

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, APRIL 8, 2019 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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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, Superintendent of Public Works Joseph Coons, and Ms. Katie Neary of Lakeshore Recycling Systems. (Village Attorney Tom Bastian entered the meeting later at 5:56 PM)

3. **APPROVAL OF MINUTES**

After review of the draft minutes from the March 11, 2019 regular meeting of the Municipal Services Committee, Trustee Terrence Kelly made a motion to approve the minutes as presented. Chairman Paul Oggerino seconded the Motion. Motion Carried.

4. **DISCUSSION – Residential Solid Waste and Recycling Collection Services Contract**

Administrator Halik advised the Committee that the Village's current 4-year contract with Republic Services for scavenger services is set to expire after December 31, 2019. Within the contract, there is a renewal clause which allows for a contract extension of up to four years if executed a minimum of six months before the expiration date of the current contract, or by June 30, 2019. Halik advised that staff met with representatives from Republic Services on February 7, 2019 to request the terms of a possible contract renewal, and again on March 8, 2019 to receive their renewal proposal. Halik advised that Republic's 4-Year Renewal Proposal is as follows: a 4-year renewal with annual price increases of 3% in Years 1, 2, 3, and 4. Halik advised that the letter from Republic within the Committee packet was outdated, and that staff had recently received a revised letter, which Halik distributed to all in attendance. Halik shared that at first glance it may appear that the cost for curbside collection had decreased, but that was merely due to the fact that Republic has proposed creating a new Recycling Processing Fee which was derived by removing that cost from each of the curbside collection fees and creating a new separate fee for consideration. This will provide for further transparency as to the cost changes to that particular component of the contract. The newly charged Recycling Processing Fee is \$1.62/month. This new fee will increase or decrease after the first year, limited to a 40% change either way. Halik stated that the increases for this fee were incorrectly stated on the staff agenda summary sheet which is another reason that Republic revised the letter to clarify the fee increases. All other current program services will remain the same. Halik offered an overall summary of the available options and raised several issues of concern for the Committee's consideration: If a renewal of the current contract is desired based on the described terms, or further negotiated terms, the renewal agreement must be executed by June 30, 2019. If the preference would be to solicit for new RFPs for scavenger services, within the committee packet there is a draft

schedule which would provide for that option with the anticipated new contract start date of January 1, 2020. Halik shared that the current term of the contract, ending at December 31st, is not preferred. Early January is not an opportune time to potentially change-out collection bins and review and confirm addresses with a new scavenger contractor with increased refuse volumes from the holidays. Therefore, if a new RFP is desired, it may be beneficial for the contract duration to be 4½ years to move the expiration date to June of 2024. Halik also pointed out that this is a fairly large and important contract for the single-family residents of Willowbrook, and the new contract term would likely be 4 years or more to obtain the best pricing. As such, it may be desirable to include feedback from the new Village administrator prior to proceeding in any specific direction. Halik also raised the option of considering a limited contract extension agreement, such as 18 months. This, reportedly, is what the Village of Clarendon Hills recently decided to do. This would enable the current service to continue and a new RFP process to start in the fall of 2020 with a new 4-Year contract becoming effective in June of 2021. This timeframe would also allow input from the new administrator.

At this point in the discussion, Chairman Oggerino approved skipping to agenda item number seven, Visitor's Business, to allow Ms. Katie Neary to speak on the subject.

7. **VISITOR'S BUSINESS:**

Ms. Neary introduced herself and thanked the Committee for the opportunity to speak. She advised that Lakeshore Recycling recycles domestically only – actually about 99.5%. They own their own recycling processing plant and have made a large investment in state-of-the-art technology used in the process, so recycling contamination is not really an issue for them. She shared that many of the other scavenger vendors have begun implementing a new recycling fee due international rising costs, but they have not. She advised that Lakeshore has performed eight transitions this past year with new municipalities, so 1,300 homes in Willowbrook would be easy for them to accommodate. As part of their service they would also establish a website dedicated to Willowbrook residents. Lakeshore is based out of Morton Grove and currently services 32 municipalities. Their processor is located in Forest View. They are a private company, so they have more flexibility in providing services. They are also looking to expand their service territory. The closest municipality to Willowbrook they service is Lisle, which they picked-up in 2018. They can provide an amnesty day, portable toilets, street sweeping, etc. They also provide hazardous materials pick-up. In conclusion, Ms. Neary indicated that they would welcome an opportunity to bid on service in Willowbrook.

