

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
MARCH 9, 2009 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 6:30 PM.

2. ROLL CALL

Those present at roll call were Chairman Mike Mistele, Trustee Terrence Kelly, and Director of Municipal Services Tim Halik.

3. APPROVAL OF MINUTES

After reviewing the minutes from the February 9, 2009 regular meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes, Trustee Kelly seconded the motion – motion carried.

4. REPORT – Village Entry Sign Project – Western Remac, Inc. revised design and installation proposal

Director Halik advised the Committee that, as discussed in the Board Budget Workshop on February 26th, staff has asked the sign contractor, Western Remac, Inc., to re-visit their entry sign project price proposal to determine whether a price reduction could be obtained. In addition, the sign contractor was also asked to provide pricing for multiple signs with the hopes of also obtaining a quantity discount. Halik advised that the new proposal includes the price of \$9,100 per sign for 2 to 5 signs ordered, and \$8,610 per sign for 6 or more signs ordered. This reflects a savings from the previous price of 25% and 29% respectively. Therefore, with regard to the options presented by staff during the February 26th Board Budget Workshop on this item, revised cost estimates were shared. Chairman Mistele advised that he envisions two (2) signs on Route 83, two (2) signs on 63rd Street, two (2) signs on Plainfield Road, and one (1) sign on the west end of 75th Street, for a total of seven (7) signs. Chairman Mistele suggested that, with landscaping and lighting, \$70,000 may be an adequate budget number to complete all seven (7) signs in one year. Trustee Kelly asked what impact a potential change in the Village logo would have. Halik responded that he had raised that issue with the sign contractor. The contractor advised that they could redesign the sign using a new logo. Chairman Mistele recommended that around \$70,000 should be budgeted for in FY 09/10 to fund the installation of seven (7) new Village entry signs, with landscaping and lighting, in preparation for the Village's 50th anniversary. The Committee members agreed that would constitute the Committee's recommendation.

5. REPORT – Willowbrook RFP for Rock Salt

Director Halik advised the Committee that the Village had received the annual state of Illinois CMS Program invitation to participate. The deadline this year to submit completed requisitions for the next winter season is set at March 16, 2009. Halik shared a request for proposal document that Administrator Modaff had completed and distributed to various salt suppliers. The deadline to submit a price quote was March 2, 2009 at 4:00 PM. Therefore, Halik shared with the Committee the three (3) proposals that were received prior to the deadline, with the lowest being from North American Salt Company at \$77.23 per ton. Halik advised that this price is approximately 33% lower

than the Village paid through the CMS Program last year, which was \$115.86 a ton. Chairman Mistele recommended that if we can get a good price, we should decline the CMS participation for this coming year. Halik advised that there is one additional vendor, Cargill, that had expressed interest in the RFP but had not submitted a proposal. It was staff's understanding that they still intended to, so we are waiting for it. Given the RFP was merely to solicit a proposal, it was not a bid, there is an ability to consider a Cargill proposal. Therefore, staff would recommend we wait for Cargill's proposal, and advise the Committee. Trustee Kelly asked if there was a provision to weigh the material to ensure we obtain the quantity of salt we pay for. Halik advised that we receive tare sheets from the hauler based on the load scale at the yard. Trustee Kelly stated that was fine. Chairman Mistele recommended that any liquidated damages that must be assessed be merely withheld from an invoice. Halik stated that most likely would be our position. Trustee Kelly also suggested that the termination of an order should come off the total order quantity.

6. DISCUSSION – Annual Maintenance Contracts

Director Halik advised that there are five (5) annual maintenance contracts that the Village enters into with various contractors for routine maintenance work:

- a) Nuisance Control (Mosquito) Contract – Halik advised that Clarke Mosquito has offered a new three (3) year contract with no price increase throughout the full three year term. Halik stated that Clarke is really the only firm available in our area that can provide these specific services. The program is the same as last year, which was very effective. The Committee agreed to the new contract. Chairman Mistele recommended that the item be placed on the Board's consent agenda.
- b) Village Hall Janitorial Contract – Halik advised that the vendor, Best Quality Cleaning, offered a six percent (6%) reduction in their price to keep the contract. Halik advised that staff was satisfied with the work currently offered by BQC, and there would also be a substantial cost savings in staff time not having to re-bid this contract. The Committee agreed to the new contract. Chairman Mistele recommended that the item be placed on the Board's consent agenda.
- c) Streetlight Maintenance Contract – Halik advised that although staff is pleased with this vendor, they advised that they could not reduce their rates given the prices of supplies has increased. Therefore, Halik advised that staff was prepared to re-bid this contract. The Committee members suggested that staff consider accepting a rate freeze, if the vendor would offer it, to retain this contractor. The Committee advised that if staff is pleased with the services, extending this contract with no rate increase, would be fiscally beneficial and would also save staff time in re-bidding the contract. Halik agreed and stated that he would speak to our contact at Meade Electric.
- d) Landscape Maintenance Contract – Halik advised that staff is very pleased with the work performed by Falco's Landscaping, as can be evidenced by the appearance of our parks and the rights-of-ways. Falco's Landscaping has offered a new two year contract and has agreed to accept a five percent (5%) reduction in their price for FY 09/10 to keep the contract. The FY10/11 contract would then be no increase from the FY 09/10 price. The Committee agreed to the new two year contract. Chairman Mistele recommended that the item be placed on the Board's consent agenda.

