

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
AUGUST 10, 2009 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Mike Mistele called the meeting to order at 6:28 PM.

2. ROLL CALL

Those present at roll call were Chairman Mike Mistele, Director of Municipal Services Tim Halik, and Village resident Phyllis Zimmer. Trustee Terry Kelly was absent.

3. APPROVAL OF MINUTES

After reviewing the minutes from the July 13, 2009 regular meeting of the Municipal Services Committee, Chairman Mistele had two corrections – in the second sentence of agenda item #7, the word “rebuilding” is to be changed to “rebuild.” In addition, in the same sentence, the word “section” should be added after the word “cross.” Director Halik advised that he would make the necessary corrections to the minutes. Chairman Mistele advised that the minutes were approved as amended.

4. REPORT – 2009 MFT Roadway Maintenance Program – Status of IDOT Approval Process

Director Halik advised the Committee that the completed bid document for this year’s roadway maintenance contract was sent to IDOT on June 29th to be placed on the August 3rd bid letting. Staff anticipated that the IDOT approval process could take up to 3 weeks time. On July 20th, given we had not received the final approved documents for bidding purposes, we contacted IDOT to inquire. We did not receive a response from IDOT for two (2) weeks. At that time, we were learned that the Willowbrook project was not placed on the August 3rd bid opening date. However, on July 31st we received a letter from IDOT, a copy of which Halik advised was included in the agenda packet, advising that both the Willowbrook Appropriation Resolution and the 2009 MFT Contract was approved by IDOT on July 10, 2009, and that a bid opening for the Willowbrook MFT Contract was scheduled for August 3, 2009 at 11:00 AM. Halik advised the Committee that this letter was inaccurate as the project was not placed on the August 3rd bid opening date. Halik shared that the project is now scheduled to be bid on August 25th at 9:00 AM. Given this timetable, the bid results will be reviewed by the Municipal Services Committee at the September 14th regular meeting. If the Committee is in agreement, staff would then recommend that a contract be awarded to the low bidder at the September 14th meeting of the Village Board. This would enable the work to start in mid to late September, and be completed by mid to late October. The Committee agreed with the recommended schedule.

5. DISCUSSION – Water Storage Tank Rehabilitation Project – Revised Scope of Work

Director Halik advised the Committee that, as the Committee was aware, the Village Engineering Consultant, CBBEL, previously prepared bid specifications for a water tank repair project. After Municipal Services Committee approval was obtained, the project was put out to bid on June 9, 2009 with completed bids due June 30, 2009. Unfortunately, the bids all came in higher than expected. Halik advised that the low

bidder was a company named Era Valdivia Contractors, Inc. in the amount of \$252,492.00. The engineer's original estimate of the work was \$105,000, which is the amount that was budgeted for. As a result, Halik advised that staff has had a series of meetings with both the consulting engineer and Valdivia to try to determine why the bids came in so high. It seems that, based on a previous site review of the individual tanks, the scope of repair work was expanded without due regard for our budget limitations. Therefore, staff has asked the engineer to revise the scope of the work back down to include only our original list of items, and a meeting with the low-bidder was held to review the revised scope of work and request a proposal to complete the redefined project. After reviewing the redefined scope of work, Era Valdivia Contractors, Inc. returned a proposal to complete the revised list of maintenance items on all three (3) tanks for \$94,500. The engineer has reviewed the proposal and recommends acceptance, since all unit costs are in-line with their revised project estimate. Halik advised that a resolution rejecting all bids for the original project is on tonight's Village Board agenda. Provided the Committee concurs, staff would then recommend that a resolution waiving the competitive bidding process and executing an agreement with Valdivia to complete the revised scope of repair work for a cost of \$94,500 be placed on the agenda for the 8/24 Village Board meeting. This price is \$10,500 below the budgeted amount and will enable the project to be completed this Fall. The Village Attorney has also approved the procedure required to reject all bids and accept a proposal, based on a revised scope of work, from the project low-bidder. Halik advised that the contractor is also eager to begin this project, since their crews are currently locally mobilized re-building the steel bridge for IDOT on I-294 near I-55. Chairman Mistele agreed with the plan, but recommended that staff include the contractor's local mobilization as an extenuating circumstance contributing to us soliciting a revised proposal from them, in addition to being the original project low bidder. Halik stated that he would.

