

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, NOVEMBER 12, 2018 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman 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, Village Administrator Tim Halik, and Assistant Village Administrator Jeffrey Monteleone.

3. APPROVAL OF MINUTES

After review of the draft minutes from the October 8, 2018 regular meeting of the Municipal Services Committee, Chairman Paul Oggerino made a motion to approve the minutes as presented. Trustee Terrence Kelly seconded the Motion. Motion Carried.

4. DISCUSSION – Parkway Tree Trimming Program

Assistant Village Administrator Jeffrey Monteleone advised the Committee members that in the packet was a draft proposed parkway tree trimming request for proposal document for approval. Monteleone advised that the technical pruning requirements within the RFP represent specifications as developed by the National Arborist Association. The specifications contain general terms and conditions of the project, pruning specifications, and the final version will contain the location and approximate tree count in each of the identified areas. The project includes parkway tree trimming within the northeast quadrant of the Village – approximately 900 trees. This project is similar to past projects and include similar provisions, such as a private participation component. The project is intended to start in mid to late winter, most likely in February. After proposals are received, staff will come back to the Committee to review the proposals received, before the Village Board awards the project to a contractor. Trustee Kelly asked whether the private participation component includes multi-family HOA's. Administrator Halik advised that the current RFP does not include work in areas outside of the project limits or within multi-family locations. Trustee Kelly suggested that perhaps such a provision should be considered in the future. Monteleone advised that staff was seeking the committee's authorization to release the RFP to solicit proposals. The committee authorized staff to go forward with the project as described.

5. REPORTS – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for the month of October 2018. Halik advised that the Village received about \$25,200 in permit revenue for the month. Halik advised that for the first six months in fiscal year

2018/19, the department has brought in a total of approximately 120% of the budgeted revenue, indicating a high level of construction activity.

- b. Administrator Halik reviewed the water system pumpage report for the month of September 2018. The report indicates that the Village pumped 30,268,000 gallons of water in the month. This volume represents an 5.26% increase when compared to the pumpage in the same time period of FY 2017/18.
- c. Administrator Halik advised that the September 2018 Mosquito Abatement Program Update was for information only.
- d. Administrator Halik advised that the September monthly scavenger report from Republic Services was for information only.

6. VISITOR'S BUSINESS

(None)

7. COMMUNICATIONS

(None)

8. ADJOURNMENT

Motion to adjourn was made by Chairman Oggerino. Seconded by Trustee Kelly. The meeting was adjourned at 5:53 PM.

(Minutes transcribed by: Tim Halik, 1/3/19)