

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MAY 9, 2016 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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1. CALL TO ORDER

Chairman Mistele called the meeting to order at 5:30 PM.

2. ROLL CALL

Those present at roll call were Chairman Michael Mistele, and Village Administrator Tim Halik. Absent: Trustee Paul Oggerino

3. APPROVAL OF MINUTES

- a) After review of the draft minutes from the February 8, 2016 regular meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes as presented.

4. DISCUSSION – Phase II Master Facilities Plan: Police Building Renovation – Completion of Design Development

Administrator Halik advised the Committee that the Design Development Phase of the police renovation/expansion project is nearing completion. On April 18, 2016, the following list of documents were received from Williams architects for final review:

- Design Development Plans, consisting of one (1) bound set
- Project Manual, consisting of one (1) binder
- Product Data Catalog, consisting of one (1) binder

Halik advised that these documents were disseminated to the project development team for final review. Review comments have been identified and a meeting with Williams Architects will take place the week of May 9th to review all comments. Once all issues have been addressed, authorization to proceed to the Construction Document Phase will be given. Once authorization to begin the Construction Document Phase is provided to Williams, they will begin drafting construction drawings and all ancillary documentation, including bid documents, to enable the project to be issued for public bid. Halik advised that within the packet was the Project Schedule which depicts the duration of the Construction Documents Phase to be 12 weeks once authorization is received. The project will then be put out to public bid in August 2016.

5. DISCUSSION – Update: Status of IEPA Loan Approval / Standpipe Re-Painting Project

Administrator Halik advised the committee that staff continues to work towards obtaining final IEPA approval of our SRF Loan application and receiving a loan commitment. Halik shared that we seem to be nearing the end of the review phase of the loan application, have taken the necessary Board action, and have completed all public notice requirements. Halik also reminded the Committee that in February of this year we opened public bids for the blasting and repainting of the standpipe water tower. At that time, we received a very favorable bid price from Am-Coat Painting in the amount of \$931,000. This price was approximately \$600,000 lower than our engineers estimate of probable cost for this project.

Therefore, we really don't want to lose this bid, but Am-Coat's crews are very anxious to start the project. No work can start prior to receiving final loan approval from the IEPA. Halik shared that both he and the consulting engineer have been in contact with the owner of Am-Coat Painting, and have begun reviewing the project shop drawings. In addition, we have obtained a certificate of insurance from Am-Coat and have allowed them to begin mobilizing some of their equipment on the water tank site. Halik hopes that final IEPA approval is forthcoming so we can issue a Notice to Proceed to the contractor. Chairman Mistele encouraged staff to continue to work with the contractor as much as we can.

6. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for the months of February, March, and April 2016. Halik advised that the Village received about \$9,400 in permit revenue for the month of February, about \$32,000 in the month of March, and about \$25,600 in the month of April. Therefore, a total of \$369,447 in permit review was received in fiscal year 2015/16. This amount is 184% of the total budgeted amount of revenue of \$200,000. Chairman Mistele asked how much the anticipated revenue budget is for the current year. Halik said that he would look that number up and get back to him.
- b. Administrator Halik shared the water system pumpage report for March 2016. The report indicates that the Village pumped 26,552,000 gallons of water in the month, bringing the total amount pumped for the first eleven months of the fiscal year to 326,065,000 gallons. Halik stated that we have pumped about 1% more water so far this year as compared to the same time frame last year. Halik shared that we are on track in reaching our estimated pumpage projection of 350,000,000 gallons. A discussion ensued regarding the appropriate pumpage projection to be used for next fiscal year. After review of the usage trend and other factors pertaining to water consumption, etc., it was agreed that same 350,000,000 gallon figure should be used.
- c. Administrator Halik shared the February and March 2016 scavenger reports from the vendor, Republic Services. This report contains information pertaining to the tons of refuse and recyclable material collected by the scavenger in Willowbrook each month. Chairman Mistele that that the report contains good information.

7. VISITOR'S BUSINESS

(None)

8. COMMUNICATIONS

(None)

9. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele. The meeting was adjourned at 5:40 PM.

(Minutes transcribed by: Tim Halik, 6/8/16)