

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
NOVEMBER 12, 2012 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Mistele called the meeting to order at 6:00 PM.

2. ROLL CALL

Those present at roll call were Chairman Mike Mistele, Trustee Suzanne Berglund, Management Analyst Garrett Hummel, and Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

- a. After review of the draft minutes from the October 8, 2012 Regular Meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes as presented. Trustee Berglund seconded the motion. Motion carried.

4. DISCUSSION – Draft Intergovernmental Agreement (IGA): Emergency Vehicle Preemption (EVP) Devices

Administrator Halik advised that IDOT is currently completing a Phase I study for improvements at Kingery and 63rd Street. The scope of the improvements, among other items, includes the modernization of the existing traffic signal. As part of the modernization, the traffic signal equipment will be replaced. Halik advised the Committee that the traffic signal is currently equipped with Emergency Vehicle Preemption devices. These devices are used by local fire and police agencies to temporarily interrupt the traffic signal cycle to provide for immediate access through the intersection by emergency vehicles. Halik advised that the cost for replacing these devices at the time the traffic signal equipment is replaced is estimated at \$6,900 by IDOT. Given these devices are used locally; IDOT will not pay for their replacement. Historically, the cost of maintaining these devices has been paid by the Tri-State Fire Protection District. Halik advised that in the committee packet is a summary, provided by Tri-State, of the annual maintenance costs relating to these devices since 2007. In light of the pending expense to replace the devices, Tri-State has requested consideration of a more equitable approach to funding the continued use of these devices. Since the devices are used by several local police and fire agencies, they have requested that we all share in the costs of the future maintenance and replacement of the devices. An Intergovernmental Agreement was drafted by Tri-State and submitted to the Village on October 31, 2012 for our consideration. The agreement includes that the future costs of these devices be shared by all local police and fire agencies that use them – not just by Tri-State. Staff agrees that since the Willowbrook Police also uses these devices in our emergency response efforts, it would be appropriate that we should share in the maintenance and replacement costs of them. Therefore, it is recommended that we consider a fair and equitable approach to splitting these costs among the agencies that use them. Chairman Mistele suggested that information regarding the annual operating costs of the devices be shared. He also questioned the proposed term of the agreement, and thought that a three year term with an annual review would be appropriate. In summary, Chairman Mistele stated that he agreed in principle with Tri-State's proposal.

5. DISCUSSION – P.W. Snow Plow Package Purchase

Administrator Halik advised that The F.Y. 2012/13 Budget includes funding to purchase and install a snow plow package on an existing public works vehicle. Halik advised that Public Works Vehicle #77 is a 2009 Ford F-150 4x4 pick-up truck. When this vehicle was originally purchased it was a replacement vehicle and the specifications did not include a snow plow package. The department has since concluded that if this vehicle were outfitted with a snow plow, it could be a useful resource in our annual Snow & Ice Control Program, specifically to be used in courts and cul-de-sacs, and at times when other snow plow vehicles are down for repairs. Halik advised that during our F.Y. 2012/13 Budget preparation, we checked prices to retrofit a 7'6" wide snowplow on the vehicle with an electrically powered hydraulic lift. \$4,600 was ultimately included in the budget for this purchase. The public works department continues to believe that the vehicle in question should be retrofitted with a snow plow for use in our Snow & Ice Control Program, and we would recommend that the plow be installed for the upcoming snow season. Therefore, three proposals were obtained from reputable equipment outfitters. Staff would recommend the purchase of the Western brand plow from Auto Truck Group. The proposal amount matches the budgeted amount and the vendor could begin the installation immediately. The Committee concurred with the staff recommendation and suggested that the item be placed on the consent agenda of the next Village Board meeting for consideration.

6. DISCUSSION – Grant Funding Update – Village Hall and Police Dept. Lighting Upgrade Project

Administrator Halik advised that this project was being managed by Management Analyst Hummel, so he would present the agenda item. Analyst Hummel advised that we have recently received notification of grant approval from I.C.E. for the project. So, in total, the Village will receive \$29,471.73 in grant proceeds for the project. Analyst Hummel asked how the Committee wishes to proceed with using the proceeds. There are several alternatives to completing the work which would require different levels of funding the Village's share. Chairman Mistele advised that it was his understanding that some of the lighting fixtures throughout the Village Hall were as much as 30 years old. As such, we should replace the entire fixtures and also consider dimmer controls as a potential future installation. Analyst Hummel advised that we stand to obtain an additional monetary incentive if the work were to be completed by February. The Committee recommended that the work be completed ASAP to obtain the additional incentive. Chairman Mistele also offered kudos to Analyst Hummel for his work on this project. Trustee Berglund agreed.

7. REPORT – 2012/13 Snow Plow Operations Manual

Administrator Halik advised the Committee that the 2012/13 Snow Plow Operations Manual has been compiled by Public Works Foreman Anthony Witt. A copy is included in the committee packet for review. Halik advised that Mr. Witt did an outstanding job in obtaining new contractor price quotes and assembling the new manual using the updated information. Under this topic, Administrator Halik also wished to advise the Committee that it is time for the department to order our requisite supply of chemically treated rock salt for use during the colder periods of the winter season. We have obtained a quote from North American Salt for 200 tons of treated salt. Halik advised that a resolution to accept the proposal from North American is on the consent agenda of tonight's Board meeting. The Committee was in agreement.

8. REPORT – Municipal Services Department

- a. Administrator Halik shared the monthly permit activity report for October showing that we have taken in only about \$6,000 in permit revenue for the month. In total, we have taken in 112% of our FY2012/13 budgeted revenue to date.
- b. Administrator Halik shared the water system pumpage report. The report indicates that through September we have pumped about 30 million gallons more this year than we did in the same period last year. Halik attributes this increase to the drought conditions we have experienced this summer. Overall we are tracking at about 52% of our pumpage projection five months into the year.

9. VISITOR'S BUSINESS

(none)

10. COMMUNICATIONS

Trustee Berglund suggested the use of a videographer to promote the Village in some specific way. Perhaps to produce a training-type video to educate individuals regarding the conduct of the red-light camera program. After a brief discussion, Chairman Mistele recommended that the focus of such a project be changed to instead promote the hotels. In this way, funds could potentially be used from the Hotel/Motel Tax Fund. Chairman Mistele further suggested that consideration be given to focus on the community as a whole to promote Willowbrook. Administrator Halik advised that he would share the Committee's recommendation with the Chairman of the Hotel/Motel Tax Advisory Committee, Mayor Napoli. He also shared that the next meeting of the Hotel/Motel Committee would be in mid to late January and that perhaps the Hotel Committee could discuss the concept further at that time.

11. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Berglund. The meeting was adjourned at 6:26 PM.

(Minutes transcribed by: Tim Halik, 1/9/13)