



Willowbrook

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AGENDA

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

Tim Halik

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman

REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE TO BE HELD ON MONDAY, MARCH 11, 2019, AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - a) February 25, 2019 Special Joint Meeting of the Municipal Services Committee, Finance & Administration Committee, and the Public Safety Committee (Budget Review Meeting)
4. DISCUSSION – Proposed Adoption of a Complete Streets Policy
5. DISCUSSION – FY 2019/20 Maintenance Contracts:
 - a) Landscape Maintenance Contract
 - b) Landscape Fertilization Contract
6. REPORTS – Municipal Services Department:
 - a) January & February 2019 Monthly Permit Activity Reports
 - b) December 2018 & January 2019 Water System Pumpage Reports
 - c) January 2019 Residential Scavenger Report
 - d) 2018 Mosquito Abatement Program Annual Report
7. VISITOR'S BUSINESS
(Public comment is limited to three minutes per person)
8. COMMUNICATIONS
9. ADJOURNMENT



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MINUTES OF THE SPECIAL JOINT MEETING OF THE FINANCE AND ADMINISTRATION, MUNICIPAL SERVICES, AND PUBLIC SAFETY COMMITTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 25, 2019 AT 4:30 P.M. AT THE WILLOWBROOK VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Trustee Berglund at 4:36 p.m.

2. ROLL CALL

Those present at roll call were Mayor Frank Trilla, Trustees Sue Berglund, Umberto Davi, Terry Kelly, Michael Mistele, Gayle Neal, Village Administrator Tim Halik, Chief of Police Robert Schaller, Director of Finance Carrie Dittman and Supt. of Public Works Joe Coons.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance & Administration Committee held on Monday, January 14, 2019 were reviewed. Trustee Berglund made a motion to approve the minutes as presented, second by Trustee Mistele. Motion carried.

Minutes of the Regular Municipal Services Committee held on Monday, January 14, 2019 were reviewed. Trustee Kelly made a motion to approve the minutes as presented. Motion carried.

Minutes of the Regular Public Safety Committee held on Monday, January 14, 2019 were reviewed. Trustee Neal made a motion to approve the minutes as presented. Motion carried.

4. REVIEW – Fiscal Year 2019/20 Budget

Director Dittman began the presentation by thanking the committee members for attending. The presentation includes a review of the tentative budget thus far, and we are aware that some of the assumptions and amounts included are in draft form due to final results not yet being known. We have included revenue assumptions, anticipated departmental spending, and ending fund balances for the Village's major funds. We have not included items deemed to be discretionary; these will be presented in detail at the March budget workshop, however a sneak peek will be provided tonight. With regard to departmental spending, each and every line item of every fund was analyzed and amounts budgeted were based on maintaining the status quo with current programs; no automatic escalations were assumed for the FY 2019/20. However, 5-year forecast budgets do have assumed escalations. No salary increases for any employees are included at this point. A personnel discussion will take place at the March budget workshop. During the presentation, we welcome comments, feedback, and suggestions that can be made to the budget and brought forward to the next budget presentation.

Director Dittman went over the key dates of this year's budget schedule. The next meeting, the Board Budget Workshop, will take place on March 18, 2019.

The proposed 19/20 budget maintains all current programs and services. Fund balance at 4/30/2020 is expected to be \$4,248,080, which is 174 days of General Fund operating expense reserves. The cost to operate the Village for one day will be \$24,470. A five-year forecast for each of the Village's funds (except police pension) are presented later in the packet following the slides behind the 5-Year Forecast tab. The 5-year plan includes assumptions for future revenue (generally 1% annual increases for General but 0% increase for water) and expenditure increases (generally

3% for most expenditures, although 0% for salaries and 5-10% for future insurance and pension costs). The line item detail for all funds of the Village (except police pension) follows after the 5-year forecasts.

The FY 19/20 budget projects a drawdown of General Fund reserves of \$679,719. This will be the Village's third year in a row of drawing down fund balance. Health insurance rate increase of 4.9% is the projected increase that our insurance pool IPBC has said will be charged, however final rates will be voted on by the IPBC Board of Directors in March and the expense will be updated at that time. Police Pension contribution is an increase of 13.3% and is per the Pension Fund's formal request, which is based on the actuary's recommendation. IMRF is based on IMRF's actual required contribution rate for 2019, and the rate decreased by 2.51%.

Director Dittman continued with the reserve drawdown breakdown by department. Total General Fund revenues are expected to increase by 5.88% or \$485,719. Total General Fund expenditures are expected to increase by about \$90,000 to \$9.4 million. Administration is looking at an increase of \$250,000. Of that, \$150,000 is budgeted for ongoing crisis management of the Sterigenics issue. Additional payroll expense is expected for the payout of accumulated time for our retiring Village Administrator, and increased health insurance costs assuming new staff take family coverage (rather than single or none). The spike in the Parks Dept is due to the inclusion of \$95,000 in the ADA Park Improvements line, which was included when the Special Recreation Tax levy was adopted the end of 2018. This is for improvements at Ridgemoor Park and a contribution towards the Community Resource Center; if these projects do not occur the monies will not be spent. Finally, Public Works has a large increase this year due in part to increased salary costs of \$66,000 (1/2 of the new Supt of PW position is partially charged to PW) and increases in costs in tree, street/right of way and stormwater maintenance (\$60,000).

Major changes in the FY 19/20 revenue budget are as follows:

Sales tax – Actual collections this year are trending about 12% over what was budgeted as of January 2019. This equates to an estimated FY 18/19 collection of about \$4.0 million. For next year, we have added \$185,000 for Pete's Fresh Market, Stein Mart & Ulta based on projected data. We have NOT added anything for Marshall's/Skecher's due to the later opening and no data yet received. The budget for sales tax was increased to \$4.0 million.

Income tax – Also known as LGDF, the local government distributive fund, a State shared revenue that is based on population. Illinois Municipal League (IML) monitors state shared revenues and puts out estimates of what they believe the sharing will be. In the next year's budget, the IML estimate is \$100.75 per capita = \$860,405. The budget was increased to slightly under that amount, \$850,000. During last week's state budget address, info was released that showed Pritzker maintained the 5% reduction which was not included in these numbers; without that the budgeted amount increased \$113,681. If we factor that in, the budget would be \$815,000 rather than \$850,000. To be conservative, we may want to reduce this number given the new information we now have. Also, \$279,000 of the Series 2015 ARS bonds debt payment comes from income taxes.

Amusement tax – no change budgeted – about \$57,000 annually. Although the Willowbrook Ice Arena recently opened, we do not have good figures on which to base future amusement tax on. In the next month we may have more data on which to base an increase on.

Utility tax – consists of electric tax (Comed), gas tax (Nicor), and telecomm tax (from various phone carriers collected by and remitted to us by the state) – reduction of \$52,000. Telecomm tax continues to drop each year as landlines are abandoned in favor of maintaining just a cell phone; this portion of the utility tax revenue will likely never recover to the levels we previously saw. The telecomm tax rate is already at the max of 6% as well, so there is no ability currently to increase that. Comed and Nicor tax rates are 5%. Total revenue for utility tax is budgeted next year at \$898,000.

Places of eating tax is stable and has outperformed the budget each year for the past 5 years. Based on that, but not including any additional revenues from new restaurants, we have increased the budget by \$15,000 to \$500,000.

Permits, including building, sign and other permits – increased budget by \$25,000 to \$275,000 to reflect trends of past 5 years of steady increases. Some very large projects occurred this year which raised the revenue far above that level (Power Construction, Ice Arena, WB Inn), however they are non-recurring and were not included in the increase.

Red light camera fines have been increased \$40,000. The three intersections are all up and running again, and we surpassed the budget for the entire current year back in November. The average of the last 3 normal, fully operational years is \$672,000, so we have increased next year's budget to \$600,000.

Water overhead reimbursement is up \$26,060. The water fund reimburses the General Fund for certain expenses charged directly to the General Fund that the water fund benefits from, such as a portion of salaries and benefits of employees, building costs, insurance premiums and other operating expenses. As the General Fund expenses have increased, the related reimbursement has also increased. A detail of the calculation of the OH reimbursement is included in the packet at the tab marked Water Overhead Allocation.

No grants are expected to be received in FY 19/20. We applied for a \$150,000 grant from DCEO the end of 2018 to offset the costs of the new roof and HVAC units on the CRC, however we have not been advised if we were awarded this or not. The old Knolls Lake grant that we were awarded several years ago, for which the project was determined not to be possible, is not allowed to be transferred to another project by DCEO. The grant funds that were advanced to us and not spent, about \$11,000, will need to be returned to DCEO.

Director Dittman next highlighted the pension costs of the Village. Police pension contribution for FY 19/20 is \$986,858 based on the actuary's calculation using the Entry Age Normal method with 100% funding by 2040. This is 13.3% higher than last year (\$115,774) and represents 50.57% of payroll. An alternate method using the statutory minimum Projected Unit Credit method would cost \$677,066 but does not comply with Generally Accepted Accounting Principles. The contribution does not factor in the recent disability pension granted to Sgt. Drake. Currently, the Police Pension Fund is paying out over \$1.4 M annually in benefits (15 retirees & 3 disabilities). The Police Pension Fund was about 71% funded as of 4/30/2018.

Conversely, the IMRF calendar rate of payroll for 2019 dropped to 12.23%, a 2.51% decrease or \$21,735. The total amount budgeted to be spent on the Village's IMRF contribution for FY 19/20 is \$158,597. IMRF was about 94% funded as of 12/31/2017.

Director Dittman explained that the Village's one bond issue, the Series 2015 General Obligation Alternate Revenue Source bonds, will have an FY 19/20 payment of \$326,344. The General Fund will contribute \$278,873 (from income taxes) and the Water Fund will contribute \$47,471 (from water user charges). No property taxes are collected to pay these.

The major expenses of the Water Fund are a full year's salary for the Supt. of Public Works (split with Public Works Dept); \$524,000 overhead reimbursement to General Fund; \$150,000 for water distribution system repairs; \$400,000 transfer to Water Capital Fund and \$122,000 in debt payments. Major expense of the Water Capital Fund is \$60,000 for Village-wide hydrant sandblasting/prime/paint. The Water Fund debt payments include the IEPA loan (year 3/20) for the standpipe re-coating (annual payment of \$54,448) and the Series 2015 bonds (year 5/20), used to repaint the first water tower (annual payment about \$20,000) and refund the Series 2008 bonds (annual payment about \$47,000).

Administrator Halik explained that the MFT Fund budget for FY 19/20 includes replacement of defective concrete, full depth patching, overlays of roadways and replacement of pavement markings within the Waterford Subdivision. Approximately \$302,348 will be available in the MFT Fund for this program. Prior to finalizing the contract, all roads will be visually inspected first after the winter season.

Director Dittman summarized the financial performance of the General Fund. The April 30, 2019 estimated actual deficit will be \$(120,707) vs. the budgeted deficit of \$(1,076,812). The General Fund outperformed the budget by about \$1.0 M due to outstanding revenues. The 4/30/20 ending fund balance amount yields 174 days of operating reserves, which is above the target of 120. The following revenues came in over budget which contributed to the heightened performance: sales taxes +\$436,000; income tax + \$106,000; places of eating tax + \$51,000; building permits + \$214,000; and red light camera fines + \$305,000. Utility taxes fell below the budget by - \$40,000.

While General Fund expenditures went approximately \$95,000 over budget, some savings were achieved by the following: Asst. Village Administrator salary only paying 4.5 months of \$90,000; admin intern position not filled; IRMA premium came in under budget; ADA park improvements not occurring in FY 18/19; red light camera fees \$50,000 < budget; police body cameras not implemented in FY 18/19; K-9 vehicle not purchased; and savings on police vehicle maintenance and plan review fees.

Conversely, there were several General Fund line items with unexpected overages: crisis management of Sterigenics was \$400,000 that was not budgeted (and could go higher); police overtime \$121,000 over as several officers were out on FMLA; \$73,000 over on stormwater improvements; building code plan review \$55,000 over, however this is offset by building permit revenue; \$12,500 more spent on outside IT consultant since the AVA position is vacant.

A quick summary of what transpired in the General Fund is that the planned drawdown of \$1,076,812 (151 days operating reserve) is actually only a \$120,707 drawdown (206 days) at 4/30/19, and that the 19/20 planned drawdown of \$679,719 will result in 174 days. The # days operating expense reserves is one indicator of financial condition; at 4/30/20, with a projected fund balance of \$4,248,080, the General Fund could operate for 174 days with no additional revenues. A second measure of financial condition is balancing the budget. If the recurring revenues in one year cover the expenditures, the budget is in balance (or has a surplus). If not, the budget is in a deficit position. We do not have a balanced budget as we are operating at a deficit again.

In looking at the General Fund's past four years of activity, FY 16 & FY 17 had surpluses and fund balances of about 75% of annual expenditures. FY 18 had major capital activity including the police dept. renovation and Willow Pond Park, which drew down fund balance. FY 19 had unexpected large operating expenditures such as Sterigenics crisis management, but very little capital. FY 20's budget currently includes a few vehicle replacements and some necessary IT upgrades including 2 new servers, new switches and new 1-2 computers to outfit the CRC. However, we do not yet have any capital related to the CRC interior buildout included.

Since February 2014 the Village has enjoyed a AAA bond rating. One factor rating agencies look at is budgetary flexibility, which measures the degree to which the Village can look to additional financial flexibility in times of stress. Good signs include the maintenance of an available fund balance exceeding 30% of General Fund expenditures for the most recently reported year, current year and next year. Maintaining a balance of 75% is preferable as it could prevent the bond rating from decreasing due to some other negative factor. We have dropped to 56% this year and projecting 46% next year.

Director Dittman next reviewed the days of operating expense chart for the next 5 years. We have pushed the date out where the Village will drop below the minimum target of 120 days to FY 23/24 due to our stellar revenue year. However, since each of the next 5 years predicts deficit spending, we need to continue to monitor this.

Turning to the Water & MFT Funds, whereas the General Fund is focused on fund balance as a financial performance measure, it is more appropriate to focus on the Water Fund's working capital (current assets – current liabilities), a measure of liquidity. Although the Water Fund's working capital is planned to decrease, it is mostly attributable to the \$400,000 transfer planned to the Water Capital Fund. There is no external requirement to do this, and the amount could be reduced or eliminated if necessary. It is budgeted at the same amount as the current year to build up fund balance in the Water Capital Fund for future water projects. MFT's fund balance remains healthy and the annual road program is designed to only spend what we have on hand.

Director Dittman described the larger planned expenditures from the Village Board & Clerk, Administration and Planning departments. Chief Schaller noted that the BOPC budget has \$10,000 budgeted for patrol officer written exams, but should also add another \$10,000 for sergeant testing. Director Dittman described the Parks & Recreation expenditures and that the new PT position would be filled if the CRC building is completed during the fiscal year 19/20, which would also affect the contract with Burr Ridge Park District to host our programs. The ADA park improvements as was adopted as part of the SRA tax levy is \$20,000 for Ridgemoor Park and \$75,000 towards the CRC, but these would only be spent if those projects occurred. Director Dittman also went over the Finance Department expenditures.

Chief Schaller discussed the police overtime, body cameras, radio dispatching and planned replacement of 2 squad cars. There was a brief discussion on the reason for the overtime, such as abuse of sick time, current year FMLA of three officers, and shift coverage for vacations. The Committee recommended an analysis be done of the cost of adding a new officer.

Administrator Halik discussed the expenditures in the Public Works Dept and Building/Zoning. Director Dittman reiterated the Water Fund expenses and the Hotel/Motel Fund advertising expense. This year, the \$75,000 advertising budget is planned to be split between the Village and the DuPage Convention and Visitors Bureau (DCVB) whereas in past years it was allocated solely to DCVB. Director Dittman highlighted the expenditures planned from MFT, SSA, Water Capital, Debt Service, LAFER and Business District Funds. We don't have any data from the state of IL yet for the impact on the Business District of Pete's or Marshalls/Skechers so those numbers are merely rough placeholders to be adjusted when data comes in next week.

Administrator Halik reminded the Committee that the current budget includes NO wage increases for union or non-union employees. Other discretionary items to be presented in detail at the March budget workshop include Phase II of the CRC at a cost of roughly \$767,600. Trustee Mistele asked that the cost of a canopy to match the other municipal campus buildings be added to be considered with the rest of the project cost. Other potential projects include the Garfield Ave sidewalk extension with the Village of Burr Ridge, the repair of the Village Hall pylon wall, Village park improvements that are being reviewed by the Park Commission, and the Village Hall & police dept. HVAC upgrades that are being reviewed by the Sterigenics task force. Director Dittman concluded the presentation by highlighting the projected available fund balances of the General Fund, Water Capital Fund and LAFER Fund and commenting on cash held by other entities on our behalf (IRMA & IPBC).

5. VISITOR'S BUSINESS

There were no visitors present at the meeting.

6. ADJOURNMENT

Motion to adjourn at 6:10 p.m. was made by Trustee Kelly, seconded by Trustee Mistele. Motion carried.

(Minutes transcribed by: Carrie Dittman)

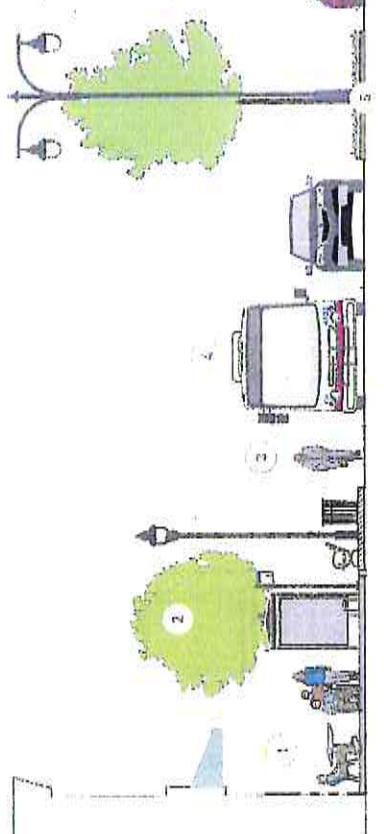
MUNICIPAL SERVICES COMMITTEE MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION	COMMITTEE REVIEW
DISCUSSION – Proposed Adoption of a Complete Streets Policy	<input type="checkbox"/> Finance/Administration <input checked="" type="checkbox"/> Municipal Services <input type="checkbox"/> Public Safety Meeting Date: March 11 th 2019
<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Seeking Feedback <input type="checkbox"/> Regular Report	<input type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date) <input type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board) <input type="checkbox"/> Report/documents requested by Committee
BACKGROUND	
<p>A Complete Street policy is designed to support all modes of transportation, providing a variety of travel choices for people who want them and better safety for those whose choices do not include driving an automobile (e.g., young people, older adults, people with disabilities, and low-income residents). The State of Illinois requires that bicycle and pedestrian ways be given consideration in the planning and development of transportation facilities, including the incorporation of such ways into State plans and programs. To help achieve this, the Chicago Metropolitan Agency for Planning (CMAP) recommends policies, actions and investments to improve conditions for bicycling, walking and the use of public transportation, including a Complete Streets approach to planning and designing local transportation systems. Complete Streets is a transportation policy and design approach that requires streets to be planned, designed, operated and maintained to enable safe, convenient and comfortable travel access for all anticipated roadway users, regardless of their age, abilities or mode of travel. Federal Highway Administration policy supports Complete Streets concepts and encourages the development of active transportation infrastructure at all levels of government. To that end, the federal authorizations of future grants (Surface Transportation Program, Congestion Mitigation & Air Quality, etc.) will have evaluation criteria that requires Complete Streets integration by way of local ordinances, thus making the Village more competitive for grant funding by adopting a Complete Streets policy.</p>	
REQUEST FOR FEEDBACK	
<p>The Village of Willowbrook desires to ensure environmentally friendly modes of transportation for residents and visitors alike. The Village recognizes bicyclists, pedestrians and motorists as equal partners in its transportation planning, and desires to provide a safe connected network of travel options. The Village views recreation as a means to improve economics, tourism and the vitalization of the community and to maintain its identity as a friendly, close-knit community which offers recreational outlets to promote fun and healthy lifestyles. The Village acknowledges it is essential to incorporate safety in all of its planned improvements and commits to improve the quality of life in our community. The Village ascribes to the principles of progressive redevelopment to foster community interaction, awareness and pride. Also, to provide a multi-modal transportation and recreation option for residents of all ages and skill levels to enhance the Village's quality of life and economic reputation.</p>	
STAFF RECOMMENDATION	
<p>Staff recommends adopting a Complete Streets policy. Adopting this policy could potentially provide grant money to help fund future projects.</p>	

Complete Streets at Work

Complete Streets at Work is a publication produced by the Chicago Complete Streets Coalition.



IT'S ABOUT CHOICES

In many communities, our roadways are designed to support motor vehicles, but they lack safe places for people to walk or bike. As a result, people feel forced to bear the financial burden of driving everywhere they go, and those who don't drive are put at risk just getting from Point A to Point B. Complete Streets mean greater accessibility and more choices for people in their everyday lives.

IT'S ABOUT CHILDREN

Safe places to walk and bike are especially important for kids because they need physical activity for healthy development. Health care professionals feel that today's parents will be the first ever to outlive their children due to increases in illnesses like heart disease and diabetes.¹ In 1995, nearly half of American children walked or rode a bike to school each day. As of 2009, that number had dropped to 12 percent.² Complete Streets create a safer environment for children and families to walk or bike to school, to local parks and playgrounds, and to friends' houses.

IT'S ABOUT ACCESS

The Americans with Disabilities Act (ADA) was enacted in 1990 to make it easier for people with disabilities to enjoy the same access the rest of us take for granted. But today, 25 years later, most of our roads are still inaccessible. The principles of Complete Streets not only facilitate ADA compliance, but also put forth a number of creative solutions to support people of all ages and abilities in each phase of their daily trips.

IT JUST MAKES SENSE

Most people would agree that increased traffic congestion, reduced air quality, rising transportation costs, and obesity-related diseases are problems we face as a society. Communities with a connected network of Complete Streets help ease the impacts of these problems on their populations. These communities also protect property values, create a more stable housing market, and reduce household transportation costs, all of which helps support the local economy. In addition, Complete Streets produce healthier residents, with a better connection to the neighborhoods they walk through each day, which in turn puts more eyes on the street to keep those neighborhoods safe. Giving voice to the Complete Streets movement allows citizen activists to be an integral part of creating these positive changes in their own communities.

Healthy HotSpot Initiative

Lead by the Cook County Department of Public Health, Healthy HotSpot aims to multiply the number of places that make healthy living easier in our near you community. Visit www.cookcountylife.org/HealthyHotSpot for more information about the initiative.

What can local governments do?

- Establish Complete Streets Committees and adopt a Complete Streets policy.
- Encourage local governments to adopt Complete Streets in their long-range and short-range transportation plans.
- Establish Complete Streets in local zoning ordinances.
- Encourage local governments to adopt Complete Streets in their capital improvement programs.
- Encourage local governments to adopt Complete Streets in their transportation plans.

COMPLETE STREETS

make economic sense

Complete Streets contribute to economic growth and stability. People want to live and work in healthier, walkable, bikeable communities. Complete Streets can shift household spending from vehicle costs to cover other household expenses. As a result, they benefit the local economy and support efforts at economic development.



BENEFITS TO FAMILY BUDGETS

Complete Streets give individuals and families the freedom to choose between multiple types of transportation. When people choose more cost-effective travel modes, they have more money to spend on other essentials, as well as in the local economy.

- Wisconsin public transit users save nearly \$7 per trip when compared to drivers. These savings have resulted in enough additional investments in the local economy to create 11,671 new jobs, \$163.3 million in tax revenue, and \$1.1 billion in total output.¹
- In the Chicago region, people living within a 1/2 mile of a rail station save \$2,272 on transportation expenses compared to households further from a rail station.²
- A two-person adult household that uses public transportation saves an average of \$6,251 annually compared to a household with two cars that uses no public transportation.³

Photo credit (Apples): United States Department of Agriculture



RAISE PROPERTY VALUES

Communities with Complete Streets have stronger real estate markets. Homes located near bicycle, pedestrian, and transit facilities are worth more and maintain their value:

- Chicago-area homes located within one-half mile of a Metra station sell for \$36,000 more on average than homes that are not within walking distance of a Metra station.⁴
- In Indianapolis, a house located within one-half mile of the Monon Trail sold for 11 percent more than an identical house one mile from the trail.⁵
- Homes in neighborhoods with high Walk Scores sell for \$4,000 to \$34,000 more than the average home.⁶



BOOST LOCAL BUSINESSES

Complete Streets stimulate the local economy. They help communities attract large employers and employees:

- In Washington, D.C., the addition of new paved sidewalks, streamlined public parking, and new traffic signals helped a business district to attract 44 new businesses and 200 new jobs. Sales, employees, and pedestrians have more than tripled since the project was completed.⁷
- In Pittsburgh, 30 percent of employers responded that transportation was the number one barrier to hiring and retaining qualified workers.⁸
- In Portland, people visiting restaurants and convenience stores by bicycle, foot, or transit visit more frequently, and spend more on average than those who drove.⁹

Get involved

Led by the Cook County Department of Public Health in collaboration with many partners. Healthy HotSpot aims to multiply the number of places that make healthier living easier. Visit cookcountypublichealth.org/healthy-hotspot for more information about the initiative.

⁴Beltka Khalid. (2003). Socio-Economic Benefits of Public Transit. Wisconsin Department of Transportation. Retrieved from <http://wisdotresearch.wi.gov/wp-content/uploads/03-07transsector-f1.pdf>

⁵Center for Neighborhood Technology. (2013). Transit-Oriented Development in the Chicago Region: Efficient and Resilient Communities for the 21st Century. Retrieved from <http://www.cnt.org/publications/transit-oriented-development-in-the-chicago-region-efficient-and-resilient-communities>

⁶Lipman, Barbara. (2008). A Heavy Load: The Combined Housing and Transportation Burdens of Working Families. Center for Housing Policy.

⁷American Public Transportation Association. (2001). Public Transportation Means Business. Retrieved from http://www.apta.com/resources/reportsandpublications/Documents/brochure_transmeans_business.pdf

⁸Lindsey, G., et al. (2004). "Properly Values, Recreation Values, and Urban Greenways." Journal of Park and Recreation Administration, 22(3): 69-90.

⁹Cortright, Joe. (2009). How Walkability Raises Home Values in U.S. Cities. Chicago: CEOs for Cities. Retrieved from <http://documents.scribd.com/s3.amazonaws.com/docs/bnp4mmmb1hfd1.pdf?i=133050594>

¹⁰National Complete Streets Coalition. (n.d.). Complete Streets Spark Economic Revitalization. Retrieved from <http://www.completestreets.org/webdocs/factsheets/cs-revitalize.pdf>

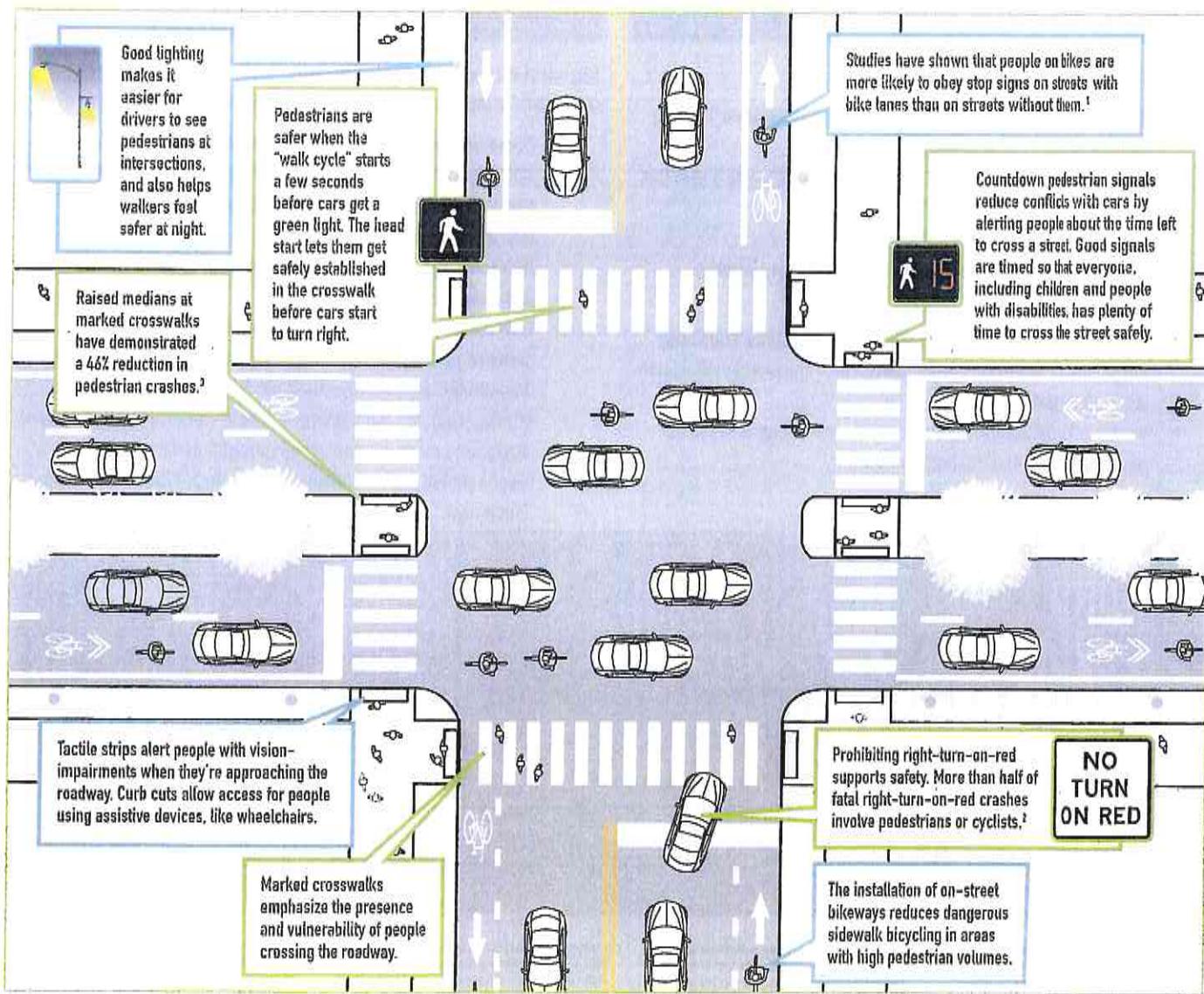
¹¹Airport Corridor Transportation Association. (2006). Study of Improved Shared Ride Transportation Services to the Robinson/North Fayette Employment Center. Retrieved from http://www.acta-pgh.org/nru_upload/Final_Report_102606.pdf

¹²Oregon Transportation Research and Education Consortium. (2013). Examining Consumer Behavior and Travel Choices. Retrieved from <http://trec.pdx.edu/research/project/411>

COMPLETE STREETS

make roads safer for everyone

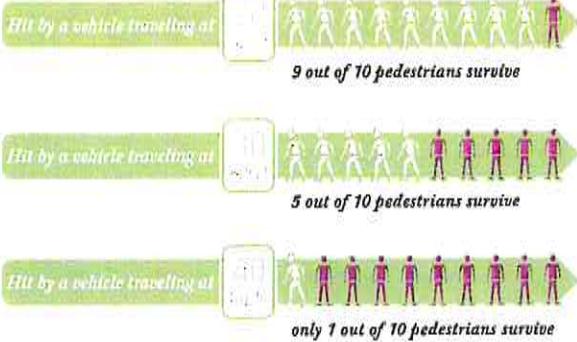
Many people feel safer in cars than they do out walking or biking and this discourages them from choosing active transportation. If cars are moving too fast, or if there is a lack of basic infrastructure to support bicycling and walking, people will choose to drive. Those who do not have a car may simply choose to stay home, or may be forced to make unsafe choices to reach their destination. Complete Streets can provide a safer environment by preventing speeding and by giving people safe places to walk, bicycle, and access public transit.



¹Hunter, W., et al. (1998). *Bicycle Lanes Versus Wide Curb Lanes: Operational and Safety Findings and Countermeasure Recommendations*. Federal Highway Administration, Washington, DC, U.S. Department of Transportation. Retrieved from <http://www.fhwa.dot.gov/publications/research/safety/padbik/29935/index.cfm>

²Traffic Safety Facts Banner Number 84, 1995 National Highway Traffic Safety Administration – US Department of Transportation <http://www.nhtsa.gov/About+NHTSA/Traffic+Techs/current/ci.The+Safety+Impact+of+Right+Turn+on+Red+Report+to+Congress.print>

³Lindley, J. (2008). *Guidance Memorandum on Consideration and Implementation of Proven Safety Countermeasures*. Federal Highway Administration, Washington, DC, U.S. Department of Transportation.



It is important to note that an increased speed limit can have a dramatic impact on the gravity of pedestrian crash injuries.

THE IMPACT OF CRASHES

Crashes have a serious impact:

- In 2013, there were 57,083 crashes in suburban Cook County, an average of 159 crashes per day.¹
- On average, 20 crashes per day involve injuries, and 4 crashes per day involve severe injuries.

For pedestrians and cyclists, a crash involving a vehicle can be devastating.

- In 2013, there were 1,632 crashes involving pedestrians and bicyclists in suburban Cook County. This figure only takes into account reported crashes.
- In 2013, 73 percent of vehicle crashes involving a cyclist or pedestrian resulted in injury or death.²

ROADWAY DESIGNS & SAFETY

Roadway design can influence pedestrian, bicyclist, and driver behavior. Some roadway designs encourage unsafe behavior:

- Wide vehicle lanes can encourage drivers to travel at higher speeds than the marked speed limit.
- A lack of bike lanes may encourage bicyclists to ride on the wrong side of the street.
- Long distances between blocks may encourage pedestrians to cross mid-block, without a crosswalk.

Some roadway designs encourage safe behavior:

- Bump-outs at intersections slow drivers down and make pedestrians more visible.
- Bike lanes can encourage cyclists to ride on the street, in the proper direction.

A COMPLETE SOLUTION

Complete Streets can help to calm traffic, reduce speeds, decrease fatalities, and reduce injuries in crashes:

- Raised medians give pedestrians a place to stop when crossing multiple lanes. At marked crosswalks, raised medians have seen a 46 percent reduction in pedestrian crashes.³
- Streets with protected bicycle lanes have 90 percent fewer injuries per mile.⁴
- Paved shoulders reduce the number of head-on crashes between pedestrians and motorists by 15 to 75 percent, and the number of sideswipe crashes by 15 to 41 percent.⁵
- In Iowa, reducing the number of lanes from four lanes to three lanes decreased crashes by 47 percent. Reducing lanes on a road to match the land use is often called a "road diet" or road "right-sizing".⁶

Healthy HotSpot Initiative

The places we live, work, learn, worship, and play matter to our health and can have an impact on how long and how well we live. Healthy HotSpots are places in suburban Cook County that have implemented one or more proven strategies to encourage positive behaviors, or to protect the public's well-being. Learn more at cookcountypublichealth.org/healthy-hotspot.

¹ Illinois Department of Transportation. (2013). City and County Crash Summaries webpage. Retrieved from www.dot.state.il.us/trafficsafety/summaries.html

²Ibid.

³ Lindley, J. (2008). Guidance Memorandum on Consideration and Implementation of Proven Safety Countermeasures. Federal Highway Administration, Washington, DC: U.S. Department of Transportation.

