

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, AUGUST 13, 2018 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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1. **CALL TO ORDER**

Trustee Kelly called the meeting to order at 5:03 PM.

2. **ROLL CALL**

Those present at roll call were Trustee Terrence Kelly, Trustee Michael Mistele, Village Administrator Tim Halik, and Assistant Village Administrator Jeffrey Monteleone.

3. **APPROVAL OF MINUTES**

Trustee Kelly recommended that the committee return to this agenda item as Chairman Oggerino had not yet arrived.

4. **DISCUSSION – Architectural Professional Services Relating to Phase I of 825 Midway Drive Renovation Project**

Assistant Village Administrator Jeffrey Monteleone provided background on this project and detailed the tight timeline we have to complete the work yet this year. Trustee Mistele shared that we should not worry too much about the timeline, and that there is still ample time to complete the shell building work this year. He also stated that if necessary, we could delay the completion of the Phase II work. Trustee Mistele also commented that he believes it is very important for the architect to determine the required sizes of the root top units to be replaced based on the future use of the interior space. He shared that interior portions of the building will convert from office use to assembly use and the required sizing of the RTUs must be determined as part of the Phase I work. Staff agreed. Monteleone provided a general review of the architectural services contract and advised that the indemnification language will be changed to be improved in the final version of the contract. Administrator Halik also called attention to a minor language change that Trustee Kelly had requested in Section 15.0 on page 4, where the word Village should be changed to Owner. Trustee Mistele also noted the omission of the word Days within Section 1 on page 1 of the Addendum. Monteleone also noted that he had added Section 11 in the contract. Trustee Mistele asked for clarification on the Qualified Based Selection waiver. Monteleone explained statutory requirement along with the issue of bid stringing and stated that it should not be a concern due to our approach and budgetary timeline for this project. He just felt it was a matter that the Committee should be aware of. Halik also suggested that it may be prudent to consider the design/build approach for completion of the Phase II work in order to obtain a better price. If that were to occur, there would be no bid stringing concern since a different firm would complete the Phase II work. Trustee Mistele recommended that the architect should use the current Parks & Recreation Program Guide to assist in determining the uses of the interior spaces within the building. He also suggested that we consider the pylon wall and canopy design that is present at the two other buildings within the municipal complex. Halik responded that staff was attempting to keep the project costs low, so that same entrance monument design was not included. It was also felt that the improved

entrance could be completed at a later time, when additional funding was available. Trustee Mistele recommended that it be done as part of the exterior façade renovations within the Phase I work. He further suggested that it be included as a bid alternate on the project. Halik agreed that completing the entrance work within Phase I would make sense, it was just the increased cost staff was trying to avoid. Halik advised that staff would speak to the architect about including it as a bid alternate so a decision could be made after the cost is known. The Committee recommended approval of the architectural contract to begin design and bid document work on the 825 Midway Drive building.

\*\*\*\*\* Chairman Paul Oggerino and Trustee Gayle Neal arrived at 5:17 PM \*\*\*\*\*

3. APPROVAL OF MINUTES

- a) After review of the draft minutes from the July 9, 2018 regular meeting of the Municipal Services Committee, Chairman Paul Oggerino made a motion to approve the minutes as presented. Trustee Terrence Kelly seconded the Motion. Motion Carried

5. DISCUSSION – Requests of Republic Services due to Changes in Recycling

Administrator Halik provided background on this item and reminded the Committee that two representatives from Republic Services had attended the July 9<sup>th</sup> Municipal Services Committee meeting to make two requests of the Village due to cost increases incurred in the separation and disposal of Willowbrook recyclables. Halik advised that Republic Services is requesting: 1) Assistance from the Village in educating residents on contamination of recyclables, and 2) Consideration of a \$1.70 per month per account cost increase to help defray the increased cost of separating and disposing of Willowbrook recycling materials. Halik advised that since that time staff had performed some research and spoke to other towns. It appears that Republic Services is the only scavenger that we know of in our area that is requesting a price increase. At least two other scavenger companies, one of which is Groot serving Burr Ridge, is experiencing the same issue but has decided to absorb the cost increase for now rather than seeking additional revenue from accounts. Halik further advised that there are approximately 1,400 Republic Services accounts in Willowbrook, so the annual cost increase would be approximately \$30,000 on an approximate \$500,000 contract. The Village's current contract with Republic Services doesn't end until December 31, 2019 and prices to be charged are contained within the contract. So, Halik reminded the Committee that this was just a request from Republic Services. Both Chairman Oggerino and Trustee Kelly advised that they have been made aware of this same issue from the scavenger companies that serve their condominium associations, but neither of those companies were seeking a price increase at this time. The Committee agreed that additional education on recycling contamination would be beneficial to all and that a more instructive brochure is needed. Halik shared that he had raised that issue at a DuPage Mayors & Managers Conference Regulatory Issues Committee meeting. One of the members recommended that DuPage County staff get involved to publish such materials, since this issue is affecting all DuPage County municipalities. In conclusion, the Committee advised that they would not agree to a rate increase with 1½ years left on the contract. Halik stated that he and Monteleone would advise Republic Services accordingly.

