

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
APRIL 11, 2011 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 6:00 PM.

2. ROLL CALL

Those present at roll call were Chairman Mike Mistele, Administrator Tim Halik, and Administrative Intern Garrett Hummel. Absent: Trustee Schoenbeck.

3. APPROVAL OF MINUTES

After review of the draft minutes from the February 14, 2011 regular meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes.

4. DISCUSSION – Annual Streetlight Maintenance Contract, Meade Electric

Administrator Halik advised the Committee that the Village's annual streetlight maintenance contract includes the maintenance and repair of approximately 160 Village-owned streetlights throughout town. In 2007, after a competitive bidding process, the low bid was received by Meade Electric, and the contract was awarded to them. Halik advised that Meade Electric has provided the service to the Village since that time and has not asked for a rate increase since their 2007-08 contract with the Village. Staff is very pleased with the quality of services currently provided by Meade Electric. Therefore, staff asked whether they would consider a contract extension for a subsequent season, and if so, to provide a price proposal. Meade responded that the cost of the products, such as bulbs, fuses, and other electrical equipment, in addition to fuel, has risen. Therefore, in order to agree to a one-year contract extension with the Village, Meade would request a nominal 4% rate increase. Halik advised that staff would recommend that we grant Meade Electric a 4% increase in the contract price and extend a one-year renewal agreement to them. The Committee concurred with staff's recommendation and authorized the renewal agreement to be placed on the next Village Board agenda.

5. DISCUSSION – Spring Brush Collection Program

Administrator Halik advised that last year the Village's regular tree maintenance contractor, Kramer Tree Specialist, Inc., completed the Village-wide Spring brush collection program. Rather than a curb-side brush chipping program, the Village performed a curb-side brush collection/grinding program. However, the cost of running such a program has become cost prohibitive, and the Village has no immediate need for such a large quantity of ground mulch. As an alternative, staff would recommend that a typical curb-side chipping program be conducted this Spring during the week of May 9, 2011. Therefore, staff has solicited proposals from several of the landscape contractors that have previously performed the typical curb-side chipping program for us. The low proposal was received by Homer Tree Care, Inc. in the amount of \$99.00/hr. per crew. Halik advised that staff anticipates that two chipping crews would be required to work approximately 50 hours time to complete the Spring program. Therefore, the estimated

cost of the program is \$9,900. Staff would recommend that the proposal submitted by Homer Tree Care, Inc. in the amount of \$99.00/hr. per chipping crew be accepted to perform the Village-wide Spring Brush Collection Program. Halik advised that Homer Tree has performed this program for the Village in the past and is familiar with the program requirements. The Committee concurred with the staff recommendation and authorized the item to be placed on the consent agenda at the next Village Board meeting.

6. DISCUSSION – Bid Results: Village Hall Janitorial Services Contract

Administrator Halik advised that the Village held a public bid opening for the annual janitorial services contract on Monday, April 4, 2011 at 10:30 AM. The required legal notice advertising for the bid opening was published in the *Suburban Life* newspaper on February 18, 2011. Halik advised that nine bid documents were picked-up by various vendors, and six of them attended the mandatory pre-bid meeting held on March 11th. Two vendors submitted completed bids, with the low bid received from Eco-Clean Maintenance, Inc. The submitted bid was 8%, or \$1,512, lower than the current contract price. Staff has contacted the four references provided by Eco Clean and we have received positive comments. Halik advised that a summary of the feedback received was included in the agenda packet. Staff recommends that the President and Board of Trustees adopt a resolution at tonight's Village Board meeting authorizing the President and Village Clerk to execute a contract between the Village of Willowbrook and Eco Clean Maintenance, Inc. to provide janitorial services in the amount of \$17,388.00/yr. This will enable the vendor to obtain all necessary insurance and bonding to have in place prior to the contract start date of May 1, 2011. The Committee was in agreement.

7. DISCUSSION – Bid Results: 2011 MFT Roadway Maintenance Program Contract

Halik advised that a public bid opening for this season's Roadway Maintenance Contract was held at the Village Hall on Monday, April 4, 2011 at 11:30 AM. A total of nine sealed bids were received, with the low bidder submitted by James D. Fiala Paving Co., Inc. Halik advised that a copy of the final bid tabulations along with a recommendation to award from CBBEL was included in the packet. Halik reminded the Committee that James D. Fiala is the company that completed last year's Village MFT program. Staff would recommend that a resolution authorizing the Village President and Village Clerk to award the contract for the 2011 MFT Roadway Maintenance Program to James D. Fiala Paving Co., Inc. in the amount of \$269,317.75 be adopted by the Village Board after the FY11/12 budget is approved. Once the Village Board awards the contract, the contract will then be sent to IDOT for final approval. Once IDOT approves the contract, the Village can issue a notice to proceed to the contractor, and the work will begin. Chairman Mistele asked whether Attorney Hennessy or President Napoli was involved in any business dealings with the company. Halik responded that he did not believe so and recalled that the previous business dealings they had were with Mr. James Fiala, the individual, and that we had previously confirmed that James Fiala had sold the paving company. Halik advised that it was his understanding that the company had merely decided to continue to use the Fiala name. Chairman Mistele acknowledged the previous issue and stated that he would ask Attorney Hennessy and President Napoli directly.

8. REPORT – Municipal Services Department

- a. Administrator Halik shared both the February and March monthly permit activity reports showing that we have taken in approximately \$196,000 in permit revenue to date.
- b. Administrator Halik shared the water system pumpage report. The report indicates that as of the end of February we have pumped about 3% more water than we had the previous year. In addition, we have pumped about 85% of our pumpage projection for FY10/11 and we are currently on track to meet that year-end projection.

9. VISITOR'S BUSINESS

(None)

10. COMMUNICATIONS

(None)0

11. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele. The meeting was adjourned at 6:15 PM.

(Minutes transcribed by: Tim Halik 5/4/11)