⁴ People for Bikes. (n.d.). Statistics Library/ Facilities Statistics. Retrieved from <http://www.peopleforbikes.org/statistics/category/facilities-statistics>

⁵ FHWA (n.d.). Safety Benefits of Walkways, Sidewalks, and Paved Shoulders. Retrieved from http://safety.fhwa.dot.gov/ped_bike/tools_solve/walkways_brochure/

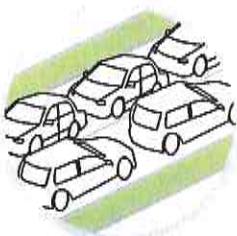
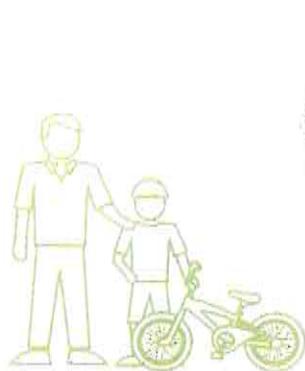
⁶ FHWA (2010). Evaluation of Lane Reduction "Road Diet" Measures on Crashes. Retrieved from <http://www.fhwa.dot.gov/publications/research/safety/10053/>

COMPLETE STREETS

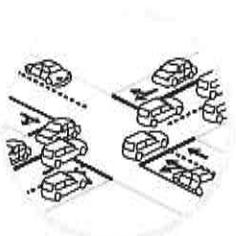
help youth stay active

Complete Streets create a safe environment for children to walk and bike to school. However, many roads today are incomplete, resulting in a decrease in children's daily physical activity. This has, in part, led to a rise in childhood obesity and other health-related concerns.

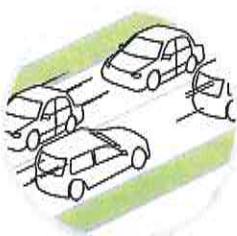
*Of parents surveyed,
their worries involve:*



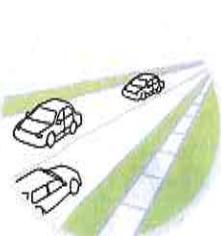
Heavy traffic
along routes:
51.3%



Intersection
safety:
38.2%

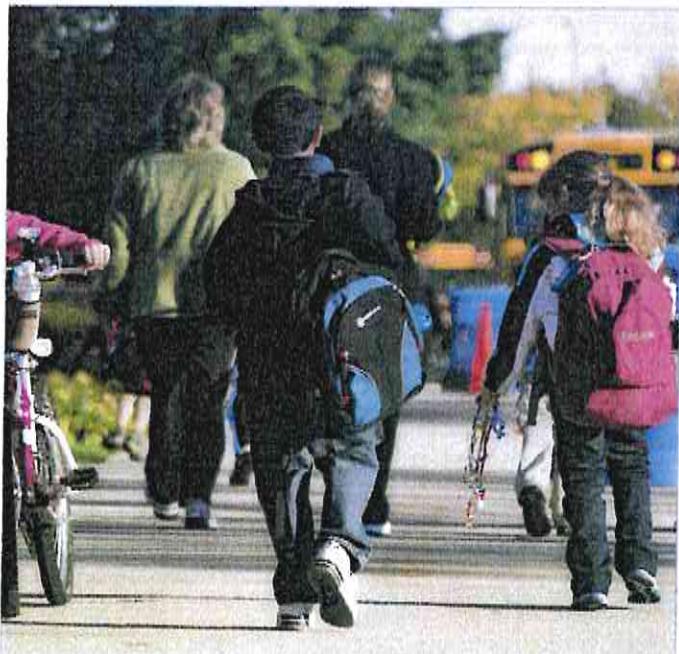


Traffic speed
along routes:
53.7%



Travel distance
of route:
67%

Improving some of the above factors could change parents' decisions about allowing their children to walk or bike to school.¹ While travel distance is a major concern, half of all school trips between 1/4 and 1/2 mile are taken by car or other private vehicle.²



BATTLING INACTIVITY & OBESITY

Fewer children are biking and walking to school than ever

- In 1969, almost 50 percent of children traveled to school on foot or by bike.
- By 2009, only 13 percent did.²

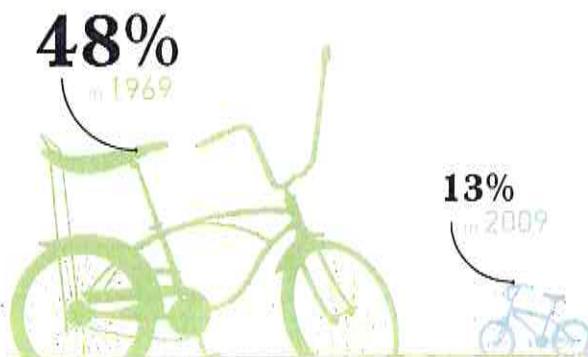
Inactivity and unhealthy weight gain puts kids at risk for diabetes, heart disease and other chronic diseases:

- For the first time in history, a generation of American children will likely live shorter lives than their parents.³
- Illinois has the 9th highest childhood obesity rate for 10-17 year olds in the nation.⁴
- About 34 percent of Illinois youth are obese or overweight.⁵
- Twenty-three percent of kids in the U.S. get less than 60 minutes of physical activity per week.
- Forty-four percent of kids in the U.S. don't attend a physical education class in an average week.⁶

CALMER MORNINGS

Walking and biking is a great way to improve health, but roads are often not safe for kids:

- In the Chicago region, 7,563 children under the age of 14 were struck by motor vehicles while out walking or biking from 2006 to 2010.⁷
- Over 15,000 Illinois students are bused to school due to hazardous conditions.⁸
- Half of school trips between 1/4 and 1/2 miles are taken by private vehicle.⁹
- In 2009, 10 to 14 percent of traffic during the morning commute was trips to take children to school.¹⁰



ACTIVE KIDS LEARN MORE

Creating safe places to walk and bike will enable children to have an active and healthy lifestyle:

- In South Carolina, fifth-grade students who walk to school five days a week had 24 additional minutes of moderate-to-vigorous physical activity per day than those who walked fewer than five days or traveled by car.¹¹

Regular walking and biking ensures that children are getting daily physical activity.

- A one-half mile walk to and from school gives a child 20 minutes of physical activity per day. That meets one-third of the daily amount recommended by the Centers for Disease Control and Prevention.

In 1969, 48% of children walked and biked to school. Fifty years later, that number has fallen to 13%.

Healthy HotSpot Initiative

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⁷ Zhou, Huague, et al. (2009). "Identifying Factors Affecting the Number of Students Walking or Biking to School." *Institute of Transportation Engineers Journal*, 79(10).

⁸ Federal Highway Administration. (2009). *National Household Travel Survey*. Washington, DC: U.S. Department of Transportation.

⁹ Olshansky, S., et al. (2005). "A Potential Decline in Life Expectancy in the United States in the 21st Century." *New England Journal of Medicine*, 352(11): 1138-1145.

¹⁰ The State of Obesity. (2015). *Illinois State Obesity Data, Rates, and Trends*. Trust for America's Health and the Robert Wood Johnson Foundation. Retrieved from <http://stateofobesity.org/states/IL>

¹¹ State Health Facts (2011). Percent of Children (10-17) who are Overweight or Obese. The Henry J. Kaiser Family Foundation. Retrieved from <http://kff.org/other/state-indicator/overweightobese-children/>

¹² Centers for Disease Control and Prevention. (2009). *Youth Risk Behavior Surveillance—United States, 2009*. Washington, DC: U.S. Department of

Health and Human Services.

¹³ Illinois Department of Transportation. (2010). *City and County Crash Summaries* webpage. Retrieved from <http://dot.il.gov/trafficsafety/summaries.html>

¹⁴ Heilbrand, Ben, et al. (2007). *School Safety Busing: Serious Safety Hazards in Cook County, 1980-2006*. Chicago: Center for Neighborhood Technology. Retrieved from <http://www.enl.org/repository/Hazard-Busing-Report.pdf>

¹⁵ Safe Routes to School National Partnership (2005). "What is Safe Routes to School? Background and Statistics." Retrieved from: <http://safesroutespartnership.org/resourcecenter/quick-facts>

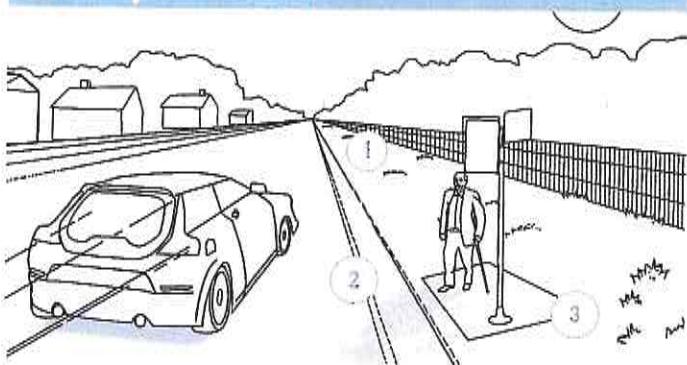
¹⁶ Sirard, John R., et al. (2005). "Physical Activity and Active Commuting to Elementary School." *Medicine & Science in Sports & Exercise*, 37(12): 2062-2069.

COMPLETE STREETS

benefit older adults & people with disabilities

Complete Streets ensure that all people can get around, regardless of age or ability. However, gaps in transit service, missing sidewalks, and incomplete intersections all limit the mobility of seniors and people with disabilities. Roadways are often not designed to accommodate older adults.

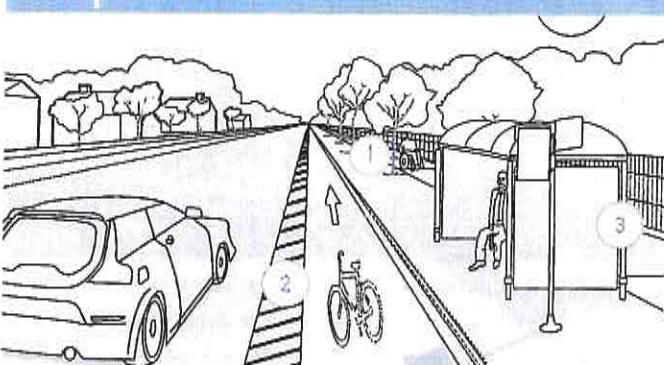
Incomplete Street



Among adults over 50:

1. 40% believe their neighborhood lacks adequate sidewalks.
2. 55% have inadequate places to bike.
3. 48% have no comfortable place to wait for the bus.

Complete Street



Positive improvements:

1. Sidewalks provide more people with access to transit and local businesses.
2. Bike lanes provide a more comfortable place for cyclists of all ages.
3. Shade & shelter at transit stops vastly improves the transit experience for those with health or mobility challenges.

CHALLENGING ROUTES

Roadways and transit systems are often inaccessible, confusing, and dangerous for people with disabilities:

- Visually impaired pedestrians wait three times longer to cross the street and make many more dangerous crossings than pedestrians with no visual impairments.¹
- Even with reliable bus service within a few blocks of home, many seniors and people with disabilities cannot reach it because local streets lack accessible curb ramps and sidewalks.



Seniors and people with disabilities need neighborhoods with sidewalks and safe crossings to support their independence.

PHOTO: DAN BURDEN

NON-DRIVERS FACE HURDLES

The lack of safe roadways forces many seniors to either leave their communities or live in isolation:

- Seniors who do not drive make 65 percent fewer trips to visit family, see friends, or go to church; many report they do not like to ask for rides.²
- More than 50 percent of seniors who do not drive stay home due to a lack of transportation options.³



As people age, walkability and accessibility to transit increasingly influence on their housing options and their ability to age in place.

PHOTO: DAN BURDEN

COMPLETE STREETS CAN HELP

Complete Streets keep older adults active and help them age in place:

- More than half of seniors who report an inhospitable walking, bicycling, and transit environment outside their homes would walk, bike, and take transit more if these problems were fixed.⁴
- Eight out of 10 of older adults consider using public transportation a better option than driving alone.⁵

Complete Streets are accessible to people with disabilities and encourage mobility:

- Roughly 9 percent of people with disabilities under age 25, 14 percent of those age 25 to 64, and 32 percent of those 65 or older have mobility problems. The most frequent reasons reported for those problems are having no car, having no or limited transportation, and having no one on whom to depend.⁶
- Roughly 14 percent of people with disabilities ages 25 to 64 and 7 percent of those 65 or older says that they don't want to ask for help; a somewhat smaller percentage of these people reported that their equipment doesn't fit transportation or their disability makes it hard to use.⁷

Healthy HotSpot Initiative

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¹ Ashmead, D. H., et al. (2005). "Street Crossing by Sighted and Blind Pedestrians at a Modern Roundabout." *Journal of Transportation Engineering*, 131(11), 812-821.

² Surface Transportation Policy Project. (2004). *Aging Americans: Stranded Without Options*.

³ Pucher, John, and Lewis Dijkstra. (2003). "Promoting Safe Walking and Cycling to Improve Public Health: Lessons from the Netherlands and Germany." *American Journal of Public Health*, 93(9).

⁴ Lynott, Jana. (2009).

⁵ American Public Transportation Association. (2005). *The Attitudes of Older Americans Toward Mobility and Transportation*. Retrieved from http://www.apta.com/mediacenter/pressreleases/2005/Documents/051206harris_interactive.pdf

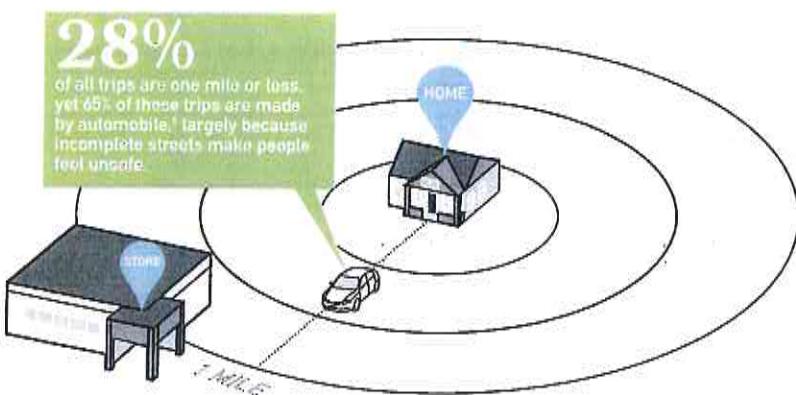
⁶ U.S. Bureau of Transportation Statistics. (2003). *Transportation Availability and Use Study for Persons with Disabilities*. Washington, DC: Author.

⁷ Ibid.

COMPLETE STREETS

benefit public & environmental health

Most of us know that the growing number of cars and trucks on the road takes a toll on our environment. But did you know that this trend also takes a heavy toll on our health? Increased traffic means that more people are spending more time in their cars, and less time getting the exercise they need. In walkable, bikable communities, every trip taken is an opportunity for physical activity. Every time a person chooses active travel instead of driving, they are helping to curtail traffic congestion and pollution. Complete Streets benefit both public and environmental health by decreasing the number of vehicle miles driven and encouraging more people to choose active forms of transportation.



Americans choose to drive, even for very short trips.

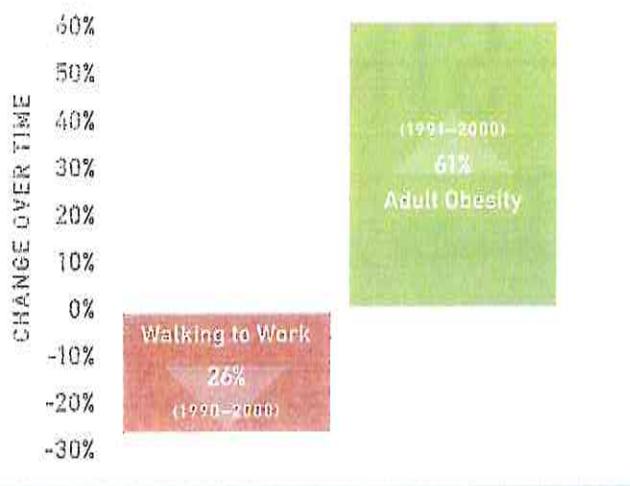
This is often because local streets are not safe enough for healthy, non-automobile friendly travel like walking or biking.² Complete streets help to make the streets safer for everyone.



ENVIRONMENT & PUBLIC HEALTH

Incomplete streets take a toll on the environment and people's health. Driving increases vehicle emissions.

- Between 30 and 45 percent of Americans live in areas impacted by traffic-related air pollution. Evidence shows pollution from car exhaust causes asthma attacks in children, and can lead to cardiovascular disease and premature death.³
- A single person, who replaces a 20-mile round-trip car commute with public transit can reduce his annual CO₂ emissions by 4,800 pounds per year, equal to a 10 percent reduction in all greenhouse gases produced by an average two-adult, two-car household.⁴



Source: U.S. Department of Transportation, 2009. *Walking to Work: A National Survey of Walking to Work and the Impact of Walking to Work on Obesity*. Washington, DC: U.S. Department of Transportation.

SOURCE: SURFACE TRANSPORTATION POLICY PARTNERSHIP, INCOMPLETE STREETS 2006

INCOMPLETE STREETS & HEALTH

Illinois is experiencing a growing obesity problem.

- The number of overweight or obese Illinoisans has increased 30 percent in the last 15 years.¹
- More than 29 percent of adults in Illinois are obese. Unhealthy weight gain increases one's risk for diabetes, cardiovascular disease, and some types of cancer.²

Americans are leading more sedentary lifestyles.

- Fifty-five percent of adults do not meet the minimum recommended physical activity.³
- Twenty-five percent of adults report being completely inactive.⁴

WHAT CAN BE DONE?

Increased walking, biking, and transit reduce vehicle emissions.

- When the Village of Mount Prospect, Illinois completes all recommendations in its bike plan, two percent of all trips taken per day will be on bike, and the community will travel 13,000 fewer miles by vehicle per day, resulting in 117,096 fewer kilograms of greenhouse gas emissions.⁵
- In 1993, Boulder, Colorado, constructed a comprehensive transit network. Following completion, the number of transit trips grew by 500 percent, resulting in 506,000 fewer pounds of annual CO₂ emissions.⁶

And improve community health...

- Residents who have access to sidewalks are 65 percent more likely to walk than those who do not.⁷
- Nearly one-third of transit users meet the daily physical activity guidance recommended by the U.S. Surgeon General.⁸
- Public transit users take 30 percent more steps and spend roughly eight more minutes walking each day than drivers.⁹

...but roads must be designed to safely accommodate walking, biking, and transit use.

Healthy HotSpot Initiative

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¹Levi, Jeffrey, et al. (2011). *F as in Fat: How Obesity Threatens America's Future*. Washington, DC: Trust for America's Health. Retrieved from <http://healthysmarts.org/assets/files/TFAH2011FasInFat10.pdf>

²The State of Obesity. (2015). Illinois State Obesity Data: Rates, and Trends. Trust for America's Health and the Robert Wood Johnson Foundation. Retrieved from <http://stateofobesity.org/states/IL/>

³U.S. Department of Health and Human Services. (2000). *Healthy People 2010*. 2nd edition. Washington, DC: U.S. Government Printing Office.

⁴Ibid.

⁵Federal Highway Administration. (2001). *National Personal Transportation Survey*. Washington: U.S. Department of Transportation. Retrieved from <http://nhts.ornl.gov/download.shtml#2001>

⁶Davis, Todd and Monica Hale. (2007). *Public Transportation's Contribution to U.S. Greenhouse Gas Reduction*. McLean, VA: American Public Transportation Association. Retrieved from http://www.apta.com/resources/reportsandpublications/Documents/climate_change.pdf

⁷Health Effects Institute (2010). *Traffic-Related Air Pollution: A Critical Review of the Literature on Emissions, Exposure, and Health Effects*. Retrieved from <http://pubs.healtheffects.org/view.php?id=334>

⁸Active Transportation Alliance and Sam Schwartz Engineering. (2011). *Mount Prospect Bicycle Plan*. Retrieved from <http://www.mountprospect.org/Modules/ShowDocument.aspx?documentId=1924>

⁹Giles-Corti, B. and R. J. Donovan. (2002). "The relative influence of individual, social, and physical environment determinants of physical activity." *Social Science & Medicine*, 54: 1793-1812.

¹⁰Besser, L. M. and A. L. Dannenberg. (2005). "Walking to public transit stops to help meet physical activity recommendations." *American Journal of Preventive Medicine*, 29(4): 273-280.

¹¹Edwards, R. 2008. *Public Transit, Obesity, and Medical Costs: Assessing the Magnitude*. *Preventative Medicine*, 46(1), 14-21. January 2008.

COMPLETE STREETS

building and paying for a complete streets network

Complete Streets help people get where they want to go. Whether it's to work, school, the bank, or the grocery store, Complete Streets afford a variety of safe options for people of all ages and abilities and for every mode of travel. The specifics of designing Complete Streets are different for every community. Decisions about design and construction should be based on the context of the roadway, surrounding land uses, impact on safety, and cost.

The core goal of Complete Streets should be to provide a network of safe roadways for all modes of transportation. The roadway network should help people get from point A to point B within their community, obviously, but should also help them reach destinations beyond by connecting to transit stations, regional trail systems, and bicycle, pedestrian, and transit networks in neighboring communities.

PLANNING FOR SUCCESS

Factors to consider when designing a network of Complete Streets include:

- **VARIOUS MODES OF TRAVEL:** People use more than cars to get from place to place. Many take transit, walk, or bike. These active transportation modes should not only be accommodated, but should actually be encouraged as the healthiest ways for residents to get around and experience their community. Roadway planners and engineers can use a variety of design tools for improving and encouraging active transportation for everyone.
- **SURROUNDING LAND USES:** Commercial districts, transit stations, schools, and parks will have higher pedestrian traffic volumes than an industrial park, for instance. Roads surrounding these land uses, then, should include sidewalks, crosswalks, safe crossings at intersections, and transit shelters on service routes. Including bicycle facilities and bike racks along roads can help to increase rates of cycling to these locations.
- **CRASHES:** A high rate of vehicle crashes in certain locations often indicates a flaw in the design of the roadway. Areas with high crash rates should be prioritized for improvement, not only to prevent injuries, but also because crashes can deter people from choosing to walk or bike.
- **AUTOMOBILE TRAFFIC VOLUME:** Roads with higher average daily traffic (ADT) counts and high vehicle speeds may require separated facilities for bicyclists, whereas residential roads with low traffic volumes may not require a dedicated bicycle facility. Higher vehicle speeds contribute to the severity of injury and the risk for dying from a vehicle crash. High speeds may indicate a need for traffic-calming measures to improve safety for all road users.
- **NUMBER OF LANES & ROADWAY WIDTH:** Some roads may be designed to accommodate a higher number of vehicles at a higher speed than necessary. In these cases, roads may be eligible for reconfiguration to reduce the number or width of traffic lanes to accommodate additional modes of travel.

(Continued on reverse.)

EFFECTIVE BUDGETING

Communities can save money on Complete Streets by implementing the following recommendations:

- 1) **MAXIMIZE OPPORTUNITIES BY LOOKING AT A VARIETY OF PROJECTS.** There are Complete Streets solutions for many types of projects. For example, a resurfacing project may present an opportunity to add low-cost facilities, such as painted crosswalks, bicycle lanes, or bike route signage. For larger road reconstruction projects, facilities for pedestrians, cyclists, and transit users should be included in the project from the outset.

Communities can save money on Complete Streets by implementing the following recommendations:

- 2) **MAKE IMPROVEMENTS TO A PROJECT AREA SIMULTANEOUSLY, RATHER THAN PIECEMEAL.** The best way to keep construction costs low is to avoid retrofits and ensure that all appropriate modes are considered at the outset of a construction project, rather than adding new accommodations later. Communities should strive to plan ahead and do it right the first time.

- 3) **ADOPT A COMPLETE STREETS POLICY THAT DEFINES A PROCESS FOR PROJECT REVIEW AND IMPLEMENTATION.** Complete Streets policies can help communities set goals, streamline project review, and ensure that the needs of all people are being met. Complete Streets policies also define exceptions and determine how communities will measure the impact of completed projects over time.

- 4) **ASSESS ALL PLANNED CONDITIONS.** It is equally important to look at any existing plans, such as regional and local comprehensive, development, and transportation plans. The achievement of goals in those plans may impact any projects currently under consideration. By researching planned conditions and designing new projects with these conditions in mind, communities can avoid costly retrofits in the future.

5) SHARE COSTS WITH OTHER AGENCIES

Under The Illinois Department of Transportation (IDOT) Complete Streets policy, communities can have bicycle and pedestrian facilities included in road reconstruction projects on state highways by paying just 20 percent of the cost and taking on maintenance. Communities can plan for the cost share by reviewing IDOT's capital plan, noting roads that are scheduled for reconstruction, determining which roads should include bicycle or pedestrian facilities, and budgeting for those costs as they arise. While fewer roads in Illinois are under the jurisdiction of the Cook County Department of Transportation and Highways (CCDOH), the agency has a strong Complete Streets policy.

6) SHARE COSTS WITH SURROUNDING COMMUNITIES

Communities can create a more cost-effective network by partnering with neighboring communities or Councils of Governments to get bulk rates on materials. For example, multiple communities can partner to purchase bike route signage or thermoplastic for striping crosswalks at a reduced cost.

7) DEVELOP AND USE AN ACTIVE TRANSPORTATION PLAN

An active transportation plan can help guide the facilities that are placed on any road, prevent costly retrofits, and help communities to win federal funds for projects. In communities with no plan, guides such as AASHTO's Green Book and the Manual for Uniform Traffic Control Devices (MUTCD) can guide the types of facilities that serve various modes of transportation.



Complete Streets Policy

February 11th, 2015

Prepared by:
Teska Associates, Inc.



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- A. 'Complete Streets' improvements (handout)*
- B. Meadow Lane segments and suggested improvement projects*
- C. Details for the traffic calming measures*
- D. Bicycle and pedestrian projects from Plainfield's Transportation Plan*

Part I: Introduction

What is a Complete Streets Policy?

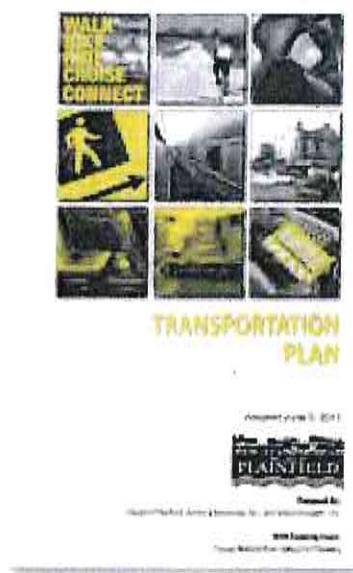
“Complete Streets policies formalize a community’s intent to plan, design, operate and maintain streets so that they are safe for all users of all ages and abilities. Policies direct decision-makers to consistently fund, plan, design and construct community streets to accommodate all anticipated users, including pedestrians, bicyclists, public transit users, motorists and freight vehicles.”

- Smart Growth America and the National Complete Streets Coalition

The 2013 Transportation Plan for the Village recommended adoption of a Complete Streets Policy for the Village of Plainfield. The Village already incorporates many elements of Complete Streets such as pedestrian and bicycle improvements and traffic calming. The downtown streetscape along Lockport Street and portions of Van Dyke Road are two specific examples where the Village has implemented Complete Streets concepts. Our streets, particularly the major arterial routes through the community, are the Village’s front door. These corridors connect the community, and link us to the greater region. They are valuable resources that, if properly designed, can accommodate a variety of users while creating a unique and positive image in the minds of residents and visitors.

Currently, 650 governments in the United States have adopted Complete Streets policies, 80 in 2013 alone. Within the region communities like Tinley Park, Lemont, Hoffman Estates, Blue Island and Oak Park all have policies in place.

To develop Plainfield’s Complete Streets Policy, a three phase process including research, draft policy development, and case studies were conducted. The entire process was informed by community involvement and staff input. The research phase including examination of model complete streets policies from other similar communities and review of the Village’s Transportation Plan. Based on this research, a draft Complete Streets Policy was developed. To apply that policy to specific locations, two case studies were developed: one focused on downtown and the other examined Meadow Lane. While the Village has executed significant improvements in the downtown area to enhance pedestrian safety, a number of additional enhancements are recommended. Along Meadow Lane, a number of traffic calming options were defined to reduce vehicle speeding and enhance pedestrian safety.



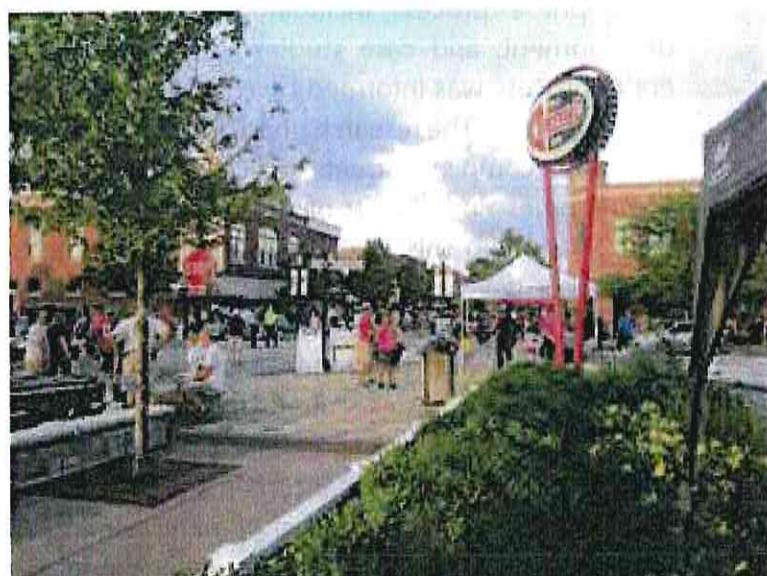
COMPLETE STREETS PLANNING PROCESS:



Residents, elected officials and staff were engaged throughout the planning process of developing the Complete Streets Plan. During the research stage, residents were asked for ideas to make streets in Plainfield safer for all modes of transportation at a Cruise Night event in downtown Plainfield. Over the course of the planning process, the consultant met multiple times with the Village's Traffic Committee to review initial ideas, discuss alternatives, and develop specific strategies to address resident's concerns. These ideas were also converted into a community survey to allow residents to help prioritize the suggested improvements (see Meadow Lane discussion on page 10). This inclusive process of public involvement helped build consensus for the implementation of traffic calming measures along Meadow Lane and in the Downtown area.



COMMUNITY MEETING



CRUISE NIGHT

Part II: Complete Streets Policy

Intent of the Complete Streets Policy

The Village of Plainfield is committed to improving all forms of transportation to reduce local traffic congestion on roads and improve access within the community. One of the goals of the Village's Transportation Plan is to develop a safe pedestrian and bicycle network to increase bicycle trips, improve walkability, and meet the transportation and recreational needs of the community. This Complete Streets Policy aims at achieving this goal by ensuring a well-connected, safe and accessible transportation network where all the users of the roadway will have the option of choosing their mode of transportation irrespective of their age or physical ability. This policy aims at improving:

- Access to jobs, dining, shopping and entertainment especially in the downtown area
- Access to schools, community facilities like parks, recreation centers and even neighborhood commercial areas, and
- Access to recreation via multi-use paths and regional trails.

The plan varies from many similar Complete Streets Policies in two key areas:

1. ***Transit*** - The focus on access to transit is minimized in this policy given the limited amount of public transit currently available and anticipated in the foreseeable future in Plainfield. While the Village does have Pace service via I-55 to downtown, the Village currently does not have any other bus or rail service. Current and anticipated residential densities are generally considered too low to support additional fixed-route transit service. While a new commuter rail line was proposed along the EJ&E line which runs through Plainfield, a lack of funding has put that concept on indefinite hold. If additional transit service is implemented in the future, this Complete Streets policy should be reviewed and updated to better accommodate access to transit.
2. ***On-Street bike lanes*** – Many Complete Streets plans focus heavily on retrofitting a community with on-street bike lanes. However, Plainfield has long planned and implemented a system of separate multi-use paths throughout the Village. As such, the need for dedicated bike lanes or shared lanes is greatly diminished. While Van Dyke Road currently has a segment between 135th Street and Route 126 with bike lanes, that segment now also has a separate multi-use path which has become the preferred approach within the Village.

Despite the lack of dedicated on-street bike lanes, it is still anticipated that many sport bikers and commuters will choose to ride on-street. These more experienced bikers often prefer to ride on the street and are comfortable co-existing with vehicular traffic provided the roadway is wide enough to accommodate both cars and bikes. Sports bikers are typically traveling longer distances, and prefer to not to have to navigate

narrower bike paths which may have slower riders blocking their route. This shared roadway arrangement works particularly well when a wide paved shoulder (4' to 8') is present on roadways without curbs and on curbed roadways when storm drains have grate bars that run perpendicular to the roadway (see page 22 of the Transportation Plan for specific grate recommendations).



Core Commitments of Complete Streets

Provision of facilities for pedestrians, bicyclists and transit users has traditionally been a low priority in roadway design. Roadways have traditionally been designed to accommodate automobiles, emergency vehicles and sometimes trucks. In order to give residents and visitors the option to use alternate modes of transportation to get from one location to another, a safe and well-connected network is essential. This includes features like bike racks to encourage people to ride their bikes, bus shelters for transit users, and sidewalks that are accessible to people of all physical abilities. Such an integrated network encourages healthy and active travel which in turn reduces congestion on roadways and improves the quality of life while enhancing a sense of community.



Benefits of Complete Streets

Complete Streets satisfy the triple bottom line or the three pillars of sustainability: equity, environment and economy. By providing access for people of all ages and walks of life, it makes transportation equitable. By making roadways accessible to all, users will be inclined to use non-auto modes of transportation, especially for shorter trips. In using modes like walking or biking instead of driving, vehicle use decreases, in turn reducing the consumption of fossil fuels, wear on roads and reduces the negative impact on the air quality of the environment. It also encourages a more active lifestyle, improving the health of users. Increased levels of safety decreases pedestrian, vehicular and bicycle collisions. The improved amenities along the roadways make the community more attractive and have the potential of positively impacting property values in the area.



Definition of a Complete Street in the Village of Plainfield

A roadway in the Village of Plainfield shall be complete if it can safely and conveniently accommodate all users of the roadway—including pedestrians, bicyclists, automobile users and where appropriate freight vehicle drivers and public transit users, regardless of their age or physical ability to travel upon, across, or alongside it by their chosen mode of transportation.



A COMPLETE STREET IN PLAINFIELD, IL



Application and Implementation

- In order to make roadways safer and more convenient for users, the following transportation projects should be viewed as opportunities to achieve complete streets:
 1. *New construction*
 2. *Reconstruction- bridges and other highway structures*
 3. *Resurfacing and grading*
 4. *All infrastructure projects within the road right-of-way, including re-striping projects*
 5. *Privately built roads intended for public use*
 6. *Traffic signal installation/modernization*
- In order to ensure that this policy is implemented, all projects shall be reviewed by the Planning and Engineering Departments to ensure that the project adequately addresses the Complete Streets Policy. In addition, workshops and other training opportunities should be offered to Village staff, community leaders and the general public to help everyone understand the importance of the Complete Streets vision. The Matrix of Complete Streets Improvements in Appendix A can be used for this purpose.
- For all projects within the Village of Plainfield, the following process should be followed to advance the goals of the Complete Streets Policy:
 1. *Local projects*- The Traffic Committee shall review all projects to ensure the incorporation of complete street elements.
 2. *New developments*- All subdivision plats and planned developments to be reviewed by the Plan Commission should also be reviewed by the Traffic Committee to evaluate their incorporation of complete street elements and consistency with the policy.
- As roads in Plainfield are governed by different jurisdictions, coordination with other agencies like the Illinois Department of Transportation (IDOT), Will County and Kendall County Highway Departments, and affected townships will be needed to ensure incorporation of complete street elements in roadway projects within Village boundaries.
- Recognizing that all streets are different and that the needs of various users will need to be balanced in a flexible manner, some exceptions will be allowed as described below:
 1. *Accommodation of complete streets is not necessary on roadways where specific users are prohibited by law, such as interstate highways.*
 2. *Accommodation of complete streets is not necessary when the cost is excessively disproportionate to the need or probable use.*
 3. *Transit facilities like bus shelters are not necessary where there is no existing or planned transit service.*

The Traffic Committee shall grant exemptions for Village projects; while for private projects, the owner shall document the exception and seek approval from the Village Board.



