

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES
COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
JANUARY 9, 2017 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 November 14, 2016 regular meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes as presented. Trustee Oggerino seconded the motion. Motion Carried

4. **DISCUSSION – Specifications and Bid Documents – Village Hall 500,000 Gallon Spheroid Tank Painting and Rehabilitation Project**

Administrator Halik reminded the Committee that on June 10, 2013, the Village Board adopted Resolution No. 13-R-30 accepting a proposal from Strand Associates to perform an engineering analysis of the protective coatings on all three of the Village's above grade water tower structures. Halik advised that these three water tanks were last sandblasted and re-coated in 1999, 2001 and 2002 and are experiencing varying degrees of wear. Based on the results of this analysis, a schedule for blasting and repainting the tanks was developed to include work in fiscal year 2015/16 through fiscal year 2017/18. Halik advised that we are on schedule with this multi-year project, and are ready to solicit bids for the last water tank to be blasted and painted – the Village Hall 500,000-gallon spheroid tank. Halik advised that the FY 2016/17 budget includes funding to develop design specifications and bidding documents relating to the re-coating of the Village Hall 500,000-gallon spheroid tank. On September 26, 2016, the Village Board accepted a proposal from CBBEL to perform this work. Within the committee packet is the completed Bid Notice and Contract Document for the rehabilitation of the Village Hall 500,000-gallon spheroid tank to occur in FY 2017/18. Halik advised that the project is scheduled to be put out to public bid in January of 2017, with the project commencing after May 1, 2017 within the Village's 2017/18 fiscal year. Halik stated that although there may be minor changes made to the attached documents, staff recommends approval of the bidding schedule and attached contract document. This project will be funded from the Water Fund. Trustee Oggerino suggested that consideration be given to adding copy on the northeast side of the water tank that reads, "Willowbrook municipal complex" or "Willowbrook municipal campus." Chairman Mistele agreed and stated that he prefers the term campus. Halik advised that he would work with the project engineer to request a proposal from the low-bidder to add such language onto the tank. The committee authorized staff to proceed to going out to bid.

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 highlighted areas of the report containing key accomplishments, budget tracking, schedule updates, upcoming activities, and current issues/risks for the period in which the particular report covers. Trustee Oggerino requested additional detail on each item contained within the issue/risk category of the report. Both Chairman Mistele and Administrator Halik provided further explanation on each item listed within that section.

6. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity reports for both the months of November and December 2016. Halik advised that the Village received about \$74,000 in permit revenue for the month of November, and about \$9,300 in permit revenue for the month of December. The total amount collected to date represents about 172% of the total budgeted amount of revenue for fiscal year 2016/17, indicating that it has been a very busy construction year.
- b. Administrator Halik shared the water system pumpage report for November 2016. The report indicates that the Village pumped 25,929,000 gallons of water in the month. The total amount of water pumped so far this fiscal year is about the same amount that was pumped in the same time period of FY 2015/16.
- c. Administrator Halik shared the November and December 2016 scavenger reports, and advised that the report was for informational purposes only.

7. VISITOR'S BUSINESS

(None)

8. COMMUNICATIONS

Administrator Halik discussed the resolution on this evening's Village Board Consent agenda approving a plat of easement for a residential property located at 6407 Lane Court. Halik advised that the depiction of the easement on the plat may appear odd given it runs through the middle of the lot, but it is accurate. Halik advised that there is a creek that runs through this property, so the property contains regulatory floodway and floodplain areas. The County Stormwater Ordinance requires that drainage easements be provided upon residential redevelopment projects, and it has been the Village's practice to obtain periphery utility easements as well. Given the presence of the creek, it was decided that the new easement should be platted on the side of the creek nearest the structure so utilities would not have to cross the creek to serve the residence. The committee members thanked Halik for the explanation.

9. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele. Seconded by Trustee Oggerino. The meeting was adjourned at 6:07 PM.

(Minutes transcribed by: Tim Halik, 2/3/17)