

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MARCH 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 February 12, 2018 regular meeting of the Municipal Services Committee, Chairman Paul Oggerino made a motion to approve the minutes as presented. Trustee Terry Kelly seconded the motion. Motion Carried
- b) After review of the draft minutes from the February 19, 2018 special meeting of the Municipal Services Committee, Finance & Administration Committee, and the Public Safety Committee, Trustee Kelly noted that the minutes should reflect that he arrived slightly late at that meeting. He recalled that he arrived at approximately 5:35 PM – about 4 minutes after the start of the meeting. Administrator Halik advised that he would amend the minutes as requested. Trustee Terry Kelly then made a motion to approve the minutes as amended. Chairman Paul Oggerino seconded the motion. Motion Carried

4. **REPORT – Video Surveillance Systems: Village Hall Building and Public Works Facility**

Administrator Halik advised that Chairman Oggerino had previously requested that staff consider costs associated with installing video surveillance systems in both the Village Hall building and the public works facility. The designed systems would include video surveillance of outside premises as well as inside areas. Halik advised that staff responded that we currently have video surveillance equipment remaining from the former temporary police station building that could be used at the Village Hall. A review of that equipment along with discussions with our IT consultant, PCS International, revealed that that camera system could be installed with minimal labor costs for wiring, etc. and the necessary purchase of an appropriate central monitor. With regard to the system to be installed at the public works facility, a local vendor, Cervantes Design, has provided a proposal for a new system. Halik advised that the proposal submitted by Cervantes Design includes a system of seven high resolution cameras to provide both live and recorded views of select areas, a network recording device, and a 20" widescreen monitor. The proposal includes all equipment, installation, and programming costs for a total fee of \$4,787.00. Halik advised that staff has not received any additional proposals at this time, but the proposal received from Cervantes Design seems to indicate that such a system at both Village facilities could be purchased and installed for a relatively low cost. Halik asked the Committee whether additional proposals should be sought, or whether, since the system seemed to be a relatively inexpensive item, that the proposal from

Cervantes Design be accepted. Halik advised that if the latter, the item could be placed on the consent agenda of the next Village Board meeting for acceptance. The Committee did not object to the item being placed on the consent agenda for the next Board meeting.

5. DISCUSSION – HVAC Maintenance, Village Facilities

Administrator Halik advised the Committee that this was a continuation of the discussion from last month's meeting. Halik reminded the Committee that since we are now in need of a HVAC service agreement to cover all four Village owned buildings, staff solicited proposals from various HVAC vendors to request a service agreement proposal. A summary of the proposal amounts received for a one-year HVAC service agreement, which includes operating inspections four times a year, along with pre-season maintenance, from four separate HVAC vendors, was included in the packet. Halik advised that the base proposal requested was for quarterly maintenance service. However, each of the four vendors also provided an optional cost for condenser cleaning. Halik advised the Committee that prior to tonight's meeting he had talked to Trustee Mistele, who recommended that condenser cleaning be included in the scope of work. The cleaning helps ensure that the units remain operationally efficient. Therefore, Halik advised that low proposal, when including the condenser cleaning option, was Temperature Engineering, Inc. in Willowbrook at a total annual cost of \$9,545. Trustee Kelly mentioned that the proposal from Temperature Engineering, Inc. seemed very simple when compared to the detail that some of the other vendors provided. Halik agreed, but advised that staff had ensured that each vendor had provided a price on the same scope of work so the proposals could be compared apples-to-apples. Halik did mention that some vendors had included extra work, but each proposal met the base proposal work requested. Staff recommends the acceptance of the low proposal submitted by Temperature Engineering, Inc. in Willowbrook. The Committee concurred. Halik advised that this item will appear on the consent agenda for the next Village Board meeting and the work will begin after May 1, 2018.

6. REPORT – Kingery & 63<sup>rd</sup> Street STP Lighting Project: Status Update

Administrator Halik advised the Committee that the helix foundations for the lighting project were completed on January 31st and all pole setting was completed on February 2nd. Splicing is now complete and we are awaiting the installation of the lighting controller, which will then be energized by ComEd, at which point the lights can be turned on. Halik anticipates that the new poles would be energized perhaps late March or early April.

7. REPORTS – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for the month of February 2018. Halik advised that the Village received about \$28,000 in permit revenue for the month. Halik advised that for the first ten months of the 2017/18 fiscal year, the department has brought in a total of 182% of the budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for January 2018. The reports indicate that the Village pumped 26,040,000 gallons of water in the month. The total amount of water pumped so far in the 2017/18 fiscal year is about .74% 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, which is currently tracking at 76.65% at 9 months through the year.
- c. Administrator Halik shared the January 2018 scavenger report, and advised the report is for informational purposes only.

8. VISITOR'S BUSINESS

(None)

9. COMMUNICATIONS

Trustee Terry Kelly shared that after the recent budget discussions, he is very concerned about the Village's future ability to fund both the annual street maintenance program and the annual police pension fund contribution. Halik agreed, advising that our monthly Motor Fuel Tax distributions from the state continue to decline, and our police pension fund payments will greatly increase in the future.

Halik advised the Committee that he had recently met with the owner of the landscaping company that performed our 2017 mowing contract work. The owner advised that due to increasing business expenses he would need to greatly increase the cost of the contract in order to renew for 2018. Halik advised that the owner was seeking an approximate 54% increase over last year's contract cost. As a result, Halik recommend that the Village quickly put the 2018 contract out for public bid in an effort to obtain a more competitive cost for the work. The Committee agreed. Halik advised that he would put a contract together quickly as part of a public bid notice and discuss further with the Committee at their next meeting on April 9, 2018.

10. ADJOURNMENT

Motion to adjourn was made by Chairman Oggerino, seconded by Trustee Kelly. The meeting was adjourned at 6:21 PM.

(Minutes transcribed by: Tim Halik, 4/3/18)