

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL  
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,  
SEPTEMBER 8, 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 6:01 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 August 11, 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 – Proposed Lease Agreement: Antenna Equipment, Fire & Security Systems, Inc.

Administrator Halik reminded the committee that in 1997, the Village passed an ordinance approving a lease agreement with PrimeCo Personal Communications. The Agreement allowed the placement of a small equipment building located at the base of the Village water standpipe, with antennas mounted at the top of the standpipe. This equipment was used for private personal communications purposes. PrimeCo later became U.S. Cellular. Through the agreement, the Village received an annual payment from PrimeCo/US Cellular from 1997 thru 2013 in return for the use of the Village facility. On July 7, 2014 the Village received notification from US Cellular of their cancellation of the Agreement effective September 27, 2014 and their intent to decommission the antenna site thereafter. Halik further advised that due to a recent federal ruling in the US Court of Appeals, 7th Circuit, business arrangements between private alarm companies and public fire departments/districts has been refined. As a result, the fire alarm company, Fire & Security Systems, Inc., which currently maintains equipment at the Tri-State Fire Protection District Station #1, must find a new location for its equipment. They have requested consideration of a new lease agreement with the Village to locate some equipment and two radio antennas upon the public works facility. Staff has negotiated the basic terms of such an agreement including payment provisions. Halik advised that prior to requesting that the Village Attorney draft a lease agreement for both the Committee's and Board's consideration, the committee should review the details of this proposed agreement and authorize moving forward. The Committee advised that they were agreeable to the proposed terms, and authorized staff to work with the Village Attorney to draft an agreement.

5. DISCUSSION – Village-Wide Fall Brush Collection Program: October 13<sup>th</sup> thru October 17<sup>th</sup>

Administrator Halik advised the Committee that this past Spring the Village's regular tree maintenance contractor, Mario's Tree Service, completed the Village-wide Spring brush collection program. The program included curb-side collection of piled brush throughout town. Afterwards, the brush was separately ground at the Village public works facility to produce a high-quality mulch for use within the parks, and to provide to residents. At the

time this program was considered, the members of the Municipal Services Committee requested that staff seek other proposals from reputable landscape maintenance contractors to perform the Fall brush collection program, to ensure prices remain competitive. The Fall program will consist of a curb-side chipping program, with the resulting chips hauled away, since we currently have no need for them. Halik advised that staff has solicited proposals from five landscape maintenance contractors, three of which offered a proposal for consideration. Halik advised that Mario's Tree Service offered the low proposal of \$105/hour/crew to perform this program. This represents the same hourly rate that Mario offered in the Spring of this year. Therefore, the estimated cost of the Fall program would be \$8,400 -- two crews working 40 hours each. Halik advised that staff would recommend the proposal submitted by Mario's Tree Service and Landscaping in the amount of \$105.00/hr. per chipping crew be accepted to perform the Village-wide Fall Brush Collection Program. Halik advised that if the Committee was in agreement, a resolution accepting the proposal will be placed on the agenda for the September 22nd regular meeting of the Village Board. The Fall Brush Program would be scheduled to occur the week of October 13th thru the 17th. Chairman Mistele advised that the committee is in agreement, and recommended that this item be placed on the Board's consent agenda.

6. REPORT – Village Hall Renovation – Change Order #1

Administrator Halik advised that there was one change order addition pertaining to the construction of the new Village Hall that he wished to review with the Committee. Halik shared that after removal of the floor covering in the lower office level as part of the demolition process, an old metal cable duct was discovered running throughout the office area. The previous owner of the building revealed that the duct was originally installed within the floor slab to provide cable access to offices for computers, phones, etc. However, the duct had since been abandoned. The metal duct was found to be deteriorated and causing the concrete topping to crack and fail. Both the architect and general contractor do not recommend that new carpet be placed over these cracked and crumbling areas. The scope of work will include the complete removal of the old duct and filling-in the trench with concrete for a cost of \$6,365.25. Halik stated that since the completion of this work was necessary to allow other work to continue without delay, the mayor was consulted and it was agreed that the change order be accepted and ratified by the Village Board after-the-fact. Therefore, the change order was accepted on August 25, 2014 by Administrator Halik. Chairman Mistele stated that this item represents an unforeseen condition, which should be completed. However, he also stated that staff should obtain a more detailed breakdown of the individual costs of all portions of the change order work so that a more detailed review of the price can be performed. Halik agreed and stated that a full breakdown for each future change order item will be requested from the general contractor to be reviewed by the architect of record and the Village before acceptance. Halik then distributed a copy of a written summary of all project change orders to date and reviewed each with the Committee. Chairman Mistele advised that typically change orders extras as part of a renovation project of an existing building will cost about 10% of the project bid.

7. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for August 2014. The Village has taken in just under \$9,000 in permit revenue for the month. Halik advised that in total for the first four months of fiscal year 2014/15, the Village has received approximately 26% of the anticipated FY2014/15 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for July 2014. The report indicates that the Village pumped slightly over 33 million gallons in the

month. At this point, we have pumped about 6.5% less water this year as compared to the same timeframe last year. Halik also advised that, although we are only quarter into the fiscal year, we are slightly below where we should be at in order to meet our estimated pumpage projection of 385,000,000 gallons.

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, 10/9/14)