

MINUTES OF THE RESCHEDULED REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, OCTOBER 13, 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 5:00 PM.

2. ROLL CALL

Those present at roll call were Chairman Michael Mistele, Trustee Suzanne Berglund, Mayor Frank Trilla, Trustee Paul Oggerino, Executive Secretary Cindy Stuchl, and Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

After review of the draft minutes from the September 8, 2014 Regular Meeting of the Municipal Services Committee, Trustee Berglund made a motion to approve the minutes as presented. Chairman Mistele seconded the motion. Motion carried.

4. DISCUSSION – Village Hall Renovation Project: Office Furniture Proposals

Administrator Halik advised the committee that immediately after the start of construction on the new Village Hall began on July 23, 2014, staff started meeting with various office furniture vendors to solicit proposals. These meetings were held between July 29th and August 11th. Our project was reviewed, and each vendor was asked to develop a furniture layout plan, based on the same basic design, to include a mid-range furniture product. Once a preliminary plan was received, all employees were afforded an opportunity to provide feedback on the plan and final plan changes were made. Halik advised that all price proposals, based on the final plan, were then due on October 6, 2014. A total of five proposals were received which are included in the committee packet. Staff compiled a summary of each proposal, which is also included, to assist in comparing all proposals. Halik shared that rather than select a particular furniture manufacturer, such as Hon, Allsteel, Steelcase, National, Trendway, etc., and a particular series of furniture produced by that manufacturer, each vendor was merely asked to pitch a mid-market line of furniture product for our project. Halik said that in this way, a particular vendor would not be excluded from consideration, and we would be able to review all furniture options available, in the mid-market range. Vendors were advised that criteria used for selection would include: Furniture design features and available options, color and surface selections, durability, quality of workmanship, availability, and price. All proposals include installation. Halik said that staff is anxious to select a vendor, since given the lead time required, the furniture vendors are recommending that an order be placed by the end of October or Early November to receive the furniture and complete installation by the end of the year. Halik then advised the committee that Cindy Stuchl has been involved in this project, and asked Ms. Stuchl to review the details of the proposals. Ms. Stuchl stated that the staff preferred proposal was submitted by Reike Office Interiors. She advised that Reike is a custom furniture manufacturer, so pieces are customized by size to provide increased workspace, etc. Pieces can also be added on later. Mayor Trilla asked, with regard to the other proposals, what “SPC” and TCPN” pricing is. Halik explained that “SPC” is an acronym for the Suburban Purchasing Cooperative, which the Village is a member of through the DuPage Mayors and Managers Conference, and “TCPN” is a state purchase consortium which the Village is eligible to join. Both programs offer reduced

pricing on the modular type furniture proposals. Trustee Berglund advised that she does not like the style of the proposed kitchen chairs in the Reike proposal. Chairman Mistele asked whether Rieke offers a warrantee on the chairs and also recommends the Village consider the installation of smart boards in each of the three conference rooms. Administrator Halik advised that each conference room is equipped with a/c power, phone, and data connections at the appropriate locations to potentially provide for smart boards in the future. However, the smart boards are expensive and are not included in the project at this time. Halik advised that they could be purchased and installed in the future at the Board's discretion. After reviewing the details of the Rieke proposal, Chairman Mistele asked whether there is anything that staff would also like to consider that is not in the Rieke proposal. Halik advised that there may be some additional high-capacity file storage cabinets, computer monitor arms, and ergonomically correct computer keyboard trays that staff would recommend be included. Trustee Oggerino requested that staff obtain some business references from Rieke. Trustee Berglund also requested that staff find out how long Rieke has been in business. Halik advised that staff will obtain the information. The Committee recommended that the proposal received from Rieke Office Interiors be accepted. Halik advised that the proposal would be considered by the full Board at either the October 27<sup>th</sup> or November 10<sup>th</sup> meeting.

(Cindy Stuchl left the meeting at 5:50 PM)

5. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for September 2014. The Village has taken in about \$44,000 in permit revenue for the month. Halik advised that in total for the first five months of fiscal year 2014/15, the Village has received approximately 50% of the anticipated FY2014/15 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for August 2014. The report indicates that the Village pumped about 32,800,000 gallons in the month. At this point, we have pumped about 10.5% less water this year as compared to the same timeframe last year. Halik also advised that, although we are only four months into the fiscal year, we are about where we should be at in order to meet our estimated pumpage projection of 385,000,000 gallons.
- c. Administrator Halik shared the August and September 2014 mosquito abatement reports from Clarke Environmental. Halik advised that these two reports will close out the mosquito season for this year. Halik called to the Committee's attention the trap count figures on page two of the September report, noting that counts had dropped to almost zero during the second week of September.

6. VISITOR'S BUSINESS

(None)

7. COMMUNICATIONS

Chairman Mistele requested an update on project change orders for the Village Hall project. Halik advised that after much review and consideration, it was agreed that interior wood doors should be upgraded to walnut in order to obtain a stain color that matched the inside décor of the office. Halik said that there are approximately forty interior doors in the facility, so this upgrade to walnut wood

doors would cost about \$4,940, or about \$124 per door. Halik also mentioned that staff has requested a change order proposal to install a section of glass across the top of the lower level reception counter for security purposes. Halik advised that several employees approached him and shared that they thought the counter was too open, and that a disgruntled customer could easily jump behind the counter. He therefore asked the project architect to develop a design to include a glass portion of the counter to address the concern. Pricing has not yet been received for this extra.

8. ADJOURNMENT

Motion to adjourn was made by Trustee Berglund and seconded by Chairman Mistele. The meeting was adjourned at 6:10 PM.

(Minutes transcribed by: Tim Halik, 11/6/14)