

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
MAY 9, 2011 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 6:00 PM.

2. ROLL CALL

Those present at roll call were Chairman Mike Mistele, Trustee Sue Berglund, Administrator Tim Halik, and Building Inspector Roy Giuntoli. Absent: None.

3. APPROVAL OF MINUTES

After review of the draft minutes from the April 11, 2011 regular meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes.

4. DISCUSSION – Proposed Village Hall Right-of-Way Improvement Project

Administrator Halik advised the Committee that right-of-way turf damage from truck traffic has been a continuing problem within the Executive Park. Turf damage that occurs directly in front of the Village Hall is particularly frustrating and creates poor aesthetics from a property maintenance perspective. In the past, the Village has had discussions with the management of Sterigenics and other Executive Park businesses regarding damage caused by their delivery trucks. Although they acknowledge the issue, and have repeatedly requested that their delivery suppliers avoid causing the damage, the reality is that it is the responsibility of the individual truck drivers and cartage companies. When a driver is “caught” damaging turf, Village police officers issue a ticket and public works contacts the insurance carrier for the cartage company to obtain restitution to repair the damage. However, this process only occurs when the driver is “caught.” On most occasions, the damage is found after the fact and the Village must pay for the repairs, which commonly is then found damaged again sometime later. Halik advised that in an effort to address this problem occurring on the Village Hall right-of-way, and eliminate our need to continuously repair the parkway, staff has considered the completion of a hardscape improvement project. Several manufacturers, such as Unilock, have developed a “turf stone” that can be installed in such areas and will withstand the weight of truck tires to eliminate rutting from occurring, especially when the ground is wet. As a design alternative, we have also researched the cost of improving the right-of-way area with cobblestone, which is a design that has been used in other areas throughout the Executive Park. The Committee reviewed the proposals and asked for clarification on some of the prices to ensure the estimates could be compared equally to each other. After review, it was determined that the price offered was just about the same from either vendor. The Committee agreed with the completion of the less expensive of the two projects and recommended that a proposal be brought to the Village Board.

5. DISCUSSION – Proposed Village Hall Storage Structure Roof Replacement Project

Administrator Halik reminded the Committee of the discussion at the Board Budget

Workshop on March 21st. Funds were included in the FY 2011/12 Budget to replace the deteriorated roof on the storage building on the Village Hall property. At the time of the workshop discussion, staff advised that the estimated cost of this project for budgetary purposes was \$25,000. However, since that time staff has continued to request proposals from reputable roofing contractors and have obtained much better prices. Halik advised that staff has obtained four (4) additional proposals ranging in price from \$8,500 to \$14,900 for the same work. With regard to demolition of the existing roof, each vendor was asked to provide a proposal to remove all existing roofing including plywood, drip edge, gutter, and the perimeter 12” plywood siding. If repair to beams or joists are found to be required after deck removal, this work would be paid as an extra. With regard to the installation of the new roof, each vendor inspected the roof and as was asked submit a proposal based on their recommended design. As a result, Halik advised that two of the vendors recommended the use of modified bitumen as a roof cover, one of the vendors recommended using a TPO membrane, and the other recommended an EPDM cover. Halik stated that he had hoped that the Committee Chairman, as an architect, could provide more information regarding the potential benefits and drawbacks of the proposed materials. Chairman Mistele offered that he reviewed the proposals and has inspected the building immediately before the Committee meeting. Based on the fact that the storage building is unheated, he would recommend that staff consider a modified bitumen roof cover. However, no silver coating, as called out for on the Brother’s proposal, is needed. In addition, staff will want to confirm that the Village can get a standard 20 year warranty with a no-slope installation. He also recommended that the fascia boards be replaced with treated wood and wrapped with aluminum, so as to be more durable to rot and decay. Chairman Mistele recommended that the proposals be modified in accordance with his recommendations and brought back to the Committee in June for another review. Halik thanked Chairman Mistele for his input and stated that staff will continue to work on the proposals to bring back to the Committee in June.

6. DISCUSSION – Comprehensive Amendments to the Village Building Code (Title 4)

Administrator Halik advised the Committee that Building Inspector Roy Giuntoli has spent many hours drafting new local amendments to the latest version of the model building codes. Halik provided a brief background of the previous three model code groups; BOCA, UBC, and SBCCI, and explained the effects of their merger in the early 2000’s which necessitated the use of local amendments. Halik then introduced Inspector Giuntoli to present the proposed amendments. Giuntoli provided an overview of the larger items contained within each of the individual model codes. Trustee Berglund inquired about grandfathered devices. Chairman Mistele advised that Willowbrook is 97% built-out. Giuntoli advised the Committee that the sprinkler requirement threshold was dropped from 5,000 square feet to 2,000 square feet, a change supported by the Tri-State Fire Protection District. Chairman Mistele asked for clarification that the proposed codes for elevators merely reflect the state minimum. Halik stated that they do. Giuntoli then discussed the State Accessibility Code and Halik also advised of new Federal ADA requirements for 2010. Halik further stated that he is researching whether the new ADA requirements will impact the design of the walking paths within our parks, since they are not currently of an impermeable surface. Chairman Mistele asked if the title of Director of Municipal Services, as it appears in the draft amendments is still valid. Halik stated that it was, given his employment agreement with the Village envisions that he serve dual roles. Chairman Mistele then asked if building permit fees were made current. Halik stated that the building permit fees were not largely increased, but were made comparable

