

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JANUARY 8, 2018 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. **CALL TO ORDER**

Trustee Terrence Kelly called the meeting to order at 5:30 PM.

2. **ROLL CALL**

Those present at roll call were Trustee Terrence Kelly, and Village Administrator Tim Halik. Absent: Chairman Paul Oggerino.

3. **APPROVAL OF MINUTES**

- a) It was decided that since the previously assigned members of the Municipal Services Committee, specifically Trustees Mistele and Oggerino, were not in attendance at tonight's meeting, no current member of the Municipal Services Committee could attest to the accuracy of the draft minutes. Therefore, it was agreed that the draft meeting minutes of the November 13, 2017 regular meeting of the Municipal Services Committee will be reviewed and approved at the scheduled joint committee meeting to review the proposed FY 2018/19 Budget which will take place on February 19, 2018. No vote taken on the draft minutes.

4. **REPORT – Kingery & 63rd Street STP Lighting Project: Status Update**

Administrator Halik advised that this item is intended to provide an update on the project. Halik shared that the Village previously applied for and was awarded grant funding through the Federal Surface Transportation Program to install both intersection and approach lighting at the Illinois Route 83 and 63rd Street intersection. Kingery Highway is a state road, and the intersection does not currently meet warrant requirements for lighting.

Therefore, our requests over the years for IDOT to install lighting have been denied. Ultimately, it was decided that available grant opportunities to install the improvement would be our best chance of getting the work completed. Halik advised that the engineer's total estimated cost of this project was \$521,730. Therefore, the grant will cover 70% of the eligible costs of the project not to exceed \$365,211, with the Village's local share amount being \$156,519. The project was included on IDOT's March 3, 2017 bid letting. The low bidder at that time was H&H Electric Company in the amount of \$345,048.10.

Project bids came in significantly lower than expected. The contract was awarded on April 14, 2017 and the contract signed on April 27, 2017. A preconstruction meeting was held on May 16, 2017. It was expected that the project would commence in June of 2017 and be substantially completed by September of 2017. However, at the pre-con meeting, H&H Electric submitted a request for a 120-day time extension for delay of start, which is permissible under IDOT regulations. Therefore, the start of construction on this project was delayed until October 2017, with a new expected completion date of Spring 2018. Unfortunately, work did not commence in October. As a result, working days are being charged to the project as of October 10, 2017. On November 1, 2017, we received notification from H&H that they will try to begin the project the week of November 13th.

The contract for this project includes a total of ninety work days. Thirty-one work days have been charged so far. However, IDOT specifications preclude charging work days from December 1 until May 1 during the winter shutdown period. The project officially began on November 30th, and H&H has made some good progress prior to the onset of the extreme cold. They completed the light pole foundation installations at the northwest and southwest corners of the project. They have also installed the underground wiring in those areas as well. They are currently working on the southeast corner of the project. We anticipate that the new poles would be energized perhaps early March at the current rate of progress. Halik advised that copies of the Weekly Progress Report No.'s 1 through 11 are included in the packet. Trustee Kelly thanked Halik for the update and advised that he reviewed each weekly progress report.

5. REPORTS – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity reports for both the month of November and December 2017. Halik advised that the Village received about \$43,000 in permit revenue for the month of November, and about \$12,000 in December. Halik advised that for the first eight months of the 2017/18 fiscal year, the department has brought in a total of 145% of the budgeted revenue.
- b. Administrator Halik shared the water system pumpage reports for October and November 2017. The reports indicate that the Village pumped 27,807,000 gallons of water in the month of October, and 25,066,000 in the month of November. The total amount of water pumped so far in the 2017/18 fiscal year is about .81% below the amount of water pumped in the same time period of the previous fiscal year. However, we are still on track to meet the 350,000,000 pumpage projection for the year.
- c. Administrator Halik shared the October and November 2017 scavenger reports, and advised that the reports were for informational purposes only.

6. VISITOR'S BUSINESS

(None)

7. COMMUNICATIONS

(None)

9. ADJOURNMENT

Motion to adjourn was made by Trustee Kelly. The meeting was adjourned at 6:01 PM.

(Minutes transcribed by: Tim Halik, 2/6/18)