(s) would pay their proportionate share of the construction of the water main, based on the length of site frontage of the property. Annexation to Willowbrook would also be required. Halik advised that all information was conveyed to the property owner on Monday, October 31, 2016. The property owner thanked staff for their quick review of his request for information and response. The owner is currently considering his options and will respond if he decides to move forward with annexation to obtain Village water. If the owner does decide to move forward, staff can move quickly to obtain proposals from underground contractors to perform the work. In order to finalize the scope of the project, staff would also reach out to other nearby unincorporated properties to determine if there is interest among those property owners to obtain Village water. If there is substantial interest, the project could potentially be expanded with recapture agreements for those properties that are not yet interested in annexing and connecting to a new water main. The Committee thanked Halik

for the information.

5. DISCUSSION – Police Building Expansion/Renovation, Progress Update

Administrator Halik shared with the Committee a two-page progress report on the police station construction that was prepared by Christine Keltner of Integrated Project Management, Burr Ridge. Halik advised that IPM was previously hired by the Village to serve as the owner's representative for the project and has been assisting Halik in overseeing and managing the project. The report is in a one-page "dashboard" type format containing key accomplishments, budget tracking, schedule updates, upcoming activities, and current issues/risks for the period in which the particular report covers. The Committee members reviewed the information contained within the report and determined it would be helpful to them in tracking the status of the project. Halik advised that he would include future reports in the upcoming committee agenda packets.

6. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for the month of September 2016. Halik advised that the Village received about \$63,000 in permit revenue for the month. The total amount collected to date represents about 79% of the total budgeted amount of revenue for fiscal year 2016/17. Halik then reviewed the monthly permit activity report for the month of October 2016. Halik advised that the Village received about \$133,000 in permit revenue for the month. The total amount collected to date represents about 136% of the total budgeted amount of revenue for fiscal year 2016/17.
- b. Administrator Halik shared the water system pumpage report for September 2016. The report indicates that the Village pumped 30,853,000 gallons of water in the month. The total amount of water pumped so far this fiscal year is about 2% more than was pumped in the same time period of FY 2015/16.
- c. Administrator Halik shared the August, September, and October 2016 scavenger reports, and advised that the report was for informational purposes only.
- d. Administrator Halik shared the September 2016 Clarke Environmental Mosquito Abatement Report, and advised that the report was for informational purposes only.

7. VISITOR'S BUSINESS

(None)

8. COMMUNICATIONS

Administrator Halik discussed water meter testing. Halik advised that within tonight's Board agenda packet was a resolution to accept a proposal from HBK Water Meter Service, Inc. for additional testing of large commercial water meters within the Village's water distribution system. The meters would be tested for accuracy. Halik advised that the FY 2015/16 budget included funding to perform meter testing of fifty meters. When this testing was completed, it was found that a majority of the meters that tested outside of the acceptable range of accuracy were under-registering. Therefore, the Village was billing those water accounts less than the amount of water that was actually being used. Therefore, staff would recommend that additional testing be performed on the remaining meters to ensure their accuracy. Halik advised that if the test results are similar to the prior test results, this additional testing would essentially pay for itself. The Committee members were in agreement.

9. ADJOURNMENT

Motion to adjourn was made by Trustee Oggerino. Seconded by Chairman Mistele. The meeting was adjourned at 5:50 PM.

(Minutes transcribed by: Tim Halik, 12/29/16)