

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JANUARY 11, 2016 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Mistele called the meeting to order at 5:30 PM.

2. ROLL CALL

Those present at roll call were Chairman Michael Mistele, Trustee Paul Oggerino, and Village Administrator Tim Halik.

3. APPROVAL OF MINUTES

- a) After review of the draft minutes from the November 9, 2015 regular meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes as presented. Trustee Oggerino seconded the motion. Motion carried.

4. REPORT – Parkway Tree Trimming Program – South, Central, and East Quadrants of Town

Administrator Halik advised the committee that the Village had previously held to a schedule which included the trimming of one-fourth or one-fifth of parkway trees in a given year so that all trees within the Village were properly trimmed and pruned every four or five years. However, in recent years, the department has hired tree trimming contractors on an as-needed basis to trim trees on entire streets, or within entire subdivisions, when the need was determined. So, although trees have still been trimmed, the Village may not have been receiving the best contractor prices to complete the work. As a result, Halik recommended that in 2016 a comprehensive tree trimming program, with a private participation component, be performed. Halik shared with the Committee a draft proposed parkway tree trimming Request for Proposal document that has been developed. Halik advised that the technical pruning requirements within this document represent specifications as developed by the National Arborist Association. The specifications within the RFP contain general terms and conditions of the project, pruning specifications, and the final version will contain the location and approximate tree count in each identified area. In addition, section S on page 11 of the document includes a provision offering private participation in the program to interested property owners. Under this provision, residents can request that the awarded contractor trim trees on private property at the unit prices stated within the bid document. This is an opportunity for residents to potentially save money by utilizing the Village's contractor and guaranteed pricing. The agreement for this work would be entirely between the contractor and the resident. Halik advised that staff would forward the attached RFP to various reputable tree trimming and tree maintenance type contractors to solicit prices, along with posting it on the Village's website. In accordance with the RFP, the project is slated to begin in February 2016 with 50% of the project to be completed by March 1, 2016. All work must be completed by April 1, 2016. The document also includes the completion of various "optional areas" that can be authorized if unit prices come in higher than expected. Halik advised that, provided the committee has no objection to the provisions contained within the attached document, staff would request authorization to begin soliciting RFP's from reputable contractors. The proposals received would be reviewed by the Committee at their next meeting on February 8, 2016, before being considered by the

Village Board. The Committee recommended that, if required, the Village police department, the Tri-State Fire Protection District, and any affected utilities be notified of lane closures when work begins, but otherwise had no issues with the RFP document. Chairman Mistele recommended that this project be brought to the full board on February 8, 2016, after proposal are received.

5. REPORT – Status of Plumbing Ordinance Approval by the Illinois Department of Public Health (IDPH)

Administrator Halik reminded the Committee that at the November 9, 2015 meeting staff briefed the members on an issue involving the Illinois Department of Public Health. Per Illinois Department of Natural Resources requirements, the Village is required to add two new provisions to our plumbing ordinance. However, the IDPH requires that any change to a municipal plumbing ordinance must first be approved by them. When our draft ordinance was forwarded to the IDPH to seek this pre-approval, several of our long-standing local amendments, including amendments to ensure the protection of our water system, were denied by the IDPH. This response from the IDPH was unacceptable and a clear overreach by the department since their current position is not supported by the language in the state statute. Administrator Halik raised this issue with the DuPage Mayors and Managers Conference Regulatory Issues Committee, two state elected officials that represent our district, a representative from the International Code Council, and the lobbyist for the Suburban Building Officials Conference. This effort ultimately led to contact with IDPH officials to further discuss the matter. Shortly thereafter, the IDPH sought to clarify their authority through an administrative rule change. This action must follow the Joint Commission on Administrative Rules process, which includes a public comment period. The public comment period was open until December 21, 2015. Prior to the end of the comment period, several Councils of Government including the Illinois Municipal League and the DuPage Mayors and Managers Conference submitted comments letters, copies of which were included in packet, opposing the proposed rule change by the IDPH. Halik advised that on January 4, 2016, the Village received a letter from the IDPH providing tentative approval of our proposed plumbing code amendments, including those amendments aimed at protecting the Village water system. The ordinance must now be considered by the Village Board. If the ordinance is passed, a certified copy must be sent to the IDPH to receive final approval. Halik stated that staff would recommend that the proposed plumbing ordinance be considered at the Village Board's next meeting on January 25th. If approved at that time, the Village would be able to meet the IDNR's extended deadline to adopt the required provisions, which is January 31, 2016. The Committee was in agreement and thanked staff for their diligence in opposing the initial IDPH position on our local amendments.

6. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity reports for the months of November and December 2015. In the month of November, the Village has taken in \$39,743.04 in permit revenue for the month. In the month of December, the Village has taken in \$15,692.73 in permit revenue. Halik advised that in total for the first eight months of fiscal year 2015/16, the Village has received approximately 146% of the anticipated FY2015/16 budgeted revenue.
- b. Administrator Halik shared the water system pumpage reports for both October and November 2015. The reports indicate that the Village pumped 30,690,000 gallons of water in the month of October and 26,585,000 gallons in the month of November, bringing the total amount pumped for the first seven months of the fiscal year to 218,356,000 gallons. Halik stated that we have pumped about 2% more water so far this year as compared to the same time frame last year. Halik shared that we are on track in reaching our estimated pumpage projection of 350,000,000 gallons.

7. VISITOR'S BUSINESS

(None)

8. COMMUNICATIONS

(None)

9. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Oggerino. The meeting was adjourned at 5:50 PM.

(Minutes transcribed by: Tim Halik, 2/2/16)