

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JULY 13, 2015 IN THE WILLOWBROOK POLICE STATION, 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 Paul Oggerino, and Village Administrator Tim Halik.

3. APPROVAL OF MINUTES

- a) After review of the draft minutes from the May 11, 2015 Regular Meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes as presented. Trustee Oggerino seconded the motion. Motion carried.

4. REPORT – Status Update: Water Tank Re-Coating Project

Administrator Halik provided the committee an update on the status of the re-coating of the Village's water tank. Halik reported that although the Village had intended on re-painting the Village Hall 500,000 gallon spheroid tank this year, as the first of three tanks to be re-painted, staff has encountered issues with the Southwest Central Dispatch communications antennas mounted on the Village Hall tank. A meeting was held with all parties to further consider the issues. At that time, it was learned that the three SWCD communication antennas mounted on the tank could not easily be relocated. If these antennas are moved out of alignment more than 1½ degrees, they will fail to work, thereby interrupting police and fire department communications to several area towns. Therefore, temporarily raising the antennas to be outside of the tank shroud would be very difficult and require structural engineering design approval of the temporary mast structures. In addition, these antennas are fed by elliptical wave guide cables, attached to the interior climbing ladder. These cables are prone to impact damage. As such, the interior shaft cannot be used as a cable route for raising the shroud structure, as is typically done. The tank painting vendor expressed concern about potential liability and declined using the type of shroud system called out for in the project specifications. As an alternate, they recommended to erect an outside scaffolding system to enclose the tank while the blasting and painting work occurs. This project change would cost the Village an estimated \$160,000 on a \$353,000 overall project. A representative from JNL, the communications consultant from SWCD, suggested that the Village consider erecting a monopole structure on-site and the antennas could be permanently moved to the monopole so they would never interfere with tank maintenance again. This cost could be around \$250,000. Having no other available options, and not wanting to incur such high additional costs, Administrator Halik recommended that the Lake Hinsdale Village tank be re-painted this year instead of the Village Hall tank. Both these tanks are spheroid type of the same height and capacity. The painting vendor at the meeting stated he would agree to switch locations at the same bid price, and the Village engineering consultant stated that he would check the project specifications for any conflicts, but believed it would work. Halik further advised the committee that the Village had intended on adding three Village logo's on the Village Hall tank, separated by 120 degrees, to be visible from Kingery Highway, Illinois Interstate 55, and Quincy Street. Staff would recommend adding two Village logos on the Lake Hinsdale Village tank – one facing northeast and one facing southeast so as to be visible from Kingery Highway.

Halik shared that the property that the Lake Hinsdale Village tank is on is owned by the Village but is bound by the conditions, covenants, and restrictions of the Lake Hinsdale Village Homeowners Association. Therefore, it is recommended that that we speak with the association to determine whether they would have any objections to adding the two Village logos to the tank. Halik stated that currently there are no logos at all displayed on the face of the tank. Therefore, the LHV HOA president was contacted and it was requested that a representative from the Village attend the next LHV HOA meeting to present the tank painting project and request approval to add the two new logos. Halik stated that he will attend the meeting and would update the committee after a response is received from LHV.

5. DISCUSSION – Drainage Maintenance Activities:

Administrator Halik shared with the committee three drainage improvement projects that are in need of completion: 1) Replacements of three back-pitched driveway culverts along Clarendon Hills Road, 2) Re-profiling drainage ditches within the Ridgemoor West subdivision, and 3) Adding a short section of storm sewer on the 5800 block of Bentley Avenue to eliminate a standing water problem. Halik advised that all three of these projects are regular drainage maintenance activities, and staff has received proposals from our regular underground contractor to complete the work. However, each project cost exceeds the \$2,500 spending limit imposed on the Village Administrator. Therefore, Halik was seeking direction as to how the committee and/or Board would prefer that authorization for this work be obtained. Halik expressed concern that if it was determined that three separate proposals be obtained for each project to check prices, this process would delay the completion of the work, and it is also possible that a contractor that the Village is not familiar with may undercut another contractor's price to get the work. If this were to occur, staff would be concerned about the quality of work that may be performed along with an unknown contractor's ability to fully complete the task. Halik shared that all three projects are maintenance activities and under the state threshold requiring a public bid, which is currently \$20,000. Chairman Mistele asked what the proposal costs are for each project. Halik responded \$4,300, \$3,600, and \$4,800. Chairman Mistele suggested that if the work includes regular maintenance activities which are already budgeted for, it should proceed without having to go before the Board. This approach does not violate state statute, and would enable a quicker completion for the affected residents. Trustee Oggerino agreed. Chairman Mistele also asked if the \$2,500 spending authority is codified in an ordinance. Halik stated that it is not. It was just the result of a Board discussion on the topic years ago. Chairman Mistele stated that at some point, the Board may want to revisit the Administrator's spending threshold if the current low threshold amount is causing delays in completing smaller repair projects.

6. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for both the months of May and June 2015. The Village has taken in about \$11,440 in permit revenue for the month of May, and about \$21,000 in the month of June. Halik advised that in total for the first two months of fiscal year 2015/16, the Village has received approximately 16% of the anticipated FY2015/16 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for April and May 2015. The reports indicate that the Village pumped 25,255,000 gallons of water in the month of April, bringing the total amount pumped for the fiscal year to 348,352,000 gallons. This is 36,648,000 gallons below our projected total pumpage amount of 385,000,000 gallons. Halik also shared that we have pumped about 9.5% less water this year as compared to last year. Halik then advised that the Village pumped 29,213,000 gallons of water in the month of May. This is about 1% less

water than was pumped in May of 2014, continuing the downward trend in water usage. Halik shared that given the actual pumpage was lower than the projection for last year, and the May amount continued the lower water use trend, staff set the FY 2015/16 total projection amount to 350,000,000 gallons. The committee was in agreement.

7. VISITOR'S BUSINESS

(None)

8. COMMUNICATIONS

Administrator Halik provided a very brief update on the status of the Pete's Fresh Market zoning application, which is currently incomplete pending finalization of off-site improvement plans with IDOT and DuPage County DOT.

9. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Oggerino. The meeting was adjourned at 6:20 PM.

(Minutes transcribed by: Tim Halik, 8/5/15)