

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
May 14, 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 April 9, 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. REPORT – Bid Results: Streetlight Maintenance Contract

Administrator Halik advised that on April 9, 2012, the Municipal Services Committee authorized staff to complete a public bid process to solicit proposals for the Village's annual Streetlight Maintenance Contract. The scope of work of this contract includes the maintenance of the Village's approximate 180 streetlights. The public bid notice was published in the Suburban Life newspaper on April 13, 2012. The deadline to submit completed bids was Friday, April 27th by 10:30 AM, at which time bids were opened. Three bids were received with the low bid in the amount of \$9,395 submitted by a company called Rag's Electric. Halik advised that the Village has used Rag's Electric in the past to complete various electric work in our parks. The company has since expanded into the field of municipal streetlight maintenance and current serves as the streetlight maintenance contractor for nearby Darien, Lemont, and Burr Ridge. The bid price received represents a \$975.88 savings, or 9.4% decrease, over the FY 2011/12 contract price. Halik shared that staff is very satisfied with the quality of work and level of responsiveness that Rag's has provided in the past. Halik advised that staff would recommend that the Village's annual Streetlight Maintenance Contract for Fiscal Year 2012/13 be awarded to the low bidder, Rag's Electric Company. Given we are already operating within FY 2012/13, the contract award has been placed on the Consent Agenda of the May 14, 2012 Board Meeting for consideration. The Committee concurred with staff's recommendation.

5. REPORT – Bid Results: 2012 MFT Road Maintenance Program

Administrator Halik advised that this season's Roadway Maintenance Program will include full-depth patching, partial milling, resurfacing, and re-striping of 2.22 miles of six select roadways, replacement of worn pavement markings on four other sections of roadways, and the sealcoating and re-striping of four Village-owned off-street parking facilities. The construction bid documents were required to be submitted to the Illinois Department of Transportation for approval of MFT expenditures prior to going out to public bid. Once IDOT reviewed and approved the bid document, the project was put out to bid. The public bid opening was held at the Village Hall on Monday, May 7, 2012 at 11:30 AM. A total of six sealed bids were received with the low bid being submitted by

James D. Fiala Paving Co., Inc. in the amount of \$188,947.82. Halik advised that James D. Fiala Paving Co., Inc. is an IDOT pre-qualified bidder. They have also performed work in the Village in the past, including the completion of last year's road program. The company is well qualified to complete our roadway maintenance program this year. Given the low bid price, the majority of the project, if not all, will be paid from the MFT Fund. The remaining funds budgeted within the General Fund will not be necessary to complete the project. Halik advised that staff would recommend that the Village's Roadway Maintenance Program for Fiscal Year 2012/13 be awarded to the low bidder, James D. Fiala Paving Company, Inc. The contract award has been placed on the New Business Agenda of the May 14, 2012 Board Meeting for consideration. The Committee concurred with staff's recommendation.

6. DISCUSSION – Tree Inventory – Natural Path Urban Forestry Consultants

Administrator Halik advised the Committee that the Emerald Ash Borer is an exotic wood boring insect detected in Michigan in 2002. The pest only attacks ash trees and has since spread into Indiana, Ohio, Illinois, Wisconsin and other states killing over 40 million ash trees. Detected in Illinois in 2006, the presence of EAB has since been confirmed in Clarendon Hills, Hinsdale, Westmont, Burr Ridge, Darien and other areas within northeast Illinois. It is estimated that 25% of all Village-owned trees, or approximately 875, are of the ash species. Halik advised that there are three steps in the development of an EAB Management Plan for the Village, and described each. In an attempt to offset the cost of this unanticipated expense, Halik advised that the Village has applied for grant funding from the Metropolitan Mayors Caucus during their last two grant cycles. However, unfortunately, the Village was unsuccessful on both attempts to secure funding. Therefore, rather than wait any longer, funding was included in the Village's FY 2012/13 Budget to complete the inventory and plan development work. Staff will continue to seek grant opportunities for potential funds to complete the implementation of the plan. Halik shared that staff has secured a competitive proposal from Natural Path Urban Forestry Consultants in the amount of \$9,700 to complete both the tree inventory and development of the Management Plan for the Village. Natural Path has completed this work for over 200 municipalities in North America and abroad. The proposal received from Natural Path is much lower in price than previous proposals that the Village had received and used in our applications seeking grant funding. Therefore, staff would recommend this proposal be accepted by the Village so the work can commence ASAP. Chairman Mistele inquired as to whether the Village could consider a tree removal and replacement program that residents could participate in. Trustee Berglund also suggested that as the tree inventory program is occurring, residents be advised in case they desire to seek the services of the same firm to inspect their private trees. Halik responded that as the Village considers a potential recommendation to remove existing ash trees in the future, a resident participation program could be contemplated. With regard to Trustee Berglund's suggestion, Halik advised that residents could definitely be notified via the Village website that the work was occurring and contact information for Natural Path could be provided. Trustee Berglund also suggested that as ash trees are being removed within the Village, consideration should be given on an appropriate replacement tree species. Halik agreed and stated that staff regularly consults with a certified arborist on such matters.

