



AGENDA

REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE TO BE HELD ON
MONDAY, SEPTEMBER 9, 2019, AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY
DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Brian Pabst

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - a) August 12, 2019 Regular Meeting of the Municipal Service Committee
4. DISCUSS FALL BRUSH COLLECTION CONTRACT
5. DISCUSS HYDRANT PAINTING CONTRACT
6. PROJECT UPDATES:
 - a) Village Hall - Parking Lot Renovation
 - b) Village Motor Fuel Tax 2019 Program
 - c) Executive Plaza Drainage Master Planning
 - d) Architectural Services for CRC Interior Design
 - e) Refuse Request for Proposal
7. SUPERINTENDENT OF PUBLIC WORKS UPDATE
8. VISITOR'S BUSINESS

(Public comment is limited to three minutes per person)
9. ADJOURNMENT



MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, AUGUST 12, 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, Assistant Village Administrator Mike Mertens, and Superintendent of Public Works Joseph Coons.

3. APPROVAL OF MINUTES

After review of the draft minutes from the July 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 – Request for Proposal for Scavenger Services for Single Family Residential Homes in the Village of Willowbrook

Assistant Administrator Mertens discussed the change over from garbage pick-up from three days a week to one day a week starting in September 2019. The Village, in conjunction with Republic Services, will be notifying residents via a door hanger one month prior to the change and phone calls to all customers. The Village will be posting the change on our web site, putting it on local access channel 6, the Village Facebook page and notification in our water bills. Amnesty day pick up is scheduled for September 26th and the Village will be sending out a post card the week of Labor Day. A revised version of the RFP was presented and some of the changes were discussed. The bid date for the RFP to be received was adjusted to September 12th to give more time to bidders in an effort to get the best numbers from potential bidders. Another change that was discussed was having the option to do multiple day pick-ups as opposed to one day pick-up due to cost savings. Special event pick-up was discussed as an option going forward. The Village currently does not use Republic Services for any special events, but wanted to keep it open if the need was ever present. Tote sizes and yard waste stickers were discussed also. With the various sizes of totes currently being used, Assistant Administrator Mertens and Administrator Pabst were working on a way to get an average of tote sizes for bidding purposes. A 4-year contract time frame was discussed.

5. DISCUSSION – Project Reports:

a. Village Hall – Parking Lot Renovation

Bids for the project are due by August 26th 2019. The Village will then look to award the winning bid at the September 9th Board Meeting. The project will commence following with the intention for completion in the fall.

b. Village Hall – Repair of Front Pylon Wall

The pylon wall repair had been completed. The only thing remaining was to reinstall the Willowbrook logo and lettering.

c. Village Motor Fuel Tax 2019 Program

The bid was awarded to Chicagoland Paving for \$165,000 and was on the Agenda for the Board Meeting that evening for approval. Approval from the state is to follow, with the hope of starting after Labor Day. It was discussed that maybe getting a little earlier of a start next year on the bidding process.

d. Architectural Services for CRC Interior Design

Preliminary concepts will be brought forth by the architect in the next few weeks. Looking to get bids by the beginning of October to have some numbers for the FY 2019/20 budget year. Assistant Administrator Mertens recommended to do a possible assessment of the Audio/Video needs for the CRC building

e. Executive Plaza Drainage Master Plan

Dan Lynch of Christopher Burke Engineering is working on some preliminary locations and sizes of private sites that may accommodate storm water retention. Looking to have some results of this in a month or so.

6. SUPERINTENDENT OF PUBLIC WORKS UPDATE

Superintendent Coons discussed that S.W.A.P. was in town to do some work for the Village. They are a community service group brought in by the DuPage County Sheriff's Department. Public Works Department has been coming in on overtime to do fire hydrant flushing in anticipation of our hydrant painting program set to begin this fall. Coons also discussed getting the new truck purchases on the next MSC meeting Agenda. Discussion of the ROC building on Quincy about the water tap and sampling being completed. Working on an ordinance with Karyn Byrne and Roy Giuntoli to get ROW grass cut in certain areas in town. Coons spoke of the Nantucket subdivision and a break in the storm water system. Coons and Trustee Oggerino spoke about how this a private issue and worked together on getting contractor information to the association so the repair could be made. The Village tree contractor was to be in town to trim Sawmill Creek area. Trustee Oggerino brought up that there were some dead trees in Borse Park and Superintendent Coons put them on a list for removal. Coons brought up the Garfield Ave sidewalk project in conjunction with Burr Ridge. Mertens and Coons attended a meeting at the Burr Ridge Village Hall on August 7th to meet with Burr Ridge Director of Public Works David Preissig and the residents to be affected by the project. The residents were mostly against the project and wondered if we could move the sidewalk to the west side of the street. One issue with this is that the ROW on the west is Willowbrook, and the grant money was issued to Burr Ridge. The main concern of the residents was the landscape disruption for the sidewalk. The west side of the street appears to be a

