

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES
COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON
MONDAY, SEPTEMBER 14, 2015 AT THE WILLOWBROOK POLICE
STATION BUILDING, 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, Village Administrator Tim Halik, and Administrative Intern Tiffany Kolodziej.

3. APPROVAL OF MINUTES

- a) After review of the draft minutes from the August 10, 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 – 67th Street Water Tank Re-Coating Project – Change Order #1

Administrator Halik reminded the committee that at its regular meeting on May 26, 2015, the Village Board awarded a contract to Era Valdivia Contractors, Inc. to complete a complete blasting and re-coating, both interior and exterior, of the Village's 67th Street 500,000 gallon spheroid water tank. Halik advised that seven public bids were received for this project. Era Valdivia submitted the low bid in the amount of \$358,600. Work commenced in early August and, since that time, has been substantially completed. Halik advised that one change order extra was required to complete the project. However, the single change order includes six different items for a total cost increase to the contract of \$9,600. Halik reviewed each of the six individual items and explained the need to complete the extra work. Chairman Mistele was surprised that the engineer's bid specification did not include the use of a zinc-based primer to guard against deterioration of the underlying steel. He agreed that an upgrade to a zinc-based primer was prudent. The Committee agreed with the various change order items. Halik advised that Board approval of this item was included on the Consent Agenda for this evening's Board meeting.

5. REPORT – 2015 MFT Road Maintenance Program – Payout #1

Administrator Halik reminded the Committee that at its regular meeting on May 26, 2015, the Village Board approved a contract with K-Five Construction Corporation to complete the 2015 Motor Fuel Tax Roadway Maintenance Program. This year's MFT Roadway Maintenance Program included the resurfacing of .51 miles of roadways, Waterford Drive, replacement of both defective concrete curb & gutter and defective concrete sidewalks along the street to be repaved, along with full-depth patching on various streets throughout the Village. Halik advised that after all required paperwork, insurance and bond certificates were submitted, a notice to proceed with the project was issued by the Village and the work commenced. Halik shared that the project is now 100% complete and the contractor has requested a partial payout in the amount of \$173,006.85. The retainage amount of \$9,105.62 will be released once the Village receives final approval from IDOT. Halik also called attention to the fact that the

project cost was greater than \$30,000 below the original estimated contract amount due to the final quantities of materials used. Halik said that this will assist us in building an adequate reserve amount in the fund for next year's STP grant project. Chairman Mistele asked that Administrator Halik mention this during the Administrator's Report during the Board meeting. The Committee recommended approval of the partial payout request.

6. DISCUSSION – Fall Brush Collection Program: October 12th thru 16th, 2015

Administrator Halik advised the Committee that this past Spring, the Village's EAB abatement tree contractor, Pessina Tree Service, completed the Village-wide brush collection program. The program included curb-side collection of piled brush throughout town. Afterwards, the resulting chips were ground to a usable mulch and made available to residents. Halik advised that the Fall program will also consist of a curb-side chipping program, with the resulting chips hauled away. Staff has solicited proposals from two landscape maintenance contractors, with Pessina Tree Service, LLC continuing to offer the low proposal of \$118.75/hour/crew to perform this program. Therefore, the estimated cost of the Spring program would be \$9,500, consisting of two crews working 40 hours each. Halik shared that Pessina has worked in the Village during the last two years in completing our Emerald Ash Borer abatement program. Their quality of work is acceptable, and they have been responsive to resident concerns. They have also recently completed the Spring brush collection program. The Committee recommended acceptance of the proposal from Pessina and recommended staff ensure the residents receive ample advanced notice of the Fall collection.

7. DISCUSSION - Architectural Services Agreement, Police Station Building Renovation - Williams Architects

Administrator Halik advised the Committee that Phase II of the Village Master Facilities Plan includes the renovation of the 7760 Quincy Street building to serve entirely as the Village police station. This project will also include a sally port addition on the south side of the existing building, along with site alteration work. The civil engineering portion of the Phase II work is intended to be completed by Christopher B. Burke Engineering, Ltd. The remainder of the work will be completed by the project architect, Williams Architects. Halik shared that a proposal for architectural services to complete the Phase II work was submitted by Williams Architects. The proposal was reviewed by Chairman Mistele, Administrator Halik, and Attorney Tom Bastian. A full itemization of services is included within the agreement, but generally includes: 1) Basic Service: The preparation of full project construction documents, based upon the conceptual design approved by the Village Board on February 23, 2015, 2) The preparation of all documents necessary to complete the public bidding of the project, 3) Attendance at meetings between the Village, civil engineer and others to coordinate the civil plan into the bidding documents, 4) Construction administration of the project once the Board awards a contract to the lowest qualified bidder, and 5) Interior Design Services, which will be an additional charge of \$22,000. Halik advised that the Williams Architect proposal includes the completion of the first four items for a fee of 8.5% of the final construction cost of the project. At an estimated \$2 M project cost, and excluding site work from the fee calculation, the fee would calculate to \$153,000. As mentioned earlier, Interior Design Work, which is deemed necessary to the project, would be completed by Williams for an additional fee of \$22,000. Therefore, the overall architectural fee for this project would be \$175,000, which is 8.75% of the project construction budget. Funds for this item would be expended from the FY 2015/16 L.A.F.E.R. Fund budget, which were obtained from the bond sale which occurred in April of this year. Chairman Mistele advised that there are several remaining issues to be corrected in the contract before it is signed. He also inquired about the early demolition bid and questioned whether there would be added fees to complete an early demo package. Halik responded that he would confirm the estimated fee amount with Williams, if there were added fees. The Committee recommended approval of the contract as noted.

8. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for the month of August 2015. The Village has taken in about \$15,000 in permit revenue for the month. Halik advised that in total for the first four months of fiscal year 2015/16, the Village has received approximately 33.5% of the anticipated FY2015/16 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for July 2015. The reports indicate that the Village pumped 32,813,000 gallons of water in the month, bringing the total amount pumped for the first three months of the fiscal year to 91,473,000 gallons. Halik stated that we have pumped about 3.5% less water this year so far as compared to the same time frame of last year. However, Halik shared that we are on track so far in reaching our estimated pumpage projection for the year of 350,000,000 gallons.
- c. Administrator Halik advised that the July 2015 monthly mosquito abatement report in the Committee's packet was for information.

9. VISITOR'S BUSINESS

(None)

10. COMMUNICATIONS

Administrator Halik advised the Committee that there was an ordinance on tonight's Board agenda, under the Consent Agenda, that will serve to provide the required one year notice to Southwest Central Dispatch of our termination of the License Agreement which allows Southwest to maintain communication equipment on the Village Hall water tower. Halik advised that in accordance with the timelines in the License Agreement, if the Village were to serve a termination notice to Southwest before the end of this year, they would need to remove the equipment from the water tower, and restore the tower to the previous condition, by February of 2017. Halik stated this timing would work well since the Village plans on painting the Village Hall tank in May of 2017.

8. ADJOURNMENT

Motion to adjourn was made by Trustee Oggerino and seconded by Chairman Mistele. The meeting was adjourned at 6:25 PM.

(Minutes transcribed by: Tim Halik, 10/8/15)