Design criteria and standards

The Village shall follow the design guidelines outlined in:

- American Association of State Highway and Transportation Officials (AASHTO)
 - ▶ Guide for the Planning, Design and Operation of Pedestrian Facilities
 - ▶ Guide for the Development of Bicycle Facilities
- The Federal Highway Administration (FHWA) Manual of Uniform Traffic Control Devices (MUTCD)
- The Americans with Disabilities Act Accessibility Guidelines (ADAAG)
- Village of Plainfield Transportation Plan (2013) and Comprehensive Plan (2013)
- Any 'stop sign' installation should be as per the Village of Plainfield's 'Traffic Control Sign Policy'
- New residential subdivision streets shall promote walkability and interconnection for enhanced public safety, including short blocks and interconnections between subdivisions. The use of cul-de-sacs should be minimized.
- Context sensitive solutions approach as outlined by the FHWA and other sources noted at the Institute of Transportation Engineer's website - <http://www.ite.org/css/>

 **“Context sensitive solutions (CSS) is a collaborative, interdisciplinary approach that involves all stakeholders to develop a transportation facility that fits its physical setting and preserves scenic, aesthetic, historic and environmental resources, while maintaining safety and mobility. CSS is an approach that considers the total context within which a transportation improvement project will exist.”**

– Federal Highway Administration (FHWA)



Performance standards

Success of this policy can be evaluated by using the following performance measures-

- Eliminate gaps in the pedestrian and shared-use path network, as well as improve intersections as per the list below (Please refer to the 'Plainfield Transportation Plan 2013' for the detailed list of individual projects). The Village is committed in making every effort to complete the noted improvements contingent on the availability of financial resources to complete each project.
 1. *Complete all the 28 'High Priority Bicycle and Pedestrian Projects' (by the year 2019, or as budget allows)*
 2. *Complete all the 11 'Moderate Priority Bicycle and Pedestrian Projects' (by the year 2024, or as budget allows)*
 3. *Complete all the 9 'Long-term Bicycle and Pedestrian Projects' (by the year 2045, or as budget allows)*
- Total miles of streets that safely accommodate all roadway users compared to the total miles of streets in Plainfield.
- An annual report should be posted on-line for each of the above measures and presented to the Village Board.

Part III: Downtown

Purpose of selecting this area

The Downtown area was included to identify specific improvements to enhance access and increase safety for pedestrians and bicyclists. In many ways, the downtown is the center of community life, offering opportunities for shopping and dining, the library, Village Hall, both public and private recreational programs, the Plainfield Township Community Center, parks, and many community events. In resident surveys conducted during development of the Village's Transportation Plan, many residents requested enhanced bike and pedestrian access to downtown Plainfield.

Existing Conditions

Streetscape improvements installed by the Village along Lockport Street have already implemented many Complete Streets techniques including raised intersections, curb extensions, crosswalks, and bike parking. In addition, the short walkable blocks and grid street system are pedestrian friendly.

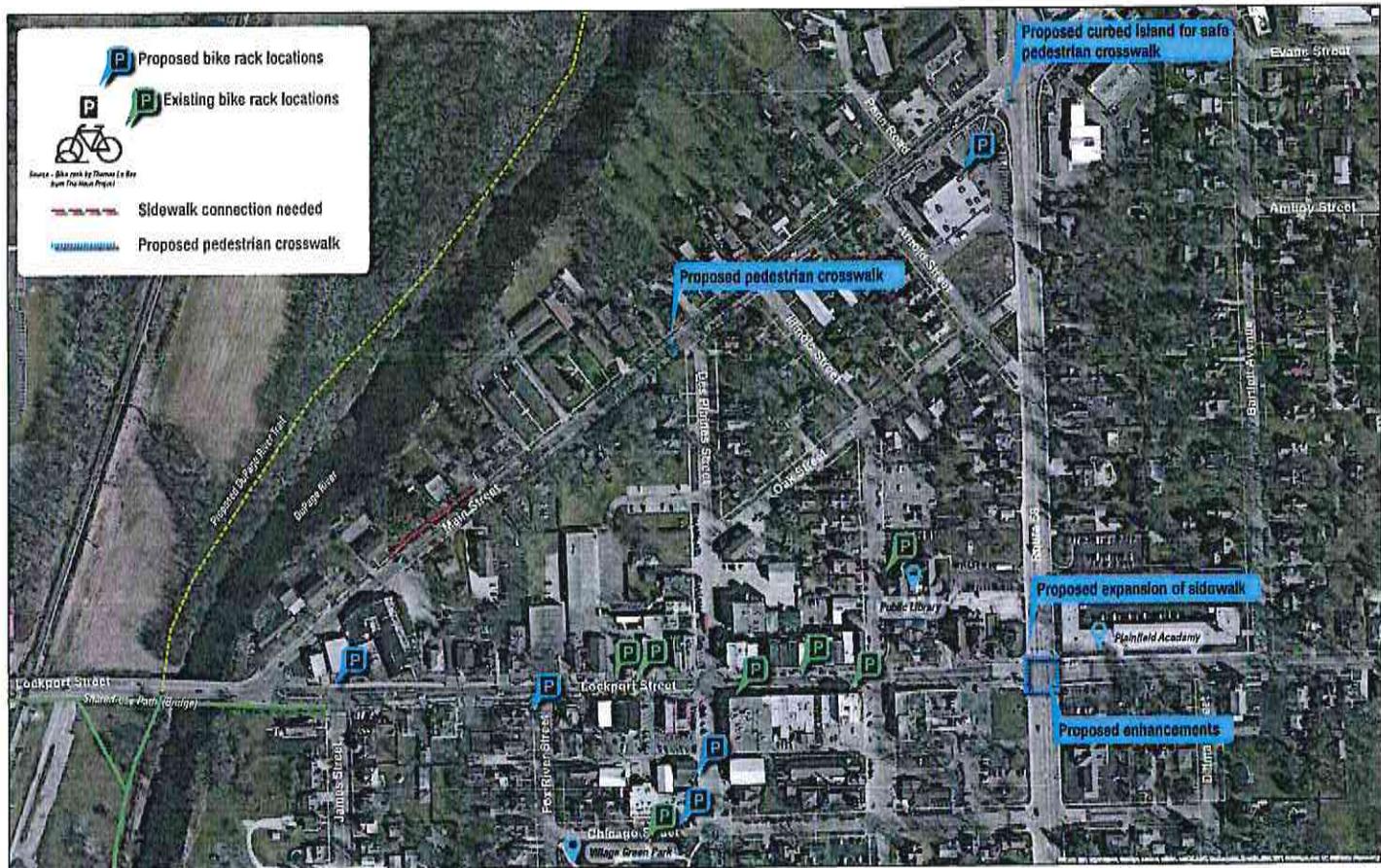
However, challenges exist, particularly on the edges of downtown. The Village recently completed a separate bike/pedestrian bridge over the DuPage River along Lockport Street which significantly enhanced pedestrian safety. The Park District, along with the Village and the Riverfront Foundation are also working cooperatively on the DuPage River Trail which will greatly enhance non-motorized access to downtown Plainfield. The other major challenge from a Complete Streets perspective is Division Street/Route 59. With an average daily traffic count of 33,000 vehicles, this roadway is a major barrier to pedestrians.

The consulting team conducted a walking tour of the downtown and identified a number of areas for future improvement that are needed to build on past improvements and make downtown Plainfield a safe and friendly environment for everyone.

Public engagement



Public outreach for the Downtown area study included an information desk at a Cruise Night event in downtown Plainfield on June 24, 2014. Improvements suggested by residents, along with additional recommendations recommended by Teska Associates, Inc. are shown on the map on the following page.



Downtown Plainfield Complete Streets Project | Village of Plainfield

Prepared by Teska Associates, Inc. (August 18th, 2014)

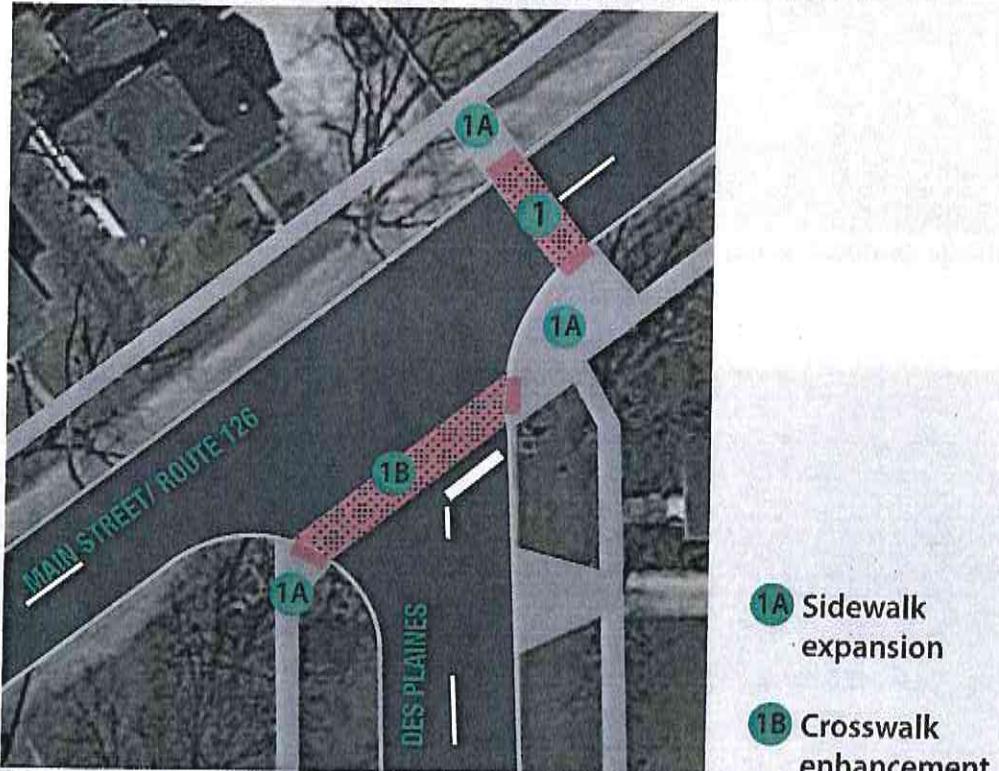


EXHIBIT 1: SUGGESTED IMPROVEMENTS

Recommended Improvement Projects

Based on the feedback received through the public engagement process, and recommendations from the consultant team and Village staff, the following projects were selected for the specific locations noted below:

- 1 Pedestrian crosswalk along with active warning crossings in accordance with MUTCD¹ at Main Street (Route 126) and Des Plaines Street.



ILLUSTRATED EXAMPLE OF SHOWING THE PROPOSED CROSSWALK, ENHANCEMENTS AND SIDEWALK EXPANSIONS.



EXAMPLE OF A SMALL MEDIAN AND WARNING INDICATORS THAT COULD BE USED ALONG MAIN STREET TO ENHANCE PEDESTRIAN SAFETY.

1 Manual on Uniform Traffic Control Devices (MUTCD)

2 Curbed island for pedestrians at Main Street and Route 59.



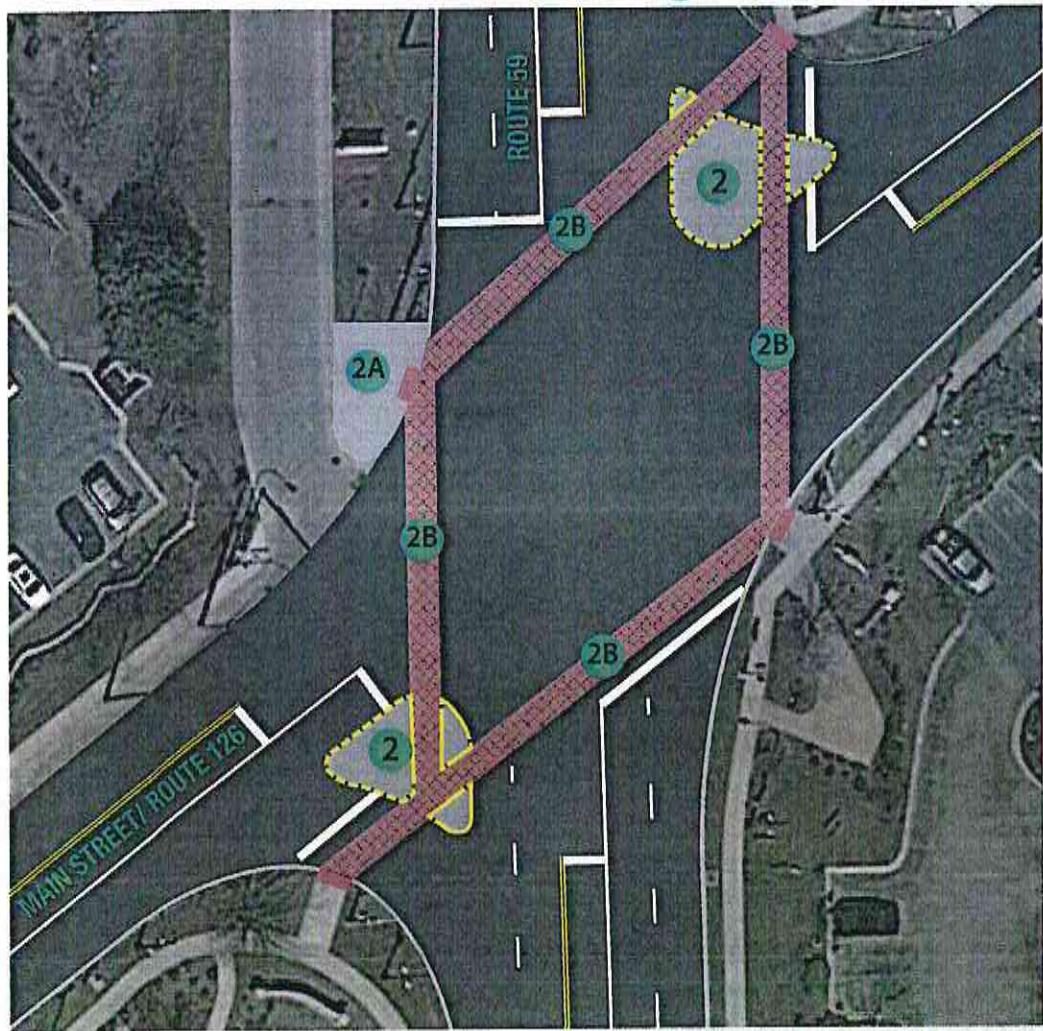
EXISTING CORNER OF ROUTE 59 AND MAIN STREET/
ROUTE 126



EXAMPLE OF A RAISED
CONCRETE MEDIAN

2A Sidewalk expansion

2B Crosswalk enhancement



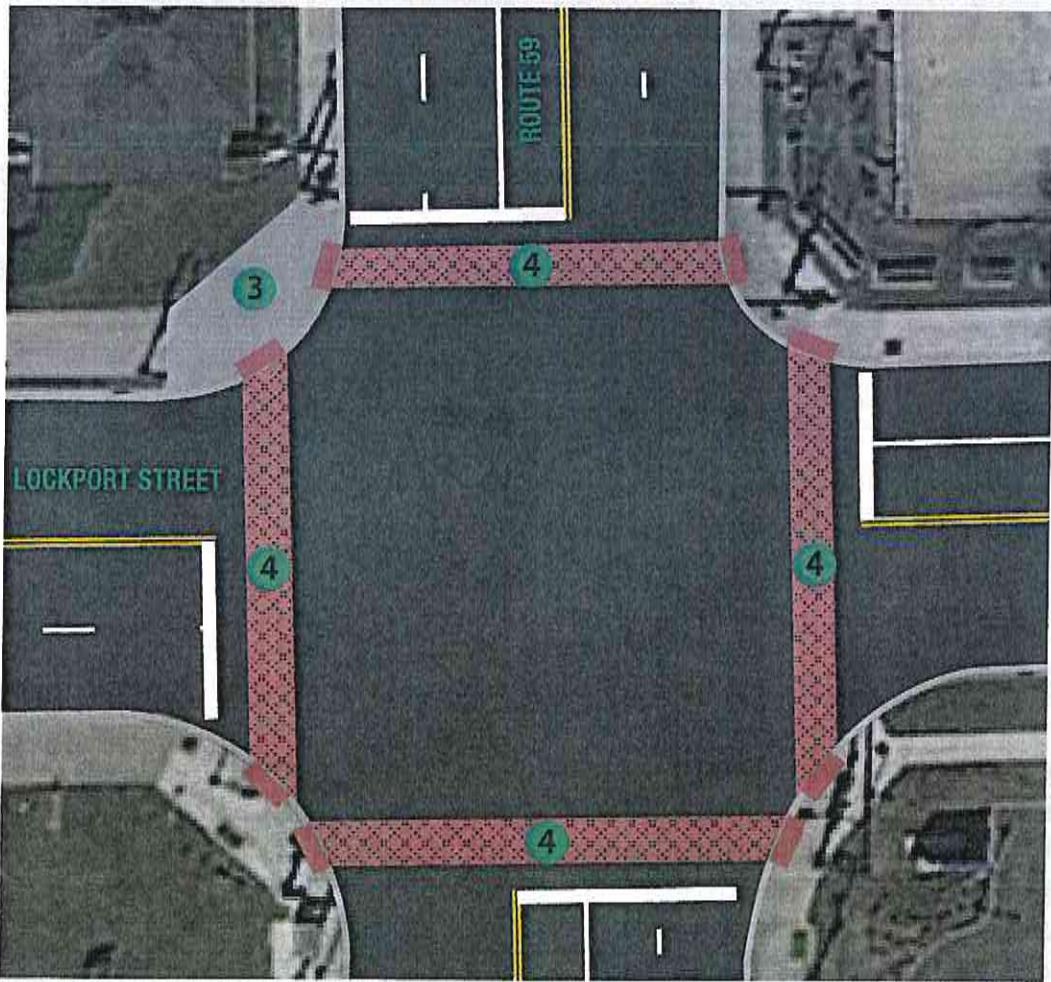
ILLUSTRATED EXAMPLE OF THE INTERSECTION WITH PEDESTRIAN MEDIAN REFUGE ISLANDS
TO ENHANCE PEDESTRIAN SAFETY.



EXISTING NARROW
SIDEWALK AT THE
NORTHWEST CORNER
OF ROUTE 59 AND
LOCKPORT STREET



EXAMPLE OF CROSSWALK
ENHANCEMENT



ILLUSTRATED EXAMPLE OF THE INTERSECTION SHOWING CROSSWALK ENHANCEMENT AND
EXPANSION OF SIDEWALK ON THE NORTHWEST CORNER OF THE INTERSECTION.

- 5 New bike rack locations at the five locations noted on Exhibit 1.



EXISTING BIKE RACKS TO BE REPLICATED

- 6 Provide pedestrian flags (see photo below) at major downtown intersections with Route 59 to enhance pedestrian visibility and safety. Use of the flags is voluntary. Pedestrians may grab a flag from a holder on one side of the street and deposit in a similar holder when they complete the crossing.



EXAMPLE OF FLAGS USED AT A PEDESTRIAN CROSSING

Implementation

Many of the recommended improvements are within State of Illinois controlled roadways (Route 50 and Route 126) and will require coordination with IDOT. Village staff should meet with IDOT to discuss recommended enhancements in early 2015. Scheduling of specific improvements will be dependent on budgets and funding availability. Suggested bike racks are a relatively low cost item that can be accomplished by the Village. It is recommended that Village staff discuss proposed bike rack locations with adjacent businesses in early 2015. If proposed locations are desired, the Village should install noted bike racks (with a similar style to existing bike racks) by 2016.

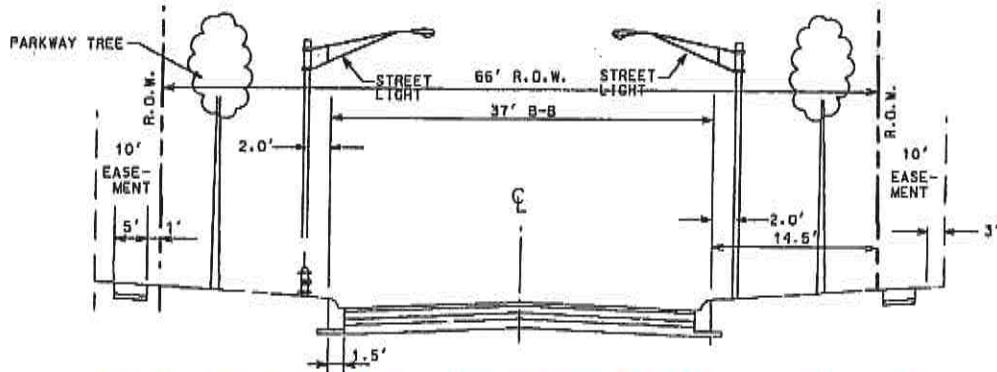
Part IV: Meadow Lane

Purpose of selecting this area

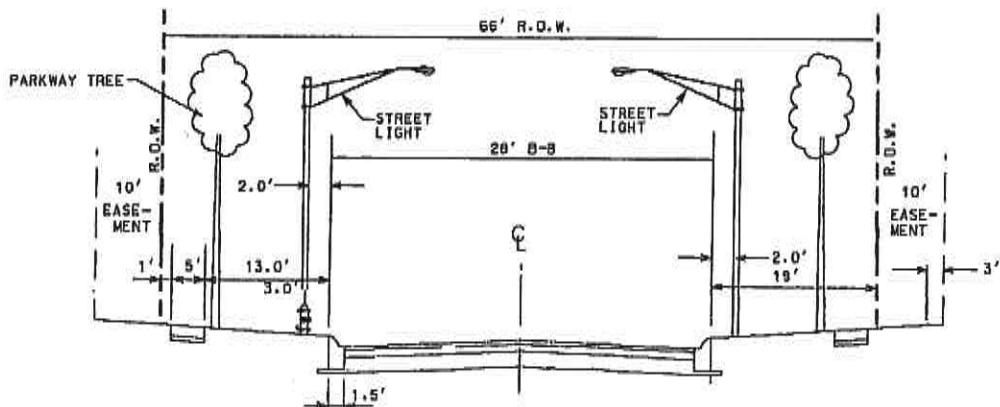
This roadway from 127th Street to Indian Boundary Road was included to identify measures to increase pedestrian and bicyclist safety, and reduce vehicle speeding. Meadow Lane is an important minor collector roadway in the Village's transportation network. It links numerous residential neighborhoods to the surrounding arterial street grid. The roadway extends approximately 3 1/2 miles through the Tuttle Estates, Walkers Grove, Prairie Knoll, Dayfield, Walkers Grove, and Whispering Creek.

Existing Conditions

Although Meadow Lane is considered a minor collector road, it also serves as a local street providing direct access to homes along the roadways entire route. The roadway is wide, with approximately 37' of pavement for most of its length. This width is designed to accommodate two-way travel while allowing for parking on both sides of the street.



TYPICAL SECTION OF MEADOW LANE SHOWING ITS ROADWAY WIDTH OF 37'



TYPICAL SECTION OF A RESIDENTIAL STREET SHOWING A ROADWAY WIDTH OF 28'

However, very few cars are typically parked on-street, which along with the fact that the roadway is relatively straight – contributes to drivers speeding along Meadow Lane and is a major concern in the neighborhoods it runs through.

Public engagement

Public outreach for the Meadow Lane study included:



Information booth at a Cruise Night event in Plainfield

At the June 24th 2014 Cruise Night, an information booth was set up and residents were asked about ideas to make streets in Plainfield safer for all modes of transportation. Comments focused on enhancing bike and pedestrian access to downtown Plainfield, traffic calming within neighborhoods (particularly along Meadow Lane), and improving connections between the east and west sides of Route 59 in the downtown area.

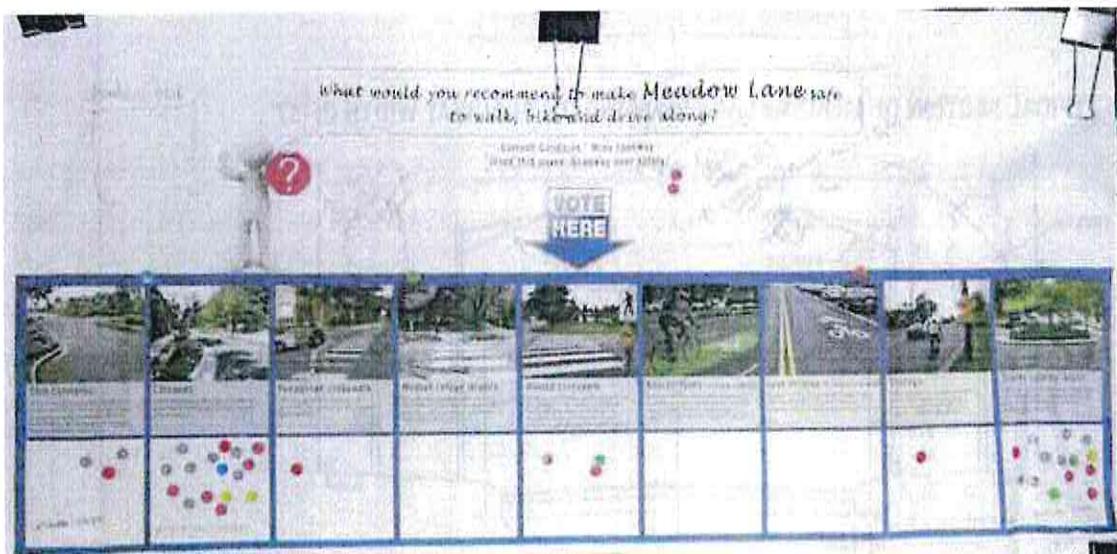


RESIDENTS WERE INVITED TO DISCUSS COMPLETE STREETS CONCEPTS AT CRUISE NIGHT



A community meeting

A community meeting was held on July 8th, 2014 to discuss issues along Meadow Lane that are primarily related to pedestrian safety and concerns regarding speeding through the neighborhoods along this collector street. This meeting was well attended and provided general feedback and some consensus on preferred traffic calming measures. Homeowners associations along Meadow Lane, including Tuttle Estates, Walkers Grove, Prairie Knoll, Dayfield and Liberty Grove received specific invitations, as did residents along Meadow Lane within the Whispering Creek subdivision south of Route 126. The image below summarizes the voting exercise where meeting participants were asked to



PICTURE OF THE VOTING BOARD FOR IMPROVEMENTS ALONG MEADOW LANE

vote on preferred traffic calming techniques along Meadow Lane. Traffic circles and chicanes were the clear favorites, with some interest in curb extensions. Input from the meeting was taken back to the Traffic Committee, who, along with the consultant team, developed a proposed strategy to address neighborhood concerns. These ideas were then converted into an online community survey (summary included below) that allowed residents to prioritize suggested improvements.



An online survey

Online survey- The on-line survey included traffic calming measures that were listed individually for four segments of Meadow Lane and the respondents were requested to prioritize them. Figures showing these segments and location of the improvements are included in Appendix A. The survey had 321 responses that included over 250 comments on traffic calming measures along Meadow Lane. The projects that were rated with the highest priority for each of the segments included:

- *Traffic circle at Pastoral Drive*
- *Lane striping between Marigold Road and Trillium Lane*
- *Traffic circle at Independence Drive*
- *Curb extension at Sandbank Drive*

The Village also put out an informal survey asking for residents' ideas on ways to improve safety for all modes of transportation throughout the community, including vehicles, pedestrians, and bicyclists. Many comments reflected concepts previously outlined in the Village's Transportation Plan, including:

- *Completion of gaps in the existing bike path system,*
- *Adding sidewalks along Route 59, including a focus on crossings at major intersections (135th and 127th to the north and Lockport Street in downtown), and*
- *An improved pedestrian connection along Route 126 between Meadow Lane and downtown (a sidewalk link was recently completed between downtown and Wallin Drive).*

Recommended Improvement Projects

As a result of all the feedback received through the public engagement process, and recommendations from the consultant team and Village staff, a series of traffic calming measures were identified along Meadow Lane. These measures included traffic circles, chicanes, lane stripping, and curb extensions. The Village's Traffic committee identified specific locations where each technique may be appropriate. These locations are identified on the maps in Appendix B.

To evaluate the effectiveness and practicality of potential solutions, it was agreed that installation of temporary traffic calming measures would be appropriate to allow for testing and evaluation of their effectiveness in reducing speeding and in their acceptance by residents. The following projects were recommended for initial evaluation:

1 A traffic circle at Pastoral Drive in Tuttle Estates



EXAMPLE OF A TRAFFIC CIRCLE

2 Lane stripping between Marigold Road and Trillium Lane in Prairie Knoll



EXAMPLE OF LANE STRIPING

3 Chicanes between Freedom Way and Liberty Grove Boulevard in Liberty Grove



EXAMPLE OF A CHICANE

4 Curb extensions at Sandbank in Whispering Creek



EXAMPLE OF A CURB EXTENSION

Typical details for the improvements listed above are included in Appendix C.

Implementation

In order to test the effectiveness of the traffic calming measures selected above, temporary installations will be constructed during spring 2015. Given budgetary and staffing capabilities, not all potential traffic calming measures identified above will be tested at the same time. Staff will seek Village Board approval regarding the timing and order of traffic calming measures to be tested. They will be evaluated by fall 2015 and based on their effectiveness, permanent improvements will be recommended to the Village Board for possible installation starting in 2016. To insure good communications and an effective test, the following evaluation methodology is recommended.

- 1. Select traffic calming measures from the preceding list for initial installation (Village staff and Village Board)*
- 2. Evaluate existing conditions (traffic volumes, speed, etc.)*
- 3. Notify Homeowners Associations and residents along Meadow Lane of planned traffic calming test and seek their assistance in evaluation*
- 4. Install temporary traffic calming measures*
- 5. Monitor performance of traffic calming measures, including direct data collection (speed monitoring, traffic counts) and survey/ discussions with residents*
- 6. Repeat steps 3 to 6 for additional traffic calming measures, potentially in fall of 2015*
- 7. Meet with residents to discuss findings and identify priorities for permanent installation*
- 8. Incorporate budget for permanent traffic calming measures into capital improvement plan*
- 9. Install permanent traffic calming measures*



TEMPORARY TRAFFIC CIRCLE



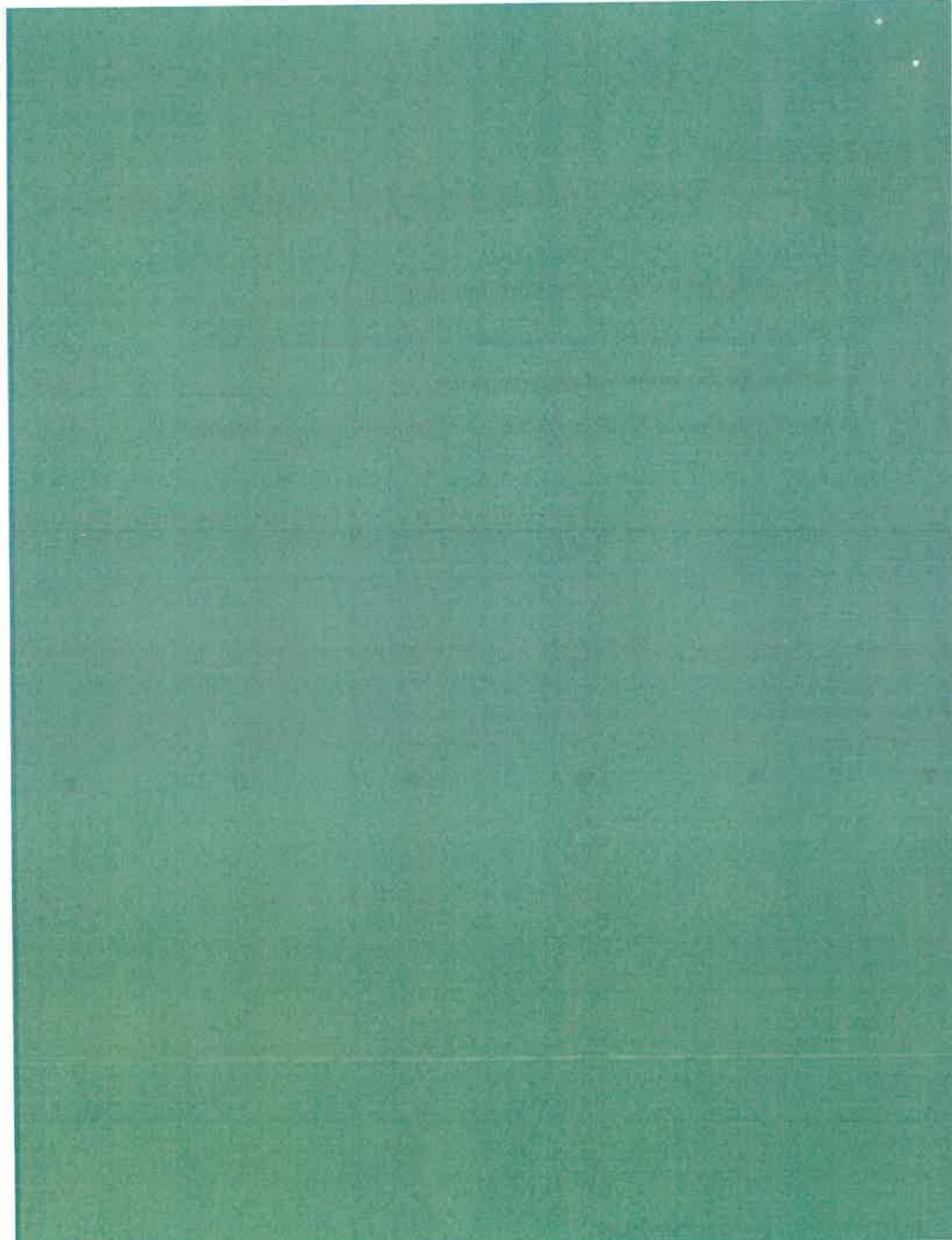
TEMPORARY CHICANE



TEMPORARY CURB EXTENSION

APPENDIX

- A. *'Complete Streets' improvements (handout)* _____ A1
- B. *Meadow Lane segments and suggested improvement projects* _____ A3
- C. *Details for the traffic calming measures* _____ A7
- D. *Bicycle and pedestrian projects from Plainfield's Transportation Plan* _____ A11



Appendix A: 'Complete Streets' improvements (handout)

Matrix of improvements to promote Complete Streets

Types of Improvements	Impacts								Costs
	Reduces vehicle travel speed	Reduces vehicle traffic volumes	Reduces cut-through vehicle traffic	Improves bicyclist navigation	Increases bicyclist visibility	Increases pedestrian visibility	Increases motorist yield behavior	Increases separation between motorist and bicyclist	
1. Curb Extension	★	★	★	★	★	★	★	★	\$13,000 each
2. Mid-block crosswalks (uncontrolled)	★	★	★	★	★	★	★	★	\$13,500 each
3. In-street "Stop for Ped" signs	★	★	★	★	★	★	★	★	\$300 each
4. Median refuge islands	★	★	★	★	★	★	★	★	\$13,500 each
5. Raised crosswalks or intersections	★	★	★	★	★	★	★	★	\$2,500 each
6. Rectangular rapid flash beacons	★	★	★	★	★	★	★	★	\$22,000 each
7. Pedestrian hybrid beacons	★	★	★	★	★	★	★	★	\$57,000 each
8. Pedestrian countdown signals	★	★	★	★	★	★	★	★	\$1,500 each
PEDESTRIAN									
1. Marked shared lanes	★	★	★	★	★	★	★	★	\$180 per arrow
2. Shared-use paths	★	★	★	★	★	★	★	★	\$485,000/mile
3. Buffered bike lanes	★	★	★	★	★	★	★	★	\$8/linear foot
4. Protected bike lanes	★	★	★	★	★	★	★	★	\$8/linear foot + \$700/bollard
5. Colored bike lanes	★	★	★	★	★	★	★	★	
PEDESTRIAN									
6. Intersection crossing markings	★	★	★	★	★	★	★	★	\$1,500/four way intersection
7. Bike waiting boxes painted on the lane	★	★	★	★	★	★	★	★	\$1,000 per box
TRAFFIC CALMING									
1. Speed tables/humps	★	★	★	★	★	★	★	★	
2. Chicanes	★	★	★	★	★	★	★	★	
3. Pavement treatment	★	★	★	★	★	★	★	★	
4. Traffic calming circles	★	★	★	★	★	★	★	★	
5. Road diets	★	★	★	★	★	★	★	★	
6. Reducing lane widths by striping	★	★	★	★	★	★	★	★	
7. Signage	★	★	★	★	★	★	★	★	
8. Lane dividers	★	★	★	★	★	★	★	★	

★ - Indicates that the improvement has an impact
☆ - Indicates that the improvement does not have an impact

Prepared by Testa Associates, Inc., June 2014

Note: Above are average rates based on "Costs for Pedestrian and Bicycle Infrastructure Improvements" prepared by the UNC Highway Safety Research Center in 2013



Improvement possibilities for Meadow Lane



Traffic calming island

Reduces vehicle travel speed, volumes and cut-through traffic, increases pedestrian and bicyclist visibility, and increases motorist yield behavior



Curb Extension

Reduces vehicle travel speed, increases pedestrian visibility, decreases pedestrian crosswalk distance, increases motorist yield behavior and increases separation between motorist and bicyclist



Chicanes

Reduces vehicle travel speed, volumes and cut-through traffic, and increases motorist yield behavior



Median refuge islands

Reduces vehicle travel speed and cut-through traffic, improves pedestrian visibility and navigation, and provides a safe passage for pedestrians



Raised crosswalk

Reduces vehicle travel speed, volumes and cut-through traffic, improves pedestrian and bicyclist visibility and navigation, increases motorist yield behavior, and provides a safe passage for pedestrians



Shared lanes (sharrow markings)

Reduces vehicle travel speed, improves bicyclist navigation and visibility, increases motorist yield behavior, and increases separation between motorist and bicyclist



Pedestrian crosswalk

Improves pedestrian visibility and navigation, and provides a safe passage for pedestrians



Lane striping to reduce lane width

Reduces vehicle travel speed, volumes and cut-through traffic, increases bicyclist visibility, and increases motorist yield behavior



Signage

Reduces vehicle travel speed, improves bicyclist navigation and visibility, increases pedestrian visibility, and increases motorist yield behavior

Appendix B: Meadow Lane segments and suggested improvement projects

Segment 1

1. **Traffic Circle at Pastoral Drive**
2. **Traffic Circle at Sunderlin Road**
3. **Chicanes at Trelliage Avenue**



Village of Plainfield, Illinois Meadow Lane



Meadow Lane Map
GIS Department
September 11th, 2014

Legend

- | | |
|------------------------|--------------------|
| ● 4 - Way Stop | — Meadow Lane |
| ◆ Chicane | — Railroad |
| ■ Curb Extension | — Parcels |
| ● Traffic Circle | — Subdivisions |
| — Lane Striping | — Village Boundary |
| — Indian Boundary Line | — Parks |

0 500 1,000 2,000
Feet

Note: Existing 4-way stop at Meadows Lane & Sandbank Drive will remain and be used in conjunction with curb extensions.



