

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL  
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,  
JULY 14, 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 6:02 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 May 12, 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 – New Village Hall Renovation Project – Bid Results

Administrator Halik shared with the Committee that the Village published a public notice on June 6th advertising for bids for the renovation of the 835 Midway Drive building to serve as the new Village Hall offices. The deadline to submit bids was Monday, June 23, 2014 at 2:00 PM. Halik advised that thirteen bids were received prior to the deadline, which were opened and publicly read aloud. The architect's construction bid estimate for this project was \$1,431,000. Halik advised that the bid tabulation sheet was included in the Committee packet. The bids ranged from a low of \$1,409,000 to a high of \$1,607,371. The low bid of \$1,409,000 was submitted by FBG Corporation of Elmhurst, IL, which is the same firm that was awarded the contract in 2008 for the construction of the new public works facility located on Willowbrook Centre Parkway. Halik advised that both staff and Williams Architects conducted reference and background checks and have determined that FBG is in good standing and has satisfactorily performed work of this nature and scope, including the prior Willowbrook project. Halik also shared that the bid specifications provided for alternate pricing of two options, in case cost-cutting would be necessary. Halik recommended that, given the low base bid price, both be accepted. Alternate One is a \$7,180 extra to stain the existing brick façade of the building, and Alternate Two is a \$15,400 extra to install automatic push-button door openers for added accessibility. The addition of these two items will bring FBG's bid price to \$1,431,580, which is only \$580 higher than the base bid price we had expected. Both Chairman Mistele and Trustee Berglund agreed that both alternates should be accepted. Halik reminded the Committee that in addition to the main construction work done by FBG, there will be several other costs associated with construction of this project, including computers and phones, furniture, and possible miscellaneous items. Based upon the Village project budget of \$1,700,000, within the L.A.F.E.R Fund, there will be adequate funding available to cover both these anticipated additional expenses and provide a comfortable contingency amount to cover unforeseen conditions or plan alterations. Therefore, staff is recommending that the construction contract for this project be awarded to FBG Corporation. The Committee concurred with the staff recommendation.

5. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for both May and June 2014. The Village has taken in slightly over \$12,000 in permit revenue for the month of May, and about \$8,500 in the month of June. Halik advised that in total for the first two months of fiscal year 2014/15, the Village has received approximately 12% of the anticipated FY2014/15 budgeted revenue.
- b. Administrator Halik shared the water system pumpage reports, and advised that he had included two separate reports in the packet in order to depict the final report numbers for FY2013/14. The final FY 2013/14 report indicates that the Village pumped a total of 384,695,000 gallons throughout the year. This is about 10 million gallons, or about 3%, less than we had anticipated. The second pumpage report reflects that we have pumped a total of 29,547,000 gallons in May, the first month of FY2014/15. Halik also indicated that given we missed our pumpage projection by about 3% for FY2013/14, he has lowered the FY2014/15 projection from 395,000,000 gallons to 385,000,000 gallons. Halik indicated that several factors played a part in the decision to lower the projection including missing last year's projection, and the continuing trend of water conservation likely due to price increases. However, Halik indicated that he could always change the projection for FY2014/15 if the Committee wanted to. The Committee felt the 385,000,000 gallon pumpage projection for FY2014/15 was appropriate at this time.
- c. Administrator Halik shared the May 2014 Mosquito Abatement Report. Halik called attention to the light trap count totals on page two of the report and noted that so far counts have been low. However, both Clarke and the Village staff closely monitor conditions throughout the mosquito season to jointly determine if and when Village-wide ULV treatments may be necessary to control mosquito populations, especially during the West Nile Virus season in July and August.

6. VISITOR'S BUSINESS

(None)

7. COMMUNICATIONS

(None)

8. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Berglund. The meeting was adjourned at 6:25 PM.

(Minutes transcribed by: Tim Halik, 8/6/14)