

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JANUARY 12, 2015 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, Administrator Tim Halik, and Management Analyst Garrett Hummel. Absent: None.

3. APPROVAL OF MINUTES

After review of the draft minutes from the November 10, 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.

4. DISCUSSION – Village Hall Water Tower Rehabilitation Project

Administrator Halik advised the committee that on June 10, 2013, the Village Board adopted Resolution No. 13-R-30 accepting a proposal from Stand Associates to perform an engineering analysis of the protective coatings on all three of the Village's above grade water tower structures. Halik advised that these three water tanks were last sandblasted and re-coated in 1999, 2001 and 2002 and are experiencing varying degrees of wear. The final reports recommended that the tanks be re-coated within the next five years. This project was discussed at both the Committee Budget Review meeting and the Board Budget Workshop. The Board agreed to a schedule to complete the program, pending funding considerations. Halik further advised that the FY 2014/15 budget includes \$20,000 to complete the first year work of the 5-year plan to re-coat all three of the Village's above grade water storage tanks. Year 1 of the plan includes the development of design specifications and bidding related services pertaining to the re-coating of the Village Hall tank. On May 27, 2014, the Village Board accepted a proposal from Strand Associates to develop the bid document. Halik advised that the bid document is now complete and a full copy was included in the Committee packet. Halik reviewed the timetable for this public bid, which includes a January 16, 2015 bid notice published in the Suburban Life newspaper, and a scheduled bid opening date of February 4, 2015. Chairman Mistele suggested that when we begin putting together the bid specifications for the next tank, staff may try to obtain a lower proposal price from the engineer, since much of the work has already been done on the boiler plate portion. The Committee was in agreement with the bid and authorized staff to proceed.

5. DISCUSSION - LED Streetlight Replacement Project

Administrator Halik reminded the Committee that in February 2012, the Village received preliminary approval from the Illinois Department of Commerce and Economic Opportunity of a \$92,000 grant earmarked for improvements to the Village's streetlights. Final funding approval for the grant was awarded in October of 2013 and the grant was executed with an official start date of November 1, 2013. Halik advised that the Village has a period of two years from this start date in which to complete the project. Therefore, the grant end date is October 31, 2015. Halik advised that the scope of the project will include

the replacement of the Village's antiquated, energy inefficient streetlight fixtures with new, energy efficient LED technology. There are currently approximately 250 Village owned streetlights which range from 24 to 49 years old. The new LED lighting heads will use a fraction of the energy the old heads used, will provide more uniform lighting disbursement, and will also save money on future maintenance, such as bulb replacement. Halik advised that converting to LED technology will also reduce carbon emissions making it an environmentally friendly project. With this grant, the Village hopes to retrofit as many of these fixtures as possible, depending upon material and labor/installation costs and engineering fees. Halik shared that after speaking with several LED vendors, it became apparent that an up-to-date inventory of our existing streetlights would first be necessary for bidding purposes for this project. Vendors need information pertaining to individual fixture type, wattage, circuitry, and number of fixtures connected to each controller before a proposal can be calculated. Therefore, staff asked the Village Engineering Consultant for a proposal to complete this inventory. Christopher Burke Engineering, Ltd. provided a proposal to conduct the inventory, including GPS locating of each pole, and draft the project bid document for the not-to-exceed amount of \$17,000, which would be reimbursable through the grant. The Committee recommended this approach, and the Village Board accepted the CBBEL proposal at their regular meeting on August 25, 2014. Halik shared that the bid document for this project is now complete and a full copy was included in the Committee packet. Halik reviewed the timetable for this public bid, which also includes a January 16, 2015 bid notice published in the Suburban Life newspaper, and a scheduled bid opening date of February 4, 2015. Halik also mentioned that once we receive bid unit prices for this work, staff intends to share this information with the full Board during the March budget workshop to determine whether there is support to complete the remainder of the lights in town at Village expense. Lastly, Halik advised that once the streetlights are converted to LED, it will be necessary to contact ComEd to discuss obtaining a lower energy rate, based on the lower power usage of the LED fixtures. Chairman Mistele recommended that if we are in a position to prioritize areas to convert first, high traffic areas should be done first. Staff agreed. The Committee was in agreement with the bid and authorized staff to proceed.

6. DISCUSSION - Mosquito Abatement Program Contract: Clarke Environmental

Administrator Halik advised the Committee that the Village's three-year contract with Clarke Mosquito Control to provide mosquito abatement services for the Village expired after the 2014 season. Therefore, staff has met with representatives from Clarke Mosquito to discuss the terms of renewal contract provisions and to ensure that the contract price remains competitive with surrounding towns that receive the same or similar services from Clarke. The result is that Clarke has agreed to offer continued services to the Village for a new three year term. Given the price of pesticides has risen; Clarke has proposed a 2% contract price increase to \$25,700 for the 2015 season. However, they would agree to freeze that amount for an additional two years, if we entered into another three year contract. Therefore, the cost of the 2015, 2016 and 2017 program would be \$25,700. Staff is also recommending, similar to the last contract, that an additional \$6,400 be budgeted for various optional services such as adulticiding, both localized and community wide, should the need arise to combat the continuing threat of WNV. Halik shared that the technical treatment terms of the contract will remain unchanged. The contract will still include the use of new insecticides, specifically Altocid XR® and Vectolex WSP®, which are sustained release products that can provide the required coverage for up to 120 days without re-treatment. To ensure adequate protection is in place prior to the onset of mosquito breeding attributed to West Nile Virus, a second catch basin treatment, referred to as a "booster" treatment, will be performed in mid-August. Halik also shared that DuPage County is considering possible implementation of a county-wide mosquito abatement program. However, this new initiative will not be in place in time for the 2015 season. Halik stated that he had discussed with Clarke language to add in this contract which would

enable the Village to revisit prices if the county were to begin a new county-wide program, Clarke Mosquito would be the vendor awarded the program, and the resulting prices came in lower. Such language is also in the contract. The Committee concurred with staff's recommendation.

7. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for both November and December 2015. The Village has taken in about \$4,700 in permit revenue for the month of November, and approximately \$53,000 in the month of December. Halik advised that in total for the eight months of fiscal year 2014/15, the Village has received approximately 105% of the anticipated FY2014/15 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for both October and November 2014. The report indicates that the Village pumped approximately 28,700,000 gallons in the month of October, and approximately 25,400,000 gallons in the month of November. Halik shared that we have pumped about 9.6% less water this year as compared to the same timeframe last year. Halik also advised that at seven months into the fiscal year, we are slightly below where we should be at in order to meet our estimated pumpage projection of 385,000,000 gallons – we are off by about 2.8%.

8. VISITOR'S BUSINESS

(None)

9. COMMUNICATIONS

(None)

10. 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, 3/2/15)