

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
FEBRUARY 8, 2010 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Mike Mistele called the meeting to order at 6:30 PM.

2. ROLL CALL

Those present at roll call were Chairman Mike Mistele, Trustee Terry Kelly, Interim Administrator Larry Maholland, Interim Administrator Megan Pierce, and Director of Municipal Services Tim Halik.

3. APPROVAL OF MINUTES

After reviewing the minutes from the January 11, 2010 regular meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes as submitted. Trustee Kelly seconded the motion. Motion carried.

After reviewing the minutes from the January 25, 2010 special meeting of the Municipal Services Committee regarding the budget, Chairman Mistele made a motion to approve the minutes as submitted. Trustee Kelly seconded the motion. Motion carried.

4. DISCUSSION – Proposed Adams Street Drainage Improvement Project

Director Halik advised the Committee that Staff has recently further investigated the cause of a drainage problem that is commonly experienced during heavy rains just north of the intersection of Adams Street and Tanglewood Lane, which is within the Lake Willoway development. Halik advised that stormwater will tend to accumulate on the Adams Street pavement to the extent that a traffic hazard is created. In the past, public works crews have measured that the depth of inundation can reach 24". When this occurs, public works crews must post signage warning motorists of the hazard, and have installed pumps to expedite the drain-down of the roadway. Once the stormwater recedes, the underground storm lines are typically jetted to ensure there are no blockages. Halik advised that in the fall of 2009, further investigation was taken by public works crews to televise the underground lines. This revealed that the storm sewer system that drains this section of Adams street is routed through a decorative fountain located upon the Lake Willoway property. The fountain is a vertical structure that forces water upward and ultimately down its sides, before draining into the Lake Willoway lake through a concrete lined swale. Although the original as-built plan for the Lake Willoway development does not depict this fountain structure, tenured Village employees believe it has been in place for over twenty years. A subsequent meeting with representatives of the Lake Willoway HOA revealed that they were completely unaware of the situation and stated that they would assist in any effort required to alleviate the flooding on Adams Street, since their residents are the ones primarily affected by the created hazard. The Village engineer was asked to review both the storm drainage route and current design of the fountain structure. He was also unaware that the stormwater was routed through the fountain and agreed that was the cause of the flooding problem on the public street. Halik advised that the solution is to bypass the fountain structure and introduce the stormwater directly into the development's lake as originally intended. This will require the installation of approximately 300 lineal feet of 12" storm

sewer pipe. Halik stated that staff obtained a proposal from our regular underground contractor, Sunset Sewer & Water, Inc. in the amount of \$13,849.90 to complete the project. Required landscape restoration will also be a separate expense. Halik also advised that the Lake Willoway HOA representatives stated that they support the completion of this project, but do not have any funds to contribute towards it due to their limited finances. Staff would recommend that we complete this project after the winter thaw this Spring. Completion of this project will not only eliminate a hazardous roadway condition, but will also reduce the amount of jetting expenses we incur to ensure no silt build-up is occurring in the storm sewer lines. There is also funding within the FY 09/10 budget to complete this drainage improvement. Trustee Mistele questioned the design of the proposed solution and route of the new pipe. The Committee concurred with the staff's recommendation and authorized the placement of this item on a future Board agenda.