Example of a Chicane



Example of a Traffic Circle



Segment 2

1. Lane Striping between Marigold Road and Trillium Lane
2. 2 Traffic Circle at Madison Street
3. 3 Traffic Circle at Thornberry Drive (north)



Village of Plainfield, Illinois Meadow Lane

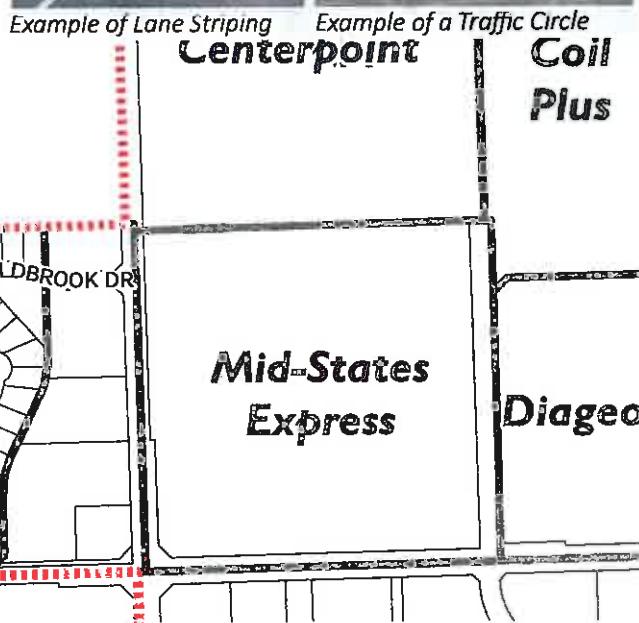


Meadow Lane Map
GIS Department
September 11th, 2014

Legend

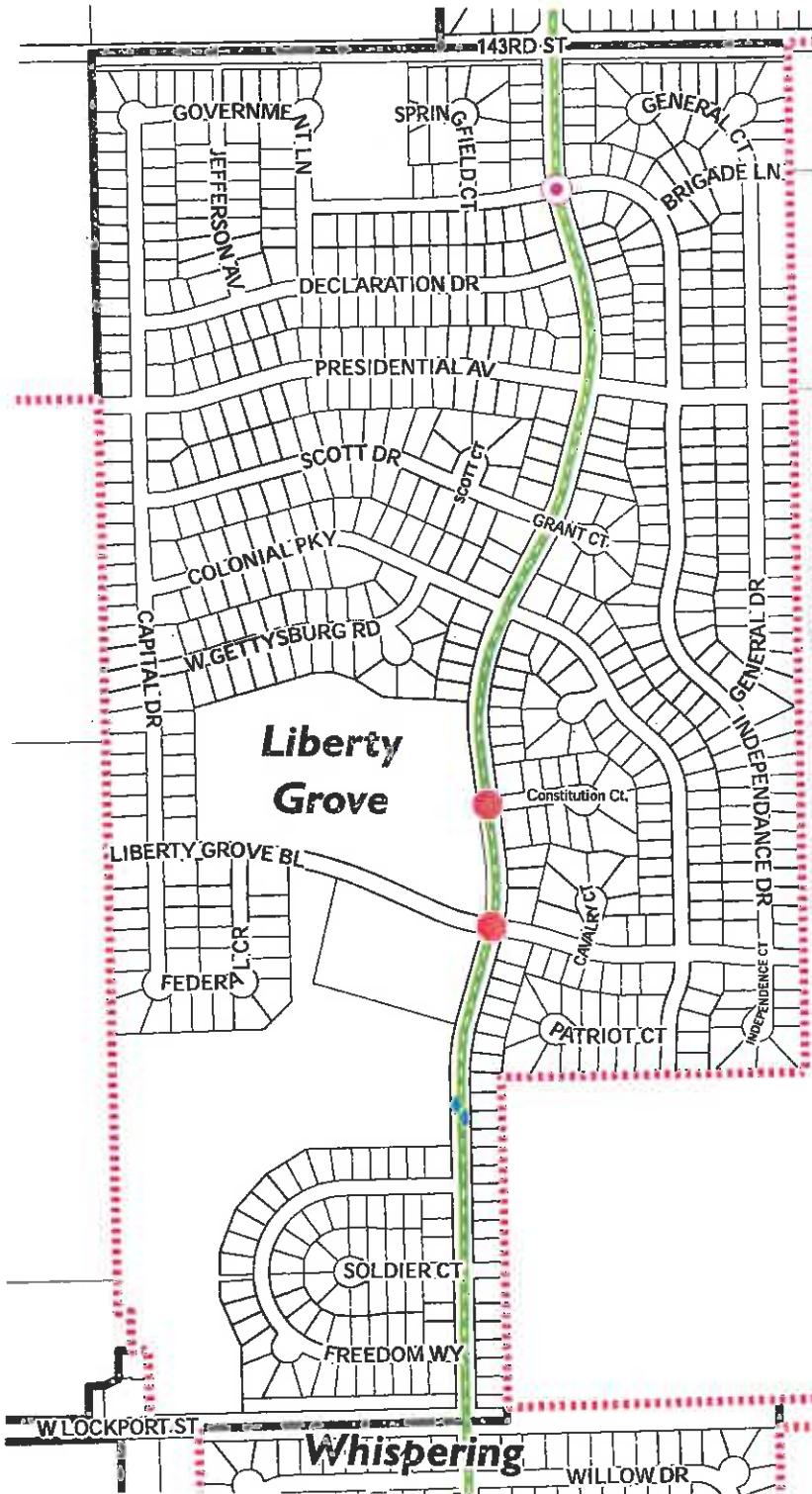
- 4 - Way Stop
- ◆ Chicane
- Curb Extension
- Traffic Circle
- Lane Striping
- Indian Boundary Line
- Meadow Lane
- Railroad
- Parcels
- Subdivisions
- Village Boundary
- Parks

0 500 1,000 2,000
Feet



Segment 3

1. Traffic Circle at Independence Drive
2. Chicanes between Liberty Grove Blvd and Freedom Way



Village of Plainfield, Illinois Meadow Lane



Meadow Lane Map
GIS Department
September 11th, 2014

Legend

● 4 - Way Stop	— Meadow Lane
◆ Chicane	— Railroad
■ Curb Extension	— Parcels
○ Traffic Circle	— Subdivisions
— Lane Striping	— Village Boundary
— Indian Boundary Line	— Parks

0 500 1,000 2,000
Feet

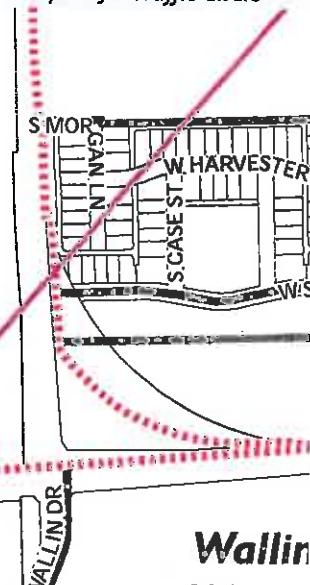
Note: Existing 4-way stop at Meadows Lane & Sandbank Drive will remain and be used in conjunction with curb extensions.



Example of a Chicane



Example of a Traffic Circle



Segment 4

1. Curb Extension at Sandbank Drive
2. Chicanes between Sandbank Drive and Sunshine Court

Village of Plainfield, Illinois Meadow Lane



Meadow Lane Map
GIS Department
September 11th, 2014

Legend

- | | |
|------------------------|--------------------|
| ● 4 - Way Stop | ■ Meadow Lane |
| ◆ Chicane | — Railroad |
| ■ Curb Extension | □ Parcels |
| ● Traffic Circle | □ Subdivisions |
| — Lane Striping | ■ Village Boundary |
| — Indian Boundary Line | ■ Parks |

0 500 1,000 2,000
Feet

Note: Existing 4-way stop at Meadows Lane & Sandbank Drive will remain and be used in conjunction with curb extensions.



Appendix C: Details for the traffic calming measures

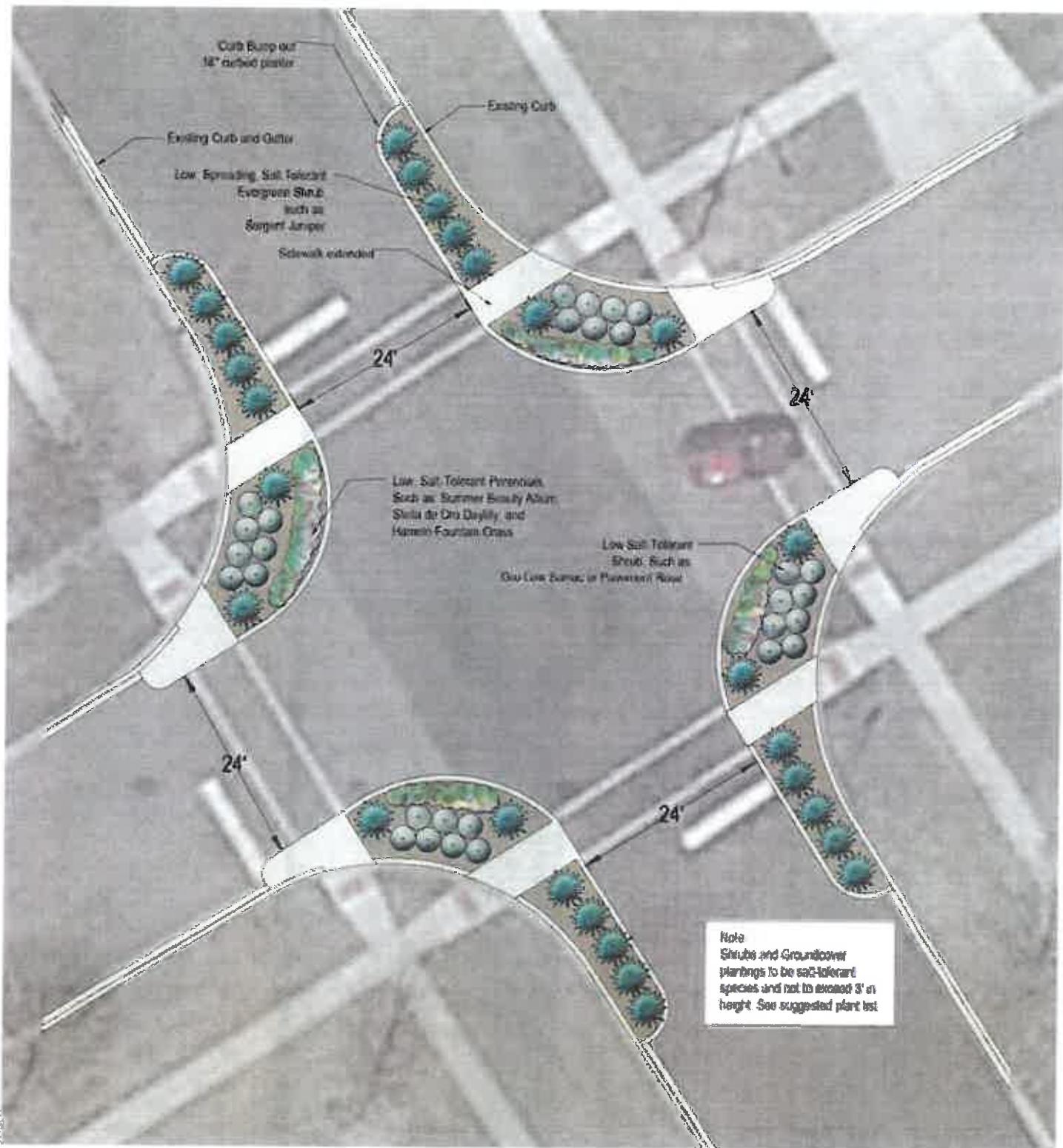


EXHIBIT C1: CURB EXTENSION CONCEPTUAL PLANTING PLAN

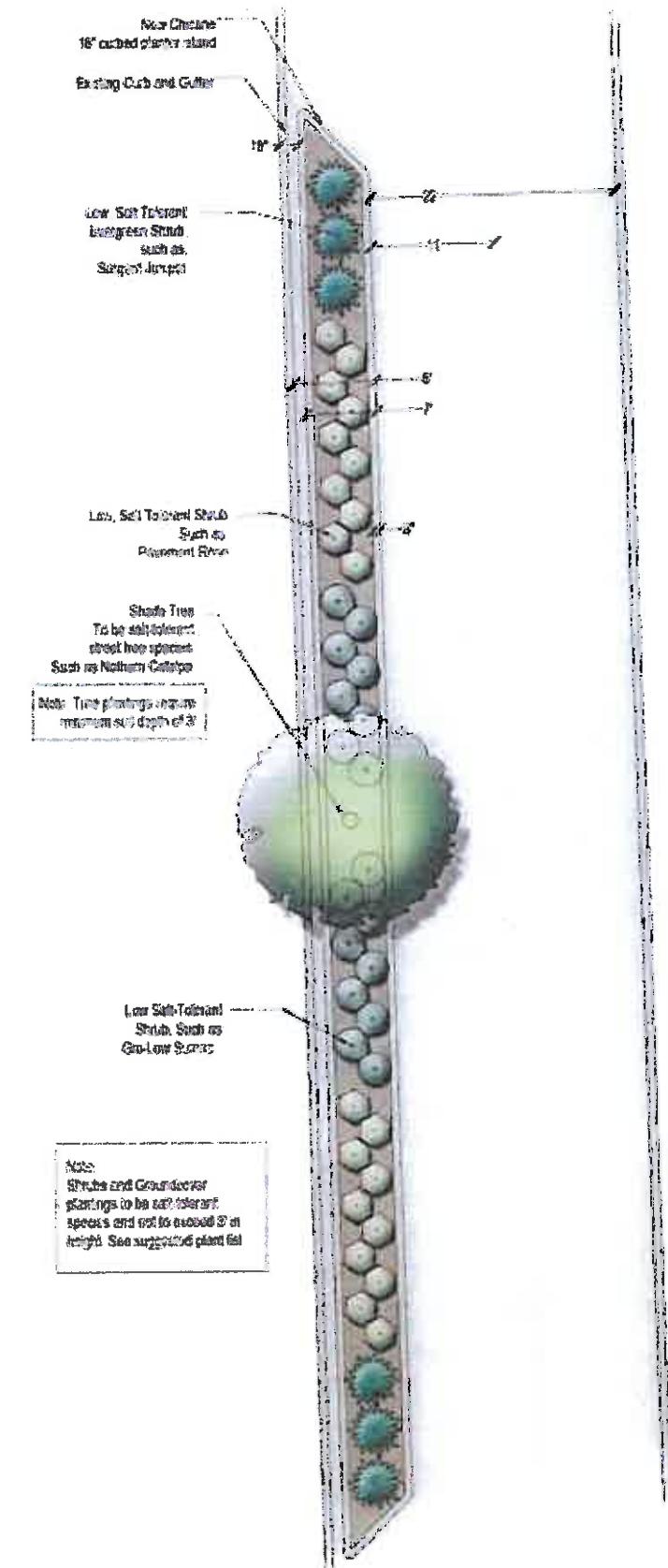
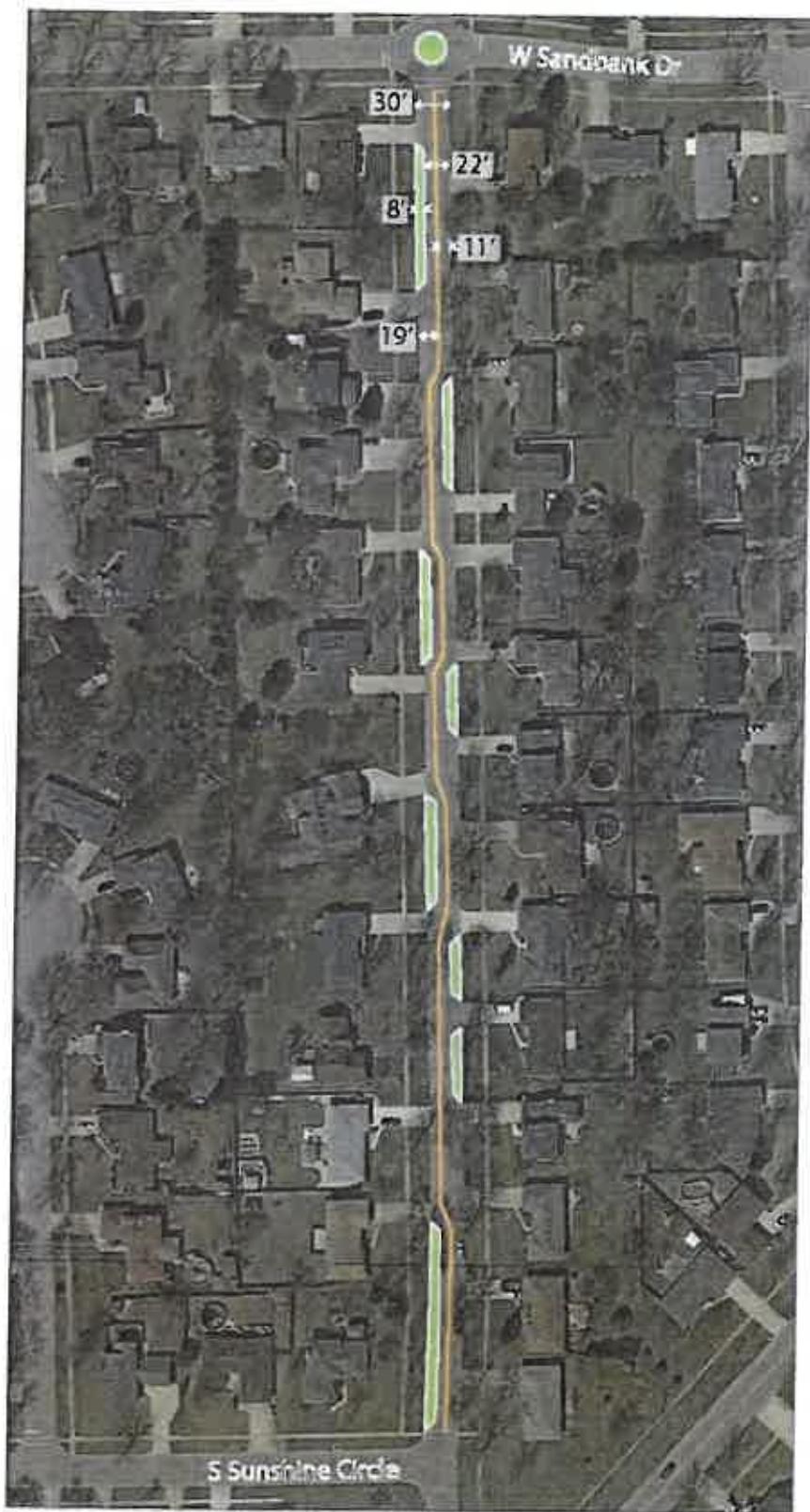


EXHIBIT C2: CONCEPTUAL CHICANE PLANTING PLAN IN LIBERTY GROVE



Roadwidth= 30'

Lane width = 11' with 8' chicane or 19' including 8' parking space

EXHIBIT C3: POTENTIAL MEADOW LANE CHICANE PLACEMENT BETWEEN SANDBANK DRIVE AND SUNSHINE CIRCLE IN WHISPERING CREEK

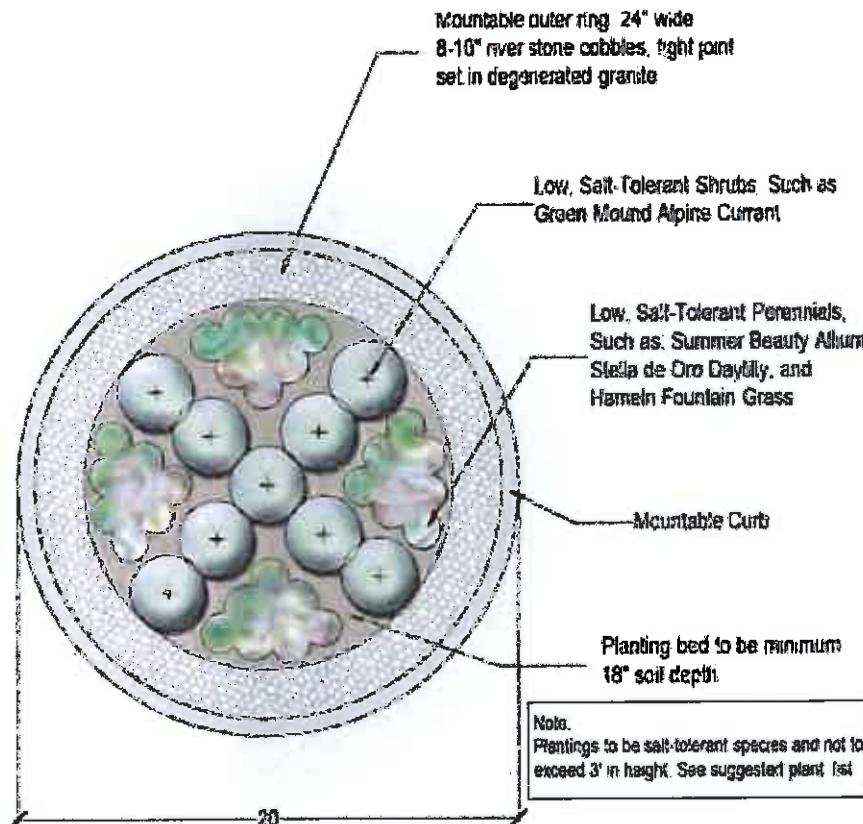


EXHIBIT C4: CONCEPTUAL PLANTING PLAN FOR A TRAFFIC CIRCLE

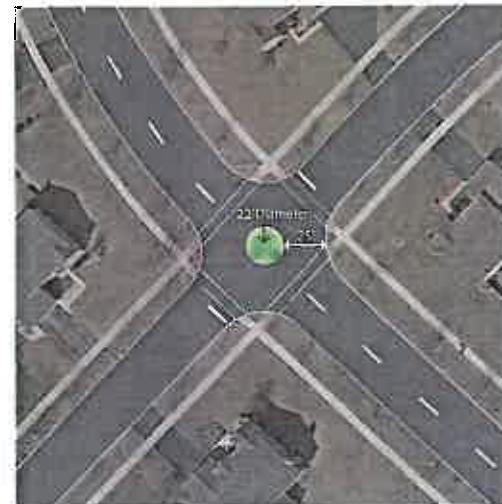


EXHIBIT C5: EXAMPLE OF A 22' DIAMETER TRAFFIC CIRCLE AT PASTORAL LANE AND MEADOW LANE

STREET TREES: Salt Tolerant species suitable for street parkway or raised median

- Acer miyabei 'Morton' / State Street Miyabe Maple
- Catalpa speciosa / Northern Catalpa
- Gleditsia triacanthos var. inermis 'Shademaster' / Shademaster honeylocust
- Robinia pseudoacacia 'Chicago Blues' / Chicago Blues Black Locust
- Taxodium distichum / Baldcypress
- Ulmus japonica x wilsoniana 'Morton' / Accolade Elm

SHRUBS: Salt tolerant, maximum height of 3'

- Cotoneaster horizontalis 'hessei' / Rockspray Cotoneaster
- Rhus aromatica 'Gro-Low' / Gro-low Fragrant Sumac
- Juniperus horizontalis 'Wiltonii' / Creeping Juniper
- Juniperus chinensis var. 'sargentii' / Sargent Juniper

- Hypericum kalmianum / St. John's Wort
- Berberis thunbergii 'Atropurpurea Nana' / Crimson Pygmy Barberry
- Rosa rugosa species / Rugosa Rose varieties
- Ribes alpinum 'Green Mound' / Green Mound Alpine Currant
- Rosa 'pavement' 'Dwarf' / Dwarf Pavement Rose

PERENNIALS: Salt tolerant, maximum height of 3'

- Perovskia atriplicifolia 'Little Spire' / Russian Sage
- Echinacea purpurea / Purple Coneflower
- Salvia species / Meadow sage
- Hemerocallis species / Daylily
- Sedum 'Autumn Joy'
- Allium 'Summer Beauty'
- Schizachyrium scoparium / Little Bluestem
- Pennisetum alopecuroides 'Hameln' / Hameln Fountain Grass

EXHIBIT C6: SUGGESTED PLANT LIST

Appendix D: Bicycle and pedestrian projects from Plainfield's Transportation Plan

Village of Plainfield Transportation Plan

HIGH PRIORITY BICYCLE AND PEDESTRIAN PROJECTS (0 TO 5 YRS)

TABLE 4.1

Project Number	Action	Purpose	Participants	Preliminary Estimate of Cost	Possible Funding Sources *	Corresponding Roadway Project Number
1	Construct shared use path on 248 th Street from 119 th Street to 127 th Street	Eliminate gaps	Plainfield	\$214,000	MFT, STP, TAP, CMAQ	
2	Construct shared use path on Van Dyke Road from 135 th Street to 119 th Street	Expand bicycle network	Plainfield	\$1,178,000	MFT, STP, TAP, CMAQ	
3	Construct shared use path on Plainfield-Naperville Road from 119 th Street to existing trail south of 127 th Street	Expand bicycle network	Plainfield	\$1,008,000	MFT, STP, TAP, CMAQ	6
4	Construct shared use path on 127 th Street from Van Dyke Road west to 252 nd Street	Eliminate gaps	Plainfield	\$613,000	MFT, STP, TAP, CMAQ	
5	Construct shared use path on 127 th Street from IL 59 east to Essington Road	Expand bicycle network	Plainfield	\$2,146,000	MFT, STP, TAP, CMAQ	6,45
6	Construct shared use path on 135 th Street from Ridge Road to Meadow Lane	Eliminate gaps	Plainfield	\$1,565,000	MFT, STP, TAP, CMAQ	
7	Construct shared use path on 143 rd Street from Meadow Lane to Van Dyke Road	Expand bicycle network	Plainfield	\$664,000	MFT, STP, TAP, CMAQ	43
8	Construct shared use path from Settler's Park to Mather Woods	Eliminate gaps	Plainfield	\$211,000	MFT, TAP	
10	Construct shared use path connection across the DuPage River at old Renwick Road	Expand bicycle network	Plainfield	\$830,000	MFT, TAP	32
11	Construct shared use path continuation along Drauden Road, south of Caton Farm Road (within City of Joliet)	Eliminate gaps	Plainfield Township Plainfield, Joliet	\$1,279,000	MFT, STP, TAP, CMAQ	
12	Construct shared use path continuation along Ridge Dr/Fresia Lane (City of Joliet)	Eliminate gaps	Joliet	\$1,030,000	MFT, TAP	
15	Improve signage to Rivenview Park	Improve ingress/egress to park	Plainfield	\$1,100	MFT, TAP	
18	Construct shared use path connection along 127 th Street between Northwest Community Park and Tuttle Estates Subdivision (Gilmore Rd)	Eliminate gaps	Plainfield	\$1,546,000	MFT, TAP	
19	Install pedestrian signals and crosswalks at Meadow Lane & IL 126	Improve intersection safety for bicyclists and pedestrians	Plainfield, IDOT	\$115,000	MFT, STP, TAP, CMAQ	11
20	Install pedestrian signals and crosswalks at Wallin Drive & IL 126	Improve pedestrian access	Plainfield	\$117,000	MFT, STP, TAP, CMAQ	35,42
21	Install pedestrian signals and crosswalks at Van Dyke Road & IL 126	Improve pedestrian access	Plainfield	\$114,000	MFT, STP, TAP, CMAQ	35
22	Construct new sidewalk, install pedestrian signals and marked crosswalks at IL 59 & 127 th Street	Improve pedestrian access	Plainfield	\$127,700	MFT, TAP	
24	Install pedestrian signals and crosswalks at IL 59 & Fraser Road	Improve pedestrian access	Plainfield	\$224,500	MFT, STP, TAP, CMAQ	

Note: Project Number is for location reference only; it does not indicate priority ranking

*See next page for Legend



Village of Plainfield
Transportation Plan



HIGH PRIORITY BICYCLE AND PEDESTRIAN PROJECTS (0 TO 5 YRS) (CONTINUED)

TABLE 4.1 (CONTINUED)

Project Number	Action	Purpose	Participants	Preliminary Estimate of Cost	Possible Funding Sources*	Corresponding Roadway Project Number
25	Install sidewalk, pedestrian signals and marked crosswalks at the intersection of IL 59 & 119 th Street	Eliminate gaps and improve pedestrian access	Plainfield	\$116,200	MFT, STP, TAP, CMAQ	3
26	Add roadway signage at the Fort Beggs Trail & Renwick Road	To increase visibility of crossing railroad tracks	Plainfield	\$1,700	MFT, TAP	32
29	Extend shared use path across the CN railroad on 135 th Street	Increase safety for users crossing the railroad tracks	Plainfield, CN, ICC	\$305,000	MFT, ICC	
38	Install sharrows in select subdivisions (30mph speed limit or less)	Increase safety for bicyclists sharing the road with motorists	Plainfield	\$1,000 to \$133,000	MFT, TAP	
39	Construct sidewalk connecting to Lockport Street Post office	Eliminate gaps	Plainfield	\$80,000	MFT, TAP	
40	Add sidewalk on Center Street near Indian Trail School	Provide connection to Indian Trail school	Plainfield	\$146,000	MFT, TAP	
41	Construct new sidewalk on Renwick Road from Arbor Drive to Howard Street School	Provide connection to Central Elementary School	Plainfield	\$54,200	MFT, TAP	47
43	Construct new sidewalk on Fort Beggs Drive from James Street to IL 59.	To eliminate gaps and improve connectivity to Plainfield Central High School	Plainfield	\$149,000	MFT, TAP	
52	Install new sidewalk, pedestrian signals and marked crosswalks at IL 59 & 135 th Street	Eliminate gaps and improve pedestrian access	Plainfield	\$228,700	MFT, TAP	4
53	Construct missing sidewalk on Main Street between IL 59 and Lockport Street	Eliminate gaps and improve pedestrian access	Plainfield, IDOT	\$97,000	MFT, TAP	35

Note: Project Number is for location reference only; it does not indicate priority ranking

**Project Funding Legend*

MFT = Motor Fuel Tax (State)
STP = Surface Transportation Program (Federal)
TAP = Transportation Alternatives Program (Federal)
ICC = Illinois Commerce Commission (State)
CMAQ = Congestion, Mitigation, & Air Quality Improvement Program (Federal)



Village of Plainfield Transportation Plan

Moderate Priority Bicycle and Pedestrian Projects (5 to 10 yrs)

TABLE 4.2

Project Number	Action	Purpose	Participants	Preliminary Estimate of Cost	Possible Funding Sources*	Corresponding Roadway Project Number
8	Construct shared use path on IL 126 from Meadow Lane to Van Dyke Road	Improve access to downtown core	Plainfield	\$728,000	MFT, CMAQ, TAP, STP	42
14	Construct shared use path to DuPage River	Complete DuPage River Trail Connection	Park District	By Park District, \$798,000	MFT, CMAQ, TAP, STP	
16	Construct shared use path on IL 59 from IL 126 to Fraser Road	Eliminate gaps	Plainfield	\$1,680,000	MFT, CMAQ, TAP, STP	
17	Construct shared use path on 135 th Street from Meijer store to Eaton Preserve	Provide access to park	Plainfield	\$252,800	MFT, CMAQ, TAP, STP	
28	Extend shared use path across the CN railroad tracks across US 30 on 127 th Street	Increase safety for users crossing the railroad tracks	Plainfield, CN, ICC	\$471,000	MFT, ICC	44
30	Fill-in gaps for shared use path on Van Dyke Road from Lockport Street to north of 143 rd Street	Increase safety for users crossing the railroad tracks	Plainfield	\$305,000	MFT, ICC	12
34	Construct paved shoulders on Plainfield-Naperville Rd from 127 th St to IL 59	Improve bicycle accommodations	Plainfield	\$1,602,000	MFT, CMAQ, TAP, STP	
35	Add bike lanes on Wallin Drive, Van Dyke Road, and Ottawa Street	Connect Lockport Street to the YMCA and Middle School	Plainfield	\$12,500	MFT, CMAQ, TAP, STP	
37	Construct shared use path on Fraser Road/Feeny Drive from Burgundy Drive to Lily Cache Road	Connect to future Park District Bike Path	Plainfield	\$792,400	MFT, CMAQ, TAP, STP	
42	Construct sidewalk on 248 th from 127 th Street to 119 th Street	Eliminate gaps	Plainfield	\$215,700	MFT, TAP	
44	Construct continuous sidewalk on Plainfield-Naperville Road	Improve pedestrian access along corridor	Plainfield	\$1,165,000	MFT, TAP	

Note: Project Number is for location reference only; it does not indicate priority ranking

*Project Funding Legend

MFT = Motor Fuel Tax (State)

Surface Transportation Program (Federal)

