

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES
COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
APRIL 10, 2017 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. **CALL TO ORDER**

Chairman Michael Mistele called the meeting to order at 5:30 PM.

2. **ROLL CALL**

Those present at roll call were Chairman Michael Mistele, Trustee Paul Oggerino, and Village Administrator Tim Halik. Absent: None.

3. **APPROVAL OF MINUTES**

- a) After review of the draft minutes from the March 13, 2017 regular meeting of the Municipal Services Committee, Chairman Michael Mistele made a motion to approve the minutes as presented. Trustee Paul Oggerino seconded the motion. Motion Carried

4. **DISCUSSION – Spring Bruch Collection Program**

Administrator Halik advised the Committee that this past Fall, the Village's EAB abatement tree contractor, NJ Ryan Tree & Landscape, LLC, completed the Village-wide brush collection program. The program included curb-side collection of piled brush throughout town with the resulting chipped hauled away. The program was completed on-time and without incident, and the Village also received several compliments from residents commenting on the good site clean-up practices of the contractor. Halik advised that the Spring program will also consist of a curb-side chipping program. Staff has attempted to solicit proposals from local landscape maintenance contractors, however, they have been largely unresponsive. However, NJ Ryan Tree & Landscape, LLC. has offered to extend the same price they charged from the Fall program. Therefore, the Village-wide collection program can be completed for \$9,600. Halik shared that as part of the Spring program, in the past we have also tried to tub grind some of the collected brush to make a quality mulch available to residents for yard beautification purposes. However, between equipment rental and labor costs, this practice has become cost prohibitive. After review, staff has determined that it would be more cost effective to separately purchase a large quantity of ground mulch rather than to rent the required equipment to attempt to produce it ourselves using the collected brush. Therefore, staff would recommend that a quantity of ground mulch be purchased and delivered to the PW garage for resident use. The cost of the Spring collection program would be \$9,600. This includes two chipping crews working 40 hours each to complete the collection. The Committee concurred with the staff recommendation to award this project to NJ Ryan Tree & Landscape, and also to purchase ground mulch separately for resident use as opposed to renting equipment and expending labor to produce it ourselves.

5. REPORT – Police Building Expansion/Renovation, Progress Update

Administrator Halik shared with the Committee a two-page progress report dated April 4, 2017 on the police station construction that was prepared by Nick McDonald of Integrated Project Management, Burr Ridge. Halik highlighted areas of the report containing key accomplishments, budget tracking, schedule updates, upcoming activities, and current issues/risks for the period in which the particular report covers.

6. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity reports for the month of March 2017. Halik advised that the Village received about \$16,810 in permit revenue for the month. The total amount collected to date represents about 207% of the total budgeted amount of revenue for fiscal year 2016/17, indicating that it has been a very busy construction year.
- b. Administrator Halik shared the water system pumpage report for February 2017. The report indicates that the Village pumped 22,962,000 gallons of water in the month. The total amount of water pumped so far this fiscal year is slightly below the amount that was pumped in the same time period of FY 2015/16. However, we are still on-track to reach the FY2016/17 pumpage projection of 350,000,000 gallons.
- c. Administrator Halik shared the March 2017 scavenger report, and advised that the report was for informational purposes only.

7. VISITOR'S BUSINESS

(None)

8. COMMUNICATIONS

(None)

9. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Oggerino. The meeting was adjourned at 6:02 PM.

(Minutes transcribed by: Tim Halik, 6/5/17)