5. DISCUSSION – Water Billing System Maintenance Service Agreement

Director Halik advised the Committee that the Village's water billing system utilizes specialized software to apply the water meter readings to various water accounts and generate a bill. The water bills are then printed and mailed from the Village Hall. Halik advised that when the system was originally purchased and installed in 2000, the provider, Star Network Systems, offered a maintenance agreement to reduce service costs to the Village associated with the resolution of problems that may develop throughout the system. The Village has purchased this maintenance agreement in the past, most recently in 2005, and have found that it does indeed reduce expenses. In 2008, we were forced to replace several components of the system due to the fact that the cell phone providers were converting from an analog signal to a digital signal. The existing DCUs were not capable of transmitting digitally. Halik advised that at that time, given the unanticipated expense the Village incurred, staff negotiated a no-cost one-year maintenance service agreement starting at the time of installation of the new equipment. The term of this no-cost agreement will expire on March 31, 2010. Therefore, we need to consider a new service agreement, which will have a term from April 1, 2010 to December 31, 2010, to bring us back to a calendar year term. Halik stated that funding has been included in the FY 10/11 Budget to purchase this new maintenance agreement. Staff would recommend that three of the offered services be purchased at the identified prorated costs. Halik stated that if the Committee is in agreement, staff will draft a resolution to authorize the acceptance of the contract and place it on the agenda for a future Village Board meeting. The Committee concurred with the staff recommendation. Chairman Mistele recommended that staff note that funds for this expenditure will come from the water fund. The Committee also inquired of water rates and required notice to the public. Halik advised that staff has been tracking the DuPage Water Commission issue closely, and will make a presentation on the topic during the Board Budget Workshop. Interim Administrator Maholland advised that Trustee Schoenbeck recommended that the article be sent directly to residents. Trustee Kelly recommended that we wait until the forensic accounting is completed.

6. DISCUSSION – Proposed Addition of a Gutter & Downspout Drainage System on the Public Works Garage

Director Halik reminded the Committee that during the consideration of the design of the public works garage, the issue of the lack of a gutter and downspout system to drain roof water was discussed. At the time, the project architect was concerned about the possible

negative aesthetic effects of adding a gutter and downspout system, but also stated that based on the large area of the roof, one may need to be considered later. Both staff and the Committee agreed to monitor this condition after construction, as a gutter and downspout system could easily be added at any time after completion of the building. Halik advised that the building was substantially completed in June of 2009, and crews began moving into the new facility during the late summer. The public works division has now been fully operating out of the new facility since Fall of 2009. Halik shared that on several occasions during heavy rain events, employees have observed a large amount of water cascading from the front, south, portion of the roof. This large amount of roof stormwater runoff falls directly in front of all garage bay overhead doors and at times impedes vehicle loading/unloading. Halik also advised that crews have observed that after a substantial snow melt-off, large pieces of snow and ice can drop from the roof directly in front of the overhead doors. This is occurring even though there is a snow and ice guard installed along the entire south edge of the roof. Staff contacted the original installers of the roof, Wiesbrook Sheet Metal, Inc., to request a proposal to retrofit a roof gutter and downspout system onto the building. Wiesbrook submitted a proposal in the amount of \$9,490.00 to; move the existing snow and ice guard, install 112 lineal feet gutter, and four (4) new downspouts. Trustee Mistele expressed concern in the design sketch in that there does not seem to be an adequate number of downspouts provided to handle the large amount of runoff. Trustee Mistele also recommended that wedges be used the level the new gutter on the fascia, and that a maximum of 60' of water run be used in the gutter design before a downspout is provided. He also inquired whether the gutters would be rolled on-site, and asked about material compatibility if they were made of a galvanized material. Halik stated that he would meet with the contractor to review the design, including all items Trustee Mistele raised, before bringing the item to the Board for approval. The Committee agreed.

7. DISCUSSION – Municipal Services Department

- a) Director Halik advised that the monthly department permit activity report for January was included in the packet. The report indicates that permit revenues increased for the month and that the department brought in slightly over \$23,000 in permit revenue. Halik also stated that if permit revenues for the remainder of the fiscal year stayed strong, we could meet our reduced revenue projection of \$150,000.
- b) Halik reported that the water system pumpage report was also included in the agenda packet for information. The report indicates that at this time we have pumped about 6% less water than the same period of time last year. We are also slightly below our year-end projection of 390,000,000 gallons pumped.

8. VISITOR'S BUSINESS

(none)

9. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele, seconded by Trustee Kelly. The meeting was adjourned at 6:55 PM.

(Minutes transcribed by: Tim Halik 3/3/10)