

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MARCH 9, 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 6:03 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

- a) After review of the draft minutes from the January 12, 2015 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.
- b) After review of the draft minutes from the February 18, 2015 Special Joint Meeting of the Finance & Administration, Municipal Services, and Public Safety Committee, Chairman Mistele made a motion to approve the minutes as presented. Trustee Berglund seconded the motion. Motion carried.

4. DISCUSSION – Bid Results: Village Hall Water Tank Re-Coating Project

Administrator Halik advised the committee that on January 12, 2015, the Municipal Services Committee authorized staff to complete a public bid process to solicit sealed bids for the re-coating of the 500,000 gallon spheroid water tower located on the Village Hall property. The public bid notice was published in the *Suburban Life* newspaper on January 16, 2015. The deadline to submit completed bids was Wednesday, February 4th by 10:00 AM, at which time bids were opened. Halik advised that seven bids were received with the lowest bidder being Era Valdivia Contractors, Inc. in the amount of \$353,600. Halik advised that the bid price received of \$353,600.00 is \$76,400 lower than the engineer's bid estimate of \$430,000. Halik also shared that ERA Valdivia is a familiar company that completed a water tank rehabilitation project for the Village in 2009. At that time, they were found to be responsive, and their quality of work satisfactory. Staff would recommend that the bid submitted by ERA Valdivia Contractors, Inc. be accepted. Chairman Mistele commented that there was a 124% spread in the bid numbers, which is unusual, but was relieved to hear that Era Valdivia had worked for the Village in the past. The committee was in agreement to move forward with the project and recommended acceptance of the low bid by Era Valdivia.

5. DISCUSSION – Bid Results: LED Streetlight Replacement Project

Administrator Halik advised the Committee that on January 12, 2015, the Municipal Services Committee authorized staff to complete a public bid process to solicit proposals for an LED Streetlight Conversion Project. Halik reminded the Committee that this project was made possible through an Illinois DCEO grant the Village received in the amount of \$92,000. The scope of work of this contract includes the replacement of sixty-four (64)

antiquated cobra-head streetlight fixtures with new LED technology. The public bid notice was published in the *Suburban Life* newspaper on January 16, 2015. The deadline to submit completed bids was Wednesday, February 4th by 10:30 AM, at which time bids were opened. Halik advised that five bids were received with the lowest being Utility Dynamics in the amount of \$36,781, or \$575 per fixture, for the bid alternate. This price was well below the engineers estimate of \$1,000 per fixture. Halik explained that the base bid amount was for a G.E. fixture and that the alternate amount was for a Cree fixture. According to our engineering consultant, the fixtures are very similar and both have been used without problems in other jurisdictions. Therefore, given the price reduction offered for the Cree fixture by the vendor, the recommendation is to use the Cree fixtures. Halik also shared that, as previously mentioned, this project includes the replacement of 64 out of a total of 222 streetlights in town. Halik advised that attached in the packet is a summary of the LED streetlights costs to complete all fixtures throughout town, using the remainder of the DCEO grant proceeds. The estimated cost to the Village to complete all fixtures using this bid price would be \$46,131.00. Halik stated that this potential project will be presented as a discretionary spending item for the Board's consideration at the FY 2015/16 Budget Workshop on March 16, 2015. Chairman Mistele stated that the objective should be to complete the entire town. Chairman Mistele also asked staff what color of light do these fixtures put off. Are they yellow tinged, white, etc? Halik stated that he would confirm with the engineer, but he believed that both fixtures cast a white light. Chairman Mistele stated that he preferred a warmer yellow color. Halik again stated that he would confirm. The committee was in agreement to move forward with the project and recommended acceptance of the low bid by Utility Dynamics.

6. DISCUSSION – Annual Maintenance Contracts:

- a) Landscape Maintenance Contract - Administrator Halik advised the Committee that the Village currently conducts two landscape maintenance programs: The routine mowing, trimming, landscape bed maintenance, and core aeration of Village parks and right-of-ways, including Kingery Highway, and the newly acquired mowing of DuPage County rights-of-ways. Halik advised that staff recommends that both of the programs be combined into one public bid to occur this spring. Halik shared the bid document for this project and also called attention to the proposed timeline for the competitive bid process. The Committee was in agreement, and Chairman Mistele suggested that a multi-year contract be considered if lower prices could be obtained.
- b) Landscape Fertilization Contract - Administrator Halik advised the Committee that the Village's Landscape Fertilization Services contract includes turf fertilization and herbicide treatment of Village rights-of-ways, parks, and specified facilities. 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. TruGreen LP has provided the service to the Village since that time. Halik advised that staff is pleased with the services provided by TruGreen LP. Therefore, we have contacted them to discuss a contract extension. TruGreen LP has offered another one-year contract with no increase in price. The cost of the FY 2015/2016 season would remain \$19,970.00 per year. In addition, TruGreen was able to include treatments for a section of the 67th Street parkway that the Village treats separately at no extra charge this year. This will save the Village about \$300.00 for the 2015 season. The Committee was in agreement to renew the contract with TruGreen at the same price as last season. Chairman Mistele recommended this item be placed on the Board's Consent Agenda.
- c) Streetlight Maintenance Contract - Administrator Halik advised the Committee that the Village's annual streetlight maintenance contract includes the maintenance and

repair of all Village-owned streetlights throughout town, approximately 222. 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, along with several surrounding Villages. 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 they would be willing to extend the current unit prices for another year as part of a contract renewal. Therefore, the unit prices in the contract FY2015/16 would remain at \$10,720. The Committee was in agreement to renew the contract with Rag's at the same unit prices as last season. Chairman Mistele recommended this item be placed on the Board's Consent Agenda.

7. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for both January and February 2015. The Village has taken in about \$17,600 in permit revenue for the month of January, and approximately \$23,300 in the month of February. Halik advised that in total for the ten months of fiscal year 2014/15, the Village has received approximately 128% of the anticipated FY2014/15 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for both December 2014 and January 2015. The report indicates that the Village pumped approximately 26,710,000 gallons in the month of December, and approximately 28,505,000 gallons in the month of January. 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 nine 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 5%.

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 6:28 PM.

(Minutes transcribed by: Tim Halik, 4/10/15)