(After making her comments, Ms. Neary left the meeting)

4. **DISCUSSION – Residential Solid Waste and Recycling Collection Services Contract (Continued)**

After further discussion, the Committee advised that their preference would be to solicit proposals to ensure that the pricing for refuse scavenger services to the community remains competitive. Halik advised that there was a proposed RFP schedule included in the Committee packet for consideration and stressed that we have ample time to complete a RFP process. Halik stated that per the schedule, staff will prepare a draft RFP document for the Committee's review and include it on the agenda for the next regular meeting on May 13, 2019. If the RFP is found to be acceptable at that time, it can be distributed to scavenger vendors as early as the following day – May 14, 2019. Halik also noted that the draft schedule includes four months' time to disseminate information

to educate residents on a change of vendor, if there is ultimately a change of vendor. He advised that four months should also be ample time to sufficiently advise residents and answer any questions they may have well in advance of the new contract start date.

5. **DISCUSSION – Spring Brush Collection Program: Review of Proposals Received**

Administrator Halik advised that this past fall, the Village's regular tree maintenance contractor, NJ Ryan Tree & Landscape, LLC, completed the Village-wide Fall Brush Collection Program. The program included curb-side collection of piled brush throughout town. The spring program will also consist of a curb-side chipping program, with the resulting chips hauled away. Staff has solicited proposals from local landscape maintenance contractors with a deadline of April 2, 2019 to submit proposals. A total of two proposals were received prior to the deadline with the low proposal submitted by NJ Ryan Tree & Landscape in the amount of \$15,900. Halik advised that, unfortunately, this price was about \$6,100 higher than the program price last year due to abuse of the program last fall. Halik shared that last fall an inordinate volume of brush was placed out for collection. So much so, that NJ Ryan reportedly lost money on the program. As a result, they have increased their fee and staff has changed some of the parameters of the collection program in order to address abuse of the program that public works crews are beginning to observe. During recent such programs, lot-clearing of several locations was performed resulting in enormous amounts of brush being piled on the parkway. This program is intended for regular annual tree maintenance purposes and not lot-clearing from construction activities. As a result, we have surveyed the policies of surrounding towns and there will be newly enforced limits this year on the amount of brush that can be placed out for collection. Halik also shared that one additional proposal was submitted late – after the deadline, so it was not eligible for consideration. However, that proposal amount was higher than N.J. Ryan's proposal amount. Halik advised that staff would recommend that the proposal submitted by NJ Ryan Tree & Landscape in the amount of \$15,900 be accepted to perform the Village-wide Spring Brush Collection Program. A resolution accepting the proposal will be placed on the agenda for the April 22, 2019 regular meeting of the Village Board. The Spring Brush Program would be scheduled to occur the week of May 13th thru May 17th, 2019. The Committee concurred with staff's recommendation.

6. **REPORTS – Municipal Services Department**

- a. Administrator Halik briefly reviewed the monthly permit activity report for the month of March 2019, and advised that the Village received about \$18,500 in permit revenue for the month. Halik advised that for the first eleven months in fiscal year 2018/19, the department has brought in a total of approximately 270% of the budgeted revenue.
- b. Administrator Halik reviewed the water system pumpage report for the month of February 2019. The report indicates that the Village pumped 23,791,000 gallons of water in the month. This volume represents an approximate 4% increase when compared to the pumpage in the same time period of FY 2017/18.
- c. Administrator Halik advised that the February 2019 monthly scavenger report from Republic Services was for information only.

8. **COMMUNICATIONS**

(none)

9. ADJOURNMENT

Motion to adjourn was made by Chairman Oggerino. Seconded by Trustee Kelly. The meeting was adjourned at 6:18 PM.

(Minutes transcribed by: Tim Halik, 4/11/19)