

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, APRIL 9, 2018 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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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 March 12, 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 – Village-Wide Spring Brush Collection Program: May 14<sup>th</sup> through May 18<sup>th</sup>**

Administrator Halik advised the Committee that this past year, the Village's EAB abatement tree contractor, NJ Ryan Tree & Landscape, LLC, completed the Village-wide brush collection program – both in the Spring and in the Fall. The program included curb-side collection of piled brush throughout town with the resulting chipped hauled away. The program was completed on-time and without incident, and the Village also received several compliments from residents commenting on the good site clean-up practices of the contractor. Halik advised that the Spring 2018 program will also consist of a curb-side chipping program. NJ Ryan Tree & Landscape, LLC has offered a proposal to complete the program with a meager \$200 price increase over last year. Staff has attempted to solicit proposals from other local landscape maintenance contractors, however, they have been largely unresponsive, likely due to the fact that in the past they have been unable to come in lower than NJ Ryan's price. Therefore, the Village-wide collection program can be completed by NJ Ryan for \$9,800. Trustee Kelly asked Halik to speak about the past practice of making the chips available to residents. Halik responded that in the past we have tried to tub grind some of the collected brush to make a quality mulch available to residents for yard beautification purposes. However, between equipment rental and labor costs, this practice has become cost prohibitive. After review, staff has determined that it would be more cost effective to separately purchase a large quantity of ground mulch rather than to rent the required equipment to attempt to produce it ourselves using the collected brush. Therefore, staff would recommend that a quantity of ground mulch be purchased and delivered to the PW garage for resident use, if needed. Halik advised that the cost of the Spring collection program would be \$9,800. This includes two chipping crews working 40 hours each to complete the collection. The F.Y. 2018/19 Budget includes funding to conduct both the Spring and Fall Brush Collection Programs. The Committee authorized the proposal from NJ Ryan to be placed on the next Board agenda for consideration.

5. DISCUSSION – 2018 Landscape Maintenance Contract: Public Bid Results

Administrator Halik advised the Committee that our current Landscape Maintenance Contractor, Falco's Landscaping, has provided quality services for the Village for ten years. They have held our mowing contract since 2007. Although staff had again offered a renewal contract to Falco's for the 2018 season, they are seeking an approximate 54% increase in the cost of services due to business expense increases, specifically labor costs and equipment replacement costs. As a result, staff decided to offer the contract through a public bidding process to seek competitive prices for the work. Halik shared that the Municipal Services Department and the Parks & Recreation Division held a public bid opening for the annual landscape maintenance services contract on today's date at 10:00 AM. The legal notice advertising for the bid opening was published in the March 22, 2018 edition of The Doings newspaper. In addition, the public bid notice and bid document was posted on the Village website and sent directly to several local landscape maintenance contractors. Halik advised that there were a total of four bids received prior to the deadline. However, one submitted bid did not include the required security bond and was disqualified from consideration. The low bid was received from Hanson Landscape in the amount of \$77,925. Halik advised that the low bid amount was \$352.50 lower than the amount the Village is currently paying. Halik recommended that we invite field representatives from Hanson Landscape to town to tour the mowing route and review the scope of work before awarding a contract. This will enable the low bidder one last opportunity to pass on the contract if the scope is not what was expected. Halik reminded the Committee the problems experienced with the low bidder the last time the mowing contract was put out to public bid, which resulted in the Village terminating the contract. The Committee felt doing so would be a good idea, and recommended staff do so quickly since the May 1<sup>st</sup> contract start date is rapidly approaching.

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

Administrator Halik advised the Committee that the lighting controller was installed and the Village electrical inspector has approved the installation of the electric service feeding the controller. Therefore, we are only waiting for ComEd to energize the service, then the lights can be turned on. Halik shared with the Committee that once the lights are turned on, they will be left on 24/7 for a one-week period. This is called a "burn-in" period in which to test the system. Halik anticipates that the new poles would be energized by ComEd sometime within the next two weeks.

7. REPORTS – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for the month of March 2018. Halik advised that the Village received about \$29,000 in permit revenue for the month. Halik advised that for the first eleven months of the 2017/18 fiscal year, the department has brought in a total of 194% of the budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for February 2018. The reports indicate that the Village pumped 22,950,000 gallons of water in the month. The total amount of water pumped so far in the 2017/18 fiscal year is about .68% 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 83.2% at 10 months through the year.
- c. Administrator Halik shared the February 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 Village staff participated in an IEPA audit inspection of the Village's water system on March 27, 2018. Halik shared that our water system is thoroughly inspected by the IEPA at least once every four years. The last audit inspection occurred on March 27, 2014. The IEPA inspector met Halik and P.W. Foreman AJ Passero the morning of March 27<sup>th</sup>. The inspector took water samples at the Village Hall to check the free chlorine residual and then proceeded to perform a physical inspection of the Executive water tank, Standpipe, pumphouse facility, and 67<sup>th</sup> Street water tank. Once all inspections were completed, the IEPA inspector's report identified five minor facility maintenance items to be rectified. Halik shared the required corrective action: Submit final paperwork in order to complete two previous IEPA construction permits that were applied for and received by the Village, submittal of bi-annual cross connection control surveys, the replacement of a damaged chlorine vent screen at the pumphouse, installation of a screen on the overflow pipe at the 67<sup>th</sup> Street tank, and the installation of concrete splash pads at the overflow pipes at both the Executive tank and the 67<sup>th</sup> Street tank. Halik advised that the items are fairly simple and will easily be able to be completed within the 30 days allotted. The Committee asked who our current IEPA licensed water operator is and if other personnel also hold the license. Halik advised that he himself holds an IEPA Class C license and is currently listed with the IEPA as the Willowbrook operator. In addition, one of our public works maintenance workers, Brian Decker, has passed the exam and recently completed the required on-site training. Therefore, he has recently applied for his license, and will serve as the back-up license holder.

10. ADJOURNMENT

Motion to adjourn was made by Chairman Oggerino, seconded by Trustee Kelly. The meeting was adjourned at 6:14 PM.

(Minutes transcribed by: Tim Halik, 5/8/18)