TAP = Transportation Alternatives Program (Federal)

ICC = Illinois Commerce Commission (State)

CMAQ = Congestion, Mitigation, & Air Quality Improvement Program (Federal)



Village of Plainfield Transportation Plan

LONG-TERM BICYCLE AND PEDESTRIAN PROJECTS TABLE 4.3

Number	Action
13	Construct pedestrian bridge across the river at McKenna Drive along the DuPage River Trail (<i>Joliet/Plainfield Township Park District Lead Agencies</i>)
23	Pedestrian signals and crosswalks at County Line Rd & Caton Farm Rd (<i>City of Joliet</i>)
27	Future shared use path intersection improvements at Renwick Rd & US 30
31	Railroad crossing improvements at Plainfield-Naperville Rd—provide paved shoulders across the railroad tracks
32	Future shared use path extension across the railroad tracks at Main St
33	Future shared use path extension across the railroad tracks at Renwick Rd
36	Add a bike lane along Lockport St from DuPage River Bridge to the trail connection at CN Railroad
45	Add sidewalks in all unincorporated subdivisions
46	<u>Add Pedestrian crossing on south side of intersection at IL 59 at US 30</u>

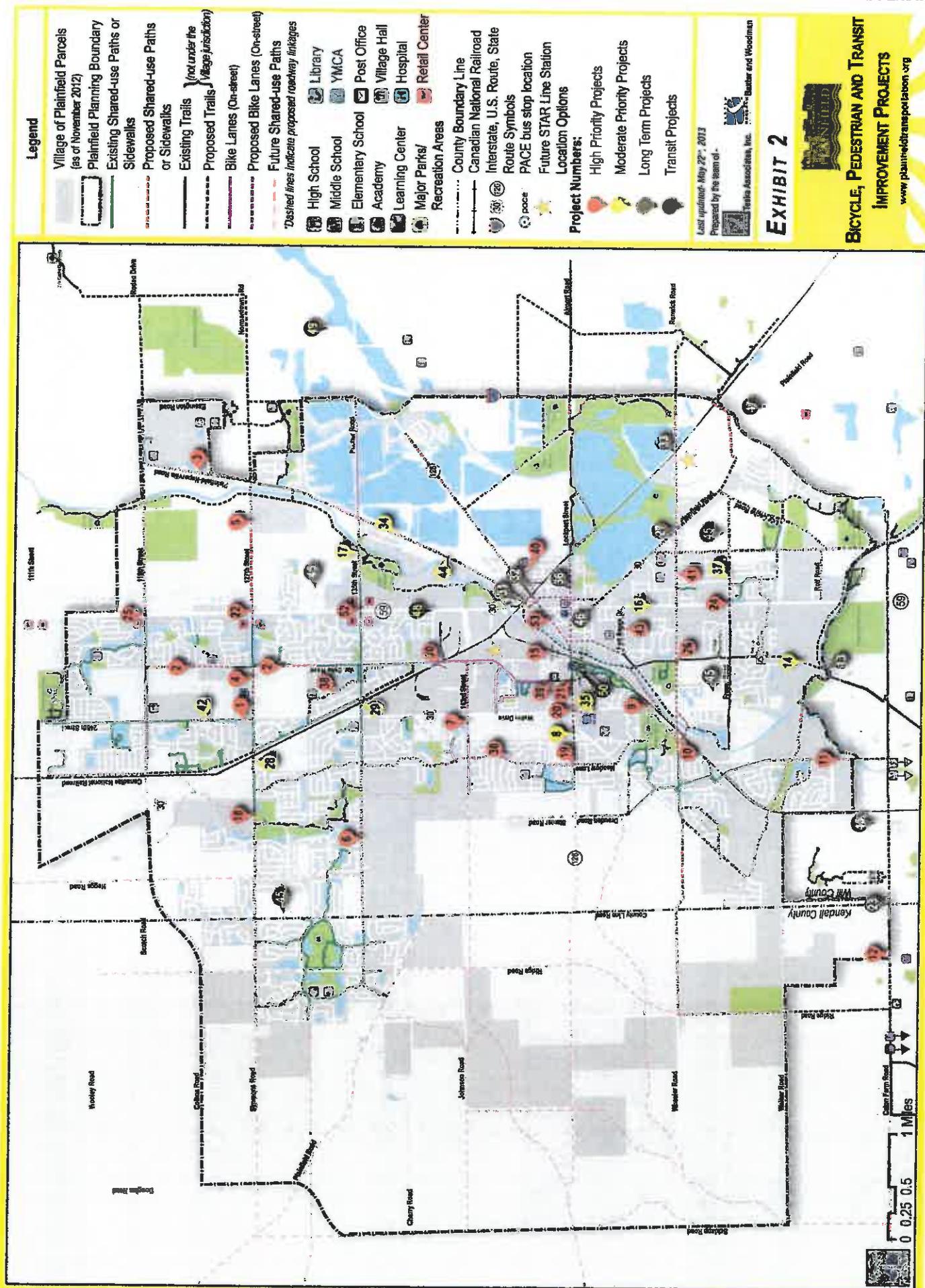
Note: Project Number is for location reference only; it does not indicate priority ranking

EXHIBIT 2

BICYCLE, PEDESTRIAN AND TRANSIT IMPROVEMENT PROJECTS

www.paulmitcheldistransportation.org

www.plautiheldrumperkato



MUNICIPAL SERVICES COMMITTEE MEETING
AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

**DISCUSSION – LANDSCAPE MAINTENANCE SERVICES CONTRACT
FOR THE 2019/20 LAWN CARE SEASON – HANSON LANDSCAPE**

COMMITTEE REVIEW

- Finance/Administration
 Municipal Services
 Public Safety

Meeting Date:

March 11, 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 Village's landscape maintenance services contract includes turf mowing of Village rights-of-ways, parks, and specified facilities (e.g., water tower sites, Village Hall, etc.). After a competitive bidding process held in the Spring of 2018, the low bid was received by Hanson Landscape, Big Rock, IL, and the contract was ultimately awarded to them. This past season was the first year that Hanson has provided the service to the Village.

CONTRACT TERM	VENDOR	CONTRACT PRICE	% CHANGE
FY 2018-2019	Hanson Landscape	\$77,925.00	-

Staff has contacted Hanson to discuss a one-year contract extension, in accordance with such language included in the current contract. Hanson has offered a one-year contract renewal at no increase in cost. Therefore, the cost of the FY 2019/20 contract renewal will remain at \$77,925.

STAFF RECOMMENDATION

The general appearance of the turf areas within Village parks and on rights-of-ways is of high quality. Staff is very pleased with both the quality of services and responsiveness provided by Hanson. Therefore, staff would recommend that the competitive bidding process for this particular maintenance contract be waived and a one-year renewal contract be offered to Hanson Landscape with no cost increase.

Tim Halik

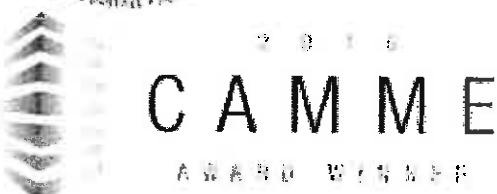
From: Laura Swartz <laura@hansonlandscape.com>
Sent: Wednesday, February 06, 2019 11:34 AM
To: Tim Halik
Subject: RE: Willowbrook - 2019 Landscape Maintenance Services Contract

Hi Tim-

I'm sorry it has taken so long for me to get back to you. Our office has been busy with all the snow that we have gotten. I spoke to Chris and there will be no increase in the price for the 2019 season. Please let me know if there is anything you will need from us to move forward with using our services for 2019.

Thank you,

Laura Swartz
P: 630-556-4120
F: 630-556-4124



Hanson Landscape
P.O. Box 307
Big Rock, IL 60511

From: Tim Halik <thalik@willowbrook.il.us>
Sent: Monday, January 21, 2019 11:31 AM
To: Laura Swartz <laura@hansonlandscape.com>
Cc: Andrew Passero <apassero@willowbrook.il.us>; Joseph Coons <jcoons@willowbrook.il.us>
Subject: Willowbrook - 2019 Landscape Maintenance Services Contract

Laura -

In the coming weeks, we will be working on our 2019 maintenance contracts, which includes our landscape maintenance service contract. Attached is a copy of the Board resolution awarding Hanson Landscape the contract for Fiscal Year 2018/19, which ends on April 30, 2019.

At the Village Board's discretion, the contract may be renewed with the current vendor for an additional year. The bid Hanson submitted in April 2018 indicated that, if the contract were to be renewed, the rate for services for the 2019/20 contract period would not increase more than 5%.

The Village is satisfied with the work that Hanson has performed this past season, and we believe you have been responsive to our concerns in completing the work. Therefore, the Village would be willing to extend the current contact if you were agreeable to an extension and dependent on any rate increase amount you make seek for the coming year.

Please let me know whether you are interested in keeping the contract for another year, and if so, whether you would seek a rate increase for FY 2019/20.

Thank you.

Tim Halik
Village Administrator
Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527

Office (direct): 630.920.2261
Fax: 630.323.0787
E-mail: thalik@willowbrook.il.us
Web: www.willowbrookil.org



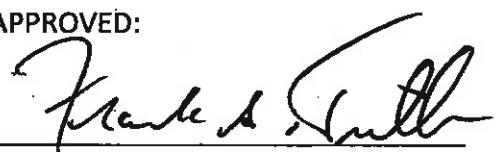
RESOLUTION NO. 18-R- 24

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO
ACCEPT AND EXECUTE A CERTAIN CONTRACT – LANDSCAPE
MAINTENANCE SERVICES – HANSON LANDSCAPE DESIGN &
INSTALLATION, INC.

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Mayor and Village Clerk be and the same are hereby authorized to accept and execute a certain contract, Hanson Landscape Design & Installation, Inc., for the 2018-2019 Landscape Maintenance Contract in the amount of \$77,925.00, as set forth in the contract attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein.

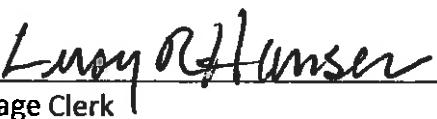
ADOPTED and APPROVED this 23rd day of April, 2018.

APPROVED:



Mayor

ATTEST:



Village Clerk



ROLL CALL VOTE:

AYES: Berglund, Kelly, Oggendal, Truitt

NAYS: 0

ABSTENTIONS: 0

ABSENT: DAVI, Mistele, Neal

**SPECIFICATIONS AND CONTRACT DOCUMENTS
for
LANDSCAPE MAINTENANCE SERVICES FOR PARKS, ROADSIDE RIGHTS OF
WAY, MEDIAN, AND SPECIFIED FACILITIES**

Required for Use By:

VILLAGE OF WILLOWBROOK
Willowbrook, Illinois 60527

CONTRACTOR'S CERTIFICATION - BID PROPOSAL - PAGE 16
** MUST BE EXECUTED AND NOTARIZED **
BIDS TO BE EXECUTED IN DUPLICATE
ALL SIGNATURES TO BE SWORN BEFORE A NOTARY PUBLIC
ALL INSURANCE REQUIREMENTS MUST BE MET

CONTRACT PERIOD: **MAY 1, 2018 – APRIL 30, 2019**

ACCOUNT NUMBER: _____

BID DEPOSIT: **5% of Bid Amount (See Page 4)**
(*Certified Check, Bank Cashier's Check or Bid Bond*)

PERFORMANCE BOND(S) REQUIRED: **Yes (See Page 4)**

DRAWINGS: **None**

BID OPENING –
DATE/TIME/LOCATION: **10:00 AM CST April 9, 2018**
WILLOWBROOK VILLAGE HALL
835 Midway Drive
Willowbrook, Illinois 60527

Issued by: **Administration Department**
Village of Willowbrook, Illinois
835 Midway Drive
Willowbrook, Illinois 60527
(630) 323-8215

Timothy J. Halik
Village Administrator

Carrie Dittman
Director of Finance

BID NOTICE

The Village of Willowbrook will be accepting sealed bids for the item(s) listed. Bids will be accepted at the Willowbrook Village Hall, 835 Midway Drive, Willowbrook, until at the time(s) shown below, at which time they will be opened and publicly read aloud.

Bid Item: **Landscape Maintenance Services for Parks, Roadside Rights of Way, Medians, and Specified Facilities**

Bid Opening: **10:00 AM CST April 9, 2018**

Specifications may be obtained at the Village Hall, weekdays, between 8:30 a.m. and 4:30 p.m. Questions may be directed to the Administration Department at (630) 323-8215.

In accordance with the law and the provisions of 820ILCS 130/0.01 et seq., entitled "an Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by any one under contract for public works", not less than the prevailing rate of wages shall be paid to all laborers, workmen and mechanics performing work under this contract.

The Village of Willowbrook reserves the right to reject any or all bids, to waive technicalities, and to accept any bid which is deemed to be in the best interest of the Village of Willowbrook.

The Village of Willowbrook, Illinois, does not discriminate on the basis of disability in the admission or access to, treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all Village of Willowbrook services, programs, and activities. The Village has a designated coordinator to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA), as required by Section 35.107 of the U.S. Department of Justice regulation, and to coordinate compliance with Section 504 of the Rehabilitation Act of 1973, as mandated by Section 8.5 of the U.S. Department of Housing and Urban Development regulations. For information, contact the Tim Halik, Village of Willowbrook, 835 Midway Drive, Willowbrook, Illinois, 60527; (630) 323-8215, TDD (630)920-2259.

Upon request, this information can be made available in large print, audiotape, and/or computer disk.

I. GENERAL CONDITIONS

A. DEFINITIONS

The following words and phrases, as used herein, shall have the meaning ascribed to them, as follows:

A. BIDDER shall mean:

Hanson Landscape

Po Box 307

Big Rock, IL 60511

B. VILLAGE shall mean the Village of Willowbrook, DuPage County, Illinois, an Illinois Municipal Corporation.

B. PREPARATION AND SUBMISSION OF PROPOSAL

The Bidder must submit his/her proposal in duplicate on the forms furnished by the Village of Willowbrook. All blank spaces on the proposal form must be filled in if applicable. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership or a duly authorized officer, attested to by the Corporate Secretary, of a Corporation. The proposal is contained in these documents and must remain attached thereto when submitted. All signatures and spaces are to be completed in ink or typewritten, where applicable. Prices/costs shall be in United States dollars. Incorrect completion, execution or submission of bids shall be sufficient grounds for rejection of a bid. The following documents shall be executed at the time of submission of a bid:

Contractor's Certification Bid Proposal - Page #16
BID PROPOSAL PAGE

ALL PROPOSALS SHALL BE SUBMITTED IN SEALED ENVELOPES CARRYING THE FOLLOWING INFORMATION ON THE FACE:

BIDDER'S NAME, ADDRESS, SUBJECT MATTER OF BID, DESIGNATED DATE OF BID OPENING AND HOUR DESIGNATED FOR BID OPENING.

C. WITHDRAWAL OF PROPOSAL

Bidders may withdraw their bids at any time prior to the time specified in the Bid Notice as the closing time for the receipt of bids. However, no bid shall be withdrawn or cancelled for a period of forty-five (45) calendar days after said advertised closing time for the receipt of bids, nor shall the successful bid be withdrawn, cancelled, or modified after having been accepted by the Village.

D. SUBMISSION OF ALTERNATE BIDS

Bidder may submit alternate bids provided that:

1. Cash bid proposals meet Village Specifications and are submitted separately.
2. The Village shall not consider an alternate bid which fails to meet specifications.

E. BID DEPOSIT

When required on Page 1 of these Specifications, all bids shall be accompanied by a bid deposit in the amount specified. Bid deposits shall be in the form of a certified check, a bank cashier's check drawn on a responsible bank doing business in the United States and shall be made payable to the Village of Willowbrook, or bid bond.

The bid deposit of all except the three lowest bidders on each contract will be returned within twenty (20) calendar days after the opening of the bids. The remaining bid deposits on each contract will be returned, with the exception of the accepted Bidder, after the contract is awarded. The bid deposit of the accepted Bidder will be returned after acceptance by the Village of satisfactory performance bond where such bond is required or completion of contract where no performance bond is required.

F. SECURITY FOR PERFORMANCE

When required on Page 1 of these Specifications, the successful Bidder or Bidders shall, within thirteen (13) calendar days after acceptance of the bid by the Village, furnish a performance bond in the full amount of the contract, in a form acceptable to the Village.

In the event that the successful Bidder(s) fails to furnish the performance bond within thirteen (13) calendar days after acceptance of the bid by the Village, then the bid deposit of the successful Bidder shall be retained by the Village as liquidated damages and not as a penalty, it being agreed by the successful Bidder that said sum is a fair estimate of the amount of damages that said Village will sustain due to the successful Bidder's failure to furnish said bond.

G. EQUIVALENT PRODUCTS

In cases where a specified item is identified by a manufacturer's name, trade name or other reference, it is understood that the Bidder proposes to furnish the item as identified. If the Bidder proposes to furnish an "equal" item, the proposed "equal" item must be so indicated in the bid proposal. The Village shall be the sole determiner of the equalness of the substitute offered.

H. BASIS OF AWARD

The Village reserves the right to accept or reject any and all bids, in whole or in part, and to waive technicalities.

I. ACCEPTANCE OF BID

The Village shall make its determination with respect to bids within forty-five (45) days, or within sixty (60) days where approval by other agencies is required, from the date of opening of bids. Should the Village fail to act within the times herein specified, all bids shall be rendered null and void.

J. CATALOGS

Each Bidder shall submit catalogs, descriptive literature and detailed drawings, fully detailing features, designs, construction, appointments, finishes and the like, in order to fully describe the material or work proposed to be furnished.

K. DELIVERY

All materials shipped to the Village of Willowbrook must be shipped F.O.B. freight prepaid, designated location Willowbrook, Illinois. The materials must then be delivered where directed, and unloaded by the successful Bidder, or his/her agent. All deliveries shall be deemed to be "inside delivery". Truck deliveries shall be accepted before 2:30 p.m. on weekdays only. No deliveries shall be accepted on Saturdays, Sundays or holidays. The quantity of material delivered by truck shall be ascertained from a weight certificate issued by a duly licensed public weight-master. In the case of delivery by rail, weight will be ascertained from bill of lading from originating line, but the Village reserves the right to re-weigh at the nearest available railroad scale.

L. GUARANTEES AND WARRANTIES

All guarantees and warranties required shall be furnished by the successful Bidder and shall be delivered to the Village before the final payment voucher is issued.

M. SUBLETTING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS

No contract awarded by the Village of Willowbrook shall be assigned, in whole or in part, or any part of the same sub-contracted without the written consent of the Village Administrator. In no case shall such consent relieve the successful Bidder from his/her obligations or change the terms of the contract.

Any and all subcontractors shall be bound by contract to the same terms as the successful Bidder. Prior to commencing any work, subcontractors must place on file with the Village a certificate of insurance as outlined under "insurance".

The successful Bidder shall not transfer or assign any contract funds or claims due or to become due without the written approval of the Village Administrator having first been obtained.

N. COMPETENCY OF BIDDER

No bid shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears or is in default to the Village of Willowbrook upon any debt contract, or other obligation or who has failed to perform faithfully any previous contract with the Village.

The Bidder, if required, must present within forty-eight (48) hours evidence satisfactory to the Village of performance ability, possession of necessary facilities, equipment, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents. The Village hereby reserves the right to reject any bid submitted by a Bidder who, in the sole and exclusive discretion of the Village, cannot completely perform the services or deliver the goods specified in these specifications.

O. COMPLIANCE WITH OSHA STANDARDS, THE AMERICANS WITH DISABILITIES ACT, VILLAGE ORDINANCES AND STATE LAWS

The equipment supplied to the Village of Willowbrook must comply with all requirements and standards as specified by the Occupational Safety and Health Act. All guards and protectors as well as appropriate markings will be in place before delivery. Items not meeting any OSHA specifications will be refused. Bidder may be required at his/her expense to provide training to Village employees in the operation of equipment and its maintenance at the convenience of the Village.

Each contracting agency shall ensure that every contract to which it is a party shall comply with all relevant aspects of the Americans with Disabilities Act.

The Bidder will strictly comply with all ordinances of the Village of Willowbrook, the laws of the State of Illinois and United States Government.

P. SPECIAL HANDLING

Prior to delivery of any product which is caustic, corrosive, flammable or dangerous to handle, the successful Bidder will provide written directions as to methods of handling such products, as well as the antidote or neutralizing material required for first aid.

Q. MATERIAL INSPECTION AND RESPONSIBILITY

The Village shall have a right to inspect any material to be used in carrying out this contract. The Village does not assume any responsibility for the availability of any materials and equipment required under this contract.

R. TOXIC SUBSTANCES

Successful Bidder shall notify the Village of, and provide, material safety data sheets for all substances used or supplied in connection with this contract which are defined as toxic under the Illinois Toxic Substances Disclosure to Employees Act.

Materials, components, or completed work not complying therewith, may be rejected by the Village and shall be replaced by the successful Bidder at no cost to the Village. Any materials or components rejected shall be removed within a reasonable time from the premises of the Village at the expense of the successful Bidder.

S. PRICE REDUCTIONS

If at any time after a contract is awarded the successful Bidder(s) makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For the purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to successful Bidder's customers generally, or (2) in the successful Bidder's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this contract. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The successful Bidder shall invoice the Village at such reduced prices indicating on the invoice that the reduction is pursuant to the "price reduction" provision of this contract. The successful Bidder, in addition, shall within ten (10) days of any general price reduction, notify the Village Administrator of such reduction by letter. Failure to do so may result in termination of the contract.

T. TERMINATION OF CONTRACT

1. The Village may, by written notice of default to the successful Bidder, terminate the whole or part of this contract in any one of the following circumstances:
 - a) If the successful Bidder fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or fails to

provide the supplies or to perform the service at the exact price accepted by the Village (and any charges for contract changes mutually agreed to by the Village and the successful Bidder); or

- b) If the successful Bidder fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failure within such period of time as the Village Administrator may direct in writing.
- c) If it is determined that successful Bidder knowingly falsified information provided to the Village.
- d) If it is determined that successful Bidder offered substantial gifts or gratuities to a Village official, employee, or agent whether in their official capacity or not.
- e) Any order is entered in any proceeding against the successful Bidder decreeing the dissolution of the successful Bidder and such order remains in effect for sixty (60) days.
- f) The successful Bidder shall apply to any tribunal for the appointment of a trustee or receiver of any part of the assets of the successful Bidder, or commence any proceedings relating to the successful Bidder under any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or other liquidation law of any jurisdiction, or any such application shall be filed, or any such proceedings shall be commenced, against the successful Bidder, and the successful Bidder indicates its approval, consent or acquiescence, or an order shall be entered appointing such trustee or receiver or adjudicating the successful Bidder bankrupt or insolvent, or approving the petition in any such proceeding, and such order remains in effect for sixty (60) days.
- g) In the event the Village terminates this contract in whole or in part as provided in Paragraph (A) of this clause, the Village may procure, upon such terms in such manner as the Village Administrator may deem appropriate, supplies or services similar to those so terminated, and the successful Bidder shall be liable to the Village for any excess costs for such similar supplies or service, provided that the successful Bidder shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

U. EQUAL EMPLOYMENT OPPORTUNITY

Each contracting agency shall ensure every contract to which it is a party shall contain the following clause.

EQUAL EMPLOYMENT OPPORTUNITY

In the event of the contractor's non-compliance with the provisions of this equal employment opportunity clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of the Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin, or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from the military service; and further that it will examine all job classifications to determine if minority persons or women are under utilized and will take appropriate affirmative action to rectify any such under utilization.
2. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the department's rules and regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not under utilized.
3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations.

If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such act and rules and regulations, the contractor will promptly so notify the department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

5. That it will submit reports as required by the department's rules and regulations, furnish all relevant information as may from time to time be requested by the department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's rules and regulations.
6. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's rules and regulations.
7. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the department in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

SUBCONTRACTS

Each public subcontractor shall in turn include the equal employment opportunity clause set forth within these rules and regulations in each of its subcontracts under which any portion of the contract obligations are undertaken or assumed, said inclusion to be either verbatim or by reference so that the provisions of the clause will be binding upon such subcontractors.

CONTRACTS OR SUBCONTRACTS WITH RELIGIOUS ENTITIES

The requirements of the equal employment clause set forth above with respect to non-discrimination because of religion shall not apply to a religious corporation, association, educational institution or society with respect to the employment of individuals of a particular religion for the carrying on by such corporation, association, educational institution or society of its activities.

V. INSURANCE SPECIFICATIONS ("Insurance Section")

1. The successful Bidder shall not commence work under the contract until all insurance required herein and such insurance has been approved by both the Village of Willowbrook and the County of DuPage.
2. The successful Bidder shall maintain limits no less than:

<u>TYPE OF INSURANCE</u>	<u>MINIMUM INSURANCE COVERAGE</u>
Commercial (Comprehensive) General Liability <div style="border: 1px solid black; padding: 5px; margin-left: 20px;"><ul style="list-style-type: none">1. Comprehensive Form2. Premises Operations3. Explosion & Collapse Hazard4. Underground Hazard5. Products/Completed Operations Hazard6. Contractual Liability Coverage Included7. Broad Form Property Damage</div>	Insurance with a limit of not less than three million dollars (\$3,000,000) total; including limits of not less than two million dollars (\$2,000,000) per occurrence and one million dollars (\$1,000,000) excess liability in the annual aggregate injury/property damage.
Worker's Compensation Insurance	In the statutory amounts
Employer's Liability Insurance	In an amount not less than one million dollars (\$1,000,000) each accident/injury and one million dollars (\$1,000,000) each employee/disease.
Commercial (Comprehensive) Automobile Liability Insurance	With minimum limits of at least one million (\$1,000,000) dollars Combined Single Limit (Each Accident).

The coverage limits required for **Commercial (Comprehensive) General Liability** and **Commercial (Comprehensive) Automobile Liability Insurance** may be satisfied through a combination of primary and excess coverage. No work is allowed to commence until all of the insurance coverage(s) required under this insurance section have been obtained. Satisfactory evidence of contractors; insurance including endorsements shall be provided prior to the

commencement of any work. In addition, DuPage County shall be named as a third-party beneficiary of the insurance requirements provided for in this insurance section.

The insurance required to be purchased and maintained shall be provided by an insurance company acceptable to both the Village and County of DuPage, and licensed to do business in the State of Illinois; and shall include at least the specific coverage and be written for not less than the limits of the liability specified herein or required by law or regulation whichever is greater; and shall be so endorsed that the coverage afforded will not be canceled or materially changed until at least sixty (60) days prior written notice has been given to both the Village and County of DuPage except for cancellation due to non-payment of premium for which at least fifteen (15) days prior written notice (five days allowed for mailing time) has been given to both the Village and County of DuPage. If the insurance required is satisfied through a combination of primary and excess coverage, said excess/umbrella liability policy shall include in the "Who is Insured" pages of the excess/umbrella policy wording such as "Any other person or organization you have agreed in a written contract to provide additional insurance" or wording to that effect. A copy of said section of the excess/umbrella liability policy shall be provided upon request by the Village and/or County of DuPage.

The Commercial (Comprehensive) General Liability and Commercial (Comprehensive) Automobile Liability Insurance shall name the Village, the County of DuPage, its officers, and employees as additional insured parties. The Certificate of Insurance/endorsements shall state: "The Village of Willowbrook, the County of DuPage, its officers, and employees are named as additional insured(s) as defined in the Commercial (Comprehensive) General Liability and Commercial (Comprehensive) Automobile Liability Insurance policies with respect to claims arising from the contractor's performance under this contract. The Endorsements must also be provided naming both the Village and County of DuPage c/o DuPage County Division of Transportation, 421 N. County Farm Road, Wheaton, IL 60187, as an additional insured. This additional insured is to be on a primary and non-contributory basis."

Coverage shall be at least as broad as (1) Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Village named as additional insured on a form at least as broad as the attached sample endorsement including ISO Additional Insured Endorsement (Exhibit A); (2) if requested, Owners and Contractors Protective Liability policy with the Village named as insured; (3) Insurance Services Office Business Auto Liability form number CA 0001, Symbol 01 "Any Auto"; and (4) Workers Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

3. In the event of accidents of any kind, the successful Bidder shall furnish the Village with copies of all reports of such accidents at the same time that the reports are forwarded to any other interested parties.
4. Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the Village, its officials, agents, employees, and volunteers; or the successful Bidder shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

W. INSURANCE POLICY(S) ENDORSEMENT

SHALL BE PROVIDED PRIOR TO THE COMMENCEMENT OF WORK.

VILLAGE OF WILLOWBROOK ("The Village")

Attention: Administration Department

835 Midway Drive

Willowbrook, Illinois 60527

COUNTY OF DuPAGE ("The County")

Attention: DuPage County Division of Transportation

421 N. County Farm Road

Wheaton, IL 60187

1. POLICY INFORMATION.

A. Insurance Company Crum Halstead

B. Policy Number 07124166

C. Policy Term: (From) 1/1/2018 (To) 1/1/2019

D. Endorsement Effective Date _____

E. Named Insured Hanson Landscape

F. Address of Named Insured Po Box 307 Big Rock, IL 60511

G. Limit of Liability Any One Occurrence/
Aggregate \$ 2,000,000.00

H. Deductible or Self-Insured Retention (Nil unless otherwise specified)

\$

2. VERIFICATION OF COVERAGE

When required on Page 1 of these Specifications, the successful Bidder or Bidders shall, within **fourteen (14) calendar days** after acceptance of the bid by the Village, furnish both the Village and the County of DuPage with certificates of insurance naming the Village, its officials, agents, employees and volunteers as additional insureds, and with original endorsements affecting coverage required. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

In the event that the successful Bidder(s) fails to furnish the insurance coverage within fourteen (14) calendar days after acceptance of the bid by the Village, then the bid deposit of the successful Bidder shall be retained by the Village as liquidated damages and not as a penalty, it being agreed by the successful Bidder that said sum is a fair estimate of the amount of damages that said Village will sustain due to the successful Bidder's failure to furnish said insurance.

The attached Additional Insured Endorsement (Exhibit A) shall be provided to the insurer for their use in providing coverage to the additional insured. Other additional insured endorsements may be utilized, if they provide a scope of coverage at least as broad as the coverage stated on the attached endorsement (Exhibit A). The Village reserves the right to request full certified copies of the insurance policies and endorsements.

3. POLICY AMENDMENTS

Each policy shall contain, or be endorsed to contain, the following provisions:

A. INSURED.

(COMMERCIAL (COMPREHENSIVE) GENERAL LIABILITY AND COMMERCIAL (COMPREHENSIVE) AUTOMOBILE LIABILITY INSURANCE)

The Village, County of DuPage, its officials, agents, employees, and volunteers are to be included as additional insureds with regard to liability and defense of claims arising from: (a) activities performed by or on behalf of the successful Bidder, (b) products and completed operations of the successful Bidder, (c) premises owned, leased or used by the successful Bidder, and (d) automobiles owned, leased, hired or borrowed by the successful Bidder. The coverage shall contain no special limitations on the scope of protection afforded to the Village or County of DuPage, its officials, agents, employees, and volunteers.

B. CONTRIBUTION NOT REQUIRED.

(COMMERCIAL (COMPREHENSIVE) GENERAL LIABILITY AND COMMERCIAL (COMPREHENSIVE) AUTOMOBILE LIABILITY INSURANCE)

The insurance afforded by the policy shall be primary insurance as respects the Village, County of DuPage, its officials, agents, employees, and volunteers; or stand in an unbroken chain of coverage excess of the successful Bidder's scheduled underlying primary coverage. In either event, any other insurance or self-insurance maintained by the Village or DuPage County, its officials, agents, employees, and volunteers shall be excess of this insurance and shall not contribute with it.

C. SEVERABILITY OF INTEREST.

(COMMERCIAL (COMPREHENSIVE) GENERAL LIABILITY AND COMMERCIAL (COMPREHENSIVE) AUTOMOBILE LIABILITY INSURANCE)

The insurance afforded by the policy applies separately to each insured who is seeking coverage or against whom a claim is made or a suit is brought, except with respect to the Company's limit of liability.

D. SUBCONTRACTORS. (ALL COVERAGES)

The successful Bidder shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated in these General Conditions.

E. PROVISIONS REGARDING THE INSURED'S DUTIES AFTER ACCIDENT OR LOSS. (COMMERCIAL (COMPREHENSIVE) GENERAL LIABILITY AND COMMERCIAL (COMPREHENSIVE) AUTOMOBILE LIABILITY INSURANCE)

Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Village, County of DuPage, its officials, agents, employees, and volunteers.

F. CANCELLATION NOTICE. (ALL COVERAGES)

The insurance coverage afforded will not be canceled or materially changed until at least sixty (60) days prior written notice has been given to both the Village and County of DuPage except for cancellation due to non-payment of premium for which at least fifteen (15) days prior written notice (five days allowed for mailing time) has been given to both the Village and County of DuPage. Such notice shall be addressed as shown in the heading of the endorsement.

G. SUBROGATION (WORKERS COMPENSATION AND EMPLOYER'S LIABILITY)

The insurer shall agree to waive all rights of subrogation against the Village, County of DuPage, its officials, agents, employees, and volunteers for losses arising from work performed by the successful Bidder for the Village.

H. ACCEPTABILITY OF INSURERS. (ALL COVERAGES)

The insurance required to be purchased and maintained shall be provided by an insurance company acceptable to both the Village and County of DuPage and licensed to do business in the State of Illinois.

I. ASSUMPTION OF LIABILITY. (ALL COVERAGES)

The successful Bidder assumes liability for all injury to or death of any person or persons including employees of the successful Bidder, any subcontractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in anyway arising out of any work performed pursuant to the contract.

4. SIGNATURE OF INSURER OR AUTHORIZED REPRESENTATIVE OF THE INSURER.

I, Michael Davis (print/type name), warrant, and by my signature hereon do so certify, that the required coverage is in place.

Signature of: 

Authorized Representative (Original signature required on endorsement furnished to the Village).

Title: Account Executive

Organization: West Bend Mutual Insurance Company

Address: 1900 South 18th Avenue, West Bend, WI 53095

Phone: 815-786-2105 Fax: 815-786-2512

X. INDEMNITY HOLD HARMLESS PROVISION

To the fullest extent permitted by law, the successful Bidder hereby agrees to defend, indemnify and hold harmless the Village, County of DuPage its officials, agents, employees, and volunteers, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anywise accrue against the Village, its officials, agents, employees, and volunteers; arising in whole or in part or in consequence of the performance of the work by the successful Bidder, its employees, or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of the Village, its officials, agents, employees, and volunteers, and the successful Bidder shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the Village, its officials, agents, employees, and volunteers, in any such action, the successful Bidder shall, at its own expense, satisfy and discharge same.

The successful Bidder expressly understands and agrees that any performance bond or insurance policies required by the contract, or otherwise provided by the successful Bidder, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village, its officials, agents, employees, and volunteers, as herein provided.

The successful Bidder further agrees that to the extent that money is due the successful Bidder by virtue of the contract, an amount of said money as shall be considered necessary in the judgment of the Village, may be retained by the Village to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the Village.

ADDITIONAL INSURED ENDORSEMENT - EXHIBIT "A"

Name of Insurer: Crum Halstead

Name of Insured: Hanson Landscape

Policy Number: 07124166

Policy Period: 1/1/2018 to 1/1/2019

Endorsement Effective Date: _____

This endorsement modifies coverage provided under the following:

Commercial General Liability Coverage Part

Name of Individuals or Organization:

WHO IS AN INSURED section of the policy / coverage document is amended to include as an insured, the individuals or organization shown above, but only with respect to liability "arising out of your work".

For purposes of this endorsement, "arising out of your work" shall mean:

1. Liability the Additional Insured may incur resulting from the actions of a contractor it hires.
2. Liability the Additional Insured may incur for negligence in the supervision of the Named Insured Contractors work.
3. Liability the Additional Insured may incur for failure to maintain safe worksite conditions.
4. Liability the Additional Insured may incur due to joint negligence of the Named Insured Contractor and the Additional Insured.

