

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL  
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,  
MARCH 10, 2014 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 Michael Mistele, Trustee Suzanne Berglund, Mayor Frank Trilla, and Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

a) After review of the draft minutes from the January 13, 2014 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 12, 2014 Special Joint Meeting of the Finance and Administration, Municipal Services, and Public Safety Committees, Chairman Mistele made a motion to approve the minutes as presented. Trustee Berglund seconded the motion. Motion carried.

4. DISCUSSION – Community Electronic Informational Signage (C.E.I.S.)

Mayor Trilla presented information relating to a project he would like to ask the Committee to consider. He recently received information about a company called CEIS that will construct electronic informational signs for municipalities. These signs are typically used as community identification signs. There is no expense to the municipality due to the company also using the sign for advertising purposes. Mayor Trilla would like to see this type of signage erected in the place of the two (2) sandblasted wooden Willowbrook signs currently on Route 83. Mayor Trilla asked the Committee to support this project as we continue working on the feasibility analysis. Chairman Mistele expressed his general opposition to such private advertising as part of a Willowbrook sign and recommended that Mayor Trilla bring this matter to the full Village Board for consideration. Chairman Mistele stated that recent changes Willowbrook made to the sign ordinance does not allow for electronic signs. Size and content were clearly defined. There was opposition from the business community, and there were three grandfathered signs, etc. Mayor Trilla expressed that the electronic signage will be tactful and would not appear as a “Las Vegas” type sign. Chairman Mistele expressed that he believes such a project would be highly critiqued by the community. Trustee Berglund stated that a similar project was completed in Janesville, a community of 60,000, and that the community is highly opposed. Administrator Halik reiterated that staff is merely completing a feasibility analysis at this time, and has already identified that sign ordinance changes would likely be required for this project to move forward. So before incurring attorney and consultant expenses, we thought it best to apprise the Committee of this project. Chairman Mistele stated that he had no objection to involving the Village Attorney and others to continue the feasibility study, but recommended the matter be brought to the full Board for consideration before we get too far into it. Mayor Trilla reminded the Committee members that Willowbrook is a corridor

community with areas along the west side of Route 83 being within the City of Darien. Therefore Darien could hypothetically approve electronic signage and we would have it here anyway. On a side note, Mayor Trilla advised the Committee that in his meetings with the representative from CEIS, they also offered to assist the Village in constructing an electronic informational sign upon the new Village municipal campus. Administrator Halik reminded the Committee that the replacement of the two (2) Willowbrook entrance identification signs along Route 83 was part of our ITEP grant submittal, which is now delayed until 2017. Trustee Berglund relayed that in her review of the information provided in the Committee packet, it stated that the Village screen is only 14%. Mayor Trilla advised that the sign will display seven or eight separate panels and that Willowbrook would get one panel. Chairman Mistele asked how it is powered and whether it requires a generator. Administrator Halik responded that it definitely would require an electric service, but is not aware of whether the device operates with a temporary stand-by power system, such as batteries. In summary, the Committee authorized staff to continue to work on the feasibility of such a project, and then when ready, bring it to the full Board for consideration.

5. DISCUSSION – Intergovernmental Agreement (IGA) with DuPage County for Mowing of County Rights-of-Ways within Willowbrook Corporate Limits

Administrator Halik advised that the Village has, for many years, elected to accept the turf maintenance responsibilities upon the Kingery Highway right-of-way. The Village awards an annual maintenance contract to a landscaping company to mow and trim the approximate 25 acres of turf throughout the growing season. The Village performs this work without reimbursement from IDOT, in an effort to improve the aesthetics of the corridor. Halik shared that in 2012, staff explored a reimbursement mowing arrangement with DuPage County to maintain the turf areas upon the 75th Street right-of-way from Kingery Highway to Sheridan Drive. At the time, the Village had received several complaints from residents and businesses regarding the quality of mowing performed in that area. He thought that the Village could add this area onto our existing Kingery Highway mowing contract and again, improve the aesthetics of the area. The County responded that a mowing contract was already in place, which did not expire until after the 2013 mowing season. However, the county advised that after the contract expires they would be willing to consider entering into a new agreement with Willowbrook, since the property in question was within Willowbrook's corporate limits. Now that the previous contract has expired, DuPage County DOT has recently contacted the Village to gauge our interest in such a mowing arrangement. In addition, the county has requested that we also consider taking on the mowing and trimming of the sections of Plainfield Road, Madison Street, and 63rd Street within the Village corporate limits. Halik advised that in total, including the section of 75th Street, approximately 24 acres of turf areas. An Intergovernmental Agreement would include the Village arranging for the mowing of these areas throughout the turf growing season, and monetary reimbursement by DuPage County. Halik advised that staff has already confirmed the accuracy of the county's acreage calculation, and have recently received a proposal from our current mowing contractor to add these additional areas. Given their price, this program would be cost neutral to the Village, and we would have control over the work performed in order to improve the aesthetics of the areas. The Committee members and Mayor Trilla agreed this was a win-win scenario that the Village should definitely take on.

6. DISCUSSION – Annual Maintenance Contracts:

a) Village Hall Janitorial Service 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 with no increases in contract costs. Halik shared that Eco Clean has once again offered to renew the contract for another year at no cost increase. Halik recommended the contract be extended again for one more year. After the term of the extension, we will need to re-bid the contract due to the change in the scope of work with the new Village Hall building. The Committee agreed that a one year extension would be prudent.

b) Landscape Fertilization Contract

Administrator Halik advised that the Village's Landscape Maintenance Services contract includes turf fertilization and herbicide treatment of Village rights-of-ways, parks, and specified facilities, such as, water tower sites, Village Hall, etc. This contract was put out to public bid in April of 2013. At that time, the low bid was received by TruGreen LP and the contract was awarded to them. Halik advised that TruGreen LP has agreed to extend the contract for another year at no increase in cost. Halik advised that staff is satisfied with the quality of services provided by TruGreen and would recommend a renewal contract be offered. The Committee agreed.

7. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity reports for both January and February 2014 showing that the Village has taken in about \$19,500 in permit revenue for the month of January, and \$20,200 for the month of February. Halik advised that ten months into fiscal year 2013/14, we have taken in approximately 142% of our anticipated FY2013/14 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report. The report indicates that we pumped about 29.8 million gallons in the month of December 2013 and 31.3 million gallons in the month of January 2014. At this point, we have pumped about 6% 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.

8. VISITOR'S BUSINESS

(None)

9. COMMUNICATIONS

(None)

10. ADJOURNMENT

Motion to adjourn was made by Trustee Berglund and seconded by Chairman Mistele. The meeting was adjourned at 6:25 PM.

(Minutes transcribed by: Tim Halik, 4/10/14)