

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
OCTOBER 10, 2011 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Trustee Berglund called the meeting to order at 6:00 PM.

2. ROLL CALL

Those present at roll call were Trustee Sue Berglund, Administrator Tim Halik, and Park & Recreation Superintendent Kristin Violante. Absent: Chairman Mike Mistele.

3. APPROVAL OF MINUTES

After review of the draft minutes from the September 12, 2011 regular meeting of the Municipal Services Committee, Trustee Berglund made a motion to approve the minutes. Motion carried.

4. REPORT – Review of Proposals: Ballfield Backstop Replacement Project thru Illinois DCEO Grant

Administrator Halik reminded the Committee of the \$46,000 grant the Village had previously applied for thru the Illinois Capital Bill and shared that the Village had recently received notification that the grant had been approved and processed. Halik then asked Park Superintendent Kristin Violante to provide an overview of the project and summarize the proposals that were received by the various vendors to the Committee.

Superintendent Violante advised that the project includes the removal of the current arched backstops at all three ballfields at Community Park and replacement with 16' high galvanized backstops. This backstop design is preferred by the Park & Recreation Commission. The low proposal that was received for the project was not qualified in that there were concerns whether the vendor could comply with all the grant paperwork requirements of the project. The next low proposal was received from Peerless Fence in the total amount of \$33,200. Peerless Fence is a well known company that has performed satisfactory work for the Village in the past. They are also recommended by the Elmhurst Park District. The scope of work will include deeper concrete footings for posts at 54" versus 42". The mesh behind home plate will also be reinforced. Ms. Violante advised that Phase I of the grant project will include replacement of the backstops at a cost of \$33,200. Staff would recommend that the remaining funds be used to install permanent dugout canopies, which is also a recommendation of the Park Commission. The current dugout covers are canvas and pose a maintenance issue, especially during high winds. Therefore, Phase II of the grant project would include the installation of permanent dugout canopies. Ms. Violante advised that this portion of the project would likely occur next Spring and that staff would come back to the Committee to discuss proposals received for that portion of the work. Trustee Berglund concurred with staff's recommendation and authorized the project.

5. REPORT – Bid Results: Valve Location, Exercising, and Computer Mapping Project

Administrator Halik advised the Committee that the Municipal Services Committee

previously authorized staff to perform a public bid process for a water valve location, exercising, and computer mapping project. The bid notice for the project was sent out on September 14, 2011. The legal notice was published in the Suburban Life newspaper on September 16th and in The Doings newspaper on September 22nd. In addition, both the legal notice and a link to the project bid document were added to the Village website on September 16th. The public bid opening was scheduled for Thursday, October 6, 2011 at 10:30 AM at the Village Hall. Halik advised that three sealed bids were submitted prior to the deadline. A copy of the final bid tabulation is included in the agenda packet. The low bid for the project was received from R&M Service Solutions, LLC, Trilby, Florida. Staff estimates that there are currently approximately 440 water valves within the Village water distribution system, not including hydrant auxiliary valves. Therefore, the total cost of the project if all valves are done, and including the GPS component, would be \$18,480. Staff would recommend that the project be awarded to R&M Service Solutions, LLC and that the scope of the project should include the locating, exercising, and computer mapping of all, approximately 440, water valves within the Village water distribution system. Halik advised that if the Committee concurs, the bid award can be placed on the Village Board's October 26th agenda for consideration. Trustee Berglund agreed with the staff recommendation and authorized the item to be placed on the Board agenda for consideration.

6. REPORT – Municipal Services Department

- a. Administrator Halik shared the monthly permit activity reports showing that we have taken in about \$18,000 in permit revenue for the month of September. This represents approximately 33.5% of our projected total revenue for fiscal year 2011/12.
- b. Administrator Halik shared the water system pumpage report. The report indicates that so far in the fiscal year we have pumped slightly less water this year than we have in the same time frame from last fiscal year. We have currently pumped about 37.5% of our pumpage projection four months into the year, so we are still on-target with our FY 2011/12 pumpage projection of 375,000,000 gallons.
- c. Administrator Halik shared the August 2011 Mosquito Abatement Program Update. The report indicates that heavy rains in August made this Summer the wettest Summer in over 50 years, resulting in higher mosquito annoyance levels.

9. VISITOR'S BUSINESS

(none)

10. COMMUNICATIONS

(none)

11. ADJOURNMENT

Motion to adjourn was made by Trustee Berglund. The meeting was adjourned at 6:15 PM.

(Minutes transcribed by: Tim Halik, 11/8/11)