

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
JANUARY 13, 2014 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 6:00 PM.

2. ROLL CALL

Those present at roll call were Chairman Michael Mistele, Trustee Suzanne Berglund, Mayor Frank Trilla, Administrator Tim Halik, and Mark Bushhouse from Williams Architects. Absent: None.

3. APPROVAL OF MINUTES

After review of the draft minutes from the November 11, 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 – Conceptual Interior Renovation of Village Hall Offices, 835 Midway Drive & Proposed Site Plan, Willowbrook Municipal Complex – Mark Bushhouse, Williams Architects

Administrator Halik summarized for the Committee that on September 9, 2013 the Village Board accepted a proposal from Williams Architects to develop conceptual building/site alteration designs for Phase I of the Village Master Facilities Plan. Halik then introduced Mark Bushhouse from Williams Architects and asked that he present the conceptual plans developed for the 835 Midway property.

Mark Bushhouse presented to the committee members two (2) display boards detailing the conceptual design he had completed based on the space programming updates performed. He described that the main entrance to the new Village Hall will be at the south end of the existing building, and he thought that would work well as it relates to the municipal campus. Mark then reviewed the interior layout including conversion of the current two-story garage space to a new entrance lobby. He advised that if these concepts are approved, the next step would be final design of the alteration. In summary, he added that the project would be extremely cost effective. Chairman Mistele asked whether consideration was given to removing the large electric switchgear located at the south end of the building to allow alternate design options for the lobby. Mark responded that removal of the equipment would be extremely expensive. Mark Bushhouse then distributed a written summary of the budget numbers based on the described scope of renovation. The total project budget is estimated at \$1,189,532 to \$1,537,565, and the scope would include a new back-up generator for the facility. Mayor Trilla asked what the ceiling finish would be for the new lobby area. Mark responded it would either remain open or possibly a tray ceiling.

Chairman Mistele asked whether a second protected stairway would be required. Administrator Halik advised that the Village had adopted the 2009 version of the International Building Code, and that item would be researched. Chairman Mistele cautioned that the back-up generator may be undersized. He also asked whether we could include an option for a hydronic heating system to convert from the existing electric space heat. Chairman Mistele also asked whether Christopher B. Burke Engineering could consider stormwater issues. Administrator Halik advised that he has had early discussions

with the Village Consulting Engineer pertaining to stormwater issues relating to this project. He has also discussed the potential use of permeable pavers for parking area renovations and possible grant opportunities to subsidize paying for it. Chairman Mistele concluded by stating that at this stage, the project is appropriately budgeted and will address our long-term space needs. Trustee Berglund asked what the construction timeframe would be for this project. Mark Bushhouse answered 5 to 6 months.

5. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for both November and December 2013 showing that the Village has taken in about \$26,400 in permit revenue for the month of November, and \$8,500 for the month of December. Halik advised that eight months into fiscal year 2013/14, we have taken in approximately 115% of our anticipated FY2013/14 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report. The report indicates that we pumped about 29.2 million gallons in the month of October and 28.5 million gallons in the month of December. At this point, we have pumped about 9% less water this year as compared to the same timeframe last year. However, so far, total pumpage is on track to meet our annual pumpage projection of 395,000,000 gallons.

6. VISITOR'S BUSINESS

(none)

7. COMMUNICATIONS

Trustee Berglund asked for an update on the Village rock salt usage so far this winter. Administrator Halik responded that December and early January have proved challenging to keep streets clear of snow and ice, but our salt usage thus far is not a cause for concern. Although we had a relatively easy winter season last year, we did not reduce our salt allocation from the Illinois CMS program for this year. Halik also stated that the ability to store an additional 500 tons of rock salt through the off season within our salt dome, to use as a reserve, makes all the difference when we experience an expectantly difficult season as this.

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, 3/5/14)