

MINUTES OF THE RESCHEDULED REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JULY 26, 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 6:35 PM.

2. ROLL CALL

Those present at roll call were Chairman Mike Mistele, Trustee Paul Schoenbeck, Director of Municipal Services Tim Halik, Administrative Intern Garrett Hummel, and Village resident Phyllis Zimmer.

3. APPROVAL OF MINUTES

After reviewing the minutes from the May 10, 2010 regular meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes.

4. DISCUSSION – Development Update

Director Halik advised the Committee that, with the Committee's concurrence, he had intended to report on the status of pending development applications that have been received and are being processed and which will ultimately be considered by the Board of Trustees. Chairman Mistele concurred. Trustee Schoenbeck asked whether it was staff's intent to include the Committee's consideration on applications as part of the review process. In other words, would applicants be directed to the Municipal Services Committee to obtain an informal read of their application from the Committee? Chairman Mistele responded that the normal development review process would be followed and that staff would continue to work with applicants on their way to the Plan Commission. Director Halik offered that this item was just intended to provide a "heads-up" to the Committee members that a project is coming their way for consideration.

Director Halik described two applications for zoning variations that were received and that the Plan Commission considered after a public hearing was held at their last meeting on July 7, 2010. With regard to the Stonewheel parking area expansion, Halik explained that a new driveway will be used as a form of drive-thru to allow an alternate location for vehicles to pick-up parts. This will ensure that the larger 53' delivery tractor-trailers are not delayed in backing into a loading berth, and causing traffic congestion on the public street. Halik stated that Village staff had worked with the Stonewheel staff and their engineers to develop an acceptable design that did not require multiple variation requests. Chairman Mistele stated that he was concerned with the multiple new curb cuts proposed and their proximity to the Quincy Street intersection. Halik responded that staff believes the new secondary drive aisle design is preferable to allowing the widening of the existing drive aisle along the entire length of the north side of the building and allowing paved parking on Village right-of-way. Halik also stated that if variations were approved to widen the existing drive aisle, it was unlikely the Village could deny such a design in other locations throughout the Executive Park. Chairman Mistele noted that since the new drive-thru aisle was intended for one-way traffic, the width of the 24' aisle could be reduced. Halik agreed, but stated that the applicant wished to widen the aisle to provide for several parallel parking spaces to be located off of the right-of-way. Trustee Schoenbeck noted that the plan also calls for the addition of several parking stalls along the north end of the existing parking facility.

Halik responded that is correct – the design includes six additional parking stalls in order to maximize the amount of surface parking provided. Halik further explained that parking is tight at this location and that on occasion Village staff has observed vehicles illegally parked on the grass. Therefore the owner is attempting to add as many parking stalls as possible. Trustee Schoenbeck stated that the plan indicates that there will be a total of 45 parking stalls for 66 employees, which will not work. Halik noted that it's possible that employees carpool or make other arrangements due to the limited parking, but that Stonewheel is an existing business that would like to stay in town. Trustee Schoenbeck agreed, but stated that other parking arrangements, such as off-site parking, could be considered to accommodate the business. He stated that the Village Board had considered off-site parking for the previous banquet use on Joliet Road, that was ultimately not approved. Halik stated that he would speak to Jo Ellen Charlton to determine ideas to consider as part of the application to address the parking concerns. Halik then described a similar second parking lot expansion project to occur at the nearby 7825 Quincy building. Halik noted that as part of both projects, comprehensive landscape plans were received and will be completed as part of each project.

5. DISCUSSION – 50th Anniversary Committee

Director Halik advised the Committee that a volunteer committee had previously been formed to plan events throughout the year to commemorate and celebrate the Village's 50th year of incorporation. Halik noted that three events were planned to occur throughout the year and that two of them had already taken place. The next planned event is a Holiday Celebration to occur in December. Halik noted that the 50th Anniversary Committee meets approximately every two weeks. However, there does not seem to be an easy method to convey the information discussed to the entire Board. As a result, Halik advised that in his opinion, event details were planned without full communication or feedback from the Board. Therefore, Halik thought that it may be appropriate to share the information to the Municipal Services Committee. Chairman Mistele recommended that information from the 50th Anniversary Committee that is to be disseminated to the Board of Trustees should be reported during the Administrator's Report item on the Board agenda. Halik stated that is what he would do.