less invasive option. Both Villages have put this up for further discussion. 2 water main breaks were discovered and repaired and a fire hydrant hit and replaced.

7. VISITOR'S BUSINESS

(None)

8. ADJOURNMENT

Motion to adjourn was made by Chairman Oggerino. Seconded by Trustee Kelly. The meeting was adjourned at 6:19 PM.

(Minutes transcribed by: Joe Coons, 8/28/19)

**MUNICIPAL SERVICES COMMITTEE MEETING
AGENDA ITEM SUMMARY SHEET**

AGENDA ITEM DESCRIPTION

DISCUSSION – VILLAGE-WIDE FALL BRUSH COLLECTION PROGRAM

COMMITTEE REVIEW

- ☐ Finance/Administration
☒ Municipal Services
☐ Public Safety

Meeting Date:

September 09, 2019

- | | |
|---|---|
| <input type="checkbox"/> Discussion Only | <input checked="" type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date) |
| <input type="checkbox"/> Seeking Feedback | <input type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board) |
| <input type="checkbox"/> Regular Report | <input type="checkbox"/> Report/documents requested by Committee |

BACKGROUND

This past Spring, the Village's 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.

The Fall 2019 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. 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 \$15,900.

STAFF RECOMMENDATION

The cost of the Fall brush collection program would be \$15,900. This includes two (2) chipping crews working 40 hours each to complete the collection. The F.Y. 2019/20 Budget includes the following funding to conduct both the Spring and Fall Brush Collection Programs:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>
PW – Street Maint.	01-35-755-284	Reimb. Exp. – Brush Pick-Up	\$20,000

If recommended by the Municipal Services Committee this item would be placed on the September 23, 2019 Village Board agenda for formal consideration.

MUNICIPAL SERVICES COMMITTEE MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

Village Fire Hydrant Painting

COMMITTEE REVIEW

- ☐ Finance/Administration
☒ Municipal Services
☐ Public Safety

Meeting Date:

September 9, 2019

- ☐ Discussion Only ☒ Approval of Staff Recommendation (for consideration by Village Board at a later date)
☐ Seeking Feedback ☐ Approval of Staff Recommendation (for immediate consideration by Village Board)
☐ Regular Report ☐ Report/documents requested by Committee

BACKGROUND

The Fiscal Year 2019-2020 budget includes \$60,000 to re-paint the approximate 660 fire hydrants throughout town. The Village fire hydrants have not been painted since 2008 and are in need of stripping and repainting at this time. The last time the hydrants were painted, all hydrants were provided with identification flags to ensure they can be located quickly during the winter months with potential large snowfall accumulations. The public works department has been removing the flags during the flushing program to save on cost and we will be putting them back in place after the painting program is complete.

In the spring of 2019, the department solicited proposals from several painting businesses for purposes of confirming a budget number for the project. At that time, the following price proposals were received:

COMPANY	PRICE PER (for 660 hydrants)
R&M Service Solutions	\$190.00 (\$85,000.00)
Giant Maintenance	\$88.60 (\$58,476.00)
Go Painters	\$90.00 (\$59,400.00)

Fully acknowledging there are numerous reputable companies that can perform this work, it was the recommendation of former Village Administrator Tim Halik to reach out to Giant Maintenance because they performed our last painting program in 2008.

STAFF RECOMMENDATION

Funds to complete this project have been included within the FY 19/20 Budget. Staff requests waiving the formal Request for Proposal Bid process and using Giant Maintenance to complete the painting program. Giant Maintenance has done the hydrant painting program in the past, and it would be beneficial to have a company that is familiar with our infrastructure. Also, they came in with the lowest price of the three proposals. We were very satisfied with their previous work and they are prepared to begin the work whenever we are ready to go. Staff would like to begin this project in late September or early October.

REQUEST FOR FEEDBACK

Staff would be happy to answer any questions the Committee may have on this project.