- e) Landscape Fertilization Contract – Halik advised that although staff is pleased with the services offered by Spring-Green, they advised that they could not reduce their rates given the prices of supplies has increased. However, Spring-Green did offer to hold the same rates as last season even though their material costs have increased. The Committee agreed to the new contract. Chairman Mistele recommended that the item be placed on the Board’s consent agenda.

7. DISCUSSION – Proposal for Engineering Services – completion of bid specifications for water tank repairs

Halik advised the Committee that as discussed in the Board Budget Workshop on February 26th, all three (3) of our above grade water storage structures are in need of maintenance repairs. Late last Fall, staff obtained an independent maintenance evaluation of all 3 towers to identify any and all maintenance deficiencies. The very detailed and comprehensive reports received identified various maintenance items including replacing vent screens and overflow screens, adding safe climbing devices, resealing hand holes, regrouting the cone bases, misc. seam weld repairs, and spot priming and painting. Our estimate to complete all repairs is approximately \$100,000, which has been budgeted for in FY 09/10. Staff shared the evaluation reports with engineers at Christopher B. Burke Engineering, Ltd. (CBBEL). They have reviewed the nature of all identified items and have concluded that all items may be included on one (1) bid specification to be completed by one (1) contractor. CBBEL has submitted the attached proposal for \$21,300 to provide engineering services on this project to include performing a site inspection of each tank, preparing Contract Documents for bidding, coordinating the bidding of the contract, tabulating the received bids and recommending an award, part-time construction observation of the repair work, and assisting the Village in processing pay requests. Trustee Kelly stated that he noticed in the proposal that liability to the engineer is limited to the cost of the contract. He stated that this language appears in about four (4) different places in the proposal. Halik responded that the language within the proposal is very typical, but he would be happy to ask the Village Attorney if it could be changed. Chairman Mistele responded that in his experience such language is very typical for the services of an advisory consultant. Trustee Kelly advised that if Chairman Mistele and Director Halik were not concerned with the language, he was okay with it. Therefore, the Committee recommended that the proposal be placed on the next Village board meeting for consideration.

8. DISCUSSION – Salt Storage Structure Public Bid Document

Halik advised that the proposed bid document for the construction of a salt storage structure at the new public works building site was included in the committee agenda packet. The attached document, prepared by Williams Architects, solicits bids for a forty-foot (40’) diameter stand-alone salt storage building. A building of this size will have a storage capacity of approximately 600 tons of salt, which represents 75% of our annual rock salt allocation. Halik advised that the original plan for the public works building site included a fifty-foot (50’) diameter salt storage structure with an 800 ton storage capacity. Staff has since reduced the desired size of the storage building so that it fits better on the site, in relation to the material storage bins, and would result in a cost savings over the original desired size structure. Since the cost of this building is not included in the construction contract with FBG, the Village will bid this project separately and pay for the storage building using funds from the previous bond proceeds. The Village elected to bid this portion of the project separately in order to avoid contractor overhead and mark-up. Once authorization is received by the Committee, the bid document will be sent to several

firms specializing in the fabrication and construction of such storage buildings. The deadline to submit a completed bid is currently set for Tuesday, March 31, 2009 at 2:00 PM, at which time the sealed bids received will be opened and read aloud. The bid tabulations and staff's recommendation of the lowest qualified bidder will then be reviewed by the Municipal Services Committee on Monday, April 13th, and will subsequently be brought to the Village Board to award a contract. Since the structure is intended to be erected on top of the asphalt paving at the site, construction cannot commence until the parking lot is completed by FBG. Hopefully, this will occur in late April or early May after asphalt plants open. Chairman Mistele asked what the estimated cost of this building is. Halik advised that the original estimate of an 800 ton capacity 50' diameter building was around \$150,000. The estimated cost of this one is unknown, but staff hopes comes in much lower. Chairman Mistele indicated that if the proposed overhead door is mild steel, it will corrode extremely quickly. He recommended that staff review other door options. Halik indicated that he would.

9. DISCUSSION – Municipal Services Department

Director Halik advised that the monthly department permit activity report for February, along with the water system pumpage report, was included in the agenda packet for information. Halik advised that the department had only taken in a total of \$1,720.50 in permit revenue for the entire month of February. Therefore, in accordance with our discussion at the full Board Budget Workshop, staff reviewed the permit revenue projection for the current fiscal year and has decided to reduce it from the previous amount of \$382,000 to \$150,000. Halik advised that given the current economic downturn we're experiencing, the \$150,000 projection is more realistic.

10. VISITOR'S BUSINESS

(none)

11. ADJOURNMENT

Motion to adjourn made by Chairman Mistele, and seconded by Trustee Kelly. The meeting was adjourned at 7:20 PM.

(Minutes transcribed by: Tim Halik 04/08/09)