

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

3. APPROVAL OF MINUTES

After review of the draft minutes from the October 13, 2014 Rescheduled 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 – PROPOSAL FOR UNDERGROUND STORAGE TANK REMOVAL, ENVIRONMENTAL CONSULTING, AND EARLY ACTION REMEDIATION SERVICE, 7760 QUINCY STREET – METRO TANK & PUMP COMPANY

Administrator Halik advised the committee that the Village maintains two - 2,000 gallon underground storage tanks at the current Village Hall along with one dispenser pump and all associated equipment in compliance with the Illinois Office of State Fire Marshall requirements. Halik advised that the maintenance of the fuel system, along with required compliance with changing OSFM regulations, is expensive. On October 7, 2014 our current fuel vendor, Warren Oil, advised that based on our limited fuel consumption they would be forced to apply a \$100 delivery charge per fill-up in order to maintain the account. For these reasons, the Village Board, during our FY 2014/15 budget discussions, directed staff to work towards the eventual elimination of the Village Hall fueling station. Staff has met with several vendors and consultants to determine a plan for both the elimination of the Village Hall fueling station and a recommendation for obtaining fuel for Village equipment. Halik advised that with regard to removal of the existing tanks and dispenser, staff recommends acceptance of the proposal received by Metro Tank & Pump. Under this proposal, Metro will evaluate the property and secure a Leaking Underground Storage Tank, LUST, incident number prior to applying for a removal permit from the OSFM. If contamination is identified, both the tank removal costs and removal of contaminated soil be eligible for LUST Fund reimbursement. The Village would pay a \$5,000 deductible. If no contamination is found during the evaluation stage, the remainder of the contract would be void. Our fuel consultant, Texor Petroleum, advises that this plan would be the most economical for the Village to remove the tank, if contamination is present. With regard to obtaining fuel for Village equipment, staff recommends the use of a Fleet Card Program, such as the one offered by World Fuel Services – the Vantage Card. Under this program, fuel may be obtained from a number of fueling stations including Amoco, BP, Citgo, Marathon, Mobil, Phillips 66, Shell, Texaco, and others. Billing would be performed by World Fuel Services. Although the Village would pay the retail rate, minus Illinois sales tax, for fuel, there are accounting, control and tracking benefits with this program that will prove useful to the Village. Numerous reporting options are provided along with the ability to track and limit usage by cards. Purchase alerts can be set-up and

cards can be quickly suspended if lost or if an abuse is identified. Halik advised that, with regard to the tank removal, staff would recommend that the proposal submitted by Metro be accepted so that the site evaluation process can be performed as soon as possible before the onset of the winter season. Staff also recommends that the Village apply for a revolving credit account using the Vantage Card Program from World Fuel Services. Chairman Mistele asked whether the identified soil contamination must extend beyond the “liner” to qualify as being a leak. Halik responded that he was unsure, but could check with Metro. Chairman Mistele also asked which banking facility does Work Fuel Use. Again, Halik responded that he was unsure, but could request that information from Vantage. Chairman Mistele stated that he was in agreement with staff’s recommendation. He further recommended that when staff implements the fuel card program consideration be given to assigning one card per Village vehicle. Halik advised that when departments meet to discuss the implementation of the fuel card program, the potential use of one card per Village vehicle will be considered.

5. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for October 2014. The Village has taken in about \$36,500 in permit revenue for the month. Halik advised that in total for the first six months of fiscal year 2014/15, the Village has received approximately 71% of the anticipated FY2014/15 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for September 2014. The report indicates that the Village pumped slightly under 32,000,000 gallons in the month. At this point, we have pumped about 10.7% less water this year as compared to the same timeframe last year. Halik also advised that, although we are only five months into the fiscal year, we are about where we should be in order to meet our estimated pumpage projection of 385,000,000 gallons.

6. VISITOR’S BUSINESS

(None)

7. COMMUNICATIONS

Trustee Berglund inquired as to whether the Village tracks phones at Village Hall. Administrator Halik responded that various employees are assigned a cellular phone for Village use, and that the monthly bills for our Verizon cell phone contract includes the ability to review an itemization of individual calls made during the billing period, if need be.

Chairman Mistele inquired about a delinquent water bill notice that he had seen in the Board packet with the owner listed as Eugene Noose, which is our former mayor from years ago. Halik advised that the account is paid by former Mayor Noose’s son, who is now in control of the property after the passing of former Mayor Noose and his wife.

8. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Berglund. The meeting was adjourned at 6:17 PM.

(Minutes transcribed by: Tim Halik, 1/8/15)