

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES
COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
JUNE 12, 2017 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. **CALL TO ORDER**

Chairman Michael Mistele called the meeting to order at 5:30 PM.

2. **ROLL CALL**

Those present at roll call were Chairman Michael Mistele, Trustee Paul Oggerino, and Village Administrator Tim Halik. Absent: None.

3. **APPROVAL OF MINUTES**

- a) After review of the draft minutes from the April 10, 2017 regular meeting of the Municipal Services Committee, Chairman Michael Mistele made a motion to approve the minutes as presented. Trustee Paul Oggerino seconded the motion. Motion Carried

4. **DISCUSSION – FY2017/18 Motor Fuel Tax (MFT) Funded Roadway Maintenance Program**
– Review of Bids

Administrator Halik advised the Committee that this year's Motor Fuel Tax (MFT) Roadway Maintenance Program will include the resurfacing of 1.14 miles of roadways within the Waterford Subdivision, full-depth patching on various streets throughout the Village, replacement of defective concrete curb and pedestrian sidewalks, and replacement of worn pavement markings. The public bid opening for this year's program was held at the Village Hall on Tuesday, May 30, 2017 at 10:00 AM. Halik advised that a total of five sealed bids were received prior to the deadline with the low bid submitted by M&J Asphalt Paving Company, Inc. in the amount of \$144,991.88. M&J Asphalt Paving Company, Inc., Cicero, IL, is an IDOT pre-qualified bidder. Halik shared that they have not completed the Willowbrook annual roadway maintenance program in the past. Staff requested a list of municipal references, which was received, and our civil engineering consultant contacted the agencies listed. No negative comments were received. The company has successfully completed work in the City of Chicago, the City of Berwyn, Worth Township, and for the Wheaton Sanitary District. Halik advised that their bid amount of \$144,991.88 is \$77,226.62 below the engineer's estimate of probable cost for the project. Staff would recommend that the low bid submitted by M&J Asphalt Paving Company, Inc. be accepted and that the contract be awarded to them for the 2017 MFT Roadway Maintenance Program in the amount of \$144,991.88. Once the Village Board awards the contract, staff will schedule a preconstruction meeting with the contractor. After which, the Village will issue the Notice to Proceed, and the work will begin. Staff anticipates that the work would start soon after the July 4th holiday. The Committee concurred with the staff recommendation to award this year's MFT road contract to M&J Asphalt Paving Company, Inc.

5. DISCUSSION – Proposed Village-Wide Leak Detection Program

Administrator Halik shared with the Committee that, typically, municipal water systems conduct leak surveys of their distribution systems as part of ongoing water conservation efforts to guard against loss of revenue, and to ensure that unaccounted for flow remains low within the annual water inventory report submitted to the state of Illinois. Although Willowbrook's total unaccounted for flow to net annual pumpage remains relatively low at .038 million gallons per day, according to our 2016 LMO-2 Report, staff would recommend that we complete a system-wide leak listening survey to identify any leaks that may exist within the water distribution system. We try to complete this type of survey about every three years. The last time it was completed was in the spring of 2013. Halik stated that it would be worthwhile to complete again, to ensure our unaccounted-for flow remains low. This year, Associated Technical Services, Ltd. submitted the lowest proposal in the amount of \$6,864.48. Halik advised that although the F.Y. 2017/18 Budget did not include funding for this specific project, there is funding available within the Water Fund to conduct a leak survey this spring. Therefore, staff would recommend that the proposal submitted by Associated Technical Services, Ltd. in the amount of \$6,864.48 be accepted to perform a leak listening survey of the Village water distribution system. If the Committee concurs, this item can be placed on the agenda for the June 26th regular meeting of the Village Board for consideration. The Committee was in agreement with conducting the survey this spring using ATS.

6. REPORT – Police Building Expansion/Renovation, Progress Update

Administrator Halik shared with the Committee a two-page progress report on the police station construction that was prepared by Integrated Project Management, Burr Ridge. Halik advised that the report was for information only. Chairman Mistele and Administrator Halik also provided an update on the status of the duty locket vent change order, the estimated move-in schedule, and potentially adding can lights, if needed, in the two conference rooms. Halik also requested that Trustee Oggerino choose the desired paint color for the main hallway lower level walls. Trustee Oggerino also inquired about final landscaping. Halik advised that he is meeting with Hinsdale Nurseries to review their proposal to provide final landscaping.

7. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity reports for both the months of April and May 2017. Halik advised that the Village received about \$16,000 in permit revenue for the month of April, and about \$74,700 in the month of May. Halik advised that April was the last month of the 2016/17 fiscal year, and the department brought in a total of 214.51% of the budgeted revenue, indicating a very busy year. With regard to the May 2017 report, the total amount of revenue collected to date represents about 30% of the total budgeted amount of revenue for fiscal year 2017/18.
- b. Administrator Halik shared the water system pumpage report for March and April 2017. The report indicates that the Village pumped 25,855,000 gallons of water in the month of March, and 24,720,000 gallons in the month of April. The total amount of water pumped in the 2016/17 fiscal year is slightly below the 350,000,000-gallon projection at 343,790,000 gallons. After a short discussion, the Committee agreed that, based on certain criteria, the pumpage projection for fiscal year 2017/18 should remain at 350,000,000 gallons for the year.

- c. Administrator Halik shared the April and May 2017 scavenger report, and advised that the report was for informational purposes only.
- d. Administrator Halik shared the May 2017 Clarke Mosquito Abatement Program Report, and advised that the report was for informational purposes only.

8. **VISITOR'S BUSINESS**

(None)

9. **COMMUNICATIONS**

Trustee Oggerino inquired about the logo to be placed on the Village Hall water tank after the re-painting is done. He suggested that along with the actual logo the copy should read, "Willowbrook Municipal Campus" or "Willowbrook Municipal Complex." Chairman Mistele agreed, and stated that he preferred the word "campus." Halik stated that he would discuss with Mayor Trilla. Halik also provided brief development updates on the renovation of Midwest Helicopter, the Compass Arena, and the ROC development.

10. **ADJOURNMENT**

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Oggerino. The meeting was adjourned at 6:05 PM.

(Minutes transcribed by: Tim Halik, 8/7/17)