

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
MAY 10, 2010 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, Superintendent of Parks & Recreation Walter Righton, and Village resident Phyllis Zimmer.

3. APPROVAL OF MINUTES

After reviewing the minutes from the April 12, 2010 special meeting of the Municipal Services Committee and Finance / Administration Committee, Chairman Mistele requested that the name, "Carl" within item #2, Roll Call, be changed to "Carol." In addition, under item #8, the draft minutes did not reflect that staff had reviewed the bid tabulations for the 2010 MFT Roadway Maintenance Contract with the Committee members. Director Halik apologized for the omission and stated that the staff report of the contract bid tabulations would be added to the minutes. Chairman Mistele made a motion to approve the minutes as amended. Trustee Kelly seconded the motion. Motion carried.

4. DISCUSSION – Waterford Park Tennis Court Replacement Project

Director Halik reminded the Committee that at the Board Budget Workshop on March 1st, staff presented options for consideration regarding the repair of the tennis courts located within Waterford Park. Halik advised that the tennis courts are in very poor maintenance condition and require repair. Since the colored acrylic topcoat has been re-coated several times over the years, the layers are now beginning to delaminate. Staff has arranged for the court surface to be inspected by several reputable contractors and all have agreed that the asphalt base needs to be milled and overlaid before another acrylic topcoat can be installed. Given the potential large expense associated with this scope of work, Halik reported that staff also obtained a price of \$38,900 to remove the courts in their entirety and restore the affected area, although this would mean the loss of the park amenity. Staff solicited a proposal from Crowley-Sheppard Asphalt, Inc. to make the necessary repairs to the courts and perimeter fence. Crowley submitted what staff believes to be a very competitive proposal of \$56,100 to make all needed repairs. Halik advised that both staff and the Village Engineer believes that the cost submitted by Crowley is a very favorable one. So much so, that staff believes if formal project specifications and contract documents are requested of CBBEL, it is unlikely that we would receive a lower bid. Therefore, the potential savings we would realize would be offset by the cost of engineering services to prepare the necessary bid documents. As such, Halik recommended that the Village waive the competitive bidding process and award the project directly to Crowley-Sheppard. Trustee Kelly asked whether the scope of this project differed in any substantial way to a typical road project. Superintendent Righton responded that there was no difference, and that staff and the Village Engineering consultant had reviewed the scope of work. Chairman Mistele inquired of statutory requirements of a waiver of competitive bidding. Halik advised that State law allows for the Village Board to consider waiving the competitive bidding process in cases when, due to extenuating circumstances, the Village

would benefit if the project was completed by a specific contractor. In such cases, whether due to time constraints, the nature of the work, or the specific ability of the contractor to complete the project, the competitive process may be waived by the Board. The Committee agreed and authorized staff to place this item on a future Board agenda for consideration.

5. DISCUSSION – Rock Salt Conveyor System

Director Halik advised the Committee that earlier this year during our rock salt procurement discussions for FY 10/11, the topic of a conveyor system to be used to fill the salt dome was raised. Halik advised that we currently receive deliveries of bulk rock salt via semi truck, which holds 20 to 22 tons at a time. The material is then dumped on the ground in front of the salt dome. This quantity of salt is then pushed into the dome using the front bucket of our backhoe. This process is repeated until the dome is full. The process is time consuming for public works crews and due to the inefficient balancing of the material, only allows us to fill the dome to 65% to 75% of its capacity, or approximately 500 tons versus its 640 ton capacity. Therefore, the Committee directed staff to obtain pricing on a salt conveyor system that could be used to fill the dome for efficiently. Halik reported that after several failed attempts to obtain specifications on proper equipment necessary to handle the corrosive material, staff contacted the salt dome installers and learned they also sell salt conveyor systems. Therefore, a proposal was received from Dome Corporation of North America, detailing several options for a system that would suit our needs. Halik advised that the costs range from \$28,380 to \$45,465 depending on the size of the load hopper desired and the preferred method of unloading. In summary, Halik advised the Committee that the use of conveyor equipment for salt loading will enable the full utilization of the built space within the dome, and will facilitate a more efficient loading operation versus using a front end loader, in our case the backhoe. Chairman Mistele responded that the cost is about 50% higher than what he had anticipated. Trustee Kelly asked how many hours is spent by crews to load the dome using our backhoe. Halik responded that at times when the entire dome is filled from being previously emptied, it may take upwards of a full day to incrementally move the salt into the dome. However, he also stated that this full loading process only occurs typically once per season. Chairman Mistele stated that this item was worth investigating, but that unfortunately it is cost prohibitive. After further discussion, the Committee felt that, given the backhoe is slated for replacement next year, staff should investigate possible equipment purchase options to more readily facilitate salt loading into the dome rather than the purchase of a separate piece of equipment to do so. Staff agreed.