to the amounts being charged in surrounding municipalities. Trustee Berglund asked why the Village pays for hotel expenses. Halik stated that the language in the code is antiquated, but was included in cases of an emergency condition, such as a fire. He advised that staff could review the adequacy of the language further if the Committee desired. Chairman Mistele clarified that the cost is to be reimbursed to the Village, per code. The Committee felt this may be okay, but requested that staff revisit the section. Chairman Mistele inquired about the DuPage County Stormwater and Floodplain Ordinance. Halik advised that the ordinance in the draft amendments is the most recent. However, he advised that the County is working on a revised ordinance, which should go into effect on January 1, 2012. The Committee felt that the provisions for staff to perform pre-sale inspections of condominium units upon a transfer of ownership should be withdrawn. The concern being potentially accepting liability. Chairman Mistele requested clarification on design snow-loads. He stated that the IRC requires a 25 lb. snow load, while the IBC requires a 30 lb. snow load. Giuntoli responded that he would look into that. Chairman Mistele asked about permissible hours of work. Halik stated that the listed hours were unchanged from the previous code. With regard to residential sprinkler requirements, Chairman Mistele advised that he felt sprinklers in single-family homes should be located in garages, furnace rooms, equipment rooms, and other high-hazard areas, but not throughout the entire structure. He asked that staff consider the recommendation. After the discussion ended, staff advised that they would make the required revisions within the draft codes and bring them back to the Committee for their June meeting. The Committee recommended that a summary memo would be all that is required to come back – not the entire proposed code document.

7. DISCUSSION – DuPage Water Commission Rate Increase

Administrator Halik advised that as staff reported at the April 25, 2011 Village Board meeting, we have received notification from the DuPage Water Commission of a rate increase effective May 1, 2011. Halik shared that on May 1, 2010, the DWC increased their rate for water charged to the Village by 17% to \$2.08 per 1,000 gallons. On April 22, 2011, we received notification that the DWC will again increase their rates by 10% to \$2.29 per 1,000 gallons. Halik advised that this rate increase was effective on May 1, 2011 and we are currently being charged the new rate. Halik reminded the Committee that in our FY 2010/11 budget discussions, the issue of our need to sandblast and re-paint our three above grade water storage structures within the next 8 to 10 years was raised. This will be a costly project estimated to be as much as \$1 M in the future. As such, the Village Board decided to implement an incremental savings plan in order to fund the painting of the water towers in the future without having to fund the project through a bond issuance. Staff developed a plan whereby excess water funds would be transferred to the Water Capital Fund each year to save for the project. This available excess water funding was obtained from the increment between the water rate charged to us from the DWC and the rate we charge our water customers. Therefore, in our plan, we needed to estimate the rate increase that we may incur from the DWC each year. Staff used an annual DWC rate of increase of 8.5% in the savings plan. The FY 2011/12 DWC rate increase of 10% was obviously 1.5% above our estimated rate increase. Halik directed the Committee members to the detailed spreadsheets included in the packet that were used to develop the Water Fund 5-year plan extended to year 2020 to include the incremental savings. Halik advised that although the unanticipated 1.5% increase in the DWC FY 2011/12 water rate will affect the final numbers in the multi-year savings plan, staff does not believe that it warrants

consideration of a local water rate increase at this time. However, if there is another DWC rate increase next year that also exceeds our built-in expectation within the savings plan, it may be necessary to adjust the plan or consider a local rate increase at that time. The Committee concurred.

8. REPORT – Municipal Services Department

- a. Administrator Halik shared the April monthly permit activity reports showing that we have taken in a total of \$224,000 in permit revenue for the year, which is much more than he thought we would take in, given the slow economic rebound.
- b. Administrator Halik shared the water system pumpage report. The report indicates that as of the end of February we have pumped about 2.5% more water than we had the previous year. In addition, we have pumped about 92% of our pumpage projection for FY10/11 and we are currently on track to meet that year-end projection. Halik shared that if we pump the same amount of water in April as we did last year, staff's pumpage projection for the year will be "right-on."

9. VISITOR'S BUSINESS

(None)

10. COMMUNICATIONS

(None)

11. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Berglund. The meeting was adjourned at 6:52 PM.

(Minutes transcribed by: Tim Halik 6/7/11)