

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MAY 13, 2019 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, Interim Village Administrator Michael Mertens, Superintendent of Public Works Joe Coons, John Clifford and Jocelyn Kruis of Republic Services.

3. **APPROVAL OF MINUTES**

After review of the draft minutes from the April 8th, 2019 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 – Residential Solid Waste and Recycling Collection Services Contract**

Administrator Halik drafted a Request for Proposal (RFP) for review along with a sample RFP from The Village of Elmhurst provided by John Clifford of Republic Services. The Village's current 4-year contract with Republic Services for scavenger services is set to expire after December 31, 2019. Within the contract, there is a renewal clause which allows for a contract extension of up to four years if executed a minimum of six months before the expiration date of the current contract, or by June 30, 2019. Interim Administrator Mertens asked the committee if we should go out for bid or request an extension to have the contract end in the summer of 2020 rather than a January 1st of 2020 to prevent potential bad weather and holiday confusion with a change of service. John Clifford of Republic Services commented that he had spoken with former Administrator Halik and Superintendent Coons about a possible extension. Trustee Kelly commented after the April 8th Municipal Services Committee meeting that we do an RFP, but would consider a 6-month extension with Republic Services to get us into the summer switch out. Mertens then commented that we could do the extension and still do an RFP this fall. It was suggested by the committee that an extension be negotiated with Republic Services and the Village Board members. Also, there was discussion about possible different levels of services added and to perhaps get the community's input. Chairman Oggerino also agreed that an extension would be in the best interest of the Village. Trustee Kelly recommended to negotiate with Republic Services for a 6-month extension and the committee agreed. John Clifford then spoke of the rising cost of the recycling process and the reasons for the price increase. Clifford went on to talk about the recycling process being done domestically versus overseas. Mertens then asked Clifford if he was comfortable with the motion to proceed with an extension and both agreed to discuss at a later date. Clifford spoke of how Republic services has serviced the Village for several years and was hopeful that something could be done to continue servicing the

community. At that point John and Jocelyn from Republic services exited the meeting. The committee briefly summarized some of the options moving forward.

5. DISCUSSION – 2019 Motor Fuel Tax (MFT) Roadway Maintenance Program

Superintendent Coons commented that we are in the beginning stages of deciding what areas in town need to be addressed. It was determined that perhaps an extensive patching program would be better than doing complete streets so that we could repair a lot of the bad areas in town that are in much need of repair. The scope of work discussed would be 3-inch overlay patching, 6-inch full depth patching, thermoplastic traffic marking and crack sealing. Coons went on to discuss how the Village in the past did a more aggressive complete street overlay program. Trustee Kelly then asked if we would be going back to a complete street the following year. Coons went on to explain that this was the direction the Village would like to go, but due to the MFT funding getting lower every year, it is difficult to say for certain that this can be done. Coons went on to talk about getting possible funding through the DuPage Mayors and Managers Conference (DMMC) Surface Transportation Program (STP). It was discussed how difficult getting this kind of funding has become. Trustee Kelly discussed that the Village was very prideful in doing complete streets in the past and would like to maintain that level of service. Kelly did understand that the funding is not there like it used to be but was concerned of possible blow back from some residents. Interim Administrator Mertens recommended having some sort of a 5-year plan in place so that we can budget for future funding. The list of areas in need of repair was submitted to Burke Engineering.

6a. DISCUSSION – Architectural Service for CRC Interior Design

A worksheet was provided to the committee of all of the services that N. Batistich Architects would provide. Trustee Oggerino had some concerns about design meeting/staff interviews and a program statement. Oggerino also was concerned about the \$3000.00 retainer requested by N. Batistich Architects. Interim Administrator Mertens recommended having someone within the Village assist in the design meeting/staff interview process. Mertens commented that the contract was small enough that he didn't believe the \$3000.00 retainer would not make or break it. Trustee Kelly suggested that Mertens have a conversation with Mayor Trilla to assign Trustee Mistle to oversee the design phase.

6b. DISCUSSION – Village Hall – Parking Lot Renovation

Christopher Burke Engineering has submitted a proposal for the preparation of plans for the permeable paving parking lot for the Village Hall. DuPage County will be providing a grant of 25% of the cost of the project. Discussion of rather a decision to go with a permeable paving parking lot or blacktop was done by the committee. It was decided by the committee to look over previous notes and past minutes to determine what direction to go moving forward.

6c. DISCUSSION – Village Hall – Repair of Front Pylon Wall

L.J Morse Construction submitted a proposal to repair the pylon at the front of the Village Hall. A quote for the repair was submitted to the committee. Superintendent Coons recommended going with L.J. Morse because of previous work done in the past so that the finished product would match the existing structure. Interim Administrator Mertens mentioned that if we decided to go with L.J. Morse that the Board members

waive the bidding process and give an explanation as to why. The committee agreed to move forward with the project.

7. REPORTS – Municipal Services Department

- a. Superintendent Coons reviewed the monthly permit activity report for the month of May 2019, and the Village received \$24,660.45 in permit revenue for the month. For the first month in fiscal year 2019/20, the department has brought in 8.81% of the budgeted revenue.
- b. Superintendent Coons reviewed the water system pumpage report for the months of April 2018. The report indicates that the Village pumped 26,615,000 gallons of water in the month of April. This volume represents an approximate 4% increase when compared to the pumpage in the same time period of FY 2017/18.
- c. Clarke Mosquito Control Service has begun in our community on May 8th. Interim Administrator Mertens also authorized top feeding minnows for the pond to help in the prevention of mosquitos.

8. SUPERINTENDENT OF PUBLIC WORKS UPDATE

Superintendent Coons discussed the start of the annual brush collection program. N.J. Ryan is doing the brush collection contract. New door hangers were created this year to put out explaining as to why the brush pile was rejected. A letter was sent out prior to the collection explaining all of the restrictions. Coons also spoke about various flooding issues throughout town.

9. VISITOR'S BUSINESS

John Clifford and Jocelyn Kruis from Republic Services joined us in discussion with line item 4. Residential Solid Waste and Recycling Collection Service Contract.

10. COMMUNICATION

None

11. ADJOURNMENT

Motion to adjourn was made by Trustee Kelly. Seconded by Chairman Oggerino. The meeting was adjourned at 6:21 PM.