

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL  
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,  
NOVEMBER 11, 2013 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE  
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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1. CALL TO ORDER

Chairman Mistele called the meeting to order at 6:02 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 October 14, 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 – Master Facilities Plan: Space Program Update / Conceptual Interior Renovation Plan

Administrator Halik summarized for the Committee that the Village Board approved a contract with Williams Architects on September 9, 2013 to complete an update to the space needs program for the Village Hall and Police Department. The scope of work of this contract also included the development of conceptual renovation plans for the current municipal building, which will be converted entirely into a police station, and new administrative offices to be located within the 835 Midway Drive building. Halik advised that since that time, and after several meetings with staff, Mark Bushhouse from Williams Architects submitted two updated space programming reports – one for the Village Hall and one for the police department. Halik advised that these reports are included in the Committee packet for reference. On November 7, 2013, Mark Bushhouse submitted the first conceptual interior renovation plan to convert the current Village Hall entirely into a police station. Halik advised that this plan is also attached, and is currently under review by both administration and police personnel. Although Mr. Bushhouse is also working on a conceptual renovation plan for the new Village Hall offices to be located at the 835 Midway building, as of the time the Committee packet was distributed, it was not yet completed. Halik then reviewed, for the benefit of the Committee, the proposed space plan for the redeveloped police station. Chairman Mistele inquired of the adequacy of the size of existing police evidence vault, whether there is a bond-out window that is actively used within the booking area, and asked for clarification on the locations of the current holding cells. After Administrator Halik answered each question, Chairman Mistele provided several design suggestions for consideration which included enlarging the proposed sally port for evidence processing of vehicles. Chairman Mistele also thought that there may be some wasted space with regard to the design of the hallway leading into the administration side of the police station. He also questioned the single exit from the proposed training room, and recommended an area be included for confidential information for police detectives. Chairman Mistele concluded by stating that the proposed Williams plan was solid, there are just several areas that need further consideration. The Committee then began discussing the construction phasing plan for the project. It was agreed that the general plan should consist of:

1. Complete the renovation of the 835 Midway building first, and move existing admin staff into that building.
2. Remodel the current admin side of the 7760 building.
3. Move some police staff into the admin side of the 7760 building.
4. Remodel the patrol side of the 7760 building.
5. Consider moving the Board room into the 825 Midway building after that building becomes available in approximately two years.

5. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for October showing that we have taken in about \$12,400 in permit revenue for the month. Halik advised that in the first six months into fiscal year 2013/14, we have taken in about 92% of our anticipated FY2013/14 budgeted revenue.

6. VISITOR'S BUSINESS

(none)

7. COMMUNICATIONS

(none)

8. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Berglund. The meeting was adjourned at 6:28 PM.

(Minutes transcribed by: Tim Halik, 12/26/13)