

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, SEPTEMBER 10, 2018 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. **CALL TO ORDER**

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

2. **ROLL CALL**

Those present at roll call were Chairman Paul Oggerino, Trustee Terrence Kelly, Village Administrator Tim Halik, and Assistant Village Administrator Jeffrey Monteleone.

3. **APPROVAL OF MINUTES**

After review of the draft minutes from the August 13, 2018 regular meeting of the Municipal Services Committee, Trustee Terrence Kelly made a motion to approve the minutes as presented. Chairman Paul Oggerino seconded the Motion. Motion Carried.

4. **DISCUSSION – Village-Wide Fall Brush Collection Program**

Administrator Halik advised that this past Spring, 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 Fall 2018 program will also consist of a curb-side chipping program. NJ Ryan Tree & Landscape, LLC. has offered a proposal to complete the program at the same price as the Spring program. Halik advised that staff has attempted to solicit proposals from other local landscape maintenance contractors, however, they have been largely unresponsive, likely due to the fact that in the past they have been unable to come in lower than NJ Ryan's price. Therefore, the Village-wide Fall collection program can be completed by NJ Ryan for \$9,800 and staff recommends that the proposal from NJ Ryan be accepted. The Committee concurred with staff's recommendation to accept the proposal from NJ Ryan.

5. **REPORTS – Municipal Services Department**

- a. Administrator Halik reviewed the monthly permit activity report for the month of August 2018. Halik advised that the Village received about \$42,700 in permit revenue for the month. Halik advised that for the first four months in fiscal year 2018/19, the department has brought in a total of approximately 98% of the budgeted revenue, indicating a high level of construction activity.
- b. Administrator Halik reviewed the water system pumpage report for the month of July 2018. The report indicates that the Village pumped 36,319,000 gallons of water in the month. This volume represents a 10.24% increase when compared to the pumpage in the same time period of FY 2017/18.
- c. Administrator Halik advised that the July 2018 Mosquito Abatement Program

Update was for information only.

- d. Administrator Halik advised that at the time the committee packet was copied and distributed, the August 2018 Scavenger Report was not yet received from Republic Services. However, the report has since been received. Assistant Village Administrator Jeff Monteleone distributed copies of the report for the Committee's information only.

6. **VISITOR'S BUSINESS**

(None)

7. **COMMUNICATIONS**

- a) FY 2019/20 Budget Suggestion:

Administrator Halik shared that now that the new streetlights have been installed at Kingery Highway & 63rd Street, Halik thought that may be a good location to consider placing Village banners on the streetlight poles. Halik reminded the Committee that the Village last ordered and installed streetlight banners for the Village's 50th Anniversary Celebration in 2010. At that time, Chamber member Bannerville USA in Burr Ridge designed the anniversary banners, produced them, rented the Village the mounting hardware, and installed and removed them after the desired period of time we wanted them displayed. Halik recalled the project all went very well and was not too expensive. Halik thought that perhaps we could design a Willowbrook themed banner or different seasonal themes and display them at the intersection if the cost was not prohibitive. The Committee seemed willing to further explore the concept, so Halik advised that staff would work with Bannerville to obtain a proposal that could be considered during our FY 2019/20 budget process.

- b) Community Resource Center (CRC) Project:

Assistant Village Administrator Jeff Monteleone shared that the Village was currently out to bid on the Phase I exterior work on the Community Resource Center building. Monteleone advised that a pre-bid meeting is scheduled to occur on September 17th and the public bid opening will be on September 28th at 10:00 AM at the Village Hall. After the bid opening occurs and the bids are tabulated, the bid results will be reviewed with the Committee at the regular meeting on October 8th. Due to time constraints as a result of the season the contract award will also be included on the agenda for the October 8th regular meeting of the Village Board for consideration.

8. **ADJOURNMENT**

Motion to adjourn was made by Chairman Oggerino. Seconded by Trustee Kelly. The meeting was adjourned at 5:46 PM.

(Minutes transcribed by: Tim Halik, 10/4/18)