

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, AUGUST 12, 2019 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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1. CALL TO ORDER

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

2. ROLL CALL

Those present at roll call were Chairman Paul Oggerino, Trustee Terrence Kelly, Assistant Village Administrator Mike Mertens, and Superintendent of Public Works Joseph Coons.

3. APPROVAL OF MINUTES

After review of the draft minutes from the July 8<sup>th</sup>, 2019 regular meeting of the Municipal Services Committee Trustee Terrence Kelly made a motion to approve the minutes as presented. Chairman Paul Oggerino seconded the Motion. Motion Carried.

4. DISCUSSION – Request for Proposal for Scavenger Services for Single Family Residential Homes in the Village of Willowbrook

Assistant Administrator Mertens discussed the change over from garbage pick-up from three days a week to one day a week starting in September 2019. The Village, in conjunction with Republic Services, will be notifying residents via a door hanger one month prior to the change and phone calls to all customers. The Village will be posting the change on our web site, putting it on local access channel 6, the Village Facebook page and notification in our water bills. Amnesty day pick up is scheduled for September 26<sup>th</sup> and the Village will be sending out a post card the week of Labor Day. A revised version of the RFP was presented and some of the changes were discussed. The bid date for the RFP to be received was adjusted to September 12<sup>th</sup> to give more time to bidders in an effort to get the best numbers from potential bidders. Another change that was discussed was having the option to do multiple day pick-ups as opposed to one day pick-up due to cost savings. Special event pick-up was discussed as an option going forward. The Village currently does not use Republic Services for any special events, but wanted to keep it open if the need was ever present. Tote sizes and yard waste stickers were discussed also. With the various sizes of totes currently being used, Assistant Administrator Mertens and Administrator Pabst were working on a way to get an average of tote sizes for bidding purposes. A 4-year contract time frame was discussed.

5. DISCUSSION – Project Reports:

a. Village Hall – Parking Lot Renovation

Bids for the project are due by August 26<sup>th</sup> 2019. The Village will then look to award the winning bid at the September 9<sup>th</sup> Board Meeting. The project will commence following with the intention for completion in the fall.

b. Village Hall – Repair of Front Pylon Wall

The pylon wall repair had been completed. The only thing remaining was to reinstall the Willowbrook logo and lettering.

c. Village Motor Fuel Tax 2019 Program

The bid was awarded to Chicagoland Paving for \$165,000 and was on the Agenda for the Board Meeting that evening for approval. Approval from the state is to follow, with the hope of starting after Labor Day. It was discussed that maybe getting a little earlier of a start next year on the bidding process.

d. Architectural Services for CRC Interior Design

Preliminary concepts will be brought forth by the architect in the next few weeks. Looking to get bids by the beginning of October to have some numbers for the FY 2019/20 budget year. Assistant Administrator Mertens recommended to do a possible assessment of the Audio/Video needs for the CRC building

e. Executive Plaza Drainage Master Plan

Dan Lynch of Christopher Burke Engineering is working on some preliminary locations and sizes of private sites that may accommodate storm water retention. Looking to have some results of this in a month or so.

6. SUPERINTENDENT OF PUBLIC WORKS UPDATE

Superintendent Coons discussed that S.W.A.P. was in town to do some work for the Village. They are a community service group brought in by the DuPage County Sheriff's Department. Public Works Department has been coming in on overtime to do fire hydrant flushing in anticipation of our hydrant painting program set to begin this fall. Coons also discussed getting the new truck purchases on the next MSC meeting Agenda. Discussion of the ROC building on Quincy about the water tap and sampling being completed. Working on an ordinance with Karyn Byrne and Roy Giuntoli to get ROW grass cut in certain areas in town. Coons spoke of the Nantucket subdivision and a break in the storm water system. Coons and Trustee Oggerino spoke about how this a private issue and worked together on getting contractor information to the association so the repair could be made. The Village tree contractor was to be in town to trim Sawmill Creek area. Trustee Oggerino brought up that there were some dead trees in Borse Park and Superintendent Coons put them on a list for removal. Coons brought up the Garfield Ave sidewalk project in conjunction with Burr Ridge. Mertens and Coons attended a meeting at the Burr Ridge Village Hall on August 7<sup>th</sup> to meet with Burr Ridge Director of Public Works David Preissig and the residents to be affected by the project. The residents were mostly against the project and wondered if we could move the sidewalk to the west side of the street. One issue with this is that the ROW on the west is Willowbrook, and the grant money was issued to Burr Ridge. The main concern of the residents was the landscape disruption for the sidewalk. The west side of the street appears to be a

less invasive option. Both Villages have put this up for further discussion. 2 water main breaks were discovered and repaired and a fire hydrant hit and replaced.

7. VISITOR'S BUSINESS

(None)

8. ADJOURNMENT

Motion to adjourn was made by Chairman Oggerino. Seconded by Trustee Kelly. The meeting was adjourned at 6:19 PM.

(Minutes transcribed by: Joe Coons, 8/28/19)