

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES  
COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,  
FEBRUARY 22, 2021 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 5:32 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 Chairperson Mistele, Trustee Ruffolo and Assistant Village Administrator Mertens.

Present via Zoom Conference was Public Works Forman Passero.

Absent: Trustee Sue Berglund

3. **APPROVAL OF MINUTES**

After review of the draft minutes from the January 25, 2021 meeting of the Municipal Services Committee, Chairperson Mistele made a motion to approve the minutes as presented. Trustee Ruffolo seconded the Motion. Roll Call. Motion Carried.

4. **DISCUSS – Mosquito Abatement Proposal**

Assistant Village Administrator Mertens advised that our three-year contract with Clarke to provide mosquito abatement services for the Village expired after the 2020 season. Therefore, staff has met with representatives from Clarke to discuss the terms of renewal contract provisions and to ensure that the contract price remains competitive with surrounding towns that receive the same or similar services from Clarke.

The result is that Clarke has agreed to offer continued services to the Village for a new three (3) year term. Given both the price of pesticides and labor costs have risen, Clarke has proposed a 1.5% contract price increase to \$26,450 for the 2021 season. They would also agree to freeze that price for an additional two (2) years if we entered another three (3) year contract. Therefore, the cost of the 2021, 2022 and 2023 program would be \$26,450 each year. Staff would also recommend, same as the last contract, that an additional \$7,400 be budgeted for up to two (2) optional ULV services which includes adulticide (spraying), both localized and community wide, should the need arise to combat the continuing threat of West Nile Virus (WNV).

This recommended program continues with the previous program in that it includes the use of environmentally friendly products as an alternative to conventional chemical insecticides. This

program Clarke offers is called EarthRight™. Products used within this program are made from naturally derived active ingredients and are applied using earth-friendly methods, such as with bicycles and all-electric sprayers. Clarke advises that the larvicide product used in this program is equally effective as its chemical alternative, and the adulticide applications (i.e., ULVs) have an increased level of effectiveness. There is no increase in basic cost to the Village over the previous program.

The treatment terms of the contract, including Village-wide catch basin treatment four (4) times a year, or roughly once a month during the summer season, will remain unchanged. To ensure adequate protection is in place prior to the onset of mosquito breeding attributed to WNV, a second catch basin treatment, referred to as a “booster” treatment, will be performed in mid-August.

Staff recommends that the Committee consider this program and recommend the Village Board on March 8, 2021 adopt a resolution authorizing the Mayor to execute the agreement to provide mosquito abatement services to the Village during the 2021 thru 2023 seasons.

A resolution would be placed on the next Village Board for formal consideration. Trustee Mistele made a motion to approve as presented. Trustee Ruffolo seconded the Motion. Roll Call. Motion Carried.

## 5. DISCUSS – 2021 Landscape Maintenance Bids

In April 2018, the Village Contracted with Hanson Landscape Design & Installation for landscape maintenance in the form of regular turf mowing, trimming, and planting bed maintenance for parks, rights-of-ways, and the other Village owned facilities (e.g., Village Hall, pump house, water towers). The Village continued this service agreement for one-year in May of 2020. On January 7, 2021, the Village advertised for bid landscape maintenance services for Fiscal 2021 / 2022 contract period. Bids were received on Friday, February 5, 2021 at 10:00 am.

Village received three bids as follows:

Bid #1 Serenity Landscape Group	\$63,150 *
<b>Bid #2 NJ Ryan Tree &amp; Landscape LLC</b>	<b>\$76,500</b>
Bid #3 Hanson Landscape	\$80,900

\* Please note that the Bid #1 for Serenity Landscape Group was non-conforming to the bid standards as they supplied numbers for Plant Bed Maintenance on a per occurrence basis vs. the per season basis as required by the specifications. Attached is a copy of the public bid document, summary page from the three bidders and a bid summary.

Upon review of the bids received and consultation with the Village Attorney, staff would recommend that the Village reject Bid #1 from Serenity Landscape Group due to non-conformance with the bid specifications for the Plant Bed Maintenance section. Staff would recommend the Committee consider Bid #2 from NJ Ryan Tree & Landscape LLC as the most responsive and responsible bidder for the 2021 Landscape Maintenance program.

Upon discussion, the consensus of the Committee was to recommend Bid #2 NJ Ryan Tree & Landscape LLC for the FY 2021/22 Landscape Maintenance Program. A resolution would be placed on the next Village Board for formal consideration. Trustee Ruffolo made a motion to approve as presented. Chairperson Mistele seconded the Motion. Roll Call. Motion Carried.

6. PUBLIC WORKS UPDATE

- a) **ADS Water Distribution Point-in-Time Leak Survey Project Update** – Staff advised that the survey was to start the first week of April and would be done by the end of the month.
- b) **Pump House Meter Replacement Project update** – Staff advised that this work is schedule for the 2<sup>nd</sup> week of March. The old meters will be tested by the DuPage Water Commission to determine their accuracy.
- c) **Water Pumpage Chart** - Staff provided an overview of the January 2020 Water Pumpage Report.
- d) **January 2021 Monthly Permit Activity Report** – Staff provided an overview of the Building Department Report.
- e) **Snow Equipment** - Public Works Forman Passero provided the Committee with an update on the latest snow plowing events, and salt usage. He also advised the Committee of on-going vehicle maintenance issues related to the 2004 International Vehicle and requested consideration of a new vehicle as part of the upcoming budget process.

7. VISITORS BUSINESS

None

8. ADJOURNMENT

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

The meeting was adjourned at 5:48 PM.