

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, APRIL 13, 2015 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 Michael Mistele, Trustee Suzanne Berglund, and Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

- a) After review of the draft minutes from the March 9, 2015 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. REPORT – Bid Results: Landscape Maintenance Services Contract

Administrator Halik advised the committee that the Municipal Services Department and the Parks & Recreation Division held a public bid opening for the annual landscape maintenance services contract on Tuesday, April 7, 2015 at 10:00 AM. The legal notice advertising for the bid opening was published in the March 13, 2015 edition of the Suburban Life newspaper. Halik advised that two were received prior to the deadline, with the low bid submitted by On the Green Solutions, Clarendon Hills, in the amount of \$59,221.00. Halik advised that this price reflects an approximate 4.3% decrease, or \$2,647.41 lower, than the FY 2014/15 contract price. Halik shared that staff is familiar with On the Green Solutions, since the company held the Village's Landscape Maintenance Contract for several years prior to 2007. The company submitted four municipal references including the Highland Park District, the Village of Clarendon Hills, the City of Oakbrook Terrace, and the Village of Burr Ridge. Halik stated that staff recommends that the Mayor and Board of Trustees adopt the attached resolution authorizing the Mayor and Village Clerk to accept and execute a contract between the Village of Willowbrook and On the Green Solutions. The Committee members concurred

5. DISCUSSION – Spring Brush Collection Program

Administrator Halik advised the Committee that the spring program will consist of a curb-side chipping program, with the resulting chips hauled away. Staff has solicited proposals from two (2) landscape maintenance contractors, with the low proposal offered by Pessina Tree Service, LLC in an amount of \$118.75/hour/crew to perform this program. Therefore, the estimated cost of the spring program would be \$9,500, when considering two crews working 40 hours each. Halik stated that Pessina has worked in the Village during the last two years in completing our Emerald Ash Borer abatement program. Their quality of work is acceptable, and they have been responsive to resident concerns. Halik stated that staff would recommend that the proposal submitted by Pessina Tree Service, LLC in the amount of \$118.75/hr. per chipping crew be accepted to perform the Village-wide Spring Brush Collection Program. A resolution accepting the proposal would be placed on the agenda for the April 27, 2015 regular meeting of the Village Board. The Spring Brush Program would be scheduled to occur the week of May 11th thru May 15th, 2015. The Committee

agreed with the staff recommendation.

6. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for the month of March 2015. The Village has taken in just under \$111,000 in permit revenue for the month of March. Halik advised that in total for the eleven months of fiscal year 2014/15, the Village has received approximately 191% of the anticipated FY2014/15 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for February 2015. The report indicates that the Village pumped 25,484,000 gallons in the month of February. Halik shared that we have pumped about 10% less water this year as compared to the same timeframe last year. Halik also advised that at ten months into the fiscal year, we are slightly below where we should be at in order to meet our estimated pumpage projection of 385,000,000 gallons – we are off by about 7%.

7. VISITOR'S BUSINESS

(None)

8. COMMUNICATIONS

Halik provided the Committee updates on the status of the janitorial services contract for the Village Hall and police station building. The Committee felt that due to the routine nature of this service contract, decisions could be made by the Village Administrator.

Halik provided the Committee updates on the status of the review of engineering services proposals for both the water tank painting project and LED streetlight project. The Committee recommended that staff and the Village Attorney continue to work with representatives of Christopher B. Burke Engineering, Ltd. on acceptable language in the proposal.

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, 5/7/15)