

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
MARCH 8, 2010 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Mike Mistele called the meeting to order at 6:30 PM.

2. ROLL CALL

Those present at roll call were Chairman Mike Mistele, Trustee Terry Kelly, and Director of Municipal Services Tim Halik.

3. APPROVAL OF MINUTES

After reviewing the minutes from the February 8, 2010 regular meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes as submitted. Trustee Kelly seconded the motion. Motion carried.

4. DISCUSSION – FY 10/11 Rock Salt Procurement

Director Halik reminded the Committee that at the Board Budget Workshop on March 1st, the issue of rock salt procurement was discussed. To recap, in March of '09 the Village completed a local RFP (copy of contract attached) process to determine prevailing rock salt prices outside of the Illinois CMS Joint Rock Salt Purchasing Program. The rationale was that if we were to take delivery of product earlier in the season, we could obtain better pricing. However, in the end, the price we received earlier in the season was the same price offered to other municipalities through the state CMS program later in the season. Halik stated that our current options could include: Re-joining the state CMS process along with the majority of other towns, complete another local RFP for a bulk rock salt purchase and enter into a contract with the supplier submitting the low proposal, or purchasing enough salt, at current pricing, to fill our salt dome at the end of this season through our current contract, and obtain the other half of our requisite supply through other means. Halik further advised the Committee that given the conversation he recently had with Mr. Sean Lierz at North American Salt, it seems that purchasing enough salt to fill our salt dome at the end of this season may be a wise move. Assuming we do this, Halik advised that the department would still need to acquire, or have access to, an additional 400 to 500 tons for use through the next winter season. Staff's concern is that typically, outside of a formal contract, salt suppliers have been reluctant to sell to agencies that are not part of the state CMS program. If this were to be the case with North American, the Village would need to consider entering into another formal agreement to ensure we could obtain additional quantities of salt midway through the next winter season, when we would need it. The Committee agreed that the first step would be to fill the dome now, and then to continue to work towards an added supply. Chairman Mistele recommended that staff contact a tractor supplier to determine costs for a lift, since they are typically used for corn. Additionally, he advised that material suppliers, such as concrete, may also utilize a mechanical lift. He is interested to see whether this lift could be purchased in the \$12,000 to \$15,000 cost range. He also cautioned staff that a fiberglass or carbon fiber type unit should be considered as a result of the corrosive product we'll be using it for. Halik advised that he would move forward placing a year-end order with North American to fill the dome, and also contact other salt suppliers in an attempt to determine our best option for acquiring additional supplies.

5. DISCUSSION – Annual Maintenance Contracts

Director Halik advised the Committee that the Village typically enters into various contracts to complete routine maintenance work throughout the season. It has been the Village's policy to offer such maintenance contracts for a one year term, expiring on April 30th of each given year, with the option of extending the contract for a second year term if the quality of work was found to be acceptable the previous season. At this time, staff is pleased with both the quality of service and customer service offered by the current Village Hall cleaning company, the streetlight maintenance contractor, and the landscape fertilization contractor. Trustee Kelly inquired of staff's satisfaction with the current cleaning company. Halik responded that he believes there is room for improvement and now that we are fully staffed in the public works division, we can afford more time to check their work. Halik further responded that he believes the company is providing adequate service, which is probably better than some of the other previous companies we have used. He added that his concern with bidding out the contract now is the staff time that would be spent completing the bid process and potentially training a new company, which could take approximately six months. He advised that he is not entirely pleased with the work performed, but would prefer to attempt to work with the company this year to resolve areas of dissatisfaction rather than switching vendors at this time. The Committee stated they understood and did not object. Halik asked for clarification on whether staff could seek contract extensions for the three contracts due to expire, provided there is not increase in cost for an additional year. The Committee agreed.

6. DISCUSSION – Municipal Services Department

- a) Director Halik advised that the monthly department permit activity report for February was included in the packet. The report indicates that permit revenues continue to remain flat for the month and that the department only brought in \$3,800 in permit revenue. Although, Halik stated the department has received various permit inquiries and remains hopeful that we will meet our year-end revenue projection.
- b) Halik reported that the water system pumpage report was also included in the agenda packet for information. The report indicates that at this time we have pumped about 5½% less water than the same period of time last year. We are also slightly below our year-end projection of 390,000,000 gallons pumped.

8. VISITOR'S BUSINESS

(none)

9. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele, seconded by Trustee Kelly. The meeting was adjourned at 7:10 PM.

(Minutes transcribed by: Tim Halik 4/8/10)