[EXHIBIT A IRMA - Section 4:06, Page 13]

CONTRACTOR'S CERTIFICATION - BID PROPOSAL

Hanson Landscape Install and Design _____, as part of its bid on a
(Name of Contractor)

contract for Landscape Maintenance Service to The Village of Willowbrook, Illinois, hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 5/33E-4.

By: 
Authorized Agent of Contractor

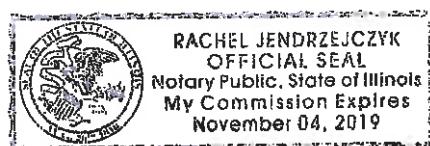
SUBSCRIBED AND SWORN BEFORE ME

This 5th day of
April, 20 18.

MY COMMISSION EXPIRES:

11-4-19

Rachel Jendrzejczyk
NOTARY PUBLIC



CONTRACT – Page One of Two

1. This agreement, made and entered into this 5th day of April 2018, between the Village of Willowbrook, acting by and through its Mayor and Board of Trustees and _____
2. That for and in consideration of the payments and agreements mentioned in the Specifications and Contract Document attached hereto, Hanson Landscape agrees with the Village of Willowbrook at his/her own proper cost and expense to furnish the equipment, material, labor, supplies and/or services as provided therein in full compliance with all of the terms of such specifications and contract documents attached hereto.
3. It is understood and agreed that the specifications and contract documents hereto attached, prepared by the Village of Willowbrook, are all essential documents of this contract and are a part hereof.
4. In witness whereof, the said parties have executed these presents on the date above mentioned.

(Village Seal)

Attest:

By: Lerry A. Hanson

Village Clerk



VILLAGE OF WILLOWBROOK

By: Ted Hall

Village Administrator

IF A CORPORATION

(Corporate Seal)

CORPORATE NAME

Attest:

Hanson Landscape

By: _____

By: _____

Secretary

President

SUBSCRIBED AND SWORN BEFORE ME

This 5th day of April, 2018.

MY COMMISSION EXPIRES: 11-4-19

Rachel Jendrzejczyk
NOTARY PUBLIC



CONTRACT - *Page Two of Two*

IF A PARTNERSHIP

(Seal) _____

(Seal) _____

(Seal) _____

(Seal) _____

PARTNERS DOING BUSINESS UNDER THE NAME OF

SUBSCRIBED AND SWORN BEFORE ME

This _____ day of _____, 20_____.

MY COMMISSION EXPIRES: _____

_____ **NOTARY PUBLIC**

IF AN INDIVIDUAL

(Seal)

SUBSCRIBED AND SWORN BEFORE ME

This _____ day of _____, 20_____.

MY COMMISSION EXPIRES: _____

_____ **NOTARY PUBLIC**

II. ADDITIONAL REQUIREMENTS FOR PUBLIC WORKS PROJECTS

A. INTENT

It is the intent of these specifications and contract that a complete working improvement be constructed. All necessary work and materials shall be included; whether specifically called for or implied.

B. LOCATION OF UTILITIES

The successful Bidder shall contact the Village of Willowbrook Department of Municipal Services at least seventy-two (72) hours before beginning work. Where required, electric, gas, telephone and cable utilities must be located in the field prior to construction. The Village bears no responsibility for damage done to existing utilities during construction.

C. TRAFFIC CONTROL AND PROTECTION

Traffic control and protection - the successful Bidder's manner of prosecuting the work or revisions in the phasing of operations may require temporary traffic control devices to be installed. In such cases, all but not limited to, signs, signals, markings, traffic codes, barricades, warning lights, flagmen and other traffic control devices must conform with all provisions of the appropriate standards. The Village shall be the sole judge as to the acceptability of placement and maintenance of the traffic control devices prescribed in the appropriate standards. Said temporary traffic control devices shall be considered incidental to the contract and no compensation will be allowed.

D. EXAMINATION OF SITE

The successful Bidder shall carefully examine the site and become familiar with the conditions under which he/she will have to execute the work required under this contract. Failure to do so will in no way relieve the successful Bidder of his/her responsibility under this contract.

E. ADDITIONAL WORK

The Village reserves the right to order additional work during the course of construction. Prior to commencing any additional work, the successful Bidder shall submit his/her charges for performing the work and shall not proceed until the Village has approved the charges.

F. PREVAILING WAGES

In accordance with the law and the provisions of 820 ILCS 130/0.01 et seq., entitled "an Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by any one under contract for public works", not less than the prevailing rate of wages shall be paid to all laborers, workmen and mechanics performing work under this contract. Prospective Bidders shall thoroughly familiarize themselves with the provisions of the above mentioned act and shall prepare any and all bids in strict compliance therewith. Copies of the prevailing rate of wages for this Village are on file in the office of the Village Clerk of the Village of Willowbrook.

G. PROTECTION OF EXISTING FACILITIES

Existing facilities, including grounds, structures, landscaping, and so forth, shall be protected by the successful Bidder. Any damage to existing facilities shall be reported to the Village and shall be repaired promptly by the successful Bidder when ordered to do so by the Village. All repairs of damage to existing facilities shall be made to the satisfaction of the Village. Failure to repair damage shall be just cause for withholding payment for work that becomes due.

H. BIDDER'S RESPONSIBILITY

The successful Bidder shall be responsible for constructing the improvements in accordance with the specifications. The successful Bidder shall have available on the job site at all times during construction, a complete set of specifications with all revisions thereto. The successful Bidder shall employ only workmen skilled in their trade and shall furnish full-time supervision of all construction. An English-speaking superintendent shall be at the site whenever construction is in progress. The superintendent shall have authority to receive and carry out instructions from the Village. The lack of a competent superintendent on the site during construction shall be just cause for the Village to order the work to cease.

I. SITE CONDITION AND CLEAN-UP

The successful Bidder shall store materials and equipment where directed by the Village and shall move same, if and when it becomes necessary at his/her own expense.

The successful Bidder shall have control over his/her employees' parking of automobiles on the site and shall provide portable toilet facilities and receptacles for depositing waste paper and garbage. The successful Bidder shall keep the site neat and shall clean up any debris when directed to do so by the Village. Upon completion of the improvement, the site shall be left in a condition acceptable to the Village. Failure to keep the site neat, or clean-up debris when directed to do so shall be just cause for withholding payment due the successful Bidder and final acceptance will not be made until the site is in a condition acceptable to the Village.

J. TRESPASS ON LAND

The successful Bidder shall confine his/her operations and storage of materials and equipment to the job site, public right-of-way or easements. The successful Bidder shall exercise extreme caution so as not to trespass upon property of third parties not involved in the contract. In the event that the successful Bidder is to enter upon the property of third parties in the execution of the work, he/she shall obtain written permission prior to doing so and submit evidence of said written permission to the Village.

K. COPIES OF DRAWINGS AND SPECIFICATIONS

The Village shall furnish to the Bidder, without charge, three (3) sets of specifications for that portion of the work to be performed by the Bidder. If the Bidder desires additional copies of the specifications, they may be secured from the Village at Bidder's expense.

L. PROTECTION OF PUBLIC

The Bidder shall erect and maintain sufficient signs, barricades, lights and fences and shall employ competent flagmen and watchmen to warn and guard the public against the hazards created by the construction of the work. The Bidder shall not allow hazardous conditions to remain without affording adequate protection to the public. If, in the opinion of the Village, a hazardous condition exists and the Bidder fails to correct the condition, or to protect the public, the Village may order the necessary precautions to

safeguard the public, the cost of which will be deducted from payments due the Bidder. Flagrant disregard for the safety of the public shall constitute just reason for the Village to order cessation of work.

M. GUARANTEE

All work and materials furnished under this contract shall be guaranteed by the Bidder against defects, failure, improper performance and non-compliance with the contract documents for a period of one (1) year after completion and acceptance of the work under this contract. During the guarantee period, the Bidder shall repair and replace, at his/her own expense, when so ordered by the Village, all work that develops defects whether these defects may be inherent in the functioning of the piece of operating equipment, materials furnished or workmanship performed. Any equipment or material that is repaired or replaced shall have the guarantee period extended one (1) year from the date of the last repair or replacement.

N. PAYMENT

Final payment will be made when the work is accepted by the Village. The Bidder shall submit final waivers-of-lien covering all labor, material, equipment, services and so forth, prior to receiving final payments.

O. ACCEPTANCE

The work shall not be accepted by the Village until the Village has determined that all work is complete and in accordance with the specifications.

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III. TERMS AND CONDITIONS OF THE SPECIFIC PROJECT

A. EXAMINATION OF SITE

Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles that may be encountered, and all other relevant matters concerning the work to be performed under this contract.

The Contractor to whom a contract is awarded will not be allowed any extra compensation by reason of any such matters of things concerning which the Contractor did not inform himself prior to bidding. The successful Contractor must employ, so far as reasonably possible as determined by the Village, such methods and means in the carrying out of his work as will not cause any interruption or interference with any other contractor.

B. MEETING BEFORE WORK BEGINS

It is mandatory that the Contractor meets with the Superintendent of Parks & Recreation and the Director of Municipal Services and/or their designee(s) prior to the start of work in order to review the contract specifications, designate the appropriate project contacts, and discuss the manner in which work will be proceeding, among other items.

C. DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Any damage of public or private property caused by the Contractor's operations shall be resolved with the property owner within ten (10) days after damage occurs to the satisfaction of the Village. The Contractor shall inform the Village of any damage caused by the Contractor's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the Village, the Village reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damage caused by the Contractor and deduct these costs from any payment due the Contractor.

D. PREVAILING WAGES

In accordance with the law and the provisions of 820 ILCS 130/0.01 et seq., entitled "an Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by any one under contract for public works", not less than the prevailing rate of wages shall be paid to all laborers, workmen and mechanics performing work under this contract. Prospective Bidders shall thoroughly familiarize themselves with the provisions of the above-mentioned act and shall prepare any and all bids in strict compliance therewith. Copies of the prevailing rate of wages for this Village are on file in the office of the Village Clerk of the Village of Willowbrook

E. SUBLetting CONTRACT

It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this contract or his right, title, or interest therein, or his power to execute such contract, to any other person, firm, or corporation, without the previous written consent of an authorized representative of the Village of Willowbrook; but in no case shall consent relieve the Contractor from his obligations or change the terms of the contract.

F. DEFAULT

The contract may be canceled or annulled by the Village in whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms. Failure of the Contractor to deliver services within the time stipulated, unless extended in writing by the Village of Willowbrook, shall constitute contract default.

G. SAFETY

The Contractor shall insure that all its employees or agents shall abide by all safety rules or regulations set by the Village of Willowbrook as well as by general regulations and standards of the industry and in accordance with all applicable federal, state, and local regulations.

H. WORKMANSHIP

Workmanship shall be of the highest caliber in every respect. Workers must take care to insure the least amount of disturbance to the sites, Village staff members, and the general public.

I. PENALTY FOR NON-COMPLETION

Time is of the essence to the contract. Should the Contractor fail to complete the work within the timelines stipulated in the contract or within such extended time as may have been allowed, the Contractor shall be liable and shall pay the Village two hundred fifty dollars (\$250.00) per calendar day not as a penalty but as liquidated damages, for each day of overrun in the contract time or such extended time as may have been allowed. The liquidated damages for failure to complete the contract on time are approximate, due to the impracticality of calculating and proving actual delay costs. This penalty established is to cover the cost of delay to account for administration, engineering, inspection, and supervision during periods of extended and delayed performance. The costs of delay represented by this schedule are understood to be a fair and reasonable estimate borne by the Village during extended and delayed performance by the Contractor of the work, remaining incidental work, correction of work improperly completed, or repair of work damaged as a result of the Contractor. The liquidated damage amount specified will accrue and be assessed until final completion of the total physical work of the contract even though the work may be substantially complete. The Village will deduct these liquidated damages from any monies due or to become due to the Contractor from the Village.

The other provisions of the Contract have been established to allow for the efficient completion of this project, without creating additional burden or hardship on the Village or additional administration and/or operating expenses for the Village. The failure to adhere to the specifications of the contract, including but not limited to the following examples, shall result in the assessment of liquidated damages of one hundred dollars (\$100.00) per incident per day. Some examples include:

- failing to complete work in a manner or sequence as required;
- damaging landscaping (i.e. debarking plants by running into them with equipment);
- failure of the contractor to be accessible to the Village or respond to requests to complete work;
- improperly applying mulch;
- not completing and/or maintaining the removal of weeds; and
- failing to clean-up garbage or debris.

J. SUPERVISION AND TRAINING

Competent English speaking supervisory personnel shall be present at each facility on a regular basis. The Contractor shall properly schedule and train all of its personnel. It is required that the supervisor visit the facilities being cleaned on a weekly basis to be sure that it has been completed in a satisfactory manner. The Village reserves the right to have the contractor assign a new contact, supervisor, and/or staff, for the Village's account if the current representative(s) are deemed unacceptable.

K. WORKING HOURS

The Contractor shall work the same hours as the Municipal Services Department unless other arrangements are agreed upon ahead of time. The Contractor must inform the Director of Municipal Services, or his designee, when the Contractor will be working outside of the normal working hours for Municipal Services.

L. TRESPASS ON LAND

The Contractor shall confine his operations and storage of materials and equipment to the job site public right-of-way or easements. The Contractor shall exercise extreme caution so as not to trespass upon property of third parties not involved in the contract. In the event that the Contractor is to enter upon the property of third parties in the execution of the work he shall obtain written permission prior to doing so and submit evidence of said written permission to the Village.

M. COSTS

The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items. This cost also includes all proposal preparation costs, insurance, royalties, transportation charges, use of all tools and equipment, superintendent, overhead expense, inspection costs, all profits and all other work services and conditions necessarily involved in the work to be done in accordance with the requirements of the contract documents considered severally and collectively.

N. TRAFFIC CONTROL

The Contractor shall provide adequate traffic control for work area protection in compliance with the Federal Highway Administration Manual on Uniform Traffic Control Devices for Streets and Highways, the State of Illinois Vehicle Code, the Illinois Department of Transportation Highway Standards, and the Illinois Department of Transportation Handbook of Traffic Engineering Practice for Small Cities.

O. PROTECTION OF EXISTING FACILITIES

Existing facilities, including grounds, structures, landscaping and so forth shall be protected by the vendor. Any damage to existing facilities shall be reported to the Village and shall be repaired promptly by the vendor when ordered to do so by the Village at no cost to the Village. All repairs of damage to existing facilities shall be made to the satisfaction of the Village. Failure to repair damage shall be just cause for withholding payment for work, which becomes due.

P. ACCESSIBILITY OF CONTRACTOR

Contractor shall supply cell phone numbers, daytime office numbers, fax numbers, and pager numbers of supervisors handling this contract. The Contractor shall return all calls or pages within one hour of the Village placing the call. On-site response time for complaints must be made within 24 hours of the initial call being made by the Village.

The Contractor must assign an English-speaking crew leader to monitor all work being performed within the Village. The Contractor shall update the Director of Municipal Services or his designee on work progress no less than once per week. Failure to comply with the accessibility requirements shall be deemed as substandard work and will be subject to the same penalties.

Q. REFERENCES

A reference list (attached) must also be submitted with the bid documents. The references must be municipal accounts or accounts similar in size but shall include at least one (1) municipal client at a minimum.

R. BILLING & PAYMENT

Payment shall be made in eight (8) equal payments, once all work has been completed in a satisfactory manner and the specifications stated herein have been met, for the following months: May, June, July, August, September, October, November, and April following receipt of an invoice from the Contractor for the month in question.

S. RENEWAL AND EXTENSION

This Contract shall be in full force and effect from May 1, 2018 to and including April 30, 2019. At the sole discretion of the Village, this contract may be extended for an additional twelve (12) month period under the same terms and conditions.

T. SPECIFIC CONDITIONS FOR LANDSCAPE MAINTENANCE TRASH AND DEBRIS

The entire site will be inspected and cleared of all trash, debris, glass, rocks, etc. before mowing begins. Mowing over paper, cups, cans and other litter shall not be accepted. Should this occur the Contractor shall immediately pick-up and properly dispose of all debris.

U. EQUIPMENT CONDITION

All equipment will be kept in good, safe operating condition. All mowing equipment will have sharp blades so that the grass is cut properly. All equipment will be kept in such a condition so that the gas/oil is not leaking.

V. FUEL/OILING

Spilling gasoline and oil kills the grass. Mowers will not be fueled or oiled in grass areas. They should be moved to a paved area to perform this function. If any spill should occur the Contractor shall immediately commence the appropriate clean up in conformance with any and all applicable regulations. The Contractor shall be responsible for all costs associated with such a clean up and restoration and/or reimbursement for any damages that may occur.

W. FINAL APPEARANCE

Mowing patterns shall be such that the clippings and mulch are evenly distributed, not wind rowed into noticeable deposits. Grass clippings will not be allowed to accumulate on hard surface areas, sidewalks or roadways and must be removed by the Contractor in an appropriate manner. If windrows are present, raking and properly disposing of the material by the Contractor must remove the clippings. The Contractor shall immediately pick up any debris that is mowed over.

Y. ADDITIONS OR DELETIONS

The Village reserves the right to increase or decrease quantities and number of mowings/weedings based on actual field conditions and requirements. The Contractor will be asked to provide a list of hourly manpower and equipment rates used to calculate the proposal prices for this section of the contract. These rates shall be used when the quantities of work must be increased or decreased for any reason such as adding sites, deleting sites, or failure of the Contractor to complete required work. Using these rates, the Village and the Contractor shall meet and shall mutually agree upon the dollar amounts to be added to or deleted from the contract.

Z. OPTIONAL WORK

At the Village's option, the Contractor may be asked to provide additional lawn mowing in the event that such services become necessary. The cost of such service will be provided on a per acre basis as stated on the proposal page.

AA. REPORT OF WORK PERFORMED AND SCHEDULED

The Contractor shall, at a minimum of once per month during the period of providing services, submit a written report to the Director of Municipal Services in detailing the weekly progress that has been performed by the Contractor during the previous month. At the same time, the Contractor shall also provide a schedule of work that is anticipated to be completed in the subsequent month.

BB. MOWING AND TRIMMING OF PARKS, ROADSIDE RIGHTS OF WAY, MEDIANS, AND SPECIFIED FACILITIES

Lawn mowing equipment must be mulching type, and the die shoots must be blocked or, if not mulching, a bag must be used. Mowing should be done so as to spread clippings evenly over the area. Otherwise grass clippings should be removed. Each mowing area should be completed in one day.

This mowing rotation schedule can be adjusted to a less frequent mowing schedule with the approval of the Director of Municipal Services during those times of the season when heat and/or lack of rain would cause weekly mowing to stress the grass.

From the last week in August until the final mowing of the season, mowing at the Community Park shall be done on either Thursdays or Fridays, to coincide with prevalent events at the park, as so advised by the Superintendent of Parks & Recreation

Mowing equipment shall be set at 2½" at all times. Community Park game fields should be cut to a height of 2" when fields are in use. In all mowed areas included in this contract, care should be taken to lower the height of the cut so as not to put the turf under stress.

The Director of Municipal Services, or his designee, shall have the right to inspect all equipment and height of cut immediately after mowing for compliance.

1. Village Parks

A. To be mowed at least one (1) time each week

Grass should be mowed as provided in these specifications with the additional specification for game fields at Borse Memorial Community Park (defined as the softball fields and soccer field with an approximate area of 6.18 acres). Those game fields should be cut to a height of 2" when fields are in use (April through October),

but taking care during times of extreme heat and/or lack of rain. It should be noted that this entire area is equipped with an underground sprinkler system and that care must be used to prevent damage to that system. Estimated acreage areas included for mowing and trimming are as follows:

<u>PARKS</u>	<u>ACRES</u>
Borse Memorial Community Park	8.8
Midway Park	2.1
Creekside Park	5.1
Lake Hinsdale Park	1.0
Ridgemoor Park	5.4

<u>PARKS</u> (continued)	<u>ACRES</u>
Waterford Park	4.3
Farmingdale Terrace Park	3.0
Willow Pond	3.0
Prairie Trail Park	5.0
Roger's Glen Park *	<u>1.5</u>

(* includes both parkways on Rogers Farm Rd.)

Total: 39.2 acres

2. Roadside Rights of Way, Medians, and Specified Facilities

A. To be mowed and trimmed at least one (1) time each week:

1. DuPage County right-of-ways (Grand Total: 23.6 acres):

63rd Street (Total: 4.42 acres):

North Side: From Western to Madison	2.23 ac.
South Side: From Western to Madison	1.99 ac.
Median: From IL Route 83 to 550 feet E. of IL Route 83:	.20 ac.

75th Street (Total: 8.51 acres):

North Side: From W. of Sheridan Drive to IL Route 83:	2.61 ac.
South Side: From W. of Sheridan Drive to IL Route 83:	3.50 ac.
Median: From W. of Sheridan Drive to IL Route 83:	2.40 ac.

Madison Street (Total: 7.44 acres):

West Side: From 63 rd Street to Joliet Road:	3.61 ac.
East Side: From 63rd Street to Joliet Road:	3.83 ac.

Plainfield Road (Total: 3.23 acres):

South Side: From IL Route 83 to Garfield Avenue:	1.59 ac.
North Side: From IL Route 83 to Garfield Avenue:	1.64 ac.

2. State of Illinois right-of-ways (Grand Total: 24.67 acres)

Illinois Route 83 (Kingery Hwy.):

Median areas and road side right-of-way from approximately the 5900 block of Route 83 to Route 83 south 79th St., including the bermed area at Midway Drive, (south of Midway Drive: 24.67 acres

3. Specified Facilities (Grand Total: 3.87 acres)

Public Works site:
700/710 Willowbrook Cntr. Pkwy. Approx. 3.37 acres

Village Municipal Complex:
Village Hall, 835 Midway Drive
Police Station, 7760 Quincy Street
Community Resource Center, 825 Midway Drive
Approx. 0.5 acres

B. To be mowed and trimmed at least one (1) time in each two-week period:

73rd Court & Quincy Street in a southerly direction for approximately 500 feet on the east side of Quincy, and from 73rd Court and Quincy in an easterly direction on the north and south right of way for 600 feet a total of .50 acres.

72nd Street east of Route 83 within northern right of way for 612 feet. The mowing width will incorporate from the curb and gutter to three feet north of the sidewalk.

79th Street – southern right of way from Eleanor to Route 83; northern right of way from Sawmill Creek west 1,000 feet; southern right of way from Sawmill Creek west 400 feet (adjacent to guardrail)

75th Street & Clarendon Hills Road – eastern right of way of Clarendon Hills Rd. south of 75th Street (area is 150' x 25'); western right of way Clarendon Hills Rd. south of 75th St (area is 150' x 25')

61st Street & Bentley Ave. – 650 feet east from Bentley Ave. on 61st St.; northern right of way and 150 feet north from 61st eastern right of way.

59th Street & Clarendon Hills Road – 75 feet north from 59th St on Clarendon Hills Rd. western right of way; 75 feet west from Clarendon Hills Rd northern right of way 59th St; 75 feet south from Clarendon Hills Rd. western right of way of Clarendon Hill Rd; 75 feet west from Clarendon Hills Rd. on 59th St. southern right of way of 59th St.

59th Street & Western Ave. - 100 feet east from Western Ave on 59th St. southern right of way; 75 feet south from 59th St. on Western Ave. in the eastern right of way of Western Ave.; 75 feet south from 59th St on the western right of way of Western Ave.

Executive Drive & Quincy – 500 feet north from Executive Drive on the eastern right of way of Quincy; 205 feet east from Quincy on Frontage Rd on the northern right of way of Frontage Rd.

Quincy & Frontage (Joliet Road) 150 feet north of Joliet Road on the eastern right of way of Quincy; 205 feet east from Quincy on Frontage Rd. on the northern right of way of Frontage Rd.

Sawmill Creek – this creek bed tributary consists of a dry creek bed beginning at 75th Place and terminating at 79th St. shall be completed once every two (2) weeks or as directed by the Director of Municipal Services or his designee. The creek bed is approximately twenty feet (20) wide by 2,600 feet long. The creek bed will require weed whip maintenance.

Garfield Road –West Right-of Way from Plainfield Rd to Rodgers Farm Rd. = 1,770 x 10'

79th Street – North Right-of Way -- addresses 228 and 234 = 400' x 20'

73rd Court - North Right-of Way of 73rd Ct. -- 920' x 15'. South Right-of-Way of 73rd Court – 600' x 15'

65th Street - North Right-of Way of 65th St -- addresses 364-368-372 = 320' x 15'

Adams Street – Right-of Way at 7052 Adams St and 7263 Adams St. = 700' x 15'

General Trimming

Trimming will be done along with the mowing and will be accomplished with suitable mechanical equipment, at the same cutting height as the rest of the area and before that specific site is to be considered completed. This work is incidental to and included with the weekly mowing. It shall be the responsibility of the contractor to restore any mulch rings that are disturbed during mowing and/or trimming. Mowing and trimming shall be done as to spread clippings over the entire area. All grass must be neatly mowed and trimmed around and along all concrete, screenings paths and asphalt paths, playground surfaces, building structures, signs, shrub beds, tree rings, fence lines and backstops. Trees, shrubs and other plants must not be “debarked” by running into them with mowing or trimming equipment. All grass clippings from mowing and/or trimming which fall anywhere but on the grass (curb, gutter, parking lot, sidewalk, etc.) shall be swept up and removed. If the grass clippings fall into clumps or piles onto the mowed lawn, the piles shall be raked up and removed.

Median & Right-of-Way Trimming at Concrete Area and Curbs

Grasses and weeds at concrete median areas and in front of curbs (i.e., the flag of the curb – between the curb and pavement) and at joints shall be removed in their entirety. This can be accomplished by manual weeding or by trimming with suitable mechanical equipment. This work is incidental to and included with the weekly mowing.

CC. AERATION OF PARKS, ROADSIDE RIGHTS OF WAY, MEDIANs, AND SPECIFIED FACILITIES

Aeration shall be performed once in the fall and shall be scheduled with the Director of Municipal Services or his designee, at least one week prior to work being done. Aeration shall be done using a mechanical core aerator with hollow tines that produce cores (soil debris). Aeration shall not be done when the soil is dry or very wet (saturated with water). It shall be done only when there is

optimum moisture in the soil to produce good penetration. Penetration of the soil shall be a minimum of three inches.

1. PARKS

	<u>ACRES</u>
Borse Memorial Community Park #	8.3
Midway Park	2.1
Creekside Park (all grass areas except sides of basin)	4.0
Lake Hinsdale Park	1.0
Ridgemoor Park	5.4
Waterford Park (all grass areas except sides of basin)	3.0
Farmingdale Terrace Park	3.0
Willow Pond	1.5
Prairie Trail Park (all grass areas except sides of pond)	5.0
Roger's Glen Park *	<u>1.5</u>

(* includes both parkways on Roger's Farm Rd.)

Total: 34.80 acres

- Note that the Community Park softball and football fields are equipped with an underground sprinkler system. Care must be used to prevent damage to the sprinkler system. The Contractor shall be responsible for all costs incurred related to repairing any damage to the underground sprinkler system from or caused by the Contractor's operations. Also note that at the Community Park the area east of the creek is not included in the aeration schedule.

2. ROADSIDE RIGHTS OF WAY, MEDIANs, AND SPECIFIED FACILITIES

Village Hall 0.5 acres

DD. **PLANTING BED MAINTENANCE**

All planting beds must be spaded. As part of this work tilled dirt and grass must be removed and properly disposed of and not incorporated in plant beds. Dirt, rocks and grass found in plant beds shall be removed the same day and failure to do so will be deemed as substandard work. Spring clean up includes removing debris and cutting back dead shrub plant materials in beds, perennial beds, tilling, cultivating and additional mulch shall be completed by May 15. *Planting beds must remain weed free at all times throughout the contract season.* Regular weeding and cultivating shall be carried out along with the lawn mowing cycle. Manual weed pulling will be necessary in most cases. Plant materials in plant beds are to be trimmed and thinned including shrubs and trees of dead material and pruned throughout the contract, in addition to trimming any overgrowth of plant materials.

As part of this contract, one (1) fertilizer/weed control application shall be made to all shrubs in planting beds included in this schedule. Application shall take place between May 15 and May 30, but after the spring clean up. Contractor shall water shrubs to dissolve the fertilizer application, in the event sufficient rain is not experienced. Apply at an application of 25-2-15 product at 5 lbs. nutrients per 1000 square feet of land area. Product to be used is Arthur Clesen Inc. or approved equal and is to be a granular material. Contractor shall provide the name of the material on the bid proposal form. The Contractor shall periodically

inspect plant material in the planting beds for insect and disease damage. Recommendations should be brought to the attention of the Director of Municipal Services. Treatments will be made on an hourly rate as specified on the bid proposal form. The product must be pre-approved by the Director of Municipal Services. Mulch/Compost shall be added or removed at the Village's request. Labor shall be provided at the contractor's expense and there will be no additional charges to the Village for adding and tilling mulch. Mulch and/or compost will be provided by the Village and delivered on site. Mulch in plant beds shall be a minimum of 3" to 4" in depth and turned at minimum of three times in May, July, and September. All mulch beds shall be tilled and mulch added, if needed, no later than May 30 of each year of the contract.

<u>1. PARKS</u>	<u>Number of Planting Beds</u>	<u>Est. Total Square Yards</u>
Community Park	2	130
Midway Park	1	10
Creekside Park	1	10
Lake Hinsdale Park	3	44
Ridgemoor Park	2	36
Waterford Park	2	33
Farmingdale Terrace Park	5	100
Willow Pond	2	40
Prairie Trail Park (south entrance sign bed only)	1	8
Roger's Glen Park	1	6
Total	20	417

2. ROADSIDE RIGHTS OF WAY, MEDIANs, AND SPECIFIED FACILITIES

	<u>Number of Planting Beds</u>	<u>Est. Total Square Yards</u>
Village Hall	7	414
Village entrance signs on Rte 83	2	52
Total	9	466

EE. REQUIREMENTS FOR ALTERNATE BIDS

1. Additional Mowing

Specifications for any additional mowing selected by the Village shall be the same as those specifications for the contracted mowing.

2. Additional Aeration

Specifications for any additional aeration selected by the Village shall be the same as those specifications for the contracted aeration.

3. Tree Ring Maintenance

Tree rings trees that are selected by the Village shall be spaded. As part of this work tilled dirt and grass must be removed and properly disposed of and not incorporated in plant beds and mulch rings. Dirt and grass found in the tree rings shall be removed the same day by the Contractor.

4. Tree Fertilization

Trees that are selected by the Village for fertilization. Contractor specify product and method of Fertilization in the bid form

Village of Willowbrook

LANDSCAPE SERVICES SPECIFICATIONS BID FORM – PAGE 1 OF 2

Bidder, in submitting this proposal, hereby agrees to comply with all provisions and requirements of the specifications and contract documents attached hereto for the prices as specified below. This proposal shall remain in force and full effect for a twelve (12) month period, from May 1, 2018 through April 30, 2018.

Mowing and Trimming

- | | |
|--------------------------------------------------------------------------------|---------------------|
| A. Parks (Section III-BB-1) | \$ <u>29,000.00</u> |
| B. Roadside Rights of Way, Medians, and Specified Facilities (Section III-B-2) | \$ <u>36,000.00</u> |

Aeration

- | | |
|----------------------------------------------------------------------------------------------------|--------------------|
| A. Parks (Section III-CC-1) | \$ <u>3,900.00</u> |
| B. Roadside Rights of Way, Medians and Specified Facilities - Village Hall only (Section III-CC-2) | \$ <u>1,800.00</u> |

Planting Bed Maintenance

- | | |
|---------------------------------------------------------------------------------|--------------------|
| A. Parks (Section III- DD-1) | \$ <u>3,825.00</u> |
| B. Roadside Rights of Way, Medians, and Specified Facilities (Section III-DD-2) | \$ <u>3,400.00</u> |

TOTAL -- Mowing/Trimming, Aeration, Planting Bed Maintenance (Sections BB, CC and DD) \$ 77,925.00

Alternate #1 - Tree Ring Maintenance- Parks, Roadside Rights of Way, Medians and Other Facilities - Per Tree Unit Price \$ 55.00

Alternate #2 - Additional Mowing – Per Acre/ Per Occurrence Unit Price \$ 675.00

Alternate #3 - Tree Fertilization - Per Tree Unit Price - Parks, Roadside Rights of Way, Medians and Other Facilities \$ 80.00

Village of Willowbrook

LANDSCAPE SERVICES SPECIFICATIONS BID FORM – PAGE 2 of 2

(CONTRACT EXTENTION)

Rates for services listed for 2018/19 contract period will not increase more than 5 % for the 2019/20 contract period. At its sole discretion, the Village of Willowbrook may extend the contract for a one-year term beginning on May 1, 2019 and concluding April 30, 2020.

Also, as noted in the Additions or Deletions section, the Contractor shall provide a list of hourly manpower and equipment rates used to calculate the proposal prices for this section of the contract. Attach list marked as "Contractor's Exhibit" and write "attached" in the following blank: _____

Company: Hanson Landscape

Address: PO Box 307

Big Rock IL 60511

Telephone No. 630-556-4120 Fax No. 630-556-4124

Signature: 

Name and Title: (Please Print) Dustin Hanson, President

Date: _____

Subscribed and sworn before me this 5th day of April, 2018

MY COMMISSION EXPIRES: 11-4-2019


NOTARY PUBLIC



REFERENCES

The Contractor must list at least four (4) references, including at least one (1) municipality, listing the firm name, address, telephone number and contact person, for whom the Contractor has supplied landscaping services similar to those provided in these specifications, for a period no less than six (6) months.

Company Name: Marquette Management
Address: 175 South Highpoint Dr Romeoville, IL 60446
Phone # / Fax #: 630-588-6114
Contact Person: Kent Renklenhoff
Dates of Service (from – to): 2010 to current

Company Name: Edgemark Asset Management
Address: 2215 York Road
Phone # / Fax #: 630-472-1010
Contact Person: Rich Robey
Dates of Service (from – to): 2014 to current

Company Name: Amli Residential
Address: 141 West Jackson Blvd Chicago, IL 60604
Phone # / Fax #: 312-283-4923
Contact Person: Carly Stevenson
Dates of Service (from – to): 2013 to current

Company Name: Marquette Management
Address: 175 South Highpoint Dr Romeoville, IL 60446
Phone # / Fax #: 847-588-6148
Contact Person: Jim Cunningham
Dates of Service (from – to): 2010 to current

CONTRACTOR'S EXHIBIT – ADDITIONS OR DELETIONS

LABOR RATES

Employee Title/Classification	Hourly Rate

EQUIPMENT RATES

MUNICIPAL SERVICES COMMITTEE MEETING
AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION	COMMITTEE REVIEW
DISCUSSION – Organic/Natural Turf Care Program for the 2019/20 Lawn Care Season – Pure Prairie Organics	<input type="checkbox"/> Finance/Administration <input checked="" type="checkbox"/> Municipal Services <input type="checkbox"/> Public Safety <u>Meeting Date:</u> March 11, 2019
<input type="checkbox"/> Discussion Only <input type="checkbox"/> Seeking Feedback <input type="checkbox"/> Regular Report	<input type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date) <input checked="" type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board) <input type="checkbox"/> Report/documents requested by Committee
BACKGROUND <p>As the Committee will recall, In April of 2015, staff received concerns from a Village resident regarding the use of chemical herbicides, pesticides, and fertilizers within park properties. The resident lives adjacent to one of the Village parks and feels the frequencies of treatments are excessive resulting in overuse of the chemicals which can cause a health risk. He was invited to share the information that he referenced as part of a larger discussion on the issue at the May 11, 2015 regular meeting of the Municipal Services Committee. At that meeting, he shared relevant information on the topic and raised concerns including proper conditions for applications, frequency of applications, the propensity for lawn care companies to oversell their programs for profit, and the health risks to children and pets being exposed to lawn care chemicals. Although the Village had already entered into a contract with a lawn care provider for the 2015/16 season, the Committee directed staff to research this subject further and make recommendations to both the Municipal Services Committee and Park & Recreation Commission pertaining to more environmentally friendly methods to properly maintain turf areas in parks and Village right-of-ways in the future.</p>	
REQUEST FOR FEEDBACK <p>Prior Administrative Intern Tiffany Kolodziej was assigned the task of researching this topic further. Her research led to the consideration of organic lawn care treatment options and meetings with vendors that provide such treatments. On April 25, 2016, the Village Board accepted a proposal from Pure Prairie Organics, Joliet, to conduct both an organic based blended and an organic/natural turf care program (at Borse Community Park) for 2016. At the time the proposal was accepted, it was understood that the transition from a chemical-based program to an organic/blended type turf care program would likely extend past a single season. On December 6, 2016, after the completion of the first transition season, the Parks & Recreation Commission again discussed the program. It was noted at that time that no negative comments were received in reference to the results, and that there was no discernable difference between the chemically treated areas and the organically treated areas. Therefore, the recommendation was to continue the organic based turf care program for an additional season, and the results will continue to be monitored. The vendor, Pure Prairie Organics, provided a proposal for the FY 2019/20 season for the amount of \$19,074, which represented no cost increase from last year's season. Through negotiation, park staff was also able to add Willow Pond Park as an addition 5-visit organic/natural program site at no additional cost.</p>	
STAFF RECOMMENDATION <p>Pure Prairie Organics submitted a proposal for services in FY 2019/20 for the cost of \$19,074, which for the third straight year represents no price increase from the previous year.</p>	



2405 Essington Road #61
Joliet IL, 60435
630-777-2600
Chris Burisek

RECEIVED

FEB 11 2019

VILLAGE OF
WILLOWBROOK

We want to improve the soil season after season and year after year so we can move in the direction of less chemical fertilizers and less pesticides. We'll help create a healthier environment for everyone in and around the Village of Willowbrook.

