

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
September 10, 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 6:05 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 July 9, 2012 Regular Meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes as presented. Trustee Berglund seconded the motion. Motion carried.

4. DISCUSSION – Village Wide Brush Collection Program

Administrator Halik advised that this past Spring, the Village's regular tree maintenance contractor, Homer Tree Care, completed the Village-wide Spring brush collection program the week of May 7th thru 11th. The program included curb-side chipping of piled brush throughout town. Afterwards, the resulting chips were dumped at the Village public works facility for future use at park sites. Halik advised that the chips are not of high quality, but can be used to top-dress the walking paths within Creekside Park. Currently, we have no use for additional chipped material at any Village facility. In addition, given it is a low-quality chip, Halik stated that he would not recommend that we consider making the material available to residents. Staff would recommend that the resulting chipped material from the Fall brush program be disposed of by the vendor. This part of the project could be included in the contractor's proposal. Halik further advised that staff has recently been using a new tree service contractor, Mario's Tree Service and Landscaping, to complete some park work. We have found that the company has been very responsive, and performs high quality work at a low price. Therefore, we solicited a proposal from them to complete the 2012 Village-wide Fall Brush Collection Program. Mario offered a proposal of \$105/hour/crew to perform the program, which includes the removal and disposal of the resulting chips. Halik advised that this happens to be the same price that was offered by Homer Tree Service this past Spring, but the Village was responsible for the disposal of the chips. Using Mario, the estimated cost of the Fall Brush Collection Program would be \$9,450, which is below the budgeted amount, and includes the removal and disposal of the chips. Staff would recommend that the proposal submitted by Mario's Tree Service and Landscaping in the amount of \$105.00/hr. per chipping crew be accepted to perform the Village-wide Fall Brush Collection Program. If the Committee concurred, a resolution accepting the proposal will be placed on the agenda for the September 24th regular meeting of the Village Board. The Fall Brush Program would then be scheduled to occur the week of October 8th thru the 12th. Trustee Mistele inquired whether the same low rate would apply if the vendor were used for emergency type work, such as brush collection after a storm. Halik advised that he could definitely ask that of the contractor. Trustee Berglund recommended that sufficient funds should be budgeted next year to grind the low quality chips into a useable mulch that could be made available to residents. Halik agreed and stated that he could budget for the use of a tub grinder during next year's Spring program. The Committee concurred with the staff recommendation and authorized the placement of

this item on the next Board agenda under consent.

5. REPORT – Status Update: FY 2012/13 Road Maintenance Program

Administrator Halik advised that the FY 2012/13 MFT Road Maintenance Program has recently been completed in its entirety. We have received the final invoice for the work from the contractor, Fiala Paving. Halik advised that the final invoice is approximately \$8,000 higher than the bid price. Halik further advised that this was due to the addition of white pavement markings that were added along road edges in areas where sidewalks were present, but there were no curbs, additional sealcoating, and higher than expected base patching. Halik further explained that during the preparation of the bid document, staff and the Village Engineering Consultant estimate the amount of area of required base patching, but that after the project is underway, and the roadway surface is milled, the true limits of the required patch areas are known. This year's required patching exceeded what was expected. Chairman Mistele stated that he would prefer that the project is done right the first time and agreed with staff's decision to increase the amount of base patching as required. Halik stated that once partial lien waivers and certified payroll records are received from Fiala Paving, a motion to approve payout #1 will be placed on the next Board agenda.

6. REPORT – Municipal Services Department

- a. Administrator Halik shared the monthly permit activity report for both July and August showing that we have taken in about \$11,500 in permit revenue for the month of July, and about \$14,500 in the month of August. Halik stated that building department staff has worked many hours to handle the workload and have taken in just under \$30,000 in permit revenue for the two months. Halik advised that with four months into fiscal year 2012/13, we have taken in about 81% of our projected total revenue for the year.
- b. Administrator Halik shared the water system pumpage report. The report indicates that we have pumped about 23.5 million gallons more this year than we did in the same period last year. Halik attributes this increase to the drought conditions we have experienced this Summer. As a result of the increase, Halik increased his pumpage projection to 390 million gallons for the year.
- c. Administrator Halik provided a copy of both the June and July 2012 Status Report from Clarke Environmental. Halik advised that our trap counts have been well below typical nuisance level, which he advised was thirty female mosquitos per count. Halik advised that he monitors weekly trap counts closely throughout the season and works with our Clarke representative, Tom Kessler, to discuss possible action at times when indicators show a rise in breeding or trap counts. Halik also explained how the Culex Pipiens species of mosquito are the disease carrying vectors.

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 6:25 PM.

(Minutes transcribed by: Tim Halik, 10/4/12)