

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
MARCH 11, 2013 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Mistele called the meeting to order at 6:01 PM.

2. ROLL CALL

Those present at roll call were Chairman Mike Mistele, Trustee Suzanne Berglund, and Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

- a. After review of the draft minutes from the January 14, 2013 Regular Meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes as presented. Trustee Berglund seconded the motion. Motion carried.
- b. After review of the draft minutes from the February 13, 2013 Special Meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes as presented. Trustee Berglund seconded the motion. Motion carried.

4. DISCUSSION – Annual Maintenance Contracts:

- a. Village Hall Janitorial Services Contract - Administrator Halik advised that The Village's Janitorial Services contract includes the routine cleaning of the Village Hall building. This contract was put out to public bid in 2011. At that time, the low bid was received by Eco Clean Maintenance, Inc. and the contract was awarded to them. Eco Clean has provided the service to the Village since that time at an annual cost \$17,388.00/yr. Halik advised that staff is pleased with the services provided by Eco Clean, and have contacted them to discuss another contract extension. Eco Clean has offered a one-year contract with no increase in price. Therefore, the cost of the FY 2013/2014 season would remain \$17,388/year, or \$1,449/month. Staff would recommend that the competitive bidding process for this particular maintenance contract be waived and a new one-year contract be offered to Eco Clean Maintenance with no increase in price. The Committee concurred with the staff recommendation.
- b. Landscape Fertilization Contract – Administrator Halik advised that the Village's landscape fertilization services contract includes turf fertilization and herbicide treatment of Village rights-of-ways, parks, and other specified facilities, such as the water tower sites, Village Hall, etc. In 2007 this scope of work was removed from the previous landscape maintenance, in other words turf mowing, contract in the hopes that if the work was performed by a specialized contractor it would result in higher quality. At that time, after a competitive bidding process, the low bid was received by Spring- Green Lawn & Tree Care, Plainfield, and the contract was awarded to them. Spring-Green has provided the service to the Village since that time. Halik advised that although staff is pleased with the services provided by

Spring-Green, at least one other vendor has requested an opportunity to bid on this contract. To potentially reduce the cost of this annual maintenance work, staff would recommend that a competitive bidding process be completed at this time to seek new prices for this maintenance contract. Halik reviewed the potential schedule for moving forward with a public bid process for this contract. The Committee agreed that a public bid should be conducted to try to improve on pricing for this work.

- c. Landscape Maintenance Contract – Administrator Halik advised that the Village’s landscape maintenance services contract includes turf mowing of Village rights-of-ways, parks, and other Village facilities. In 2007 this scope of work was isolated from the previous landscape contract, which had also included fertilization/herbicide services, in the hopes of obtaining a more competitive mowing price, and at the same time improving the fertilization and herbicide service. After a competitive bidding process, the low bid was received by Falco’s Landscaping, Addison, and the contract was ultimately awarded to them. Falco’s Landscaping has provided the service to the Village since that time. Halik advised that staff has contacted Falco’s to discuss a contract extension. Falco has offered a two-year contract with a 3% price increase for the first year. The price increase requested is due to rising fuel costs. Therefore, the cost of the FY 2013/2014 season would be \$45,543.51, which reflects a \$1,326.51/yr. increase. The cost of the FY2014/2015 season would also be \$45,543.51, which reflects the same price -- no increase from the previous year. Halik shared that the general appearance of the turf areas within Village parks and on rights-of-ways is of high quality. In addition, the contract provisions also require the maintenance of landscaped areas, including brush trimming, weed pulling, etc., which has been performed very satisfactorily as well. Staff is very pleased with both the quality of services and responsiveness provided by Falco’s. This vendor is also very easy to work with being very accommodating to our needs. Therefore, staff would recommend that the competitive bidding process for this particular maintenance contract be waived and a new two-year contract be offered to Falco’s Landscaping with a 3% price increase in the first year. This same price would then be extended to the second year. Chairman Mistele said the requested increase was reasonable. Trustee Berglund agreed.
- d. Streetlight Maintenance Contract – Administrator Halik advised that the Village’s annual streetlight maintenance contract includes the maintenance and repair of all Village-owned streetlights throughout town. There are approximately 180 streetlights. In 2012, after a competitive bidding process, the low bid was received by Rag’s Electric, and the contract was awarded to them. Rag’s Electric has provided the service to the Village since that time. Halik advised that staff is very pleased with the quality of services currently provided by Rag’s Electric. Therefore, staff asked whether they would consider a contract extension for a subsequent season, and if so, to provide a price proposal. Rag’s responded that due to the prevailing cost fuel, he would need to increase the hourly rate charged for use of his bucket truck and service truck. However, overall, these rate increases would only equate to an approximate 2.9% increase in the total contract price. Therefore, staff would recommend that we grant Rag’s Electric a 2.9% increase in the contract price and extend a one-year renewal agreement to them. If the Committee concurs, staff would recommend drafting a renewal agreement that would be brought to the Village Board for approval. The new contract would become effective on May 1, 2013. The Committee was in agreement.

5. REPORT – Municipal Services Department

- a. Administrator Halik shared the monthly permit activity report for both January and February showing that we have taken in about \$27,000 in permit revenue in January, which is higher than usual, and about \$8,000 in February. In total, we have taken in about 165% of our FY2012/13 budgeted revenue to date.
- b. Administrator Halik shared the water system pumpage report. The report indicates that through February we have pumped about 27 million gallons more this year than we did in the same period last year. Overall we are tracking at about 87% of our pumpage projection eight months into the year, so we're about 4% over our projection.

6. VISITOR'S BUSINESS

(none)

7. COMMUNICATIONS

Chairman Mistele inquired about the MTU battery issue that was discussed during the February Committee Budget Review Meeting. Administrator Halik responded that staff just last week had a very productive meeting with a representative from Aclara. Prior to the meeting, the representative performed a full diagnostic analysis on all MTUs in the system. Based on this analysis, it was determined that about 30 of the MTUs need to be replaced now, about 120 need to be replaced by the end of this coming summer, and the remainder should be replaced sometime during FY 2014/15. Halik advised that the replacement of the 30 is currently underway. Halik also believes that public works crews could replace the other 120 over the course of the spring and summer. Staff will spend this coming year looking further into this issue to determine costs and include funding in next year's budget for replacement of the remainder of the units. Halik advised that he had already included \$24,000 in funding for this coming year for the replacement of the identified 120 units.

8. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Berglund. The meeting was adjourned at 6:22 PM.

(Minutes transcribed by: Tim Halik, 3/29/13)