

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
FEBRUARY 14, 2011 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Mike Mistele called the meeting to order at 6:28 PM.

2. ROLL CALL

Those present at roll call were Chairman Mike Mistele and Administrator Tim Halik.
Absent: Trustee Schoenbeck.

3. APPROVAL OF MINUTES

- a. After review of the draft minutes from the December 13, 2010 regular meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes.
- b. After review of the draft minutes from the January 24, 2011 special meeting of the Municipal Services Committee, Chairman Mistele made a motion to approve the minutes.

4. DISCUSSION – Annual Maintenance Contracts:

- a. Village Hall Janitorial Contract: Administrator Halik advised the Committee that the Village has used the company Best Quality Cleaning, Inc. since 2007. This company had submitted the low bid as a result of a competitive bidding process. Halik advised that although various public works and police department staff have attempted to closely monitor the work performed by BQC to ensure all contract requirements were met, cleaning crews continue to disappoint. Therefore, Halik advised that staff recommends we re-bid the contract in the hopes of finding a new contractor that can fulfill all of the contract requirements without constant monitoring. Halik advised that staff prepared a bid document and a bid schedule was included in the packet which includes a public bid opening to occur on April 4th. Chairman Mistele concurred with the staff recommendation and authorized that we go out to bid for the janitorial services contract.
- b. Landscape Maintenance Contract: Administrator Halik advised the Committee that the Village's current landscape maintenance contractor, Falco's Landscaping has also worked for the Village since 2007 as a result of a competitive bidding process. Staff is very pleased with the quality of work that Falco's performs and shared several occasions throughout this past year where Falco's manicured several of our Village parks before a special event at no extra charge to the Village. Halik shared that in 2008 the Village granted Falco's a 5% increase in the contract price, but in 2009 Falco's agreed to a 5% price reduction in order to keep the Village contract. In 2010 there was no price increase. Therefore, Falco's current price is slightly lower than their original 2007 price. This year, Falco's has requested a 2% price increase due to the rising fuel costs, and in

return, would keep that price for an additional year. Halik stated that a 2% increase would be an \$867 increase in 2011, then no increase in 2012. Halik stated that staff recommends that we grant a 2% increase in the first year of a two-year contract renewal agreement. Chairman Mistele concurred and suggested that this item be placed on the consent agenda when it is brought to the Village Board.

- c. Landscape Fertilization Contract: Administrator Halik advised the Committee that the Village's current landscape fertilization contract is with Spring-Green Lawn & Tree Care. Halik advised that Spring-Green has also worked for the Village since 2007 as a result of a competitive bidding process. Staff is very pleased with the quality of work that Spring-Green performs and they have offered to maintain the current contract price in return for a one-year renewal. Halik advised that this would be the third year in a row that Spring-Green has agreed to freeze the contract price in order to keep the Village contract. Halik stated that staff recommends that a one year contract renewal be offered to Spring-Green at the same contract price as the previous year. Chairman Mistele concurred and also suggested that this item be placed on the consent agenda when it is brought to the Village Board for approval.

5. REPORT – Municipal Services Department

- a. Administrator Halik shared both the December and January monthly permit activity reports. Halik stated that as of the end of January we have taken in a total of \$171,381.78 in permit revenue for fiscal year 2010-11. Halik advised that this is higher than we had expected throughout the year and hopes it continues. However, it is still slightly below our original budgeted revenue amount of \$175,000.
- b. Administrator Halik shared the water system pumpage report. The report indicates that as of the end of December we have pumped about 3% more water than we had the previous year. In addition, we have pumped about 71% of our pumpage projection for FY10/11 and we are currently on track to meet that year-end projection.
- c. Administrator Halik presented the Final 2010 Clarke Mosquito Report. Halik advised that the report is fairly self explanatory and provides very good statistical information relating to the mosquito season that staff uses to compare to previous seasons.

6. VISITOR'S BUSINESS

(None)

7. COMMUNICATIONS

Administrator Halik shared that staff is currently working on preparation of the Board Budget workshop presentation, which is scheduled to occur on March 7, 2011.

8. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele. The meeting was adjourned at 6:45 PM.

(Minutes transcribed by: Tim Halik 3/29/11)