

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
JUNE 10, 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 6:00 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

After review of the draft minutes from the May 13, 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.

4. DISCUSSION – Emerald Ash Borer (EAB) Management Plan - Status Update

Administrator Halik advised the Committee that the Village is currently out-to-bid for Tree and Stump Removal Services as part of our Emerald Ash Borer Management Plan. The scope of work of this bid includes the removal of approximately 239 identified trees located on Village right-of-ways, park property, and other Village owned facilities and premises. The public bid opening for this project will be held on June 26th, and a contract potentially awarded at the July 8th Village Board meeting. Halik advised that after distributing the legal notice for this public bid, and quite unexpectedly, IDOT took a position on the question of applicability of the Illinois Prevailing Wage Act to projects such as this. Halik advised that their final position, which is good news for the Village, is that landscape maintenance projects such as ours are not required to comply with the Act provided the bid document clearly identifies this. Therefore, in order to comply, on May 29th staff issued Addendum One to the bid clarifying that the work does not fall under the coverage of the Act. Halik shared that staff is also beginning to develop a separate Tree Planting and Mulching Services bid document, again with the assistance of our forestry consultant, Natural Path. Once completed, this separate public bid will be sent out to seek competitive bids for replanting the approximate 239 trees which will be removed in accordance with the first contract. As part of the planting project, the Village must obtain the replacement trees. So, we have made arrangements with Hinsdale Nursery to purchase 109 replacement trees which will be held for us until the fall season. This action was necessary due to the fact that the species of trees purchased are typically only recommended to be dug from the nursery yard in the spring. Hinsdale Nursery also offered the Village a substantial discount on these trees, and will hold them for us free of charge. Lastly, Halik advised that staff is continuing to develop a resident information packet so citizens are informed of tree removal work scheduled on adjacent Village property. The intent would be that residents are well aware of the project before the actual tree removal work begins. As part of this notice initiative, residents will be afforded an opportunity to provide feedback on the preferred species of tree to be replanted. They will be able to access the internet to view images of adult trees of various species to determine their preference. However, to ensure a variety of tree species make up of Village stock of trees, the Village will have final authority on determining how many of each species will be planted. Chairman Mistele asked whether multiple contractors plan on bidding on the contract currently out for bid. Administrator

Halik responded that he hopes so, but did receive concerns from potential bidders regarding the private participation component of the bid. Their concern is that if there were access issues, such as a tree located in a fenced in rear yard where no vehicles could get to it, this would create much extra work for the contractor. Depending on their bid price for the private work, they could potentially lose money. Halik advised that he was considering issuing another Addendum containing a statement that if the Village agreed that there were reasonable access issues in removing a tree on private property, we could relinquish the contractor's obligation to perform the work at the bid price and the contractor could negotiate directly with the property owner on a price to perform the removal service. Chairman Mistele suggested that perhaps we limit the area in which the private removal work would be done, such as within the front yard setback only. Trustee Berglund stated that may be a better option, rather than putting Village staff in the middle of a potential issue. Halik stated that he would consider options, but did want to issue an Addendum to address the matter to ensure contractors would bid on the private participation work.

5. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for May showing that we have taken in about \$21,000 in permit revenue for the month. Halik advised that this is the first month of the 2013/14 fiscal year. We have taken in about 14% of our anticipated FY2013/14 budgeted revenue after this one month.
- b. Administrator Halik shared the water system pumpage report. Once again, the May pumpage number represents the first month of the 2013/14 fiscal year. The report indicates that we pumped about 31 million gallons in the month of May. Overall we have pumped about 5% more water this year as compared to last. This represents 7.81% of our annual pumpage projection of 395,000,000 gallons, and is about 10% less than the volume of water that was pumped in May of last year.

6. VISITOR'S BUSINESS

(none)

7. COMMUNICATIONS

Trustee Berglund asked for an update on the status of the transplant of the blue spruce tree. Halik advised that there is funding in the budget to complete the work, but there seems to be some disagreement on where the tree should be relocated to. Trustee Berglund recommended that this transplant work should be performed early enough in the season to enable the tree to sufficiently take root before winter. Halik agreed and said he would speak to Superintendent of Park & Recreation Kristin Violante to determine whether the Park & Recreation Commission has provided feedback on where the tree should be located to enable staff to begin to make arrangements.

Chairman Mistele asked where we are at with the video gaming issue. Halik advised that he had recently talked to Mayor Trilla about the matter. Since the election, Mayor Trilla has not been formally asked to consider the matter. Therefore, it was agreed that if local liquor license holders desired the Village to reconsider our current position, they should formally request such in writing or at a Village Board meeting. It was also discussed that involving numerous liquor license holders so we receive as much feedback on the matter possible was preferred.

Chairman Mistele asked for clarification that Mayor Trilla is our Liquor Control Commissioner. Halik stated that Mayor Trilla does not want to be the Liquor Control Commissioner. Halik stated that he apparently does not believe it would be appropriate since he is part owner of a restaurant in nearby Westmont. He has asked that staff look into the possibility of designating a trustee to serve in the capacity of Liquor Control Commissioner. Halik advised that his review of the Village Ordinance language revealed that a text amendment would likely be required. Halik said that he will work with the Village Attorney to confirm that having a trustee serve as Liquor Control Commissioner would be allowable under the Illinois Liquor Control Act, and if so, to also determine whether an amendatory ordinance would need to be considered by the Village Board to make the change.

9. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Berglund. The meeting was adjourned at 6:20 PM.

(Minutes transcribed by: Tim Halik, 6/27/13)