

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL  
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,  
APRIL 14, 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 6:02 PM.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

After review of the draft minutes from the March 10, 2014 Regular Meeting of the Municipal Services Committee, Chairman Mistele suggested changes to the proposed minutes to reflect his full comments made during the discussion under Item No. 4 – Community Electronic Informational Signage. Chairman Mistele shared the specific comments he had made at that time, which were not included in the minutes. Administrator Halik advised that the minutes would be amended to reflect the omitted statements. Chairman Mistele made a motion to approve the minutes as amended. Trustee Berglund seconded the motion. Motion carried.

4. DISCUSSION – Spring Brush Collection and Grinding Program: May 12-16, 2014

Administrator Halik stated that last year, the Village's regular tree maintenance contractor, Mario's Tree Service, completed both the Village-wide Spring and Fall brush collection programs. The Spring 2013 program included a grinding component so that usable mulch could be provided to residents at no charge for yard beautification purposes. The Fall 2013 program was merely a curb-side brush chipping program. Halik stated that this arrangement worked well, since the ground mulch made available in the Spring was depleted prior to the winter season. Halik reported that staff has asked our current landscape contractor, Mario's Tree Service, to again provide a proposal to perform the typical curb-side chipping program along with completing the tub grinding process this Spring. Mario has agreed to offer the same rates as they did last year to complete the collection program, with a slight increase of \$550 to complete the grinding program. Collectively, the overall price is still below the cost other vendors offered us last year for the same program. Halik stated that staff anticipates that two (2) chipping crews would be required to work approximately 40 hours' time to complete the Spring collection program. Afterwards, the tub grinding is expected to require one 10 hour day's work. Therefore, the estimated cost of the program, including the grinding component, would be \$14,900. The F.Y. 2014/15 Budget includes funding to conduct both the Spring and Fall Brush Collection Programs. Halik stated that staff would recommend that the proposal submitted by Mario's Tree Service in the amount of \$105.00/hr. per chipping crew plus \$6,500 for tub grinding be accepted to perform the Village-wide Spring Brush Collection Program. Mario's performed this same program for the Village last Spring and is familiar with the program requirements. If the Committee concurs, a resolution accepting the proposal will be placed on the agenda for the April 28th regular meeting of the Village Board. The Spring Brush Program would be scheduled to occur the week of May 12th thru May 16th. The Committee was in agreement with the staff recommendation.

5. DISCUSSION – Annual 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, which includes approximately 180. 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 increased labor rates, he would need to increase the hourly rate charged for electrician from \$90.00/hr. to \$95.00/hr. and electrician's helper from \$40.00/hr. to \$60.00/hr. But overall, given the schedule of prices within the contract, these increases would equate to an approximate 11% increase in the total contract price, from \$9,670 to \$10,720. Halik stated that staff would recommend the Village grant Rag's Electric an 11% 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 on April 28, 2014. The new contract would become effective on May 1, 2014. The Committee was in agreement with the staff recommendation.

6. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for March 2014 showing that the Village has taken in about \$19,300 in permit revenue for the month. Halik advised that eleven months into fiscal year 2013/14, we have taken in approximately 154% of our anticipated FY2013/14 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report. The report indicates that the Village pumped about 29.2 million gallons in the month of February 2014. At this point, we have pumped about 4% 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.

7. VISITOR'S BUSINESS

(None)

8. COMMUNICATIONS

Administrator Halik briefed the Committee on an IEPA audit of the Village water system, which took place on March 27<sup>th</sup>. Halik advised that an IEPA inspector performed a thorough inspection of the water storage tanks, pump house facility, and Village Hall. The inspector also took water samples to test for the amount free chlorine in the supplied water. The audit revealed no violations, and one paperwork issue to be addressed. Halik advised that the IEPA records show that final paperwork for several Village water main projects have not been received by the state. The inspector provided a short list of such projects dating back to 1992. Halik stated that the IEPA asked the Village to follow-up to complete this item in the near future, so their records are complete.

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, 5/8/14)