

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MAY 14, 2018 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. **CALL TO ORDER**

Chairman Paul Oggerino called the meeting to order at 5:32 PM.

2. **ROLL CALL**

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

3. **APPROVAL OF MINUTES**

- a) After review of the draft minutes from the April 9, 2018 regular meeting of the Municipal Services Committee, Trustee Terry Kelly made a motion to approve the minutes as presented. Chairman Paul Oggerino seconded the motion. Motion Carried

4. **DISCUSSION – Lane Court Bridge Maintenance and National Bridge Inspection Standards (NBIS) Requirements**

Administrator Halik advised the Committee that on March 8, 2018, public works crews were performing annual right-of-way inspections after the winter season. These site inspections include checking the Lane Court bridge. On this date, the public works foreman observed a slight gap in the asphalt on the Lane Court bridge near one of the ends at the embankment. He then went underneath the bridge to investigate and found that the metal pan, which supports the asphalt surface, in that area appeared deteriorated. Staff contacted our consultant engineer, CBBEL, and asked that one of their structural engineers inspect the bridge ASAP. The S.E. determined that the gap in the asphalt is not a concern, in that it is not a structural element of the bridge. However, recommended that the rusting of the metal components under the bridge be further evaluated, but the S.E. also determined that the rusting was not an immediate risk. A structural evaluation was authorized to be completed by CBBEL S.E.'s, which included a full review of the original bridge plans along with an evaluation of the extent of the rusting and deterioration that can be observed on the lower steel components of the bridge. Halik advised that the evaluation report was received on April 17, 2018, and a copy of which is included in this packet. The report details the existing structure, field observations, and includes near-term and long-term maintenance recommendations. In addition, the report states that as a result of a change in Federal Highway Administration scope, the Lane Court Bridge is now required to be included on IDOT's bridge inspection inventory and be inspected in accordance with the requirements of the National Bridge Inspection Standards. With regard to maintenance, the report concludes that the bridge is currently in fair condition but is in need of maintenance repairs at this time consisting of blasting and re-coating of the structural steel on the underside of the bridge. Staff solicited proposals from two known specialty contractors that complete this type of work. One contractor was unresponsive, but the other, McCahill Painting Company, submitted a proposal in the amount of \$14,935 to complete the required near-term maintenance work. Halik advised that funding to complete this bridge maintenance work was not included

in the FY 2018/19 budget, but staff would recommend that it be performed this spring. Once the repairs are made, staff would also recommend that the Lane Court Bridge be added to IDOT's bridge inspection inventory. The Committee advised that there was no objection to proceeding with McCahill Painting in order to ensure that the work can be done sooner than later.

5. DISCUSSION – Sealcoating of Various Village Parking Facilities

Administrator Halik advised the Committee that as part of this season's general maintenance work, various Village owned asphalt parking facilities are in need of routine sealcoating and re-striping of pavement markings, including: The Village Hall west lot, Community Park, and Willow Pond Park – old parking area only. Halik advised that based on previous bid results, staff continues to receive the lowest proposals and quality work for this type of work, from Black Magic Sealcoating, Orland Park, IL. Therefore, we again requested a proposal from Black Magic. The proposal from Black Magic was received on April 30, 2018 and includes the following pricing: Village Hall - \$1,182.00, Community Park - \$4,752.00, and Willow Pond Park - \$527.00. Staff initially thought of also sealcoating the Lane Court bridge. However, after further consideration it was determined that there was no way to close the bridge to enable the sealcoating material to dry. Halik shared that given our past positive experience with Black Magic Sealcoating, staff recommends that the proposal be accepted to sealcoat and re-stipe the three identified parking facilities. The Committee had no objection to proceeding with Black Magic Sealcoating.

6. REPORT – Reformatted Willowbrook Comprehensive Plan/1993

Administrator Halik advised the Committee that the FY 2017/18 Budget included \$7,500 in funding to reformat the Village's 1993 Amendment to the Comprehensive Plan. Although the content of the plan was not altered during the reformatting, the document itself was outdated and in need of updating. This work began in the fall of 2017 and was completed by WBK Associates. Halik shared that included with the packet were copies of a first draft of the reformatted plan received on May 9th. Halik further advised that staff has begun reviewing the draft for typographical errors and formatting issues so that a corrected final copy can be sent for printing. Trustee Kelly commented that he does not see the value of distributing the plan given the information it contains is outdated. He requested further explanation. Halik advised that the Comp Plan dates back to 1993 and is in fact outdated. However, the development of a plan amendment would be expensive – likely in excess of \$100,000 and is arguably not needed given that Willowbrook is largely built-out. Most of our larger projects are re-developments of existing uses. Halik advised that for several years we have attempted to secure a Local Technical Assistance, or LTA, grant from CMAP to assist in the development of an updated Comp Plan. Under the LTA grant CMAP would provide personnel to assist the Village in the process of updating the Plan. This would greatly reduce the cost of the update. Unfortunately, over two previous grant cycles we have been unsuccessful in securing such a grant and the program has since been scaled back making it harder to obtain. Halik agreed that the document is outdated but does not believe it would be in our best interest to fund such a project at the present time. Halik advised that he could obtain a current proposal from WBK Associates for a full Comp Plan amendment but believes it would likely be in excess of \$100,000 and could take a year to complete. Staff will also try to determine the next CMA LTA grant cycle.

7. REPORTS – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for the month of April 2018. Halik advised that the Village received about \$150,000 in permit revenue for the month. Halik advised that for fiscal year 2017/18, the department has brought in a total of approximately 255% of the budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for March 2018. The reports indicate that the Village pumped 25,388,000 gallons of water in the month. The total amount of water pumped so far in the 2017/18 fiscal year is about .77% below the amount of water pumped in the same time period of the previous fiscal year. However, we are still close to being on track to meet the 350,000,000 pumpage projection for the year, which is currently tracking at 90.5% at 11 months through the year.
- c. Administrator Halik shared the March and April 2018 scavenger report, and advised the report is for informational purposes only.

8. **VISITOR'S BUSINESS**

(None)

9. **COMMUNICATIONS**

- a. Administrator Halik advised the Committee that all items noted during the IEPA's audit inspection of the Village's water system on March 27, 2018 have been addressed. Halik shared that pictures of all completed items were forwarded to the IEPA on April 25, 2018. Staff is now awaiting written acknowledgement from the IEPA of our successful passing of the audit inspection.

With regard to the IEPA Water Operator's License, Trustee Kelly recommended that the current job description for public works employee be reviewed to ensure it reflects the need for appropriate math skills in order to pass the operator's exam. Trustee Kelly also asked that staff work on assembling an inventory or listing of which Village employees hold the necessary professional licenses at the Village.

10. **ADJOURNMENT**

Motion to adjourn was made by Chairman Oggerino, seconded by Trustee Kelly. The meeting was adjourned at 6:07 PM.

(Minutes transcribed by: Tim Halik, 6/4/18)