

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD
ON MONDAY, APRIL 27, 2020 AT 5:30 P.M. 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, and Trustee Sue Berglund.

Also present was Assistant Village Administrator Michael Mertens, Administrator Brian Pabst, Public Works Foreman Andrew Passero and Superintendent of Public Works Joe Coons.

3. **APPROVAL OF MINUTES**

After review of the draft minutes from the February 24, 2020 meeting of the Municipal Services Committee, Trustee Berglund made a motion to approve the minutes presented. Trustee Kelly seconded the Motion. Motion Carried.

4. **DISCUSSION – DISCUSS THE MAP OPTIONS FOR THE VILLAGE OF WILLOWBROOK CONCEPTUAL TAX INCREMENTS FINANCING DISTRICT**

Assistant Administrator Mertens provided an update of the Executive Plaza Drainage Study and a review of some of the financial options under consideration. He presented several map options to be considered for a possible Tax Increment Financing (TIF) district. Assistant Administrator Mertens discuss the thought process behind the various map options. Trustee Berglund had some questions as to why some businesses were not included, and if they were included, how much would they have to contribute. Trustee Berglund also had concerns of higher taxes for the residential area on the map. Assistant Administrator Mertens explained that a TIF does not affect how a property is assessed, nor is it an additional tax on property owners within a TIF. Administrator Pabst added that there is not a negative to be in a TIF district for residential properties because if the property were to be redeveloped as commercial, it would be beneficial for the property owner to be eligible to utilize TIF incentives in the future. Assistant Administrator Mertens added that there are some unincorporated properties in the area that might wish to incorporate into the Village so they could be considered as part of the TIF process. It was recommended that this be done up front due to the fact that if it was done at a later date, the TIF would have to be reopened and the Village would need to go through the public process again. Trustee Kelly had questions regarding the unincorporated properties going to Willowbrook or Burr Ridge. Trustee Oggerino brought up past conversations about these properties between Mayor Trilla and former Administrator Tim Halik. Additional investigation will need to be done with respect to this issue. It was recommended by the Committee to bring the three different map options to the entire board for review. Assistant Administrator Mertens advised that the next steps were to

approve a professional service agreement to perform a TIF eligibility assessment on the proposed TIF, and if feasible, then create a redevelopment plan for the project area.

5. **DISCUSS THE 2020/2021 UNTREATED ROCK SALT PURCHASE**

Superintendent Coons discussed that the County of DuPage solicited bids from their Central Management Services (CMS) for untreated rock salt. Compass Minerals came in as the low bid at \$81.13 per ton, down from \$82.96 from the previous year. Foreman Passero advised the Committee on our current amount of rock salt in storage. Foreman Passero advised that the Village purchased the minimum salt quantity per our contact, which was 80%, leaving the Village with 650 tons in our salt dome. Superintendent Coons advised that if we took the minimum amount of salt this coming season, the cost would be \$51,923.20. The budgeted amount for salt for the season is for \$80,000. Additionally, the village historically has purchased additional treated salt that is utilized for days when the temperature is too cold for untreated rock salt to work. Assistant Administrator Mertens added that this is a time sensitive issue, so it was added to the Village Board agenda taking place later this evening for formal Village Board approval. Trustee Kelly made a motion to recommend the approval of the agreement to purchase the untreated rock salt as presented and seconded by Chairman Oggerino. Motion Carried.

6. **DISCUSS THE SPRING AND FALL BRUSH PROGRAM**

Superintendent Coons presented an overview of the Village brush collection program. He advised that D-Ryan Tree & Landscape supplied a proposal for collection services at the same price as the previous year, a total of \$31,800 for the spring and fall collection program. The projected date for the spring collection is May 25th through May 29th. Trustee Berglund asked about a previous insurance claim of storm damage for an incident last year. Staff will need to investigate if this type of claim is covered by IRMA. Staff was requesting this item be recommended for consideration by the Village Board later this evening for formal approval due to the timing of the proposed brush collection date. Trustee Kelly made a motion to recommend the approval of the brush collection agreement as presented and seconded by Trustee Berglund. Motion Carried.

7. **SUPERINTENDENT OF PUBLIC WORKS UPDATE**

Superintendent Coons discussed the MFT program for FY 2020/21. The program was budgeted at \$300,000 for this construction season. The program consists of milling and resurfacing, patching, and restriping of various areas throughout the Village. The Village Hall parking lot will be included as part of the bid process to gain an economy of scale, but will be paid for from a separate budget line. The construction schedule is proposed as follows:

- 1) A draft bid for submittal to I-DOT for review by May 4th.
- 2) I-DOT and engineering review and re-submittal by June 1st.
- 3) Advertise the project for bid in June.
- 4) Award a contract by July 13th.
- 5) Two weeks for contract to be signed and approved by I-DOT with a notice to proceed to the contractor.
- 6) A six-week construction schedule for the scope of the work with an anticipation of completion of September 15th.

Trustee Berglund asked staff to explain the process on how we determine which street is to be resurfaced. Foreman Passero discussed that the current practice is to drive the entire

Village after the winter season and determine which streets are in the worst condition. Assistant Administrator Mertens recommended the Village consider a more analytical approach to our MFT so we can plan and budget in a more effective manner.

Superintendent Coons discussed the 3-and 4-inch meter testing program that was budgeted for the FY 2019/20 budget. The program is on hold due to the COVID-19 pandemic stay-at-home order. Foreman Passero advised that our contractor, HBK Meter, was following the state guidelines and did not anticipate scheduling inspections until after June 1st.

Superintendent Coons discussed the landscape contract last performed by Hanson Landscaping. Hanson Landscaping has been the Village landscape contractor for several years and has not had an increase in price for two years. Hanson Landscaping is proposing a 4% increase with 2020 landscape contract. Staff recommended the Village renew the contract with Hanson Landscaping as presented with formal consideration by the Village Board on May 11, 2020.

The water report showed a lower consumption than the previous year. Monthly permit activity was provided.

8. **VISITORS BUSINESS**

None

9. **ADJOURNMENT**

Motion to adjourn was made by Chairman Oggerino, seconded by Trustee Kelly. Motion Carried.

The meeting was adjourned at 6:14 PM.