

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL  
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,  
MAY 12, 2014 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE  
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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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 Michael Mistele, Trustee Suzanne Berglund, and Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

After review of the draft minutes from the April 14, 2014 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 – Water Billing System – Meter Transmitting Unit (MTU) Replacement Project

Administrator Halik recapped that in 2001 the Village, thru funding from bond proceeds at the time, installed a state-of-the-art water meter reading system. This wireless system includes a device called a Meter Transmitting Unit installed at each water account location which wirelessly transmits the water meter reading to one of three Data Collection Units in town, which in turn, transmit the readings into the Village's water billing software. Halik advised that when the system was installed, we were advised that the estimated battery life of an MTU was approximately 15 years. Unfortunately, the Village began experiencing battery failures starting in late 2012. Because of the early failures, the manufacturer offered a rebate on replacements, which has helped to defray the unanticipated costs. In addition, in early 2013 the manufacturer was able to run a diagnostic test on all existing MTUs in the system to determine remaining battery life. At that time, this test concluded that about 30 units needed to be changed immediately, approximately 120 units needed to be changed prior to the end of 2013, and the remaining units should be changed out in 2014. Halik advised that public works crews have been keeping up with the required replacement timetable, but there are approximately 1,714 units remaining to be replaced in the system, which is too many to be completed in-house with current staffing before the end of the year. As part of the FY 2014/15 budget review process, staff obtained budget pricing from two vendors – Midwest Meter, Inc. and Calumet City Plumbing Co., Inc. Midwest Meter is the distributor for Aclara system components, and Calumet City is the vendor that completed the original field installation of the system in 2001. In December of 2013, we received a budget estimate in the amount of \$284,185 to purchase the replacement devices and complete the work. As a result, \$285,000 was budgeted within the Water Capital Fund to complete the project. After the Board Budget Workshop held on March 17, 2014, we asked for proposals for the project. The final proposal amount came in at \$332,300 due to a recommendation by Aclara that we upgrade the system software prior to the unit replacements. Halik advised that the final cost of the project is now \$47,300, or 16.6%, higher than the budgeted amount. However, there are sufficient funds within the Water Capital Fund to pay for the project. The Committee agreed, and authorized the project to move forward for full Board consideration.

5. DISCUSSION – Water Tank Coating Project

Administrator Halik advised that on June 10, 2013, the Village Board adopted Resolution No. 13-R-30 accepting a proposal from the engineering firm Strand Associates to perform an engineering analysis of the protective coatings on all three of the Village's above grade water tower structures. Halik advised that these three water tanks were last sandblasted and re-coated in 1999, 2001 and 2002 and are experiencing varying degrees of wear. The final reports recommended that the tanks be re-coated within the next five (5) years. This project was discussed at both the FY 2014/15 Committee Budget Review meeting and the Board Budget Workshop. Halik advised that the FY 2014/15 budget includes \$20,000 to complete the first year work of the 5-year plan to re-coat all three of the Village's above grade water storage tanks. Year 1 of the plan includes the development of design specifications and bidding related services pertaining to the re-coating of the Village Hall tank. Once the bid packet is completed, this project would be put out to public bid with the rehabilitation work scheduled to occur within FY 2015/16. Staff requested a proposal from Strand Associates to complete the scope of work of year 1 of the program. The proposal includes a not-to-exceed cost of \$19,000. Halik advised that staff would recommend that the proposal submitted by Strand Associates to complete the year 1 work of the tank re-coating program be accepted. Halik advised that since Strand performed the initial tank evaluation report, they are familiar with the project to enable them to draft required specifications to publicly bid the renovation work. Chairman Mistele suggested that the bidding documents focus on adequate warranties on the work performed. He also suggested that the engineering firm re-visit their project cost estimates for this tank, and that the probable estimate should be within 10% of the actual bid. The Committee concurred with the staff recommendation.

6. DISCUSSION – 2014 Motor Fuel Tax (MFT) Roadway Maintenance Program

Administrator Halik reminded the Committee that at the February 10, 2014 Village Board meeting, the Board adopted the annual IDOT resolution allocating the use of up to \$250,000 in motor fuel tax funds for the Village's 2014 Roadway Maintenance Program. Although an expenditure of up to \$250,000 was allocated, it is hoped that the actual cost of this year's program will come in around \$210,000 to allow us to save MFT funds to pay for the local share of our STP grant program in 2017. Halik shared that the roadway maintenance database calls for roads within the Waterford subdivision to be next in line for maintenance. However, it is the Village's policy to first survey all Village roadways after the winter season to determine whether other roadways are also in need of maintenance. This year's Village-wide road survey revealed that along with several roads located within the Waterford Subdivision, both 59th Street, from Clarendon Hills Road to Western, and 73rd Court, from Route 83 to Quincy, should be included in the 2014 program. Halik stated that, as a result, staff recommends that this year's road maintenance program consist of the milling and overlay of select Village streets listed on the agenda summary sheet, full depth patching, removal and replacement of damaged concrete curbs along the streets to be overlaid, and replacement of pavement markings. Halik stated that the estimated total cost of this program stands at \$223,750, but that hopefully bids will come in lower. Halik stated that staff recommends that this year's MFT Roadway Maintenance Program include the described scope of work. If the Committee has no objection, staff will work with the Village Engineering Consultant to put together the IDOT contract. Once the contract is approved by IDOT, the program will be put out to public bid and the bid results will be brought back to the Municipal Services Committee for review and consideration, before final Board approval. The Committee concurred with the staff recommendation.

7. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for April 2014 showing that the Village has taken in slightly over \$26,000 in permit revenue for the month. Halik advised that in total, for fiscal year 2013/14, the Village has received approximately 172% of the anticipated FY2013/14 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report. The report indicates that the Village pumped about 29.9 million gallons in the month of March 2014. At this point, we have pumped about 3% less water this year as compared to the same timeframe last year. Halik also advised that we are below where we should be at in order to meet our estimated pumpage projection of 395,000,000 gallons. Therefore, depending on the pumpage figure for next month, we may not pump as much as last fiscal year.

8. VISITOR'S BUSINESS

(None)

9. COMMUNICATIONS

(None)

10. 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, 6/19/14)