

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JUNE 22, 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. It was noted that this meeting was held via conference call due to the Covid-19 pandemic.

2. **ROLL CALL**

Those present at roll call were Chairman Paul Oggerino, and Assistant Village Administrator Michael Mertens.

Also present via conference call were Trustee Terrence Kelly, Trustee Sue Berglund, and Superintendent of Public Works Joe Coons.

3. **APPROVAL OF MINUTES**

After review of the draft minutes from the May 26, 2020 meeting of the Municipal Services Committee, Trustee Terrence Kelly made a motion to approve the minutes as presented. Trustee Sue Berglund seconded the Motion. Roll call vote. Motion Carried.

4. **DISCUSSION – THE CULVERT REPLACEMENT PROGRAM AT CLARENDON HILLS ROAD AND KNOLLWOOD DRIVE**

Superintendent Coons discussed the condition of the culvert pipe under Clarendon Hills Road at Knollwood Drive as being in poor condition with portions of the pipe collapsing. This repair was added to the storm maintenance budget line for FY 2020/21. The amount budgeted for this project is \$32,500. The amount for the various contractor expenses came in at \$29,964.20. The recommended project vendors are as follows:

- H&R Construction (installation) at \$14,985.00,
- Traffic Control and Signage (detour signage) at \$4,300.00,
- Alliance Concrete Sawing & Drilling (street cutting) at \$6,240.00,
- Falco's Landscaping (concrete) at \$2,500.00, and
- Welch Brothers (culvert) at \$1,939.20.

Superintendent Coons outlined the steps to compete the project. The project should take four (4) to five (5) days to complete. The final asphalt repair will be completed as part of the 2020 MFT road program. Superintendent Coons recommended that this job be done sooner than later to prevent a total collapse of the pipe that could lead to flooding. Trustee Berglund asked about notification to the residents in the surrounding area. Superintendent Coons advised that the proper notification would be done to the residential properties once the project was approved. Staff recommends the Committee to refer these proposals to the Village Board for formal consideration at the June 22, 2020 Village Board meeting. Assistant Administrator Mertens added that there are five (5)

resolutions related to this project on the consent agenda for the Board meeting this evening.

Trustee Terrence Kelly made a motion to recommend the project to the Village Board as presented. Trustee Sue Berglund seconded the Motion. Roll call vote. Motion Carried.

5. **DISCUSS WATER LATE FEES AND WATER SHUTOFFS DURING THE COVID-19 PANDEMIC**

Assistant Administrator Mertens explained that due to the Covid-19 Pandemic, staff was directed not to issue late fees on water bills and not to do water shut-offs for both commercial and residential properties. Assistant Administrator Mertens is seeking direction from the Committee on the timing for resuming our normal billing and shutoff process.

The normal process is as follows:

- The next billing cycle starts July 1, 2020.
- Payments are due 30 days after the bill is issued.
- On the 31st day, a 10% penalty is added to any unpaid accounts giving the account holder an additional fifteen (15) days to pay before a shutoff letter is mailed and \$25 is added to their account.
- The shutoff date for said letter is the day after the following second Monday of the month board meeting.
- If payment is not made, water is shutoff and a \$70 fee is added to the account.
- Residential properties are billed over three (3) billing cycles during each quarter. Commercial properties are billed every month.

The average amount in late fees per mailing is \$1,407.00. A survey was done of surrounding communities to see how this situation was being handled. DuPage County is currently not applying late fees or doing water shut offs. Most of the surrounding Villages are doing the same practices as Willowbrook but are looking to resume standard operations. Assistant Administrator Mertens recommended the Village resume our normal process starting with the July billing cycle and to waive past late fees from the previous three (3) months. Trustee Kelly asked who had decided to implement the no late fees and shut offs. Assistant Administrator Mertens said that this was decided by Mayor Trilla.

Upon discussion, the consensus of the Committee was to concur with the staff recommendation. A roll call was done to recommend going back to business as usual, and the motion was passed.

Assistant Administrator Mertens said that he would notify the full board of the recommendation by the Committee.

6. **SUPERINTENDENT OF PUBLIC WORKS UPDATE**

Meter Testing Project – Superintendent Coons advised that this project was in the final stages with only a few businesses left to complete. The Village replaced 2-3 meters at the time of this meeting.

MFT Program – The Village is currently waiting on the State authorization of the program. The project will go out for bid once we get authority from the State. The Bid package is anticipated being presented to the Village Board on July 27th or August

10th. Once the contract is awarded, the Village then must give notice back to the State. Staff would anticipate the construction to commence in September.

Assistant Administrator Mertens advised that there would be a separate contract for the grinding and resurfacing of the Village Hall parking lot.

Water and Refuse Reports – Refuse report was normal, and the water report numbers were still down compared to last year due to the shutdown.

May 2020 Monthly Permit Activity Report – Standard report with a few substantial permits issued.

Superintendent Coons also added that the annual fire hydrant program has started. The program requires early morning hours to do this work as not to effect normal business operations.

The Public Works Department is looking to fill a summertime position due to one of its members leaving for a new internship.

7. **VISITORS BUSINESS**

None

8. **ADJOURNMENT**

Motion to adjourn was made by Trustee Kelly, seconded by Trustee Berglund. Roll call vote. Motion Carried.

The meeting was adjourned at 5:53 PM.