

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
APRIL 9, 2012 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Mistele called the meeting to order at 6:00 PM.

2. ROLL CALL

Those present at roll call were Chairman Mike Mistele, Trustee Suzanne Berglund, and Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

- a. After review of the draft minutes from the March 12, 2012 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 – Annual Streetlight Maintenance Contract

Administrator Halik advised the Committee that the Village's annual streetlight maintenance contract includes the maintenance and repair of all Village-owned streetlights throughout town – currently approximately 180 lights. In 2007, after a competitive bidding process, the low bid was received by Meade Electric, and the contract was awarded to them. Meade Electric has provided the service to the Village since that time. Halik advised that staff has contacted Meade to discuss the terms of a contract renewal, but has not yet received any response. In addition, several other electrical contractors have contacted the Village and are eager to submit a bid for this work. Therefore, staff would recommend that a competitive bidding process be completed at this time to seek new prices for this maintenance contract. Staff drafted a bid document and developed a bidding schedule which would include; publishing of the bid notice in the Suburban Life newspaper on April 13th, a public bid opening on April 27th, bid results brought back to the Committee next month, with a potential contract award occurring at the first Board meeting in May. Halik requested the Committee's authorization to proceed with the public bid process. The Committee felt that it was time to re-bid the contract to check prices and authorized staff to proceed as outlined.

5. DISCUSSION – Spring Brush Collection Program

Administrator Halik advised the Committee that last year, the Village's regular tree maintenance contractor, Homer Tree Care, Inc., completed the Village-wide Spring brush collection program. As a cost savings measure, the Village performed a curb-side brush chipping program, rather than a curb-side brush collection/grinding program. The cost of running a grinding program has become cost prohibitive, and we have no immediate need for such a large quantity of ground mulch in our park sites or rights-of-ways. Staff had previously solicited proposals from several of the landscape contractors that have performed the typical curb-side chipping program for us in the past. At that time, Homer Tree submitted the lowest proposal. Therefore, staff contacted Homer Tree to obtain an up-to-date cost to perform the 2012 Spring program. Homer advised that with the current increase in fuel prices, they would offer an hourly rate of \$105 to complete the program, which is still lower than the other contractor's previously submitted proposals. Halik

advised that staff anticipates two chipping crews would be required to work approximately 45 hours to complete the Spring program. Therefore, the estimated cost of the program is \$9,450. Halik advised the F.Y. 2012/13 Budget includes funding to conduct both the Spring and Fall Brush Collection Programs for 2012. Staff would recommend that the proposal submitted by Homer Tree Care, Inc. in the amount of \$105.00/hr. per chipping crew be accepted to perform the Village-wide Spring Brush Collection Program. Homer Tree has performed this program for the Village in the past and is familiar with the program requirements. If the Committee concurs, a resolution accepting the proposal will be placed on the agenda for the April 23rd regular meeting of the Village Board. The Spring Brush Program would be scheduled to occur the week of May 7th thru May 11th. The Committee concurred with staff's recommendation and recommended that the proposal be placed on the Board's consent agenda given the project was planned and the expenditure is within budget.

6. REPORT – Municipal Services Department

- a. Administrator Halik shared the monthly permit activity report for March showing that we have taken in about \$32,000 in permit revenue for the month. Halik stated that to date we have taken in approximately 108% of our projected total revenue for fiscal year 2011/12, and that this is good news when compared to the slow start of the fiscal year, indicating that permit activity is on the rise
- b. Administrator Halik shared the water system pumpage report. The report indicates that so far in the fiscal year we have pumped about 2% less water this year than we have in the same time frame from last fiscal year. We have currently pumped about 84% of our pumpage projection ten months into the year, so we are still on-target with our FY 2011/12 pumpage projection of 375,000,000 gallons.

7. VISITOR'S BUSINESS

(none)

8. COMMUNICATIONS

(none)

9. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Berglund. The meeting was adjourned at 6:17 PM.

(Minutes transcribed by: Tim Halik, 5/4/12)