

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, OCTOBER 26, 2020 AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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1. **CALL TO ORDER**

The meeting was called to order at 5:31 PM. It was noted that this meeting was held via conference call due to the Covid-19 pandemic.

2. **ROLL CALL**

Those physically present at roll call were Chairman Michael Mistele, Trustee Berglund, Trustee Ruffolo and Assistant Village Administrator Mertens.

Those present via Zoom Conference call were Public Works Forman AJ Passero.

3. **APPROVAL OF MINUTES**

After review of the draft minutes from the September 28, 2020 meeting of the Municipal Services Committee, Trustee Berglund made a motion to approve the minutes as presented. Trustee Ruffolo seconded the Motion. Roll Call. Motion Carried.

4. **DISCUSS SNOW REMOVAL CONTRACTOR PROPOSALS FOR FY 2020/21**

Foreman Passero advised that the Village is seeking to hire a contractor to help with 2020/21 snow season. The Village has always had a contractor to help with the removal of snow due to the limited staff size of four (4). The Village has solicited contractors for pricing for snow removal service for the 2020/21 snow season. The following is a summary of equipment and prices from three (3) different vendors.

<b>NJ Ryan</b>	<b>H&amp;R Construction</b>	<b>Falco's Landscaping</b>
Pickup truck with plow \$115 per hour	Pickup truck with plow \$125 per hour	Pickup truck with plow \$120 per hour
Bobcat with pusher box \$140 per hour	Case with pusher box \$155 per hour	Bobcat with pusher box \$140 per hour
6-wheel dump truck \$85 per hour	Mack dump truck \$125 per hour	1-ton dump truck \$120 per hour
Combo Loader \$75 per hour	CAT loader \$155 per hour	Bobcat loader \$140 per hour
Dump truck with salt spreader \$145 per hour	H&R does not have equipment to spread salt	1-ton pickup with salt box \$140 per hour
Laborer \$75 per hour	Laborer \$75.00 per hour	Laborer \$75 per hour
Staffing up to 15	Staffing up to 6	Staffing up to 5

The equipment listed above is comparable even though the type of equipment from each vendor are different. The price per vehicle includes a driver. The separate laborer charge is utilized if the Village requires hand work such as snow removal on sidewalks at public buildings. This is something that occasionally happens if the Public Works staff is on the streets doing the plow routes and time does not allow them to get to the public buildings to shovel the sidewalks. It is at the discretion of the Public Works staff as to when to call out

the contactor. On smaller events, the Public Works staff may be able to handle the snow removal in-house. The Village requires the contractor to be on-site within one (1) hour of a call in for snow removal service. The Village would supply salt to the contractor to use in town with the understanding that whatever salt is not used be returned to the Public Works facility before the contractor leaves town.

The Village used NJ Ryan during the 2019/20 season. It was the first year in 25+ years that a different contractor was used. Their ability to spread salt while plowing was effective and cut back on man hours during the tail end of the storms. The Village has budgeted \$70,000 for the 2020/21 snow season. The Village spent \$74,365 during the 2019/20 season.

Upon discussion the consensus of the Committee was to recommend NJ Ryan with the ability to hire H&R Construction and Falco's Landscaping should there be an emergency snow removal need. Trustee Berglund made a motion to approve NJ Ryan as the snow removal contractor for FY 2020/21. Chairman Mistele seconded the Motion. Roll Call. Motion Carried.

5. **DISCUSS ACLARA WATER SYSTEM SOFTWARE UPDATE**

Assistant Village Administrator Mertens advised the Committee that the Village of Willowbrook utilizes an Aclara NCC software and hardware system for our water meter readings. This system integrates with our BS&A financial software for our monthly water billing. The Village was advised by Aclara representatives that their firm will begin phasing out support for the NCC software system in 2021. On Tuesday, October 20, 2020, the Village participated in a conference call with Aclara representatives to review the proposed upgraded software system Aclara One. This new system is an evolution of their phasing out NCC platform.

Some of the new user benefits are as follows:

- Easier navigation with a user focus
- Faster generation / manipulation of online reports
- Searchable reports
- Configurable dashboards and callout cards

The proposed Aclara program update is summarized as follows:

- DCU T-Board Upgrade package at \$13,500
- Aclara One Hosted Software (Option A) at \$34,758 **or**,
- Aclara One On-Premises Software (Option B) at \$30,170

The Village has a \$48,258 budget placeholder in our FY 2020/21 for software/hardware upgrades. Staff would recommend re-budgeting the \$48,258 in FY2021/22 for the Aclara One Hosted software upgrade (Option A). This will provide the Village additional time to do reference checks with other communities who are in the process of upgrading to Aclara One and utilize BS&A financial software.

Chairmen Mistele requested that staff confirm the amount of water the Village buys vs what the Village sells to determine our water loss. He also inquired about the water leak detection system that Aclara has available as part of their system. Assistant Administrator Mertens advised that we have a proposal for a water leak detection system, and it was just under \$500,000. He recommended that before the Village consider a water leak detection system that the Village consider implementation an infrastructure assessment and water rate study. This would provide the Village with an accurate inventory of the Villages water system, age, and life expectancy. This information would be rolled into a long-term infrastructure master plan for the water system and provide the Village with an analytical recommendation for water rates to meet these infrastructure goals. Upon discussion the consensus of the Committee was to direct staff to reach out to Christopher B. Burke Engineering for a water system infrastructure assessment and water rate study proposal for consideration at a future meeting.

6. PUBLIC WORKS UPDATE.

- a) **Sidewalk Replacements** –Public Works Forman Passero advised the Committee that Public Works has coordinated with a local contractor to replace approximately 60 squares of sidewalk in various locations due to trip and fall concerns.
- b) **Snow Equipment** - Public Works Forman Passero advised the Committee that Public Works has tested the snow equipment in preparation for the FY 2020/21 snow season. Some hydraulic equipment on two vehicles is being replaced as part of our maintenance program. The vehicles will be ready for service prior to the snow season.
- c) **Water Pumpage Chart** - Staff provided an overview of the September 2020 Water Pumpage Report.
- d) **September 2020 Monthly Permit Activity Report** – Staff provided an overview of the September 2020 Building Department Report.
- e) **Valve Exercising Program / Leak Survey Pro-Maps Atlas Update Program**  
Staff is still in the process of getting additional prices for these services. M.E. Simpson provides all the services as one package. Other companies do some but not all components making price and scope of service comparison a challenge. Staff recommends seeking individual proposals for the valve exercising, leak detection and mapping updates through Christopher B. Burke Engineering.

7. VISITORS BUSINESS

None

8. ADJOURNMENT

Motion to adjourn was made by Trustee Ruffolo, seconded by Trustee Berglund. Roll Call. Motion Carried.

The meeting was adjourned at 6:00 PM.