7. DISCUSSION – Hydrant Valve Maintenance – R & M Service Solutions

Halik advised the Committee that in October of 2011, after a competitive bidding process, the Village Board awarded a contract to the low bidder, R&M Service Solutions, to complete a water valve locating and exercising project. The project was completed in the Fall of 2011 at the low cost of \$18,480 which was paid from the Village's Water Capital Fund. Prior to the completion of this project, the Village had not performed

valve exercising since 1999 and staff had begun to experience valve reliability issues during the repair of main breaks. Halik advised that another important component of the Village's water distribution system are the approximate 575 hydrant auxiliary valves. These valves are used to isolate a hydrant if a leak were to develop or if a hydrant were to otherwise malfunction. These valves have also not been exercised for an extended period of time and were not included as part of the water valve exercising project. Therefore, after completion of the water valve exercising project last Fall, staff requested a proposal from the same contractor to exercise all hydrant valves within our system. R&M Services agreed to extend the same low pricing, at \$42.00 per valve, to exercise all hydrant valves and to GPS locate all hydrants. In addition, the contractor has offered to perform basic hydrant maintenance, such as lubrication, flushing, and repair labor, at no additional cost. Therefore, the annual hydrant flushing program typically conducted by public works crews in the Fall will be completed by R&M this year at no additional cost to the Village. Halik advised that staff estimates that there are currently approximately 575 hydrants and auxiliary valves within the Village water distribution system. Therefore, the total cost of the project if all valves are completed would be approximately \$24,150. R&M Service Solutions believes that after crews have mobilized, the project could be completed in 3 to 4 week's time. Further, R&M advises that with regard to scheduling to project, they can begin in mid to late May. Therefore, this item has been placed on the New Business Agenda of the May 14, 2012 Board meeting for consideration. The Committee supported the completion of this project.

8. REPORT – Municipal Services Department

- a. Administrator Halik shared the monthly permit activity report for April showing that we have taken in about \$19,000 in permit revenue for the month. Halik stated that we have taken in a total of \$178,000 in permit revenue for fiscal year 2011/12 and that this represents 120% of our projected total revenue for the year. Halik advised that this is good news when considering the slow start of the fiscal year.
- b. Administrator Halik shared the water system pumpage report. The report indicates that so far in the fiscal year we have pumped about 1.5% less water this year than we have in the same time frame from last fiscal year. We have currently pumped about 91% of our pumpage projection eleven months into the year, so we are still on-target with our FY 2011/12 pumpage projection of 375,000,000 gallons.

9. VISITOR'S BUSINESS

(none)

10. COMMUNICATIONS

Trustee Berglund inquired as to the status of the Knolls Lake Drainage Improvement Project. Halik advised that he had already met with the HOA representatives from both the Knolls and Stanhope and had received their verbal approval to complete the project. Halik shared that he still needs to meet with the appropriate representative from the bank property to review the project and obtain their approval. However, the previous bank president recently retired, and he is trying to determine the appropriate individual to meet with within the bank since they do not intend to re-fill the bank president position. Halik advised that he would continue to seek the right individual to meet with and would advise Trustee Berglund accordingly.

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, 6/26/12)