

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, SEPTEMBER 12, 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. Absent: None.

3. APPROVAL OF MINUTES

- a) After review of the draft minutes from the August 8, 2016 regular meeting of the Municipal Services Committee, Trustee Oggerino made a motion to approve the minutes as presented. Chairman Mistele seconded the motion. Motion Carried

4. DISCUSSION – Proposal for Professional Engineering Services: Painting of the Village Hall Water Tank in 2017

Administrator Halik advised the Committee that the rehabilitation of the 3MG Standpipe is currently underway with a projected completion date of the end of October, 2016. Halik advised that the FY 2016/17 budget also includes funding to develop design specifications and bidding documents relating to the re-coating of the Village Hall tank to be completed in 2017 along with bidding assistance. Within the packet is a proposal for engineering services from CBBEL to perform this work at a cost of \$7,000. This cost is somewhat lower due to the fact that many of the specifications from the 67th Street tank bid can be used to generate the required documents for this bid. Halik advised that to receive the most competitive bid price for this project, the goal would be to go out to bid later this year or very early in 2017 with the project commencing after May 1, 2017. This project would be completed concurrent with the planned police station renovation, and should be completed prior to re-paving of the police building parking lot. Staff recommends acceptance of the proposal from CBBEL. If the Committee concurs, a Resolution will be placed on the agenda for the Village Board's next meeting on September 26th for consideration. The Committee concurred with staff's recommendation.

5. DISCUSSION – Village-Wide Fall Brush Collection Program

Administrator Halik advised the Committee that this past Spring, the Village's EAB abatement tree contractor, NJ Ryan Tree & Landscape, LLC, completed the Village-wide brush collection program. The program included curb-side collection of piled brush throughout town with the resulting chipped hauled away, as we did not have a location in which to stockpile them, since the painting of the 3 MG standpipe was underway. The Fall program will also consist of a curb-side chipping program, with the resulting chips hauled away. Staff has attempted to solicit proposals from three local landscape maintenance contractors, however, two of them have been unresponsive so far. Despite our multiple reminders to the contractors, we have only

received one proposal to date – from NJ Ryan Tree & Landscape, LLC. In light of the unresponsive contractors, Chairman Mistele recommended that the proposal offered by NJ Ryan be accepted. Halik agreed. The Committee directed Halik to include this item on the Consent Agenda of the Board's September 26th meeting. Halik advised that the Fall Brush Collection Program is scheduled to occur the week of October 10, 2016.

6. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for the month of August 2016. Halik advised that the Village received about \$59,750 in permit revenue for the month. This amount represents about 52% of the total budgeted amount of revenue for fiscal year 2016/17.
- b. Administrator Halik shared the water system pumpage report for July 2016. The report indicates that the Village pumped 34,898,000 gallons of water in the month. The total amount of water pumped so far this fiscal year is about 10% more than was pumped in the same time period of FY 2015/16.
- c. Administrator Halik shared the July 2016 scavenger report, and advised that the report was for informational purposes only.
- d. Administrator Halik shared the July and August 2016 Clarke Environmental Mosquito Abatement Report, and advised that the report was for informational purposes only.

7. VISITOR'S BUSINESS

(None)

8. COMMUNICATIONS

(None)

9. ADJOURNMENT

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

(Minutes transcribed by: Tim Halik, 11/11/16)