

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL  
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,  
JULY 8, 2013 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE  
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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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 June 10, 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 – Bid Results: Tree and Stump Removal Services (EAB Management Plan)

Administrator Halik advised the Committee that on May 17, 2013, the Village went out to bid on a contract which includes the removal of 239 trees affected by the emerald ash borer infestation. The scope of work includes the removal, stumping, and restoration of the identified trees located on public rights-of-ways and in Village parks. Halik advised that two contract addendums were later issued to address items and questions that were raised. The public bid opening was held on Wednesday, June 26th at 10:30 AM. A total of two sealed bids were received prior to the deadline. Halik advised that the low bidder was Pessina Tree Services, LLC at a total of \$495 per tree. Halik shared that the staff estimate for this scope of work was \$465 per tree, so this bid came in slightly higher, but perhaps we can make up the difference on the planting contract bid. Halik also advised the Committee that although prices for the public portion of the work came in slightly higher than expected, Pessina offered what staff believes to be very reasonable prices for the private participation portion of the contract. Halik referenced the two tables within the Committee packet which detailed the private participation bid costs. The private tree removal component cost is based on the diameter of the tree being removed starting at \$35 per inch for trees up to 12 inches in diameter, and increasing to \$100 per inch for trees over 30 inches in diameter. All private stump removals will be charged \$12 per inch regardless of size. Halik advised that staff would recommend that the contract for this project be awarded to the low bidder, Pessina Tree Services, LLC. In the hopes that the tree removal work could be scheduled to begin quickly, this contract award has been placed on the agenda for this evening for consideration. Chairman Mistele recommended that adequate notice be provided to residents. Halik shared that, now that we are aware of the prices, we can finalize our direct mailing to residents advising them of the program.

5. DISCUSSION – Purchase of Replacement Psion Handheld Programming Device – Water Reading System

Administrator Halik advised the Committee that the Aclara System software the Village currently utilizes to obtain water meter readings and complete the water billing process relies on a handheld programming device called a Psion. This handheld computer device

is used in the field to program the Meter Transmitting Units after they are installed at each water account location. The MTU is wired to the actual water meter at each location in the distribution system. After programming, the MTU transmits water meter readings wirelessly to the Village Hall which are then used to generate water bills. The Village currently uses a primary Psion device at meter appointments, and we also have a back-up device in case of problems with the primary device. The devices were purchased in 2001. Halik shared that we began to experience programming problems with our primary Psion. After initial diagnosis by technicians, the unit was subsequently sent back to Aclara for service, and we began using the back-up device for meter appointments. Recently, we began experiencing problems with the back-up device. Discussions with Aclara representatives at Midwest Meter, Inc. have revealed that both our handheld devices are outdated and compatibility issues are occurring with the updated system software. Aclara has suggested that we purchase a new Psion device. The second generation Psion device is fully compatible with our new system software and will also enable it to be used with our second generation Data Collection Units in two-way communication mode, which is part of the system upgrade that our Aclara representative has recommended we consider as we begin to replace DCUs with failing batteries. Given water department staff cannot program replacement MTUs without a working Psion device, and we were cancelling meter appointments throughout town, authorization was received from Mayor Trilla for an emergency purchase of a replacement Psion. Halik advised that within the Committee is the proposal received from Midwest Meter, Inc. for the purchase. The cost of the new second generation device, with operating license and training, was \$6,771. The order was placed on June 17th. The Committee agreed with the decision to purchase the new handheld device.

6. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for June showing that we have taken in slightly over \$19,000 in permit revenue for the month. Halik advised that two months into the 2013/14 fiscal year, we have taken in about 27% of our anticipated FY2013/14 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report. The report indicates that we pumped about 31.5 million gallons in the month of June. At this point, we have pumped about 21% less water this year as compared to the same timeframe last year. However, so far, total pumpage is on track to meet our annual pumpage projection of 395,000,000 gallons.
- c. Administrator Halik shared the May 2013 Mosquito Status Report from Clarke. The report shows that all trap counts taken at the end on May are below the annoyance level of thirty females per count. Halik said that both he and representatives from Clarke monitor the collected mosquito data throughout the season in order to make treatment decisions.

7. VISITOR'S BUSINESS

(none)

8. COMMUNICATIONS

Trustee Berglund advised that prior Village newsletters contained important community phone numbers for reference. However, lately, the numbers have not been printed within the newsletters. Trustee Berglund was not aware of the reason that the numbers were removed, but asked if they could be put back in because they are helpful to the

community. Administrator Halik advised that it was his understanding that the numbers were removed due to space constraints within the last newsletter. However, he advised that the numbers could definitely be added in future newsletters.

9. 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, 8/7/13)