Most of the Village Parks will be on our 5 visit Organic Based Blended Program.
EXCLUDING BORSE Memorial Community Park and Willow Pond- which will be on our 5 visit Organic/Natural Program.

(Early Spring, Late Spring, Summer, Early Fall and Late Fall)

Springr - Fall applications will be spaced apart about 5 weeks

Organic Based Blended Program for most parks will continue with:

Organic Kelp (0-0-10), Compost Tea and Weed Control Mixture. Liquid Product

**Low Odor Triplet SF, common liquid weed control will be used throughout the year*

Applied by Perma Green (Spreader/Sprayer Machine)

The Borse Memorial Community Park and Willow Pond will continue with our Organic/Natural Program getting our Blend of liquid Compost Tea and Liquid blend of Kelp, Humic Acids, Fulvic Acids and Amino Acids

Applied by Perma Green (Spreader/Sprayer Machine)--

Roadside Rights of Way, Medians, and Specified Facilities will be on our 3 visit Organic Based Blended Program.

(Early Spring, Summer, and Early Fall)

Our visits will be timed with Mother Nature (rain and temperature) and when the weeds are most effectively controlled.

Organic Based Blended Program for Roadside Rights of Way, Medians, and Specified Facilities

Organic Kelp (0-0-10), Compost Tea and Weed Control Mixture. Liquid Product

**Low Odor Triplet SF, common liquid weed control will be used throughout the year (spot treatment)*

Applied by Perma Green (Spreader/Sprayer Machine and 200 gallon Lesco spray tanks and 300 ft hose sprayer

Proposed Cost: \$19,074.00

Pure Prairie Organics

Chris A Burisek

Date 1/29/19

Village of Willowbrook

Date 1/1/19



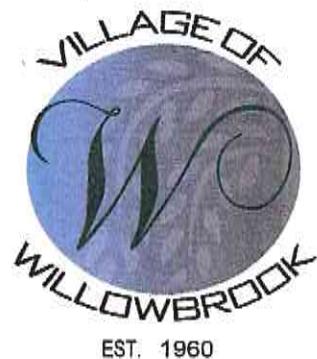
Our mixture is a natural composition of compost tea, organic acids, amino acids, fulvic acids, humic acids and kelp. This aids in soil composition and health, increasing microbial activity in the soil. Microbes consist of a variety of beneficial fungi and bacteria within the soil. Their balanced microbial activity breaks down organic and non-organic matter in the soil, to which their by-product acts as a natural nutrient. Mycorrhizal fungi aids in root health and development. They grow/live one step ahead of the root system. They create an environment for the roots to thrive and grow well.

Healthy, microbial activity increases the soil's natural ability to ward off undesirable pests such as grubs. One of the ideas behind organic/natural lawn care is to create a deep and extensive root system so that when and if grubs are present and they start feeding on and near the root system it is healthy enough to withstand some insect activity... similar to someone being very healthy with a strong immune system and being around someone that may be sick. If someone is healthy and has a strong immune system they may not get the "bug" that the other person has. That does not mean it can't be damaged by grubs... but it's less likely to be damaged similar to someone less likely to get sick from a "bug" carried by someone close to them.

Another idea behind organic/natural lawn care is to make the cell wall thicker than the typical chemically fed grass or trees/shrubs. If a cell wall (skin) is healthy and thick and certain insects (sod webworms in the lawn or Japanese Beetles in trees/shrubs) come to feed and they are trying to eat the grass blades or leaves of a tree/shrub but they are a bit thicker and crunchier they may go elsewhere to feed on a weaker food source. They'll be like "the heck with this... let's go someplace else". Similar to a person wanting a snack and picking a tasty salty easy to eat potato chip that's of no benefit to their body/health instead of a healthy homemade crunchy quinoa cracker full of good stuff.

Many times I relate the soil to our own bodies the importance of living a healthy lifestyle instead of just eating junk food and drinking energy drinks. If we take care of our bodies, eat well and sleep enough we are typically healthy overall... if we eat junk food, don't sleep a lot and are around people that are sick we may get sick too and feel run down. It's a very easy comparison to make and helps relate to organic/natural lawn care in a basic way. There are many complex things that go on in the soil and many factors that help create beautiful grass... but the stuff we use are a very important piece of the puzzle.

We have some lawns that we don't use pesticides in or on and when we visit these lawns for our next application we see few or no weeds there in the lawn... this is one of the ultimate goals of organic/natural lawn care. They just don't grow much in healthy thick lawns. This will be our long term goal for the areas within the Village if we are the ones servicing the grass. It does not just happen right away but in contrast the soil did not get damaged right away... it took years to damage and make it sterile so why not start now to improve, go green and use less pesticides?



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

MONTHLY REPORT
MUNICIPAL SERVICES DEPARTMENT
January, 2019

Mayor

Frank A. Trilla

Permits Issued:	
Alarms	1
Build Out	1
Doors/Window	2
Electrical	2
Excavation of soil	1
Exterior Repairs	2
Plumbing	1
Remodel Res	1
Remodel Com	2
Roof	1
SFR	1
Signs	2
Vanilla Box	1

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

TOTALS	19
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Plan Review Deposit Fee	2
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Permit Revenue for December ,2018	<u>\$47,839.82</u>
------------------------------------------	---------------------------

Village Administrator

Tim Halik	Total Revenue Collected for Fiscal YTD	\$ 439,521.83
------------------	-----------------------------------------------	----------------------

Total Budgeted Revenue for Fiscal Year 2018/19	\$ 255,000.00
-------------------------------------------------------	----------------------

Total Percentage of Budgeted Revenue Collected to Date	172.36%
---------------------------------------------------------------	----------------

Certificate of Occupancy, Final	1
Certificate of Occupancy, Temporary	1

Respectfully submitted,

Timothy Halik
Village Administrator

TH/LJS



Proud Member of the
Illinois Route 66 Scenic Byway

MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

Fiscal Year 2018-2019

MONTH	CURRENT FISCAL YEAR		PRIOR FISCAL YEAR	
	2018-2019	2017-2018		
MAY	\$ 53,371.02	\$ 74,721.15		
JUNE	\$ 65,924.20	\$ 18,289.54		
JULY	\$ 87,692.72	\$ 35,679.59		
AUGUST	\$ 42,766.17	\$ 65,281.45		
SEPTEMBER	\$ 30,423.09	\$ 47,252.63		
OCTOBER	\$ 25,191.50	\$ 60,248.25		
NOVEMBER	\$ 62,682.40	\$ 43,329.42		
DECEMBER	\$ 23,630.91	\$ 12,100.70		
JANUARY	\$ 47,839.82	\$ 62,793.69		
FEBRUARY		\$ 27,672.56		
MARCH		\$ 29,264.69		
APRIL		\$ 150,359.86		
COLLECTED REVENUE	\$ 439,521.83	\$ 626,993.53		
BUDGETED REVENUE	\$ 255,000.00	\$ 245,500.00		
REVENUES COLLECTED- (OVER)/UNDER BUDGET	\$ (184,521.83)	\$ (381,493.53)		
PERCENTAGE OF BUDGETED REVENUE COLLECTED	172.36%	255.39%		

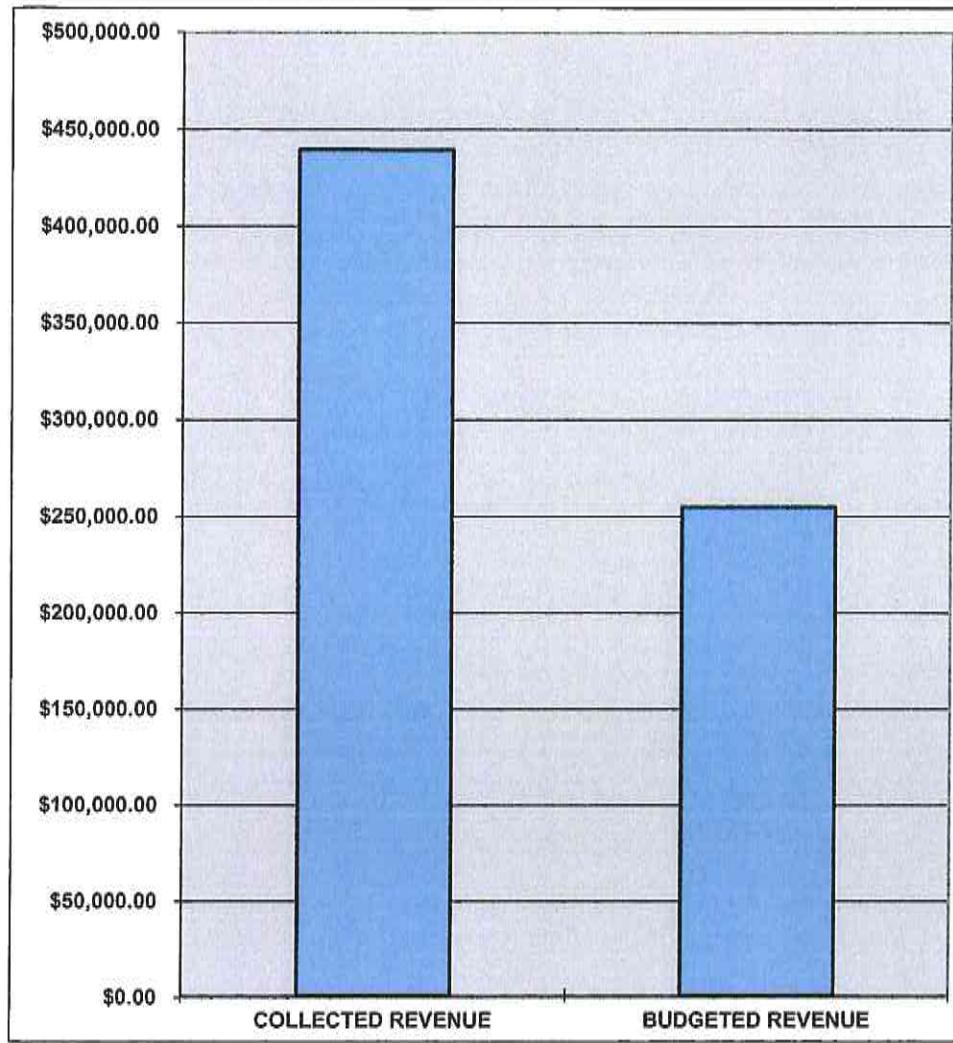
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

	Fiscal Year 18/19	Fiscal Year 17-18
COLLECTED REVENUE	\$ 439,521.83	\$ 626,933.53
BUDGETED REVENUE	\$ 255,000.00	\$ 245,500.00

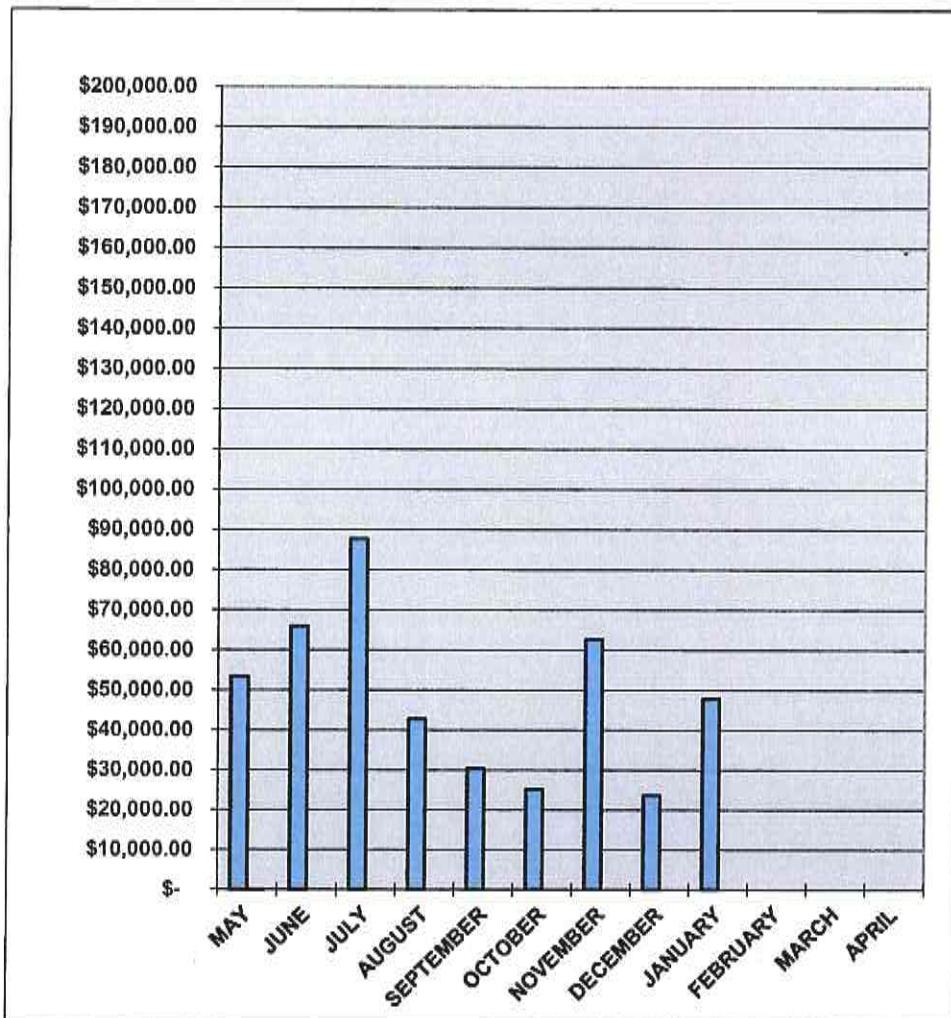
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



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GL ACTIVITY REPORT FOR WILLOWBROOK
FROM 01-00-310-402 TO 01-00-310-402
TRANSACTIONS FROM 01/01/2019 TO 01/31/2019

Page: 1/1

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 01 GENERAL FUND							
01/01/2019			01-00-310-402 SIGN PERMITS	BEG. BALANCE			(6,464.33)
01/04/2019	BD	TRX	SUMMARY BD 01/04/2019		264.38		(6,728.71)
01/07/2019	CR	RCPT	Building Dept. Invoice 01/07/2019		180.00		(6,908.71)
01/31/2019			01-00-310-402	END BALANCE	0.00	444.38	(6,908.71)

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User: JKufrin
DB: Willowbrook

GL ACTIVITY REPORT FOR WILLOWBROOK
FROM 01-00-310-401 TO 01-00-310-401
TRANSACTIONS FROM 01/01/2019 TO 01/31/2019

Page:

1/1

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 01 GENERAL FUND							
01/01/2019			01-00-310-401 BUILDING PERMITS				
01/02/2019	CR	RCPT	Building Dept. Invoice 01/02/2019		75.00		(386,347.68)
01/03/2019	CR	RCPT	Building Dept. Invoice 01/03/2019		50.00		(386,422.68)
01/04/2019	BD	TRX	SUMMARY BD 01/04/2019		145.00		(386,617.68)
01/07/2019	CR	RCPT	Building Dept. Invoice 01/07/2019		2,035.95		(388,653.63)
01/10/2019	CR	RCPT	Building Dept. Invoice 01/10/2019		75.00		(388,728.63)
01/11/2019	CR	RCPT	Building Dept. Invoice 01/11/2019		1,645.00		(390,373.63)
01/16/2019	CR	RCPT	Building Dept. Invoice 01/16/2019		50.00		(390,423.63)
01/17/2019	CR	RCPT	Building Dept. Invoice 01/17/2019		168.00		(390,591.63)
01/18/2019	CR	RCPT	Building Dept. Invoice 01/18/2019		1,300.00		(391,891.63)
01/18/2019	CR	RCPT	Building Dept. Invoice 01/18/2019		300.00		(392,191.63)
01/22/2019	CR	RCPT	Building Dept. Invoice 01/22/2019		400.00		(392,591.63)
01/23/2019	CR	RCPT	Building Dept. Invoice 01/23/2019		2,607.16		(395,198.79)
01/23/2019	CR	RCPT	Building Dept. Invoice 01/23/2019		510.00		(395,708.79)
01/24/2019	CR	RCPT	Building Dept. Invoice 01/24/2019		3,606.80		(399,315.59)
01/25/2019	CR	RCPT	Building Dept. Invoice 01/25/2019		8,520.07		(407,835.66)
01/25/2019	BD	TRX	SUMMARY BD 01/25/2019		2,000.00		(409,835.66)
01/28/2019	CR	RCPT	Building Dept. Invoice 01/28/2019		23,672.46		(433,508.12)
01/29/2019	CR	RCPT	Building Dept. Invoice 01/29/2019		235.00		(433,743.12)
01/31/2019			01-00-310-401	END BALANCE	0.00	47,395.44	(433,743.12)



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

MONTHLY REPORT
MUNICIPAL SERVICES DEPARTMENT
February, 2019

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

Tim Halik

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman

Permits Issued:	
Alarms	2
Build Out	1
Doors/Window	2
Electrical	10
Interior repair	2
Exterior Repairs	1
New Comm.	2
Remodel Res	2
Re-Occupancy	1
RTU	1
Signs	2
Water Heater	2
TOTALS	
Plan Review Deposit Fee	1
Permit Revenue for February, 2019	\$ 231,001.39

Total Revenue Collected for Fiscal YTD \$ 670,523.22

Total Budgeted Revenue for Fiscal Year 2018/19 \$ 255,000.00

Total Percentage of Budgeted Revenue Collected to Date 262.95%

Certificate of Occupancy, Final 1
Certificate of Occupancy, Temporary 1

Respectfully submitted,

Timothy Halik
Village Administrator

TH/LJS



Proud Member of the
Illinois Route 66 Scenic Byway

MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

Fiscal Year 2018-2019

MONTH	CURRENT FISCAL YEAR		PRIOR FISCAL YEAR	
	2018-2019		2017-2018	
MAY	\$	53,371.02	\$	74,721.15
JUNE	\$	65,924.20	\$	18,289.54
JULY	\$	87,692.72	\$	35,679.59
AUGUST	\$	42,766.17	\$	65,281.45
SEPTEMBER	\$	30,423.09	\$	47,252.63
OCTOBER	\$	25,191.50	\$	60,248.25
NOVEMBER	\$	62,682.40	\$	43,329.42
DECEMBER	\$	23,630.91	\$	12,100.70
JANUARY	\$	47,839.82	\$	62,793.69
FEBRUARY	\$	231,001.39	\$	27,672.56
MARCH			\$	29,264.69
APRIL			\$	150,359.86
COLLECTED REVENUE	\$	670,523.22	\$	626,993.53
BUDGETED REVENUE	\$	255,000.00	\$	245,500.00
REVENUES COLLECTED- (OVER)/UNDER BUDGET	\$	(415,523.22)	\$	(381,493.53)
PERCENTAGE OF BUDGETED REVENUE COLLECTED		262.95%		255.39%

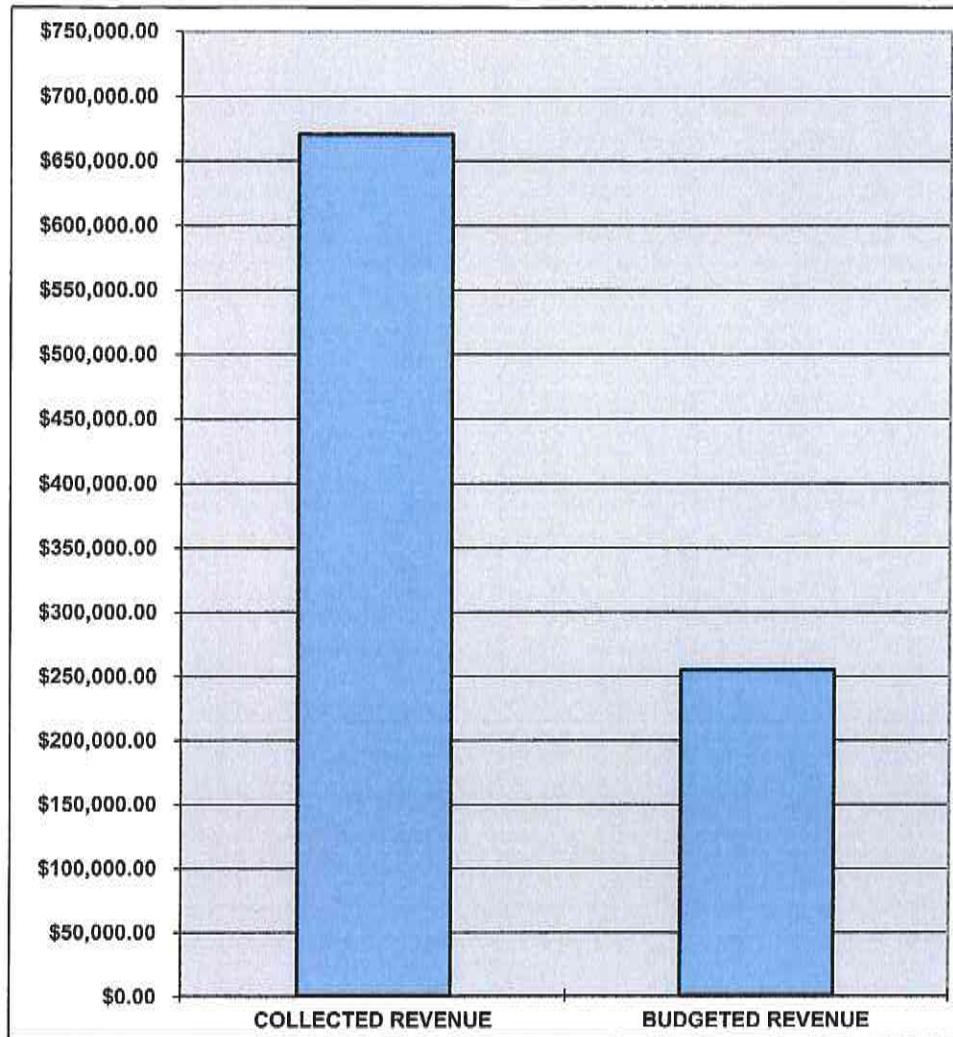
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

	Fiscal Year 18/19	Fiscal Year 17-18
COLLECTED REVENUE	\$ 670,523.22	\$ 626,933.53
BUDGETED REVENUE	\$ 255,000.00	\$ 245,500.00

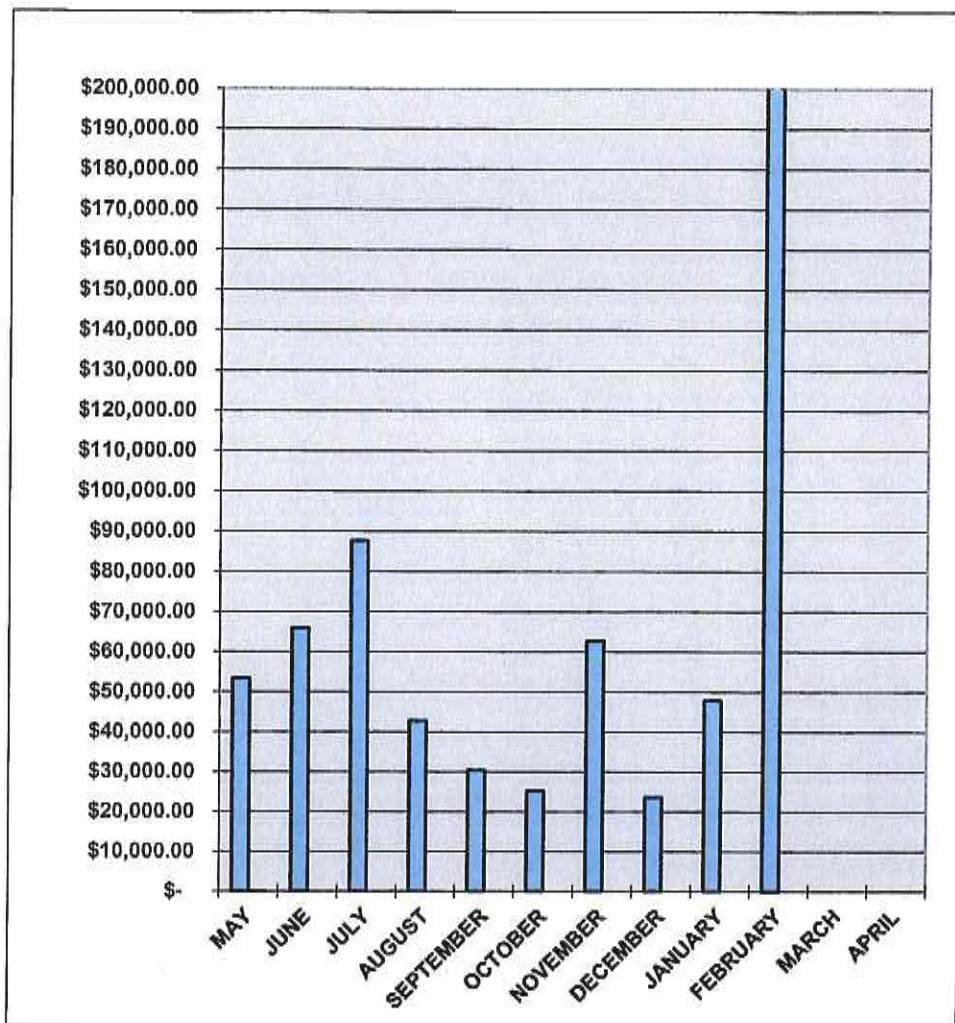
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



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FROM 01-00-310-401 TO 01-00-310-401
TRANSACTIONS FROM 02/01/2019 TO 02/28/2019

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Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 01 GENERAL FUND							
02/01/2019			01-00-310-401 BUILDING PERMITS		BEG. BALANCE		(433,743.12)
02/01/2019	CR	RCPT	Building Dept. Invoice 02/01/2019		214,429.32		(648,172.44)
02/01/2019	CR	RCPT	Building Dept. Invoice 02/01/2019		50.00		(648,222.44)
02/04/2019	CR	RCPT	Building Dept. Invoice 02/04/2019		620.00		(648,842.44)
02/05/2019	CR	RCPT	Building Dept. Invoice 02/05/2019		315.00		(649,157.44)
02/11/2019	CR	RCPT	Building Dept. Invoice 02/11/2019		1,985.00		(651,142.44)
02/13/2019	CR	RCPT	Building Dept. Invoice 02/13/2019		165.00		(651,307.44)
02/14/2019	CR	RCPT	Building Dept. Invoice 02/14/2019		280.00		(651,587.44)
02/15/2019	CR	RCPT	Building Dept. Invoice 02/15/2019		2,433.53		(654,020.97)
02/15/2019	CR	RCPT	Building Dept. Invoice 02/15/2019		4,975.54		(658,996.51)
02/19/2019	CR	RCPT	Building Dept. Invoice 02/19/2019		3,075.00		(662,071.51)
02/25/2019	CR	RCPT	Building Dept. Invoice 02/25/2019		750.00		(662,821.51)
02/26/2019	CR	RCPT	Building Dept. Invoice 02/26/2019		75.00		(662,896.51)
02/27/2019	CR	RCPT	Building Dept. Invoice 02/27/2019		75.00		(662,971.51)
02/28/2019			01-00-310-401	END BALANCE	0.00		229,228.39

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GL ACTIVITY REPORT FOR WILLOWBROOK
FROM 01-00-310-402 TO 01-00-310-402
TRANSACTIONS FROM 02/01/2019 TO 02/28/2019

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1/1

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 01 GENERAL FUND							
02/01/2019			01-00-310-402 SIGN PERMITS				BEG. BALANCE
02/04/2019	CR	RCPT	Building Dept. Invoice 02/04/2019		1,113.00		(8,021.71)
02/14/2019	CR	RCPT	Building Dept. Invoice 02/14/2019		660.00		(8,681.71)
02/28/2019			01-00-310-402		END BALANCE	0.00	1,773.00

VILLAGE OF WILLOWBROOK - PUMPAGE REPORT
TOTAL GALLONS PUMPED
FY 2002/03 - FY 2018/19

Month	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
May	32,267,000	33,518,000	35,018,000	35,919,000	35,162,000	36,696,000	33,890,000	31,322,000	31,715,000	30,725,000	34,220,000	30,860,000	29,547,000	29,213,000	31,048,000	28,681,000	32,538,000
June	38,911,000	38,691,000	35,447,000	48,511,000	42,471,000	43,700,000	33,817,000	32,087,000	31,799,000	32,620,000	44,635,000	31,512,000	32,193,000	29,447,000	34,451,000	33,573,000	37,621,000
July	52,100,000	39,116,000	41,248,000	52,479,000	43,279,000	44,574,000	41,463,000	36,819,000	38,513,000	41,371,000	49,498,000	39,106,000	33,122,000	32,813,000	34,898,000	34,333,000	36,319,000
August	44,167,000	40,433,000	41,059,000	47,861,000	41,114,000	38,778,000	43,017,000	38,516,000	38,745,000	35,639,000	40,272,000	41,448,000	32,796,000	36,985,000	32,739,000	33,061,000	34,685,000
September	40,838,000	36,275,000	39,658,000	43,906,000	32,998,000	42,013,000	33,418,000	34,331,000	33,992,000	32,273,000	33,657,000	35,737,000	31,869,000	32,623,000	30,853,000	33,220,000	30,268,000
October	33,128,000	31,667,000	33,765,000	35,009,000	31,937,000	34,612,000	30,203,000	28,919,000	33,789,000	29,892,000	30,283,000	29,226,000	28,728,000	30,690,000	27,589,000	27,807,000	28,071,000
November	28,560,000	28,260,000	30,106,000	29,515,000	29,153,000	29,847,000	28,054,000	26,857,000	28,125,000	27,138,000	27,535,000	28,446,000	25,364,000	26,585,000	25,929,000	25,066,000	25,580,000
December	30,503,000	29,133,000	32,786,000	31,086,000	30,102,000	31,435,000	29,568,000	28,931,000	29,257,000	28,643,000	27,863,000	29,847,000	26,710,000	27,194,000	26,581,000	26,480,000	26,088,000
January	30,343,000	29,602,000	31,223,000	29,411,000	30,340,000	32,444,000	29,383,000	28,123,000	28,401,000	28,846,000	28,427,000	31,265,000	28,505,000	27,915,000	26,165,000	26,040,000	28,169,000
February	27,216,000	28,755,000	26,768,000	27,510,000	29,078,000	29,470,000	26,629,000	25,005,000	24,988,000	26,635,000	24,308,000	29,230,000	25,484,000	26,048,000	22,962,000	22,950,000	
March	29,488,000	30,315,000	30,025,000	29,905,000	30,362,000	31,094,000	28,408,000	27,945,000	27,909,000	28,911,000	27,862,000	29,917,000	28,779,000	26,552,000	25,855,000	25,388,000	
April	29,845,000	29,350,000	29,478,000	30,452,000	29,468,000	30,239,000	27,193,000	27,793,000	27,145,000	34,220,000	27,514,000	28,101,000	25,255,000	26,791,000	24,720,000	24,583,000	
TOTAL	417,366,000	395,115,000	406,581,000	441,564,000	405,464,000	424,902,000	385,043,000	366,648,000	374,378,000	376,913,000	396,074,000	384,695,000	348,362,000	352,856,000	343,790,000	341,182,000	279,339,000

YEAR TO DATE LAST YEAR (gallons): 268,261,000
YEAR TO DATE THIS YEAR (gallons): 279,339,000
DIFFERENCE (gallons): 11,078,000

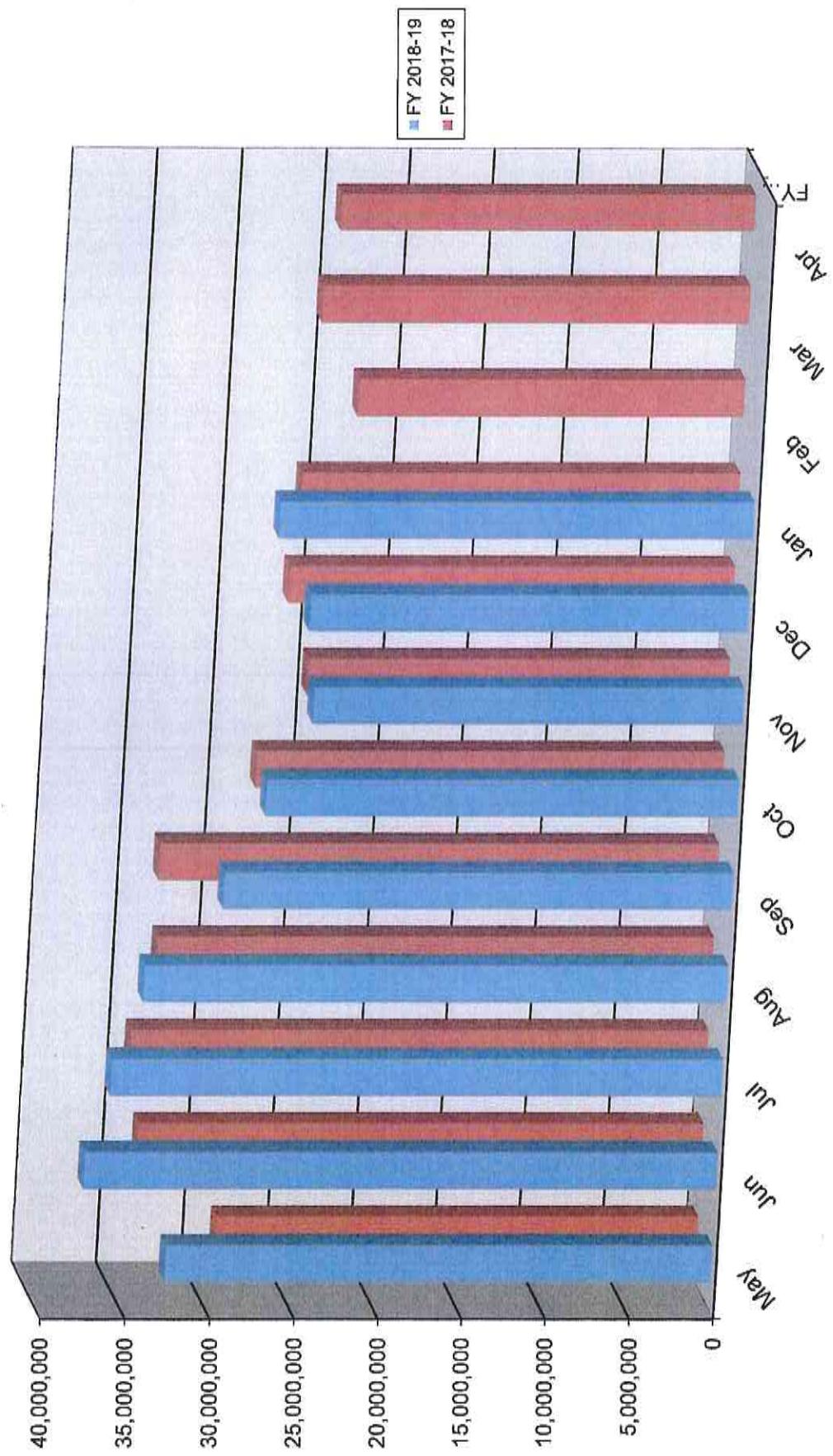
PERCENTAGE DIFFERENCE (+/-): 4.13%

FY18/19 PUMPAGE PROJECTION (gallons): 350,000,000
FY18/19 GALLONS PUMPED TO DATE: 279,339,000

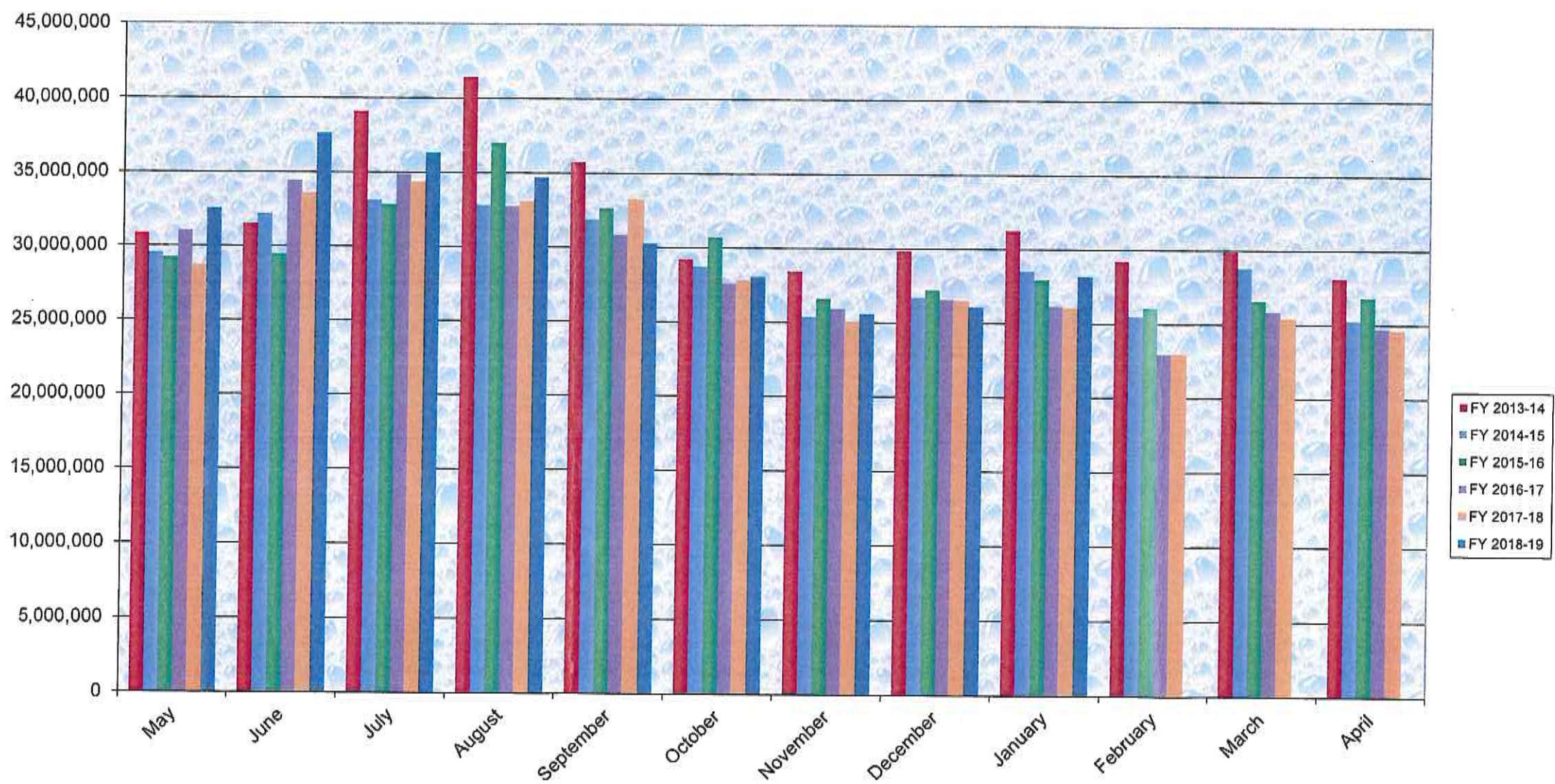
CURRENT PERCENTAGE
PUMPED COMPARED TO 79.81%

All table figures
are in millions
of gallons sold
on a monthly
basis per fiscal
year.

