

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL  
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,  
SEPTEMBER 12, 2011 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE  
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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1. CALL TO ORDER

Chairman Mike Mistele called the meeting to order at 5:56 PM.

2. ROLL CALL

Those present at roll call were Chairman Mike Mistele, Trustee Sue Berglund, Administrator Tim Halik, Park Commissioner Ron Kanaverskis, Park & Recreation Superintendent Kristin Violante. Absent: None.

3. APPROVAL OF MINUTES

After review of the draft minutes from the July 11, 2011 regular meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes. Trustee Berglund seconded the motion. Motion carried.

4. DISCUSSION – Park Identification Sign Replacement Project

Administrator Halik advised the Committee that during the Village Board Budget Workshop for the FY 11/12 Budget, the need to replace our park identification signage was raised. After discussion it was decided that \$20,500 would be added to the FY 11/12 Budget to fund the replacement of these signs. Halik advised that since that time, the Park & Recreation Commission has met to review sign vendors and the design of new signage. Halik introduced Park Superintendent Kristin Violante and Park Commissioner Ron Kanaverskis who were in attendance to present the project to the Committee.

Superintendent Violante advised that Commissioner Kanaverskis had inspected signs in Stone Park and other jurisdictions and believes the vendor they have chosen produces a very high quality sign. Trustee Berglund stated that the signs look great. Superintendent Violante advised that the sign contractor will train our public works crews on the installation of the new signs, and that the Village may have to purchase a couple of support posts. The project includes the replacement of two signs at Community Park, and thirteen other signs for the other parks. The total cost of the project will be \$18,507 which is well under budget. Commissioner Kanaverskis advised that the new signs will be western red cedar having an epoxy glue laminate. The paint is Sherwin Williams brand enamel, with the “park closes at dusk” copy in high reflective paint.

Commissioner Kanaverskis advised that the signs should last a long time and come with a one-year warranty. The sign contractor has been very responsive. Chairman Mistele asked what the lead time will be. Superintendent Violante responded that it will take about four weeks or so for the contractor to construct the signs. After discussion, the Committee recommended the project and authorized the item to be placed on the next Board agenda for consideration.

5. DISCUSSION – Fall Brush Collection Program

Administrator Halik advised the Committee that the Village-wide Fall Brush Collection

Program typically occurs in mid-October. The Village has been very satisfied with the vendor Homer Tree Care. Halik advised that this vendor offered the lowest proposal to conduct the Spring program earlier this year and was thus chosen. Since that time, the vendor has been asked to perform several additional Village-wide brush collections as a result of severe storms we had experienced in late Spring and early Summer. Homer Tree offered the same low hourly rate for services, was very responsive to our residents, and completed the projects on time. They were asked to submit a proposal to conduct the Fall program. The proposal they offered did not include a rate increase. Therefore, staff recommends that their proposal be accepted to conduct the Fall program. The program is tentatively scheduled to occur the week of October 17<sup>th</sup>. The Committee agreed with the staff recommendation and authorized the item to be placed on the consent agenda of the next meeting of the Board.

6. DISCUSSION – Water Storage Tank Washing Project

Administrator Halik advised that the FY 11/12 Budget includes \$12,000 in funding to pressure wash all three of the Village's above-grade water storage tanks. Halik advised that this is a preventative maintenance project aimed at removing the mildew that tends to accumulate on the outside surface of the water tanks, given the outside surface is typically cool and moist with condensation. Halik advised that the mildew is primarily unsightly, but if it is allowed to remain it will ultimately damage the protective paint coating of the tanks. When the tanks are washed, a disinfectant is used to inhibit future mildew growth. Halik advised that the last time the Village washed the tanks was in 2008. The low proposal received at that time was submitted by a company called Water Tower Clean & Coat. At that time, they submitted a very competitive proposal at a cost of \$10,600. Therefore, Halik contacted the same company and asked them to submit another proposal for the same washing project. They held their price at the same price from 2008. Therefore, staff recommends that their proposal in the amount of \$10,600 be accepted. If accepted, the work could be completed in late September or early October. The Committee agreed with the staff recommendation and authorized the item to be placed on the consent agenda of the next meeting of the Board.

7. DISCUSSION – Valve Location, Exercising, and Computer Mapping Project

Administrator Halik advised that the FY 11/12 Budget includes \$15,000 in funding to exercise and locate our water valves. Halik explained that the water valves are a very important component of our water system and are used to enable a shut-down of various sections of water mains to complete repairs. When the valves don't fully hold, additional valves must be tried, which impacts a larger number of customers. Halik advised that typically, valves should be exercised every 3 years, or if done as part of an incremental program, one-third of our valves should be exercised every year. This is a preventative maintenance program that will help ensure that the valves work when we need them. Halik advised the Committee that staff had previously drafted a bid document for this program that was shared with the Committee. At that time, the Committee agreed with the project but recommended that a GPS mapping component also be considered. Therefore, staff added a GPS and GIS component to the project and the revised bid document was included in the packet for the Committee's review. Chairman Mistele stated that he thought the document was fine, but that when it came to the pricing sheet, the fee for the mapping component of the project should be separate so we can clearly determine those costs. Halik agreed and stated that the fees will be separated. Halik

advised that it would be the staff's intent to make the final changes to the document and put the project out to bid. Staff would then return to the Committee on October 10<sup>th</sup> to share the bid results. The Committee was in agreement.

8. REPORT – Municipal Services Department

- a. Administrator Halik shared the monthly permit activity reports showing that we have taken in about \$8,800 in permit revenue for the month of July and about \$10,000 for the month of August.
- b. Administrator Halik shared the water system pumpage report. The report indicates that we have pumped about 2.5% more water this year than we have in the same time frame from last fiscal year. Therefore, we have currently pumped about 28% of our projection three months into the year.

9. VISITOR'S BUSINESS

(none)

10. COMMUNICATIONS

(none)

11. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Berglund. The meeting was adjourned at 6:22 PM.

(Minutes transcribed by: Tim Halik, 9/30/11)