6. DISCUSSION – Letter of Understanding – Maintenance of Signage, DuPage County Regional Bike Trail

Director Halik advised the Committee that on June 11, 2009, the Village received a letter from Charles Tokarski, DuPage County Engineer, requesting that the Village execute a Letter of Understanding regarding the installation and maintenance of bike path signage on the DuPage County Regional Trail. Halik advised that the Village had previously entered into two separate Intergovernmental Agreements with DuPage County to construct bike paths on Village rights-of-ways on both 59th Street and Clarendon Hills Road. Although these projects included the necessary above grade signage associated with the paths, the IGAs did not assign the future maintenance responsibility of the signs. The Letter of Understanding states that the DuPage County Division of Transportation will install new signs and posts, and the Village will agree to all future maintenance of them. Halik stated that on July 24th, for budget purposes, staff requested that the County provide an inventory of the number of signs and posts that the Village would be expected to maintain, and their approximate costs. Halik advised that the information had not yet been received. Halik advised that given the signs would be newly installed, staff does not believe that they would need to be replaced solely due to deterioration for approximately eight (8) years. However, since many of these signs will be located near street intersections, it is possible that sign and post replacements may be required as a result of vehicle impacts. If this were to occur, the reimbursement costs of the signs/posts would be recouped if the driver was caught. If not, the costs would be paid by the Village. Although the Village did not budget for this maintenance expense, the initial costs should be minimal. For general information, Halik shared that the County

has spent approximately \$2.4 million on this section of the DuPage County Regional Trail that connects Willowbrook to its neighbors and area forest preserves. There were no direct costs to individual municipalities. The County funded 100% of the projects without grants. In addition, there seems to be public support for the bike paths as evidenced by the bicycle users that can be observed using them. Halik reminded the Committee that the County has also recently cooperatively worked with the Village on other projects, such as the Kingery & Plainfield Intersection Lighting Project, by contributing \$30,000 towards the cost of engineering expenses. In addition, it is likely that the Village will once again request County funding for engineering expenses relating to the future Kingery & 63rd Street Lighting Project. Therefore, staff would recommend that the Letter of Understanding be signed and that the Village assume the future maintenance responsibilities of the bike path signage once they are installed and accepted by the Village. Chairman Mistele stated that before we can agree to accept the future maintenance responsibility for anything, we need to be aware of the numbers. He also asked if it was possible for us to purchase additional signs in the future from DuPage County. Halik responded that staff would need to speak to the County about that. Chairman Mistele questioned whether the Village could enter into an agreement in perpetuity, and stated that he would imagine it could be an expensive proposition when all signs needed to be repaired. Halik advised that he would wait for the County response to our request for an inventory of all signs and their associated costs. At that time, he would also raise the additional questions the Committee had, such as our ability to purchase replacement signs directly from them, etc. Halik stated that once he obtained the required information, he would return to the Committee to further discuss.

7. DISCUSSION – Public Works Garage Update / Review of Change Orders

Director Halik provided the Committee with an update on the public works garage. He discussed the status of the completion, described the concrete floor sealing issue, and detailed the schedule for the completion of the salt dome. In addition, Halik summarized project change order #'s 26, 28, 32, and 33. Chairman Mistele stated that he believed proposed change order #26, a charge for additional excavation, was irrational given it was his understanding that the area in question was filled, not cut. With regard to project change order #28, Chairman Mistele believed that this issue should be between the contractor and the engineer. The Village should not be involved. Therefore, the change order should be rejected to remove the \$11,085.00 charge from affecting the contract price and the Village should withhold any further payments to Williams Architects until the issue is resolved. Chairman Mistele agreed with the need for change order #'s 32 and 33. Halik agreed with the Committee's recommendations and advised that he would bring the authorized change orders to a future Village Board meeting to obtain approval.

8. DISCUSSION – Municipal Services Department

- a) Director Halik advised that the monthly department permit activity report for July was included in the packet. The report indicates that permit revenue continues to be low. The department brought in a total of just over \$7,000 in permit revenue for the month of July.
- b) Halik reported that the water system pumpage report was included in the agenda packet for information. The report indicates that we are slightly low as compared to the gallons pumped at this time last year, but that we are in line with our year end projection thus far.
- c) Halik advised that the June 2009 Status Report from Clarke Mosquito is included in the packet. Halik stated that the report shows that the mosquito counts were

very high prior to the July 4th holiday weekend, at one point reaching over 200 female mosquitos in the trap. However, after a Village-wide spraying application was authorized to occur on July 1st, the counts dropped again. Halik not only attributes this drop in numbers to the spraying application, but also to the low prevailing evening temperatures that we experienced, which will reduce mosquito activity overall. Halik advised that the Village will continue to monitor the trap counts through Clarke and will take appropriate action as recommended by Clarke.

9. VISITOR'S BUSINESS

Village resident Phyllis Zimmer advised that the mosquitos are horrendous. She also advised that an article in the Trib reports that West Nile Virus was here to stay. She advised that the directed stormwater onto her property creates mosquito breeding on her property. She advised that the culvert should be removed to eliminate breeding grounds. In closing, she thanked the Committee for listening. Chairman Mistele reminded Mrs. Zimmer that her drainage comments are outside of the purview of the Committee.

10. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele. The meeting was adjourned at 7:10 PM.

(Minutes transcribed by: Tim Halik 09/09/09)