

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 8, 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 5:32 PM.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

- a) After review of the draft minutes from the January 11, 2016 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. DISCUSSION – Annual Landscape Fertilization Contract – Consideration of Alternative, More Environmentally Friendly, Services

Administrator Halik provided background on this topic which included a Village resident that attended the May 11, 2015 meeting of the Municipal Services Committee to express his concerns regarding the use of chemical herbicides, pesticides, and fertilizers on park properties. Halik advised that after hearing the resident's concerns and reviewing information that he had distributed to the committee, staff was directed to research the issue further and make recommendations to the committee pertaining to more environmentally friendly methods to maintain turf areas in parks and Village rights-of-ways in the future. Halik stated that this project was assigned to Administrative Intern Tiffany Kolodziej, and that she had completed much research on the subject and is prepared to present her findings along with a staff recommendation. Ms. Kolodziej advised that the Village currently pays approximately \$20,000 a season to the company TruGreen to provide chemical based turf management services. Research into more organic type turf control methods has revealed a focus on soil health and the gradual reduction of chemical products. Chairman Mistele stated that he would encourage that the Village try organic products and that the public be made aware of our attempts to "go green." Ms. Kolodziej was in agreement and stated that staff is also considering a possible vendor booth at our upcoming 5K Fun Run to promote the "Go Green" concept. Ms. Kolodziej advised that three (3) vendors, including our current vendor TruGreen, were identified to provide proposals for a more organic based program. Ms. Kolodziej provided a general description of the details of the program. Our current vendor provided two proposals – one being a strictly organic based program, and the other being an alternative chemical based program with reduced application frequencies. A second vendor, Dig Right In, is a current member of the Illinois Landscape Contractors Association. The third vendor, Pure Prairie Organics, submitted the low proposal and has been the most responsive throughout the staff review process. Their price proposal to conduct an organic blended program, and a purely organic program at Community Park, was lower than our current TruGreen chemical based cost. Chairman Mistele recommended that staff consider a renewal option in the contract for the selected vendor since transitioning from a chemical based program to an organic based program

may require more than one season. Halik thanked Ms. Kolodziej for all her hard work on this project and advised the Committee that the topic would now be discussed with the Parks & Recreation Commission. Staff hopes that a decision can be made to allow for the new vendor to take over the program after the expiration of the current contract on April 30, 2016.

5. DISCUSSION – 2016 Parkway Tree Trimming Program –Review of Submitted Proposals

Administrator Halik reminded the committee that the public works department in the past has attempted to trim about a quarter or a fifth of all parkway trees a year, so all trees would be trimmed on a four to five year rotation schedule. However, in recent years, the department has hired arborists to trim individual areas or subdivisions on an as-needed basis. Therefore, the needed trimming is still performed, but not on a regular basis as we have done in the past. Halik recommended that for 2016 the department return to a competitive bidding process for regional tree trimming services. As such, Requests for Proposals were distributed on January 12, 2016. The deadline to submit completed proposals was Tuesday, February 2nd at 12:00 Noon. Five (5) proposals were received with the low proposal being submitted by NJ Ryan Tree & Landscape in DeKalb in the amount of \$27,463. The FY 2015/16 Budget includes funding to conduct a Parkway Tree Trimming Program within the south, central, and east quadrants of town. Halik advised that this program also includes a Private Participation provision. Under this provision, Willowbrook residents can request that the awarded contractor perform tree maintenance work on private property at the unit prices set 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. Letters will be sent to residents explaining the process prior to the start of work. NJ Ryan provided a list of municipal references including the Villages of Woodridge, Downers Grove, Addison, and Riverside. Staff received positive comments from all municipal references provided. The company has certified arborists on staff. Halik advised that staff recommends the proposal submitted by NJ Ryan Tree & Landscape be accepted. If approved by the Village Board on February 8, 2016, the project would commence in February and be completed by April. The Committee was in agreement.

6. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for the month of January 2016. In that month, the Village received a total of \$9,450.31 in permit revenue. Halik advised that in total for the first nine months of fiscal year 2015/16, the Village has received approximately 151% of the anticipated FY2015/16 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for December 2015. The report indicates that the Village pumped 27,194,000 gallons of water in the month, bringing the total amount pumped for the first eight months of the fiscal year to 245,550,000 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.
- c. Administrator Halik advised that, in Garrett Hummel's absence, he had found a monthly data report from the scavenger vendor, Republic Services. This report contains information pertaining to the tons of refuse and recyclable material collected by the scavenger in Willowbrook each month. Halik advised that he thought this information may be useful to the Committee and would include copies of this monthly report in future committee packets.

7. VISITOR'S BUSINESS

(None)

8. COMMUNICATIONS

(None)

9. ADJOURNMENT

Motion to adjourn was made by Trustee Oggerino and seconded by Chairman Mistele. The meeting was adjourned at 6:00 PM.

(Minutes transcribed by: Tim Halik, 5/5/16)