

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL  
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,  
AUGUST 12, 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 July 8, 2013 Regular Meeting of the Municipal Services Committee, Trustee Berglund made a motion to approve the minutes as presented. Chairman Mistele seconded the motion. Motion carried.

4. REPORT – Bid Results: Tree Planting Services Contract (EAB Management Plan)

Administrator Halik advised the Committee that on June 28, 2013, the Village went out to bid on a contract which includes the planting and mulching of new trees to replace trees removed as a result of the emerald ash borer infestation. The Village will purchase the replacement trees separately – this contract would merely include the installation of the new trees. The public bid opening was held on Friday, August 2nd at 10:30 AM. A total of two (2) sealed bids were received prior to the deadline. Halik advised that the low bidder was The Fields on Caton Farm, Inc. at a total of \$22,705, or \$95.00 per tree. Halik shared that the staff estimate for this scope of work was \$185 per tree, so this bid came in extremely low. Halik advised that similar to the prior Tree Removal Services Contract, this contract also included a private participation component seeking pricing on tree re-planting on private property, as a result of a tree removed due to EAB. The Fields on Caton Farm offered to plant and mulch trees on private property at a cost of \$135/tree. The property owner would need to purchase the tree and arrange for its transport to the site. The Fields on Caton Farm, Inc. provided a full list of municipal references, which staff has contacted. No negative references were received. Halik shared that the award of this contract will complete the scope of work anticipated in year one of our Emerald Ash Borer Management Program. Depending on the rate of decline of the remaining identified ash trees, next year's program will likely include a similar number of trees to be removed/re-planted. With regard to this year's program costs, staff had originally estimated the cost for removal and replacement to be \$850/tree. In actuality, the final prices this year came in at \$815/tree.

5. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for July showing that we have taken in over \$48,000 in permit revenue for the month. Halik advised that in the three months into fiscal year 2013/14, we have taken in about 59% of our anticipated FY2013/14 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report. The report indicates that we pumped about 39.1 million gallons in the month of July. 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 June 2013 Mosquito Status Report from Clarke. The report shows that trap counts taken on five occasions within the month of June were above the annoyance level of thirty females per count. Halik advised that, typically, three consecutive counts above thirty may prompt consideration of extra measures to reduce the mosquito population. Halik advised that both he and representatives from Clarke monitor the collected mosquito data throughout the season in order to make treatment decisions.

6. VISITOR'S BUSINESS

(none)

7. COMMUNICATIONS

Trustee Berglund advised when she was last at Willow Pond Park, she noticed a tree stump near the south end of the pond that needs to be removed. Administrator Halik said he would make a note of it to add to our stump removal list for this fall. Trustee Berglund also stated, for the benefit of the Committee, that she had also observed the Village lawn maintenance contractor mow over garbage within the park and leave without picking up the mowed debris. She advised that mowing crews had also run over an aluminum can and failed to pick-up the jagged pieces before leaving the park. She felt this could create a hazard for young children, such as toddlers, in the park. Administrator Halik advised that, upon receiving the telephone call from Trustee Berglund, he asked Public Works Foreman Tony Witt to immediately contact our mowing contractor to raise this matter. Halik further advised that picking up trash prior to mowing an area is a stated requirement within the Village landscape maintenance contract applicable to parks, Village facilities, and right-of-way areas. Halik advised that public works crews are checking each park and right-of-way to determine whether garbage has been mowed over in other areas as well. If so, the contractor will be told to arrange for refuse to be picked up in all areas.

8. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Berglund. The meeting was adjourned at 6:15 PM.

(Minutes transcribed by: Tim Halik, 9/5/13)