6. DISCUSSION – ARRA Projects Update

Director Halik reminded Committee that the Village previously applied for and received 100% stimulus funding through the American Recovery and Reinvestment Act of 2009, which is now termed "ARRA 1," to complete two improvement projects. The first being an overlay of Clarendon Hills Road from 75th Street to 79th Street in the contract amount of \$215,813. Halik advised that the second project was an intersection lighting project located at Kingery Hwy. & Plainfield Road in the contract amount of \$185,403. Halik further provided updates on the two projects stating that the resurfacing of Clarendon Hills Road from 75th Street to 79th Street was completed prior to the recent labor union strike. This project is now complete pending final paperwork. Trustee Schoenbeck mentioned that the Clarendon Hills Road project turned out well. Halik advised that with regard to the second project, the Kingery & Plainfield lighting project, on June 17th the Village received a copy of a Notice to Proceed with this project that was issued to the contractor by IDOT. Since that time, additional documents have been submitted to IDOT, at their request, to obtain final approval prior to the ordering of all equipment. Halik stated that there is a 5 week lead time to obtain ordered equipment. Therefore, the estimated project start is currently mid-August.

Halik also advised the Committee that the Village was very fortunate to receive 100%

funding approval of another potential stimulus project, called an “ARRA 2” project” – an overlay of Clarendon Hills Road from 58th Street to 67th Street in the engineer’s current estimated cost of \$774,149.20. Halik advised that a copy of the funding approval memo for this project that was received from DMMC was included in the Committee’s packet. Halik advised that as the Committee will note from reading the letter, there currently is no pending legislation before Congress to enact additional stimulus funding. Therefore, DMMC is encouraging applicants to also apply for STP funding for the same projects. As such, Halik reported that staff has prepared applications for two potential STP funded projects, which are funded at a 70%/30% local split. The first of which is a resurfacing of Clarendon Hills Road from 58th Street to 67th Street in the engineer’s estimated amount of \$774,149.20. The second project is a resurfacing of 75th Street & Willowbrook Centre Parkway from Kingery to Madison Street in the engineer’s estimated amount of \$607,490.40. Halik advised that copies of the applications, which must be submitted by August 13th, are included in the Committee packet.

7. DISCUSSION – Municipal Services Department

- a) Director Halik advised that the monthly department permit activity reports for both May and June were included in the packet. Halik noted that, after much doubt, the department ended up meeting the permit revenue projection of \$150,000 for FY 09/10. However, staff did decide to lower next year’s permit revenue projection to \$103,500.
- b) Director Halik reported that the water system pumpage report was also included in the agenda packet for information. Halik noted that although the report only includes the first month of the fiscal year, we have pumped about 1% more water than we had in May of 2009.
- c) Director Halik stated that the June Status Report from Clarke Environmental, the Village’s mosquito abatement contractor, was also included in the packet. Halik noted that given the above average rainfall and rising temperatures, this year’s mosquito season has been difficult thus far. Halik called to the Committee’s attention the light trap count log that was listed on page 2 of the report, and also supplemented the data provided with current trap count numbers, which were high. Halik stated that although staff authorized a Village-wide spraying to occur on June 29, before the holiday weekend, trap counts have since continued to rise given favorable breeding conditions. Halik stated that he is in frequent contact with our representative from Clarke Environmental, and we are closely monitoring the trap counts. Halik further stated that although the Village only budgeted for two Village-wide sprayings this season, we may need to consider additional sprayings if mosquito populations remain high which could increase the risk from disease carrying vectors. Halik advised that the cost of a single Village-wide spraying is \$3,050.

8. VISITOR’S BUSINESS

Village resident Phyllis Zimmer shared pictures of what she described as the murky water in her yard as a result of the July 23/July 24th rainstorm. She further stated that she is not allowed to pick-up fallen branches within her yard due to the County wetland regulations. She advised the Committee that the *Culex* mosquito

was found breeding in her yard and that the County had come out and treated her yard with tablets due to conditions being horrendous. She stated that the mosquitoes are a threat to the whole community. She advised the Committee that the Village installed culvert is a trespass and represents a confiscation of private property. Chairman Mistele advised Mrs. Zimmer that her drainage comments are beyond the purview of this Committee.

9. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele, seconded by Trustee Schoenbeck. The meeting was adjourned at 7:25 PM.

(Minutes transcribed by: Tim Halik 8/03/10)