

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL  
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,  
JUNE 8, 2009 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE  
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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1. CALL TO ORDER

Chairman Mistele called the meeting to order at 6:30 PM.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

After reviewing the minutes from the April 13, 2009 regular meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes, Trustee Kelly seconded the motion – motion carried.

4. REPORT – Public Works Garage Construction – Status Update / Review of Change Orders

Director Halik provided the Committee with a brief update on the status of construction of the public works garage. Halik then advised the Committee that there were four project change orders on tonight's Board agenda for consideration – Change Order Numbers 18-R, 22, 24, and 25. Two of the change orders are credits, or deductions from the contract amount, and two are additions. Halik explained the reason for each individual change order. The Committee members recommended acceptance of the proposed change orders.

5. DISCUSSION – Contract Document – Water Storage Tank Rehabilitation Project

Director Halik advised the Committee that as discussed in the Board Budget Workshop on February 26<sup>th</sup>, all three of our above grade water storage structures are in need of miscellaneous maintenance repairs. Late last Fall, staff obtained an independent maintenance evaluation of all 3 towers to identify any and all maintenance deficiencies. The very detailed and comprehensive reports received identified various maintenance items including replacing vent screens and overflow screens, adding safe climbing devices, resealing hand holes, regrouting the cone bases, misc. seam weld repairs, and spot priming and painting. Our estimate to complete all repairs is approximately \$100,000, which has been budgeted for in FY 09/10. Halik advised that the maintenance evaluations were reviewed by our consulting engineer, and on March 9, 2009, the Village Board accepted a proposal from Christopher B. Burke Engineering, Ltd. to draft a contract document for this project to use in the public bid process. Halik advised that with Committee authorization, staff would go out to bid on this project on June 9, 2009. The contract document includes a mandatory pre-bid meeting, which would occur on June 17, 2009, to ensure all bidders are familiar with the scope of work of the project. Completed bids are due for submittal by June 30, 2009 at 1:00 PM. It is anticipated that a contract would be awarded at the July 13<sup>th</sup> Village Board meeting, after review of the bid results by the Municipal Services Committee that same night, and work would commence shortly thereafter. The completion date for the work is October 30, 2009. The Committee provided authorization to proceed as described.

6. DISCUSSION – Plan for Vacating Archive Storage Lease Space and Completion of Moving Process

Director Halik advised the Committee that given the public works garage building will be substantially completed later this month, staff is furthering the moving plan and elimination of the archive storage lease space. Halik advised that the remainder of the work on this project includes, determining a final space needs build-out design by an architect, soliciting the remainder of work proposals from contractors, moving all materials out of the existing PW garage to the new building, scheduling and completion of the Village Hall alteration work, and scheduling and completion of the move. Halik advised that the FY 09/10 Budget includes \$48,500 to complete this project. Halik provided a general overview of the components of the project and a status update on each. Trustee Mistele suggested that with regard to sealing the existing overhead doors, staff may want to consider the installation of common aluminum storefront type glazing. In addition, Trustee Mistele recommended that, if there is enough space, expansion of the current office area should be considered. Halik responded that staff would also favor having additional office space, but he doubted there would be adequate available room in which to do it, given our quantity of archived files. Trustee Mistele suggested that instead of secured whole areas, lockable file drawers or fireproof vaults be considered. Trustee Mistele inquired about the electronic file management project that was previously discussed. Halik advised that he believed Phil, Sue, and/or Mary had done some research regarding electronic file management as a possible option to meet our archive storage needs. Lastly, Trustee Mistele suggested staff also obtain a price to install a single air handling unit within the existing public works garage to provide the conditioned air we need. He advised that a single unit may be less expensive than installing a heater and a separate condenser unit. Halik advised that he greatly appreciated the suggestions, and would consider each as the project progressed. In closing, Halik advised that he would return to the Committee with each individual proposal before it is brought before the full Board for approval.

7. DISCUSSION – Municipal Services Department

Director Halik advised that the monthly department permit activity report for both April and May, along with the water system pumpage report, was included in the agenda packet for information. Halik advised that the water system pumpage report for this month included the final month for Fiscal Year 08/09. Halik advised that we had pumped approximately 9% less water this fiscal year than we had last year. In addition, we only reached approximately 93% of our pumpage projection.

9. VISITOR'S BUSINESS

Village resident Phyllis Zimmer advised that she was addressing item number four on the agenda regarding the proposed change orders for the public works garage. Mrs. Zimmer advised that the Village has spent millions of dollars on new facilities when existing infrastructure is outdated. She advised that we must update our infrastructure so that we do not use private property as a public stormwater detention facility. She stated that health and safety should come first. She thanked the Committee for listening. Chairman Mistele responded that comments regarding the drainage issue are beyond the purview of

this committee, since the issue was previously discussed at length among the entire Village.

11. ADJOURNMENT

Motion to adjourn made by Trustee Kelly, and seconded by Chairman Mistele. The meeting was adjourned at 7:10 PM.

(Minutes transcribed by: Tim Halik 07/01/09)