

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
OCTOBER 12, 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 6:30 PM.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

After reviewing the minutes from the September 14, 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. DISCUSSION – Willowbrook Corporate Center Subdivision – Centerpoint Realty Services – Release Agreement

Director Halik advised the Committee that On May 12, 2003 the Village executed an Agreement codifying Centerpoint Realty Service's outstanding obligations relating to the development of the Willowbrook Corporate Center Subdivision. As part of the Agreement, the Village received an Irrevocable Letter of Credit in the amount of \$397,236.42, which was ultimately reduced to \$275,681.25, securing the remaining public improvements. These improvements could not be completed at the time of development due to the portion of Willowbrook Centre Parkway that could not be built due to poor soils. Unfortunately, the process to consolidate the poor underlying soils took an unanticipated 7 years. As a result, Centerpoint is currently very eager to completely close-out this development. Part of the Agreement required that the Village would construct the remaining improvements at the time of the roadway construction project, and Centerpoint would reimburse the Village for the final cost of those improvements. Two (2) of the last three (3) remaining improvement items, the last portion of the roadway, and the associated underground watermain, have now been completed. As such, an invoice in the amount of \$97,585.55 has been sent to Centerpoint requesting reimbursement. The last remaining improvement item relating to this development is a future traffic control device to be constructed at the intersection of Madison Street & Willowbrook Centre Parkway. Halik advised that due to current traffic counts, it is not likely that this intersection will meet warrants to enable the installation of a traffic signal in the immediate future. In addition, the design and installation cost of this improvement has now escalated over the last 7 years, the increase of which Centerpoint, rightly so, is not obligated to fund. Therefore, the Village would most likely need to apply for grant funding in the future to complete this project. Through discussion, Centerpoint has agreed to contribute \$100,000 for the future completion of this improvement. This would cover both engineering design costs, which are not grant eligible, and our local share (30%) of the estimated cost of the signal as part of an STP grant application. Therefore, including the required reimbursement amounts, the total amount that Centerpoint has agreed to forward to the Village, in return for the release of the Letter of Credit, is \$197,585.55, which will be paid within five (5) days of the

execution of a release agreement. Halik advised that Centerpoint's attorney drafted the attached Agreement to formalize this final arrangement to close out the development and that the Agreement was also reviewed and approved by the Village Attorney. Staff believes that this Agreement accomplishes our development goals in that the Village will still be able to construct the last improvement without utilizing Village funds, and Centerpoint will finally be able to close-out this project. The Committee concurred and approved the item to be considered by the Village Board this evening.

5. DISCUSSION – Installation of a Secured Enclosure in which to Store Sensitive Police Files

Director Halik advised the Committee that given the recent completion of the public works garage, and the relocation of our archived file materials from the leased storage space, the Village is in need of a secured area within the Village Hall in which to store sensitive police files. Halik advised that State Statute requires that sensitive police files, such as juvenile records, must be kept in a secured area to control access and limited to authorized police personnel only. Halik advised that staff, with the assistance of the Municipal Services Committee, developed a proposed layout in which to relocate archived materials to the Village Hall garage area. Approximately half of the garage area is dedicated to police files, and must be secured. Halik advised that the most economical method to achieve this is to construct perimeter fencing with locked access gates. Therefore, staff solicited a proposal from Durabilt Fence, the contractor that installed the fenced-in areas within the new public works garage. A representative from Durabilt reviewed the layout plan on-site and provided a proposal in the amount of \$5,380 to fully enclose the area, including the top, and install two (2) controlled access gates. Halik advised that he was aware the Committee recommended that we use vinyl coated fence fabric for this installation. However, given the large cost difference, he would recommend the use of standard galvanized fabric. The Committee concurred. Halik advised that this item is on tonight's board agenda for consideration.

6. DISCUSSION – Municipal Services Dept. FY 09/10 Budget – Ranking of Deferred Items

Director Halik advised the Committee that staff has identified items with the current municipal services department budget that may be able to be deferred in order to address a budget deficit we are experiencing due to lower than expected revenues. Halik directed the Committee to documents contained within the agenda packet including; a current list of deferred items for all departments as identified by staff, consisting of three sheets, and a list of ranked deferred items within the municipal services department. Halik advised that although these items will be discussed further during our upcoming budget process, the Finance/Administration Committee has requested that each Committee discuss and agree on a ranking system for department identified deferred items. Halik advised that staff has ranked the identified items using a numerical value, the lower the number, the higher the recommendation to defer. Halik advised that the number one item is the Village entry sign project for \$70,000. Halik stated that he is aware that the Committee spent a great deal of time on this project, but given our current budget deficit, staff would recommend that it be deferred to a later time. The Committee agreed. Halik stated that the number two item is this year's tree trimming program for \$20,000. Halik advised that the next area to be trimmed is the northwest quadrant of town. The parkway trees in this area are setback farther from the road, and there are generally no sidewalks. Therefore, staff believes this program can be delayed one season, and completed in the Fall of 2010. Trustee Kelly asked whether the delay would push back the entire program. Halik stated

that it would cause a one year delay in the program, but believes that it could be considered without having to increase future budgets to make up the work. Halik advised that the number three item identified to be deferred is a portion of the ditching program for \$10,000. Halik advised that there were not many open ditches along streets with rural cross sections requiring re-profiling this year. Therefore, the earmarked funding for this program can be reduced. Halik advised that the last identified item within the current budget is \$4,000 to be used to develop a storm water atlas. Chairman Mistele asked whether this item needed to be completed as a requirement of the County IDDE Ordinance. Halik responded that the County IDDE Ordinance does require that each municipality submit a storm sewer atlas for use in the program, but he believes the current version we have will meet the requirements. Therefore, although it would be helpful to have a more complete storm sewer atlas available, staff thought that if necessary this item could be deferred. Chairman Mistele stated that he was in agreement with the items and their ranking, but also wanted to recommend that we continue discussions on the public works garage signage. Chairman Mistele stated that he believes deferring that item would cost the Village more money later. Halik stated that he will ask the sign contractor to redesign the signage using the new Village logo, and send the proofs to the Committee for their approval.

7. DISCUSSION – Municipal Services Department

- a) Director Halik advised that the monthly department permit activity report for September was included in the packet. The report indicates that permit revenue continues to remain flat. The department brought in slightly over \$7,000 in permit revenue for the month of September.
- b) Halik reported that the water system pumpage report was also included in the agenda packet for information. The report indicates that although we have pumped about 9% less water than this time last year, we are currently on target to meet our year-end projection of 390,000,000 gallons pumped.

Chairman Mistele asked for an update on other department projects and activities. Halik provided an update on the Brush collection program, the water storage tank rehabilitation project, the MFT roadway maintenance contract, and a status of the Village newsletter and website project.

8. VISITOR'S BUSINESS

(none)

9. ADJOURNMENT

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

(Minutes transcribed by: Tim Halik 12/30/09)