6. DISCUSSION – Proposed Addition of a Gutter & Downspout Drainage System on Public Works Garage

Director Halik advised that at the February meeting the issue of the lack of a gutter and downspout system on the public works garage was discussed. On several occasions during heavy rain events, public works crews have observed a large amount of water cascading from the front portion of the roof. This large amount of roof stormwater runoff falls directly in front of all garage bay overhead doors and at times impedes vehicle loading/unloading. In addition, crews have observed that after a substantial snow melt-off, large pieces of snow and ice can drop from the roof directly in front of the overhead doors. This is occurring even though there is a snow and ice guard installed along the entire south edge of the roof. Halik stated that the Committee was agreeable to the concept of adding a gutter and downspout roof drainage system, but questioned the design proposed by the

contractor, Wiesbrook Sheet Metal. Since that time, staff has met with Mr. Ken Wiesbrook and has obtained additional information related to the design of the system. Halik advised that included in the packet is a letter, received on May 3, 2010, providing additional information regarding the adequacy of the drainage system proposed. The letter indicates that the downspout sizing would accommodate the roof area to be drained. However, the downspouts could also be upsized, if there was still a concern. Halik advised that the proposal submitted by Wiesbrook includes the installation of gutters and downspouts along the south side of the roof for the amount of \$9,490.00. Three of the downspouts will discharge into the perimeter draine tile surrounding the building so as not to create an ice hazard upon the parking/walking surfaces. The fourth downspout will be run from the high roof area to the low roof area. All colors will match the original roof color. Chairman Mistele recommended that staff confirm the compatibility of the proposed gutter material, but otherwise had no objections to the project. The Committee authorized staff to place this item on a future Board agenda for consideration.

7. REPORT – ARRA Projects – Update

Halik advised the Committee that the Village previously applied for stimulus funding through the American Recovery and Reinvestment Act (ARRA) to complete two (2) projects: an overlay of Clarendon Hills Road from 75th Street to 79th Street in the contract amount of \$215,813, and an intersection lighting project located at Kingery Hwy. and Plainfield Road in the contract amount of \$185,403. Halik advised that both projects were accepted and are therefore eligible to receive 100% Federal funding for construction. Pre-construction meetings for both projects are scheduled to occur on May 26th at IDOT's offices in Schaumburg. Halik then shared that on April 2nd, the Village received notification from the DuPage Mayor's and Manager's Conference that the deadline to submit eligible project increase expenses relating to our ARRA projects is June 1, 2010, and that any project increases which are incurred after that date must be paid by the municipality. Staff responded that, due to the lead-time in ordering the poles, the project would likely not start until after June 1st. Therefore, we will not be aware of any possible project extras until after the deadline date. The Transportation Project Manager, Kama Dobbs, responded that the absolute cut-off date to submit eligible project extras would be July 13th, but after that date, any project extra must be paid by the municipality. Halik stated that given this information, the lighting project engineer was contacted and was requested to identify any and all possible project extras, and their associated estimated costs. The resulting list identified probable project cost increases in the amount of \$10,000. This list was submitted to DMMC and it was accepted. Therefore, \$10,000 was added to our project fund for the Kingery lighting project. Halik responded that staff remains concerned that any unanticipated construction issue that may arise after July 13th must be paid by the Village. Given our tight budget, no additional funds have been allocated for this purpose, as the ARRA funding was intended to cover 100% of the costs. Halik shared that staff would manage the project closely in an attempt to identify and creatively resolve any field conditions that could potentially cause project extras.

8. DISCUSSION – Municipal Services Department

- a) Director Halik advised that the monthly department permit activity report for April was included in the packet. The report indicates that the department brought in over \$19,000 in permit revenues for the month. As such, we exceeded our revenue projection for FY 09/10 by taking in 114% of the amount expected.

- b) Halik reported that the water system pumpage report was also included in the agenda packet for information. The report indicates that at this time we have pumped about 5% less water than the same period of time last year. We are also below our year-end projection of 390,000,000 gallons pumped by about 13%

8. VISITOR'S BUSINESS

Village resident Phyllis Zimmer requested the name of the contractor that had offered to donate trees to the Village. Director Halik responded that it was a contractor that had worked with Harlem Irving, but that he did not recall the name of the company. Mrs. Zimmer then requested the name of the civil engineering firm that was awarded the design and construction oversight work for the Village's ARRA projects. Director Halik responded that the Village had received proposals from several reputable local engineering firms, but that Christopher B. Burke Engineering, LTD. had submitted the lowest proposals, so they were awarded the projects.

9. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele, seconded by Trustee Kelly. The meeting was adjourned at 7:12 PM.

(Minutes transcribed by: Tim Halik 7/21/10)