

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 12, 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 5:30 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 January 8, 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. **REPORT – Mosquito Abatement Program Contract: Clarke**

Administrator Halik advised that the Village's three-year contract with Clarke Environmental to provide mosquito abatement services for the Village expired after the 2017 season. Therefore, staff has met with representatives from Clarke to discuss the terms of renewal contract provisions and to ensure that the contract price remains competitive with surrounding towns that receive the same or similar services from Clarke. The result is that Clarke has agreed to offer continued services to the Village for a new three year term. Given both the price of pesticides and labor costs have risen, Clarke has proposed a 1.5% contract price increase to \$26,080 for the 2018 season. They would also agree to freeze that price for an additional two years, if we entered into another three year contract. Therefore, the cost of the 2018, 2019 and 2020 program would be \$26,080 each year. Halik advised that staff would also recommend, same as the last contract, that an additional \$6,430 be budgeted for up to two optional ULV services which includes adulticide, both localized and community wide, should the need arise to combat the continuing threat of West Nile Virus. Halik shared that the technical treatment terms of the contract, including Village-wide catch basin treatment four times a year, or roughly once a month during the summer season, will remain unchanged. The contract will still include the use of the same insecticides, Altocid XR and Vectolex WSP, which are sustained release products that can provide the required coverage for up to 120 days without re-treatment. To ensure adequate protection is in place prior to the onset of mosquito breeding attributed to WNV, a second catch basin treatment, referred to as a "booster" treatment, will be performed in mid-August. Halik also advised that as an environmentally friendly alternative to conventional chemical insecticides, Clarke now offers a program called EarthRight for mosquito control. Products used within this program are made from naturally-derived active ingredients and are applied using earth-friendly methods, such as with bicycles and all-electric sprayers. Clarke advised that the larvicide product used in this program is equally effective as its chemical alternative, and the adulticide applications have an increased level of effectiveness. There would be no increase in cost to the Village for the bulk of the

EarthRight Program, and ULV services would increase by \$485 each. Therefore, an additional \$7,400 would be budgeted for ULV services, versus \$6,430. Staff would recommend acceptance of the EarthRight Program proposal for continued mosquito abatement services provided in an eco-friendly manner. Halik shared that this approach would match the change to organic turf management the Village began two seasons ago. Chairman Oggerino stated that he believes an eco-friendly approach to providing mosquito abatement services would be a reasonable way to go. Trustee Kelly agreed.

5. DISCUSSION – HVAC Maintenance, Village Facilities

Administrator Halik advised the Committee that prior to commencing with Phase I, the Village Hall and Phase II, the police station, of the Village's Master Facilities Plan, the Village accepted a proposal from a heating ventilation and air conditioning contractor to perform preventative maintenance type services for each Village owned facility. Halik advised that during the time the Phase I and Phase II work was underway, we did not renew those contracts. Now that both facilities are completed and occupied, staff recommends that we once again hire a HVAC contractor to perform routine maintenance, on a quarterly basis, on the roof top units, exhaust fans, and unit heaters within the various Village facilities. Since we are now in need of a HVAC service agreement to cover all four Village owned buildings, staff contacted Climatemp Service Group, a company that had previously reached out to us, to request a service agreement proposal. Halik advised that within the packet is a cost summary for a one-year HVAC service agreement, which includes operating inspections four times a year, along with pre-season maintenance. Staff would recommend that we enter into a new HVAC maintenance service agreement with a reputable contractor. However, in order to compare rates, it is recommended that additional proposals be sought, a minimum of three, before a final recommendation is made. Halik advised that at this time, Climatemp is the only proposal that has been received. Once other proposals are received, they will be brought to the Municipal Services Committee for review. The Committee agreed that additional proposals should be sought and look forward to further consideration of this item.

6. REPORT – Kingery & 63rd Street STP Lighting Project: Status Update

Administrator Halik reminded the Committee that the Village previously applied for and was awarded grant funding through the Federal Surface Transportation Program to install both intersection and approach lighting at the Illinois Route 83 and 63rd Street intersection. Halik advised that Kingery Highway is a state road, and the intersection does not currently meet warrant requirements for lighting. Therefore, our requests over the years for IDOT to install lighting have been denied. Ultimately, it was decided that available grant opportunities to install the improvement would be considered. The engineer's total estimated cost of this project was \$521,730. Therefore, the grant would cover 70% of the eligible costs of the project not to exceed \$365,211, with the Village's local share amount being \$156,519. The project was included on IDOT's March 3, 2017 bid letting. The low bidder at that time was H&H Electric Company in the amount of \$345,048.10. Halik advised that project bids came in significantly lower than expected. The contract was awarded on April 14, 2017 and the contract signed on April 27, 2017. A preconstruction meeting was held on May 16, 2017. It was expected that the project would commence in June of 2017 and be substantially completed by September of 2017. However, at the pre-con meeting, H&H Electric submitted a request for a 120-day time extension for delay of start, which is permissible under IDOT regulations. Therefore, the start of construction on this project was delayed until October 2017, with a new expected completion date of Spring 2018. However, work did not commence in October. As a result, working days are being charged to the project as of October 10, 2017. On November 1, 2017, we received notification from H&H that they would try to begin the project the week of November 13th. The contract for this project includes a total of ninety (90) work days. Thirty-one (31) work days have been charged so far. However, IDOT specifications preclude charging work days from December 1 until May 1 during the winter shutdown period. The

project officially began on November 30, 2017 and H&H has made substantial progress since that time. The installation of the helix foundations were completed on January 31st and all pole setting was completed on February 2nd. Splicing continued throughout last week. We anticipate that the new poles would be energized perhaps early March, if not earlier.

7. REPORTS – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for the month of January 2018. Halik advised that the Village received about \$62,000 in permit revenue for the month of January. Halik advised that for the first nine months of the 2017/18 fiscal year, the department has brought in a total of 171% of the budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for December 2017. The reports indicate that the Village pumped 26,480,000 gallons of water in the month of December. The total amount of water pumped so far in the 2017/18 fiscal year is about .76% below the amount of water pumped in the same time period of the previous fiscal year. However, we are still on track to meet the 350,000,000 pumpage projection for the year.
- c. Administrator Halik shared the December 2017 scavenger report, and advised the report constitutes the 2017 year-end report. Halik advised that the report is for informational purposes only.

8. VISITOR'S BUSINESS

(None)

9. COMMUNICATIONS

- a) Halik raised a video surveillance system project that Chairman Oggerino recommended be considered. Halik advised that he is seeking a proposal from a local vendor to determine costs to install a new surveillance system at the Village P.W. garage. It is a vendor that Mayor Trilla used to install a similar system in his car wash facility. Halik advised that he met with the vendor to review the desired scope of the system, but does not yet have the proposal. Hopefully, we can review it at the next committee meeting. Chairman Oggerino recommended that we obtain an expandable system. Trustee Kelly asked how long the recording loop is in the system. Halik advised that once we receive the proposal we can review the system.

10. ADJOURNMENT

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

(Minutes transcribed by: Tim Halik, 3/7/18)