

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
MAY 13, 2013 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 6:01 PM.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

After review of the draft minutes from the April 8, 2013 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 – Emerald Ash Borer (EAB) Management Plan / Tree Removal RFP:

Analyst Hummel advised the Committee that he had contacted the forestry consultant that had performed our Village tree inventory, Natural Path Urban Forestry, for assistance in drafting a tree removal bid specification. Hummel reminded the Committee that the prior tree inventory results indicated that 239 trees located on Village-owned property needed to be removed due to either being dead or near dead. Of the 239 identified trees, 153 were of the ash species. Hummel developed the bid specification with the assistance of Mark Duntemann from Natural Path. He further indicated that the document is based off Oak Park's version. Hummel advised that the Village's FY 2013/14 budget includes \$203,000 in funding for this year's EAB management plan. Hummel advised that Committee that a schedule for public bidding this project was developed including a public bid opening on June 26th and review of the bid tabulations by the Committee on July 8th. If approved by the Committee on that date, the bid would be awarded by the Board that same evening. Hummel clarified that in order to obtain the best pricing, the tree removal bid will be separate from the tree planning bid. In the interim, staff will develop a public relations campaign so that residents will be aware of the work that is occurring in front of their house. As part of this campaign, residents will be given an opportunity to provide feedback on which species of replacement tree they would prefer. However, to ensure a varied stock of trees throughout town, to protect against possible future threats to trees, the Village will have final say in the species that is selected for replacement. Chairman Mistele questioned whether the private participation component would apply to homeowner association properties within the Village. Administrator Halik responded that that is the intent of the bidding request. Chairman Mistele also questioned whether the tree planting work would be open to the entire Village regardless of whether a tree was removed or not. Administrator Halik responded that the tree planning bid could be coordinated along with the Village's annual tree planning program to open it up to the entire town. Chairman Mistele asked if there was a concern with planting a new species of tree that may then be affected by a disease. Administrator Halik advised that select species were chosen to mitigate that concern, and that no ash trees would be planted due to EAB. The Committee authorized staff to go out to bid on the project as discussed.

5. DISCUSSION – Water Tank Coating Analysis

Administrator Halik advised the Committee that, as previously discussed and agreed upon, the FY 2013/14 budget includes funding to perform an engineering analysis of the Village's three above grade water storage structures, which are part of the Village water distribution system. Halik advised that these three water tanks were last sandblasted and re-coated in 1999, 2001 and 2002 and are experiencing varying degrees of wear. Generally, the two spheroid tanks appear to be wearing better than the standpipe. Although staff is aware that the tanks will need to be re-coated again in the near future, and we are building a reserve in the Water Capital Fund for the project, Halik advised that it is unknown exactly which year or years the projects should be scheduled in, what the estimated costs will be, and whether the tanks should be re-coated in the same year or over several years. As a result, staff has reached out to the engineering firm Strand Associates, Inc. to request a proposal to perform an evaluation of each of the tanks in order to answer the questions above. Halik advised that Strand is familiar with these types of water related projects. After several meetings and site inspections of the tanks, which were performed by representatives from Stand, the proposal in the packet was submitted for our consideration. The proposal includes the observation and evaluation of the Village's two (2) 500,000 gallon spheroid elevated water tanks and one (1) 3,000,000 gallon standpipe. The scope of work will include: tank evaluation, including magnetic paint thickness measurements, opinion of probable construction cost for repairs/re-painting and schedule. The findings will be prepared in a Final Report submitted to the Village. Strand has performed similar evaluations for various other municipalities including Schaumburg, Romeoville, Huntley, Lisle, Rockford, Lindenhurst, and Channahon. Halik advised that the cost for this engineering evaluation is not-to-exceed \$12,100, which is the amount that has been included in the budget. Staff believes it is imperative for such an evaluation to be performed in order to enable the proper planning for this large water infrastructure maintenance along with the method of financing (i.e., incremental savings in the Water Fund vs. a potential future bond issue). If the Committee concurs, this item may be placed on a future Board agenda for consideration. Halik also commented that there is an optional task in the proposal to review of current water tower mounted antenna contracts. Halik advised that there are only two such contracts and that staff could review and coordinate the temporary removal or protection of those antennas with the owners. Chairman Mistele recommended that this item be placed on the Board's consent agenda for approval.

6. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for April showing that we have taken in about \$33,000 in permit revenue for the month. Halik advised that the April revenues completes the 2012/13 fiscal year. In total, we have taken in over 200% of our anticipated FY2012/13 budgeted revenue. Halik attributes this to increased permit activity, which hopefully, is a positive economic indicator.
- b. Administrator Halik shared the water system pumpage report. Again, the April pumpage numbers complete the 2012/13 fiscal year. The report indicates that we have pumped about 19 million gallons more this year than we did last year. Overall we have pumped about 5% more water this year as compared to last. Halik advised that we also were very close to our FY 2012/13 pumpage projection – coming in at 1.56%, or about 6.7 million gallons, over. The Committee discussed an appropriate pumpage projection estimate for next year. After discussion, it was agreed that the figure of 395,000,000 gallons would be used.

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 6:20 PM.

(Minutes transcribed by: Tim Halik, 6/6/13)