

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
JANUARY 14, 2013 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, and Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

- a. After review of the draft minutes from the November 12, 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 – Proposed Kingery Highway Landscape Improvement Project

Administrator Halik advised that several of the questions contained within the Village's 2012 Citizen Survey asked respondents to rate both the quality of streetscapes throughout town and the level of satisfaction of beautification projects undertaken by the Village. 70.8% of survey respondents rated streetscaping as either good or excellent, while 29.3% rated it as either fair or poor. With regard to beautification projects, 86.9% of respondents were satisfied with the scope and level of the projects, while 13.1% were not. Halik advised that responses to these survey questions over the last four years have identified a trend to be further considered. During the 2013 construction season, the Illinois Department of Transportation will complete a resurfacing of Kingery Highway through town. Aside from the pavement resurfacing, the scope of work of this project will not include landscape improvements to medians. However, such a landscape improvement project is eligible for grant funding under the Illinois Transportation Enhancement Program (ITEP). Provided such a project is submitted for consideration during the grant cycle and approved, 80% of the costs could be funded through the grant, with 20% being the local share. Halik advised that staff has met with the engineering firm Wills Burke Kelsey Associates to further discuss the scope of a Kingery Highway Landscape Improvement Project and the procedure to submit such a project for grant consideration. WBK has completed similar such projects for other municipalities and is very familiar with the ITEP grant application process. WBK has submitted a proposal to complete the preliminary design of such a landscape improvement project, which will include an estimate of probable costs. The preliminary design, and associated costs of the project, will be shared with the Board during the budget workshop in March. If the project is approved to proceed, adequate funding can be included in the FY 2013/14 budget, the final project can be submitted for grant funding through ITEP in October 2013, and if approved, the project could be completed in the Spring of 2014, after the 2013 roadway resurfacing project is completed. Halik advised that there is funding available in the current year's Public Works budget to cover the \$5,000 cost of preliminary design by WBK Associates. Staff would recommend these excess funds be utilized for this purpose. To ensure the landscape design firm has adequate time in which to complete the preliminary work on this project before the Board budget workshop, this item has been placed on the Board agenda for the January

14th meeting for consideration. Chairman Mistele recommended that the prior Village identification sign replacement project, for the signs on Kingery, also be included in this project and submitted for the ITEP grant. Trustee Berglund agreed.

5. DISCUSSION – Illinois Public Works Mutual Aid Network (IPWMAN)

Administrator Halik advised that he had attended a recent DuPage Mayors and Managers Conference Business Meeting, in which a representative from the Illinois Public Works Mutual Aid Network gave a presentation. The IPWMAN is a state-wide network of public works agencies that are organized to respond to an emergency situation when a community's resources are not capable of handling the scope of the incident or have otherwise been exhausted. There are currently over 150 Illinois member communities that have joined the IPWMAN. Halik advised that although the Village is a current member of the DuPage County Public Works Mutual Aid Network, the group has recommended that municipalities also join the state mutual aid network. This would enable members to tap resources from outside of DuPage County to respond to an incident. Halik advised that being a member of the IPWMAN does not create any obligation on its members to respond to an incident – response is always voluntary. If Willowbrook were in the unfortunate position that we would need to seek assistance from the IPWMAN, the first five days of response is provided at no charge to the community. If the response effort was more than five days, reimbursement is required. However, if state or federal funds were to become available as a result of a regional incident, the costs of the IPWMAN response may be reimbursable. Given the size and resources currently available to Willowbrook to respond to a large-scale emergency incident in town, staff would recommend joining the IPWMAN. This network would provide the resources needed by the community to properly respond to such an incident. Membership dues for Willowbrook in the IPWAN would be \$100/year. Chairman Mistele agreed with the recommendation to join, and also requested additional information about both the DuPage and state level networks. Chairman Mistele also inquired about the need for damage assessors to work in Willowbrook after damage from an incident would occur. Halik advised that Willowbrook is also part of a mutual aid network through several professional organizations in which we could use building inspectors from nearby towns to complete the damage assessment. Halik agreed that damage assessors are a very important component of our emergency operations plan since FEMA typically requires a full damage assessment within 24 hours after an incident. Failure to provide the assessment in a timely manner could jeopardize our chances to receive reimbursement funds. The Committee felt that Willowbrook should join the IPWMAN.

6. REPORT – Municipal Services Department

- a. Administrator Halik shared the monthly permit activity report for both November and December showing that we have taken in only about \$8,500 in permit revenue in November and \$14,000 in December. In total, we have taken in about 133% of our FY2012/13 budgeted revenue to date.
- b. Administrator Halik shared the water system pumpage report. The report indicates that through December we have pumped about 30 million gallons more this year than we did in the same period last year. Overall we are tracking at about 74% of our pumpage projection eight months into the year, so we're about 7% over our projection.

7. VISITOR'S BUSINESS

(none)

8. COMMUNICATIONS

Chairman Mistele inquired as to whether we'll need to increase water rates. Halik advised that will be a discussion that occurs at the Committee budget meetings next month, but that it appears from staff's review of the health of our Water Fund, that we will need to consider increasing our rates. Chairman Mistele then inquired of the schedule for the Committee budget review meetings. Halik stated that they are tentatively scheduled to occur the week of February 11th. He also advised that whether individual meetings are held, or whether a joint meeting is held, similar to last year, is undecided. Chairman Mistele suggested that a joint budget meeting be held as it was last year. Halik advised that he would seek authorization from Mayor Napoli to hold a joint budget meeting between the three committees and propose a date that would work for all members.

9. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Berglund. The meeting was adjourned at 6:22 PM.

(Minutes transcribed by: Tim Halik, 3/4/13)