

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
SEPTEMBER 9, 2013 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Mistele called the meeting to order at 6:01 PM.

2. ROLL CALL

Those present at roll call were Chairman Michael Mistele, Trustee Suzanne Berglund, and Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

After review of the draft minutes from the August 12, 2013 Regular Meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes as presented. Trustee Berglund seconded the motion. Motion carried.

4. DISCUSSION – Village-wide Fall Brush Collection Program

Administrator Halik advised the Committee that this past Spring, the Village's regular tree maintenance contractor, Mario's Tree Service, completed the Village-wide Spring brush collection program. The program included curb-side collection of piled brush throughout town. Afterwards, the brush was separately ground at the Village public works facility to produce a high-quality mulch for use within the parks, and to provide to residents. Halik advised that the program was completed on-time without incident. Staff again solicited a proposal from Mario's, this time to complete the 2013 Village-wide Fall Brush Collection Program. This program will consist of a curb-side chipping program, with the resulting chips hauled away, since we have no current need for them. Halik shared that Mario offered a proposal of \$105/hour/crew to perform this program. This represents the same hourly rate that Mario offered in 2012. Therefore, the estimated cost of the Fall program would be \$8,400 when including two crews working 40 hours each. Halik advised that there is \$10,650 remaining in the FY 2013/14 Budget for this program. Therefore, the Village should be able to complete both the Spring and Fall program this year for approximately \$2,250 under budget. Halik advised that staff would recommend that the proposal submitted by Mario's Tree Service and Landscaping in the amount of \$105.00/hr. per chipping crew be accepted to perform the Village-wide Fall Brush Collection Program.

If the Committee concurs, a resolution accepting the proposal will be placed on the agenda for the September 23rd regular meeting of the Village Board. The Fall Brush Program would be scheduled to occur the week of October 14th thru the 18th, and postcard reminders would be mailed to residents. Chairman Mistele agreed and recommended that the item be placed on the consent agenda for the next Village Board meeting.

5. DISCUSSION – Proposed Local Amendments to the DuPage County Stormwater Ordinance

Administrator Halik advised the Committee that an update to the DuPage County Countywide Stormwater and Flood Plain Ordinance was completed and approved by the Stormwater Management Committee and the County Board with an effective date of April 23, 2013. The Stormwater Ordinance text amendments corrected scrivener's errors within the April 24, 2012 edition and otherwise added clarification and addressed organizational

and operational issues left unresolved by the last comprehensive text amendments. The text amendments further included revisions to the Post Construction Best Management Practices and Wetlands Articles in order to remain competitive in maintaining/attracting businesses while preserving the high standard of flood control and environmental protection for County residents. Halik advised that all DuPage County municipalities must now adopt the new Ordinance, along with any local amendments they wish to add. Local amendments may be more restrictive than the County Ordinance, but not less restrictive. Staff requested that the Village Consulting Engineer, Dan Lynch from Christopher B. Burke Engineering, Ltd., review the changes to the County Ordinance and draft necessary local amendments to adequately address local issues in the Willowbrook area. Halik stated that documents within the Committee packet include; A copy of DuPage County Ordinance amending the DuPage County Stormwater Ordinance, a memorandum from Dan Lynch at CBBEL providing a brief summary of the changes to the Ordinance, and draft local amendments to the Ordinance for Willowbrook's consideration. Halik shared that a copy of the new DuPage County Countywide Stormwater and Flood Plain Ordinance/April 2013 was not included within the packet, since it is 155 pages in length. However, Halik did bring a copy to the Committee meeting. Chairman Mistele asked Administrator Halik to summarize the list of proposed amendments. The Committee recommended approval of the proposed local amendments. Halik advised that the amendatory ordinance would be considered at the next Village Board meeting.

6. DISCUSSION – Water Distribution System Leak Survey

Administrator Halik advised the Committee that municipal water systems conduct leaks surveys of the water distribution system as part of ongoing water conservation efforts, to guard against loss of revenue, and to ensure that unaccounted for flow remains low within our annual water inventory report submitted to the state of Illinois. Although the Village's total unaccounted for flow to net annual pumpage remains low at 2.41%, based on our 2012 ISWS Inventory, staff would recommend that we complete a system-wide leak listening survey to identify any leaks that may exist within the water distribution system. Halik stated that this type of survey has not been performed in recent years and it would be worthwhile to complete, to ensure our unaccounted for flow remains low. Halik shared that M.E. Simpson Co., Inc. is the leading firm that completes this type of work in our area. Therefore, staff contacted M.E. Simpson to obtain a proposal to complete this work this Fall. M.E. Simpson can complete the project for a total fee of \$6,976. Halik stated that although the F.Y. 2013/14 Budget did not include funding for this specific project, there is funding available within the Water Fund to conduct a leak survey this Fall. The Committee concurred with staff's recommendation. Halik advised that this item will be considered by the Village Board at their next meeting.

7. DISCUSSION – Architectural Space Planning Services – Williams Architects

Administrator Halik advised that Williams Architects was originally commissioned by the Village in 2002 to conduct a Space Needs Study, which formed the basis of the Village's Municipal Facilities Master Plan adopted by the Board in January 2004. Williams Architects also designed our public works facility, which was completed in 2009 and subsequently received a Project of the Year Award from the Chicago Metro Chapter of the American Public Works Association. Halik reminded the Committee that the results of the feasibility analysis revealed that re-creating the previously envisioned municipal facilities campus concept around the existing Village Hall building could satisfy our long-term space needs. Since acquisition of the 835 Midway property, staff has met with Mark Bushhouse from Williams Architects to begin developing a plan to move the Village Hall functions to the newly acquired building, and to renovate the existing municipal facility for police use. Based on our discussions, along with recommendations from Mr. Bushhouse, a proposal was submitted by Williams Architects for professional services relating to this scope of

work. Halik stated that the proposal includes updating the previous Village Space Needs Study and the development of conceptual building /site alteration designs for consideration, including projected budgetary costs based on those conceptual designs. This scope of work would be provided for a fee of \$12,500. Once conceptual designs are agreed upon, the development of construction plans for project bidding purposes would be completed separately at additional expense. Halik advised that sufficient funds are included in the FY 2013/14 budget, within the L.A.F.E.R fund, for this expenditure. Chairman Mistele agreed and further recommended that as we begin the space needs update process we should re-consider the police booking room area program. Chairman Mistele stated that he believes there are too many cells now, and he recalled that Mark Bushhouse had more cells programmed as a need. Chairman Mistele also recommended that we focus on high security areas, including sally ports. Chairman Mistele also requested that he have an opportunity to review the updated space needs plan prior to its acceptance. Lastly, Chairman Mistele suggested that we consider the location of the main entrance to the new Village campus, particularly whether it should be on Midway Drive or Quincy Street. Halik stated that he will incorporate all Chairman Mistele's comments as we move forward in this planning project.

8. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for August showing that we have taken in about \$18,000 in permit revenue for the month. Halik advised that in the four months into fiscal year 2013/14, we have taken in about 71% of our anticipated FY2013/14 budgeted revenue.
- b. Administrator Halik shared the July 2013 Mosquito Status Report from Clarke. The report shows that on only one occasion, July 17th, did the trap counts exceed the annoyance level of thirty females per count. Halik further indicated that the low overnight temperatures we've been experiencing as of late greatly diminishes mosquito activity.

9. VISITOR'S BUSINESS

(none)

10. COMMUNICATIONS

(none)

11. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Berglund. The meeting was adjourned at 6:22 PM.

(Minutes transcribed by: Tim Halik, 9/30/13)