6. REPORTS – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for the month of July 2018. Halik advised that the Village received about \$87,700 in permit revenue for the month. Halik advised that for the first three months in fiscal year 2018/19,

the department has brought in a total of approximately 81% of the budgeted revenue, indicating a high level of construction activity.

- b. Administrator Halik reviewed the water system pumpage report for the month of June 2018. The report indicates that the Village pumped 37,621,000 gallons of water in the month. This volume represents a 12.7% increase when compared to the pumpage in the first two months of FY 2017/18.
- c. Administrator Halik advised that the June 2018 Mosquito Abatement Program Update was for information only, but called attention to the recent light trap counts included at the middle of page 5 of the report. Halik advised that staff closely monitors the light trap counts and prevailing weather conditions. Halik advised that thus far in the mosquito season, the Mayor has authorized two Village-wide spray applications – one occurring on July 1<sup>st</sup>, in anticipation of 4<sup>th</sup> of July holiday celebrations, and the second on August 7<sup>th</sup>. Halik advised that the FY 2018/19 budget includes funding for two Village-wide spray applications, but if additional applications are deemed to be necessary, the budget would merely go over.
- d. Administrator Halik advised that the June and July 2018 Scavenger Report is for information only.

7. VISITOR'S BUSINESS

(None)

8. COMMUNICATIONS

- a) Surface Transportation Program (STP) Changes

Administrator Halik and Trustee Neal advised the Committee that changes were occurring to the allocation of funds and methodology of awarding Federal STP grants. This is why there was no STP grant cycle offered this year. Halik advised that the presentation material included in the agenda packet is very detailed info, but was merely meant to illustrate the nature of the changes that are occurring to the program. Although the final changes have not yet been approved by the Chicago Metropolitan Agency for Planning, Halik believes that the info contained in the packet will likely represent what the changes will be. Halik and Trustee Neal explained that more of the available Federal money will be allocated to larger regional projects and the criteria for being awarded a local project will be very different and based on items such as whether the project will create population/job benefits, include green infrastructure, and be public transit supportive. In addition, the types of eligible projects have changed as well. Halik advised that regional projects must have a minimum project cost of \$5 million or be a multijurisdictional project. The first call to submit applications for regional projects will occur in January of 2019. The first call to submit applications for local projects will occur in January of 2020. Halik advised that the Village has been very fortunate in the past to receive a fair number of STP grants that helped offset capital improvement costs in our annual roadway maintenance program. However, he is unsure whether we will be in a position to score favorably to obtain additional grants once the changes are put into effect. With regard to regional projects, Halik cautioned that although we could submit joint applications with surrounding towns and other agencies, the nature of those projects may be work that the Village otherwise did not intend to complete. If awarded, we would then be responsible for paying the local share of a

project that may not have been included in our long-range capital improvement planning. Halik also stated that state Motor Fuel Tax receipts continue to decline based on a number of factors including electric vehicles. Since that is the money available to us to conduct our annual roadway maintenance program, each year's program is becoming smaller and smaller in scope due to the reduction of funds. Halik advised that at some point he foresees that the General Fund will need to begin supplementing the MFT Fund in order to complete the scope of work necessary from year to year to maintain Village streets. Between the changes to the STP grants and the continuing reduction of MFT receipts, additional funding sources will need to be considered for street maintenance.

9. **ADJOURNMENT**

Motion to adjourn was made by Chairman Oggerino. Seconded by Trustee Kelly. The meeting was adjourned at 6:10 PM.

(Minutes transcribed by: Tim Halik, 8/15/18)