Monthly Pumpage Chart



Village of Willowbrook Pumpage Report



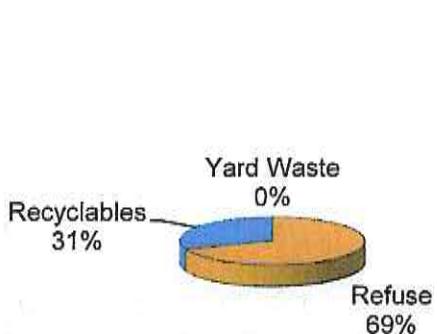
CITY OF Willowbrook

MONTHLY DATA REPORT

	Tons Collected by Month		
	Refuse	Recyclables	Yard Waste
January-19	105.24	47.15	
February-19			
March-19			
April-19			
May-19			
June-19			
July-19			
August-19			
September-19			
October-19			
November-19			
December-19			
Totals	105.24	47.15	0.00
Monthly Average	105.24	47.15	#DIV/0!
Weekly Average	24.29	10.88	#DIV/0!

	Recycling Detail		Email To:
	Paper Fiber	Commigled Containers	
January-19	32.82	14.33	jmonteleone@willowbrook.il.us
February-19	0.00	0.00	
March-19	0.00	0.00	
April-19	0.00	0.00	
May-19	0.00	0.00	
June-19	0.00	0.00	
July-19	0.00	0.00	
August-19	0.00	0.00	
September-19	0.00	0.00	
October-19	0.00	0.00	
November-19	0.00	0.00	
December-19	0.00	0.00	
Totals	32.82	14.33	
Monthly Average	2.74	1.19	
Weekly Average	0.63	0.28	

Percentage of Materials Collected



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FEB 15 2019

VILLAGE OF
WILLOWSBROOK



Village of Willowbrook

2018 Mosquito Management Program Annual Service Report

Submitted by:

Clarke Environmental Mosquito Management, Inc., a Clarke Company

Consultant:

Emily Glasberg

clarke

A Global Environmental Products and Services Company

675 Sidwell Court
Saint Charles, IL 60174
630-894-2000 P
800-323-5727
630-443-3070 F
www.clarke.com





Annual Program Update

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Surveillance Network	Pg. 13
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Services Performed Year-To-Date & Services Invoiced per Contract	Appendix B Pg. 17-18



Annual Program Update

Clarke Environmental Mosquito Management 2018 Annual Report

Introduction

Floodwater mosquitoes may have dominated the headlines in 2018, with major floodwater superbrood events in May, June and September, but a significant increase in West Nile Virus may be this mosquito season's lasting legacy.

In Illinois, we experienced a very active floodwater mosquito spring with high temperatures and consistent rains creating significant floodwater hatch-off opportunities. Both Memorial Day and Labor Day rains and subsequent high temperatures created a perfect storm of mosquito breeding. The only respite came during a mostly dry July.

Illinois Department of Public Health announced the first positive mosquitoes in the state on May 30, in batches collected in Glenview and Morton Grove. The first human case was detected in a Chicago resident on June 20 – a full month earlier than 2017.

Clarke is dedicated to helping residents and communities reduce their risk of contracting mosquito-borne diseases like West Nile Virus through a comprehensive program of support, education and contracted services.

Service Contracts

Each year, Clarke provides its customers with an annual report of control activity and overview of mosquito control challenges around the country and in our state. As mosquito control is weather-dependent, we examine carefully the impact that local weather had on mosquito breeding and the responsive control undertaken by Clarke. We work closely with our municipal partners to create and execute a mosquito control program specifically tailored to their environmental challenges, risks and community needs.

Using best practices and proven industry protocols, Clarke works in close consultation with customers to conduct mosquito surveillance and interventional methods to reduce mosquito populations, especially when the risk of disease is present.



Annual Program Update

Seasonal Overview

Late Spring, Rainy Summer and Hot Autumn Lead to Floodwater Mosquito "Perfect Storm"

For the fifth year running, Illinois remained in a wetter cycle, though temperatures did not warm up until well into spring. The 4th coldest April quickly rebounded into a hot, wet May, creating perfect conditions to trigger 5 floodwater mosquito hatch-offs.

Seasonal Highlights from the National Weather Service:

Spring:

- Wettest May ever recorded (8.21 inches at O'Hare in mid-May, then another 2-3 inches of rain on May 30); 4th coldest April.
- Four consecutive 90-degree temperatures recorded over Memorial Day weekend, making May one of the hottest on record.

Summer:

- Heavy rains continued, with June ranking as the 3rd wettest on record. The rains of May and June triggered 10 floodwater mosquito hatch-offs. Rockford area received over 14 inches of rain in June – the most ever in its history.
- July was mostly dry – 7th driest on record. Labor Day weekend saw substantial rains, with most of northern Illinois receiving 2-4 inches. Temperatures in June and July were slightly above normal.
- September continued with substantial high temperatures, and wet weather from Labor Day resulted in late-season floodwater mosquito hatchings.

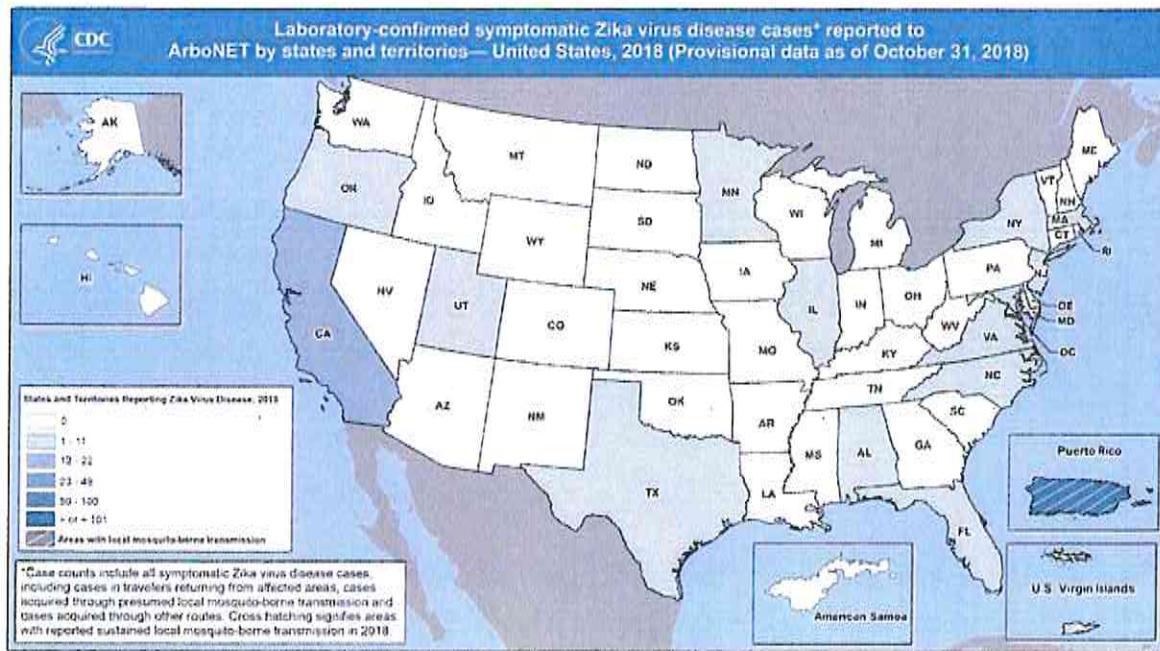


Annual Program Update

About Zika Virus

Zika virus is a mosquito-borne disease that is transmitted primarily by the *Aedes aegypti* mosquito and through sexual transmission. While Zika symptoms are generally mild in adults (fever, rash, joint pain, conjunctivitis), pregnant women who contract Zika virus can pass the virus to their unborn children, increasing the risks of serious birth defects like microencephaly. When Zika debuted in the US, more than 5,100 travel-related cases of Zika were confirmed nationwide, including 139 locally transmitted cases of transmission in areas of south Florida in 2016. Since that time, cases have steadily decreased. In 2018, the number of Zika cases continued to be very low – 52 for the continental US.

Zika Virus in the United States 2018



Source: <https://www.cdc.gov/zika/reporting/2017-case-counts.html> Retrieved 11-5-18

Zika Virus in Illinois

Illinois does not have a significant population of *Aedes aegypti* mosquitoes, so local transmission risk is small. Illinois reported 103 travel-related human cases in 2016, seven (7) cases in 2017 and two (2) in 2018.



Annual Program Update

About West Nile Virus

West Nile virus is primarily a mosquito-borne disease, which can cause West Nile encephalitis (swelling of the brain) and West Nile fever in humans. Though the majority of humans infected will not show symptoms, those who develop West Nile virus risk debilitating effects and possibly death. While the most severe cases and the highest risk of West Nile occur traditionally in people over 50 years of age or with compromised immune systems, all people who spend time outside are at risk of contracting the virus. The disease also affects birds, horses and other animals, with higher mortality rates.

West Nile Virus has spread rapidly across North America since it was discovered in the Western hemisphere, reports the U.S. Geological Survey. West Nile Virus swept from the New York City region in 1999 to almost all of the continental U.S., seven Canadian provinces and throughout Mexico and parts of the Caribbean by 2004. Of those infected, one in five will develop symptoms.

Currently in 2018, 45 states and the District of Columbia have reported West Nile virus infections in people, birds or mosquitoes. To date, 2,204 cases of West Nile have been reported to the CDC, on track to be the highest incidence in the last 5 years.

West Nile in the United States 2018

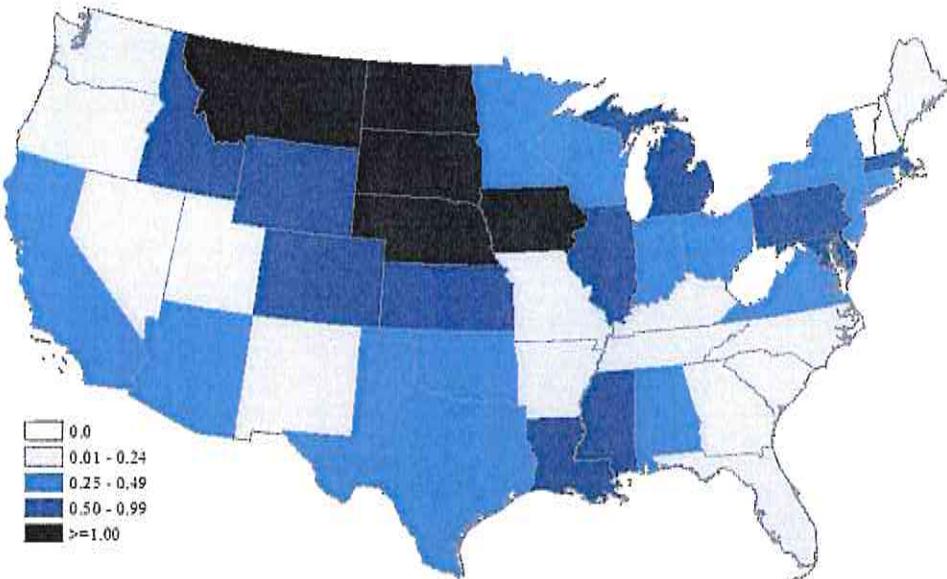
- 2013: 2,469 cases
- 2014: 2,205 cases
- 2015: 2,175 cases
- 2016: 2,149 cases
- 2017: 2,097 cases
- 2018 2,204 cases (as reported through October 30, 2018)



Annual Program Update

West Nile in the United States 2018

West Nile Virus Neuroinvasive Disease Incidence by State – United States, 2018 (as of October 30, 2018)



West Nile Virus Activity by State – United States, 2018 (as of October 30, 2018)





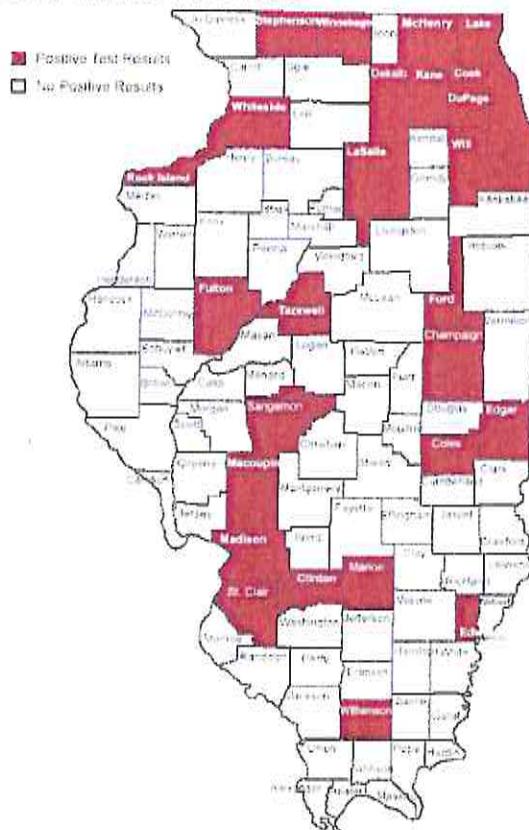
Annual Program Update

West Nile in Illinois 2018

As of October 30, 2018, Illinois has reported 137 human cases of West Nile virus.

- 2014 – 44 human cases
- 2015 – 77 human cases
- 2016 – 154 human cases
- 2017 – 90 human cases
- 2018 – 137 human cases

2018 Human Case Data



Illinois West Nile Virus statistics in 2018 (reported to-date) are:

- 137 human cases (up from 90 in 2017)
- 11 fatalities (up from 1 in 2017)
- 73 counties reporting West Nile activity (up from 60 in 2017)
- 34 positive birds (up from 25 in 2017)
- 3,012 positive mosquito batches (up from 1,977 in 2017)

<http://www.dph.illinois.gov/topics-services/diseases-and-conditions/west-nile-virus/surveillance/humanCases2018>



Annual Program Update

Illinois first identified West Nile virus this year on May 30, with a positive mosquito pool from Glenview and Morton Grove.

On June 20, the first human case of West Nile virus was reported in a resident of Chicago. The first fatality was reported in a LaSalle County resident on August 29.

Below are the specific county West Nile virus statistics as of October 19, according to the Illinois Department of Public Health¹

2018 Positive Birds, Mosquitoes, Horses and other Animals

County	American Crow	Blue Jay	Other Birds	Mosquito Batches	Horse	Other Mammals
BOND	0	0	0	1	0	0
BOONE	0	0	0	5	0	0
BUREAU	0	0	0	3	0	0
CALHOUN	0	0	0	2	0	0
CARROLL	1	0	0	1	0	0
CASS	0	0	0	9	0	0
CHAMPAIGN	2	0	0	23	0	0
CLAY	0	0	0	1	0	0
COLES	0	1	0	0	0	0
COOK	0	0	4	2021	0	0
DEKALB	2	0	0	21	0	0
DEWITT	0	0	0	2	0	0
DOUGLAS	2	0	0	0	5	0
DUPAGE	0	0	0	168	0	0
FAYETTE	0	0	1	2	0	0
FORD	0	1	0	13	0	0
FULTON	0	0	0	6	0	0
GALLATIN	0	0	0	2	0	0
GREENE	0	0	0	7	0	0
GRUNDY	0	0	0	51	0	0
HANCOCK	0	0	0	2	0	0
HENRY	0	0	0	5	0	0
IROQUOIS	1	0	0	0	0	0
JACKSON	0	0	0	5	0	0
JASPER	0	0	0	1	0	0

¹ http://public.dph.illinois.gov/wnvpublic/wnvsurveillance_data.aspx, retrieved Nov 5, 2018



Annual Program Update

County	American Crow	Blue Jay	Other Birds	Mosquito Batches	Horse	Other Mammals
KANE	0	0	0	98	0	0
KANKAKEE	0	0	0	48	0	0
KENDALL	0	0	0	45	0	0
LAKE	1	0	1	72	0	0
LASALLE	4	1	0	1	0	0
LEE	1	0	1	6	0	0
LIVINGSTON	0	1	0	8	0	0
LOGAN	0	0	0	2	0	0
MACON	0	0	0	88	0	0
MADISON	0	0	0	20	0	0
MARSHALL	0	0	0	1	0	0
MCDONOUGH	0	0	0	5	0	0
MCHENRY	0	0	1	17	0	0
MCLEAN	1	0	0	3	0	0
MENARD	0	0	0	3	0	0
MERCER	0	1	0	3	0	0
MONROE	0	0	0	12	0	0
MONTGOMERY	0	1	0	6	0	0
MORGAN	0	0	0	1	0	0
MOULTRIE	0	0	0	0	2	0
OGLE	2	0	0	1	0	0
PEORIA	0	0	0	3	0	0
PERRY	0	0	0	1	0	0
PIATT	0	0	0	4	1	0
PIKE	0	0	0	0	1	0
POPE	0	0	0	1	0	0
PUTNAM	0	0	0	1	0	0
ROCK ISLAND	0	0	0	19	0	0
SAINT CLAIR	0	0	0	18	0	0
SALINE	0	0	0	2	0	0
SANGAMON	0	0	0	8	0	0
SCOTT	0	0	0	5	0	0
STARK	0	0	0	2	0	0
STEPHENSON	1	0	0	7	0	0



Annual Program Update

County	American Crow	Blue Jay	Other Birds	Mosquito Batches	Horse	Other Mammals
TAZEWELL	0	0	0	2	0	0
UNION	0	0	0	4	0	0
WASHINGTON	0	0	0	3	0	0
WAYNE	0	0	1	7	2	0
WHITE	0	0	0	4	0	0
WHITESIDE	0	0	0	5	0	0
WILL	0	0	0	100	0	0
WILLIAMSON	0	0	0	3	0	0
WINNEBAGO	1	0	0	22	0	0
TOTAL	19	6	9	3012	11	0

Climatology and Mosquito Overview

The weather dramatically impacts mosquito breeding and population. Special attention should be paid to weather conditions as weather has a huge impact on mosquito populations – with floodwater mosquitoes, rainfall determines if mosquito eggs will hatch, fierce storm can wash away egg rafts and variations in temperature can affect mosquito activity and larval development. In periods of hot, dry weather, water sources dwindle for vector species, and virus transmission can amplify, creating a greater percentage of infected mosquitoes.

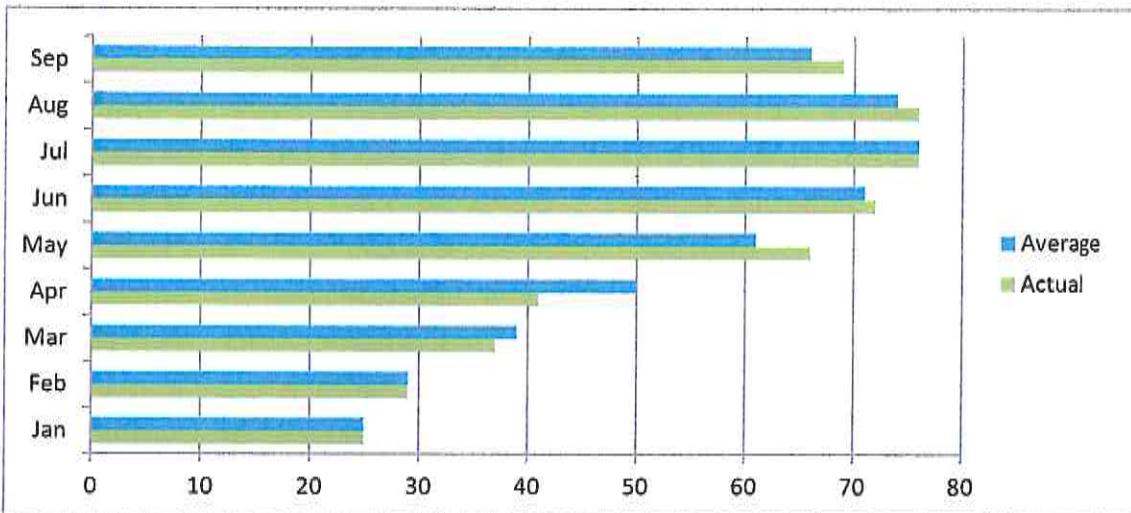


Annual Program Update

2018 O'Hare International Airport (Chicago) Weather Survey

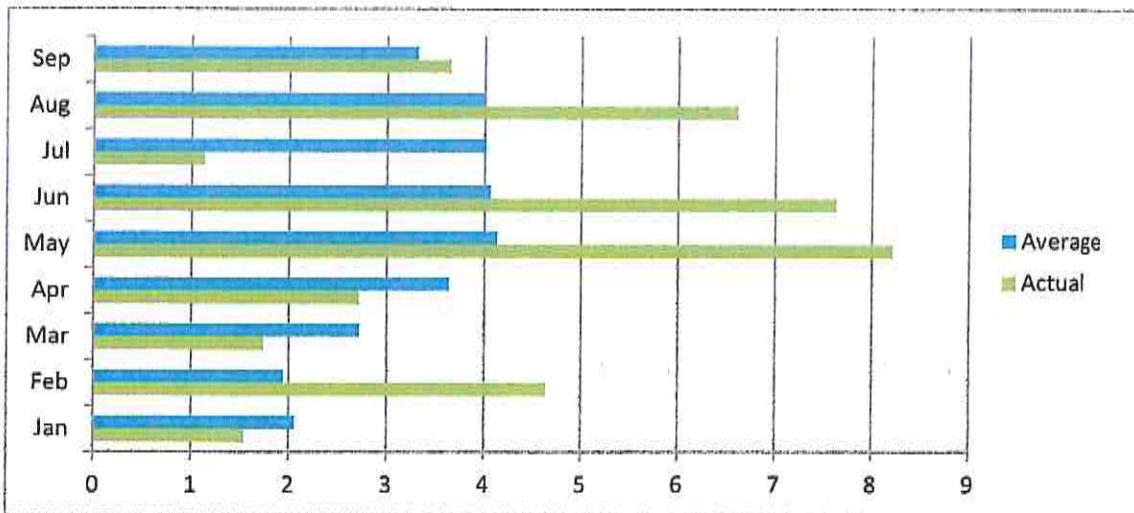
Temperature (degrees Fahrenheit)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Actual	25	29	37	41	66	72	76	76	69
Average	25	29	39	50	61	71	76	74	66



Precipitation (inches)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Actual	1.54	4.64	1.74	2.72	8.21	7.63	1.14	6.61	3.65
Average	2.06	1.94	2.72	3.64	4.13	4.06	4.01	3.99	3.31



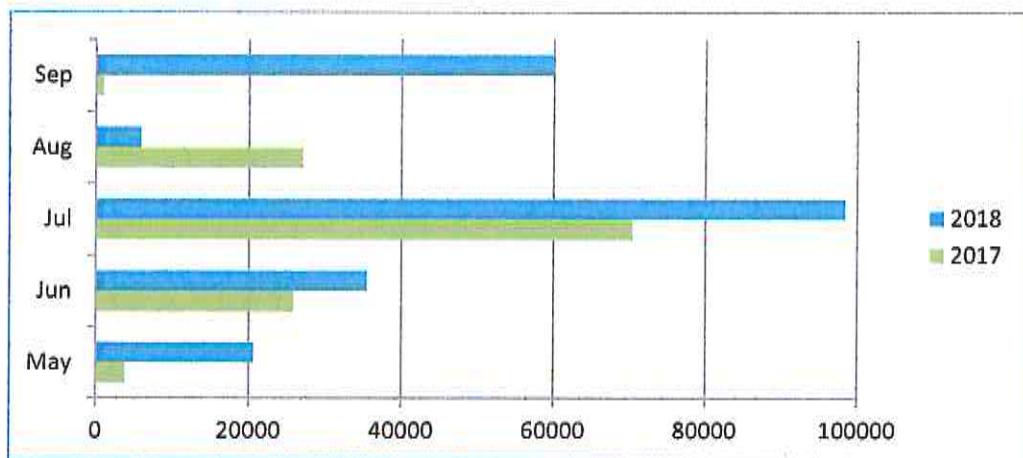


Annual Program Update

2018 Mosquito Light Trap Network Target Species Comparison

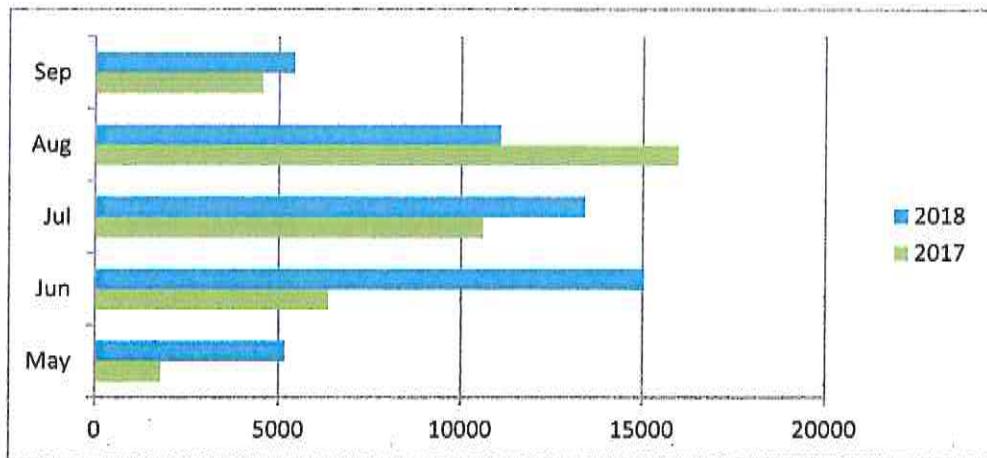
Aedes vexans

	May	Jun	Jul	Aug	Sep
2017	3903	25906	70448	27088	1089
2018	20649	35493	98413	5935	60003



Culex pipiens and Culex restuans

	May	Jun	Jul	Aug	Sep
2017	1789	6357	10608	15962	4554
2018	5161	15033	13407	11081	5415





Annual Program Update

Surveillance Network

New Jersey Light Trap Network



An important supplement to any mosquito control program is a New Jersey Light Trap. Developed in the 1930s, the trap helps determine species diversity and monitors mosquito populations. These traps are located in residential areas and are operated between dusk and dawn (the peak activity period for many species) and should be maintained each year to identify historic and habitual mosquito sites. A 25-watt bulb in the trap attracts mosquitoes, which are drawn into the trap via an electric fan. Data generated by the trap catches serve several purposes: It confirms the arrival of predicted floodwater mosquito migrations, reflects the effectiveness of mosquito control efforts and identifies fluctuations in adult mosquito populations.

West Nile Virus Surveillance Trap

A vital tool in adult mosquito and arbovirus surveillance is the West Nile virus, or gravid, trap. Developed by the Centers for Disease Control and Surveillance, the trap primarily collects gravid (*Culex*) mosquitoes (principal vectors of West Nile virus), which makes it particularly effective in tracking the disease. A gravid female mosquito has taken a blood meal and is ready to lay her eggs. Typically, (*Culex*) mosquitoes search for water rich in organic material to lay their eggs. If they've obtained their blood meal from an infected animal, they can transmit the virus to their eggs. The mosquitoes are captured live, which allows us to test them for arboviruses and get an early indicator that the virus is present in the area.



Centers for Disease Control and Prevention (CDC) Trap



Mosquitoes looking for a blood meal are mainly attracted by carbon dioxide, exhaled by humans and animals. The CDC trap provides carbon dioxide as bait, though dry ice (frozen carbon dioxide), and a light source to attract female mosquitoes. This trap is set out at prime activity hours for the species targeted. A fan draws mosquitoes into a net and the live mosquitoes are trapped for arbovirus testing. CDC traps often show a very high species diversity and large overall mosquito numbers, indicating the presence of a mosquito-borne virus and relative indices of adult mosquito species.



Annual Program Update

Light Trap Species Summary

The following table summarizes the species composition from the light trap network operating in Northern Illinois.

Light Trap Species Summary				
<i>Species</i>	<i>Females</i>	<i>Percent</i>	<i>Males</i>	<i>Percent</i>
<i>Ae cinereus</i>	2075	0.52%	880	0.98%
<i>Ae vexans</i>	221532	54.99%	46806	51.86%
<i>Ae misc</i>	25833	6.41%	13420	14.87%
<i>An punctipennis</i>	4093	1.02%	306	0.34%
<i>An quadrimaculatus</i>	14341	3.56%	1568	1.74%
<i>An walkeri</i>	245	0.06%	8	0.01%
<i>An species</i>	880	0.22%	184	0.20%
<i>Cq perturbans</i>	3532	0.88%	176	0.20%
<i>Cx erraticus</i>	727	0.18%	20	0.02%
<i>Cx pipiens</i>	5071	1.26%	1265	1.40%
<i>Cx restuans</i>	5411	1.34%	1052	1.17%
<i>Cx species</i>	39992	9.93%	20647	22.88%
<i>Cx tarsalis</i>	84	0.02%	2	0.00%
<i>Cx territans</i>	1353	0.34%	273	0.30%
<i>Cs inornata</i>	98	0.02%	10	0.01%
<i>Cs minnesotae</i>	19	0.00%	0	0.00%
<i>Cs species</i>	22	0.01%	21	0.02%
<i>Mosquito, Misc.</i>	1016	0.25%	805	0.89%
<i>Oc excrucias</i>	11	0.00%	0	0.00%
<i>Oc grossbecki</i>	6	0.00%	0	0.00%
<i>Oc sticticus</i>	15	0.00%	0	0.00%
<i>Oc japonicus</i>	435	0.11%	341	0.38%
<i>Oc canadensis</i>	55	0.01%	10	0.01%
<i>Oc stimulans</i>	19	0.00%	5	0.01%
<i>Oc triseriatus</i>	352	0.09%	219	0.24%
<i>Oc trivittatus</i>	71200	17.67%	1642	1.82%
<i>Oc. species</i>	598	0.15%	98	0.11%
<i>Or signifera</i>	31	0.01%	5	0.01%
<i>Ps ciliata</i>	82	0.02%	17	0.02%
<i>Ps ferox</i>	3071	0.76%	32	0.04%
<i>Ps columbiae</i>	3	0.00%	1	0.00%
<i>Ps misc</i>	75	0.02%	1	0.00%
<i>Ur sapphirina</i>	605	0.15%	440	0.49%
Total	402,882	100.00%	90,254	100.00%

Total Number of Mosquitoes: 493,136



Annual Program Update

Light Trap Species Summary

The following table summarizes the species composition from the light trap network operating in the Village of Willowbrook.

Light Trap Species Summary				
Species	Females	Percent	Males	Percent
<i>Ae cinereus</i>	0	0.0%	0	0.0%
<i>Ae species</i>	167	9.4%	7	1.3%
<i>Ae vexans</i>	932	52.4%	188	33.6%
<i>An punctipennis</i>	52	2.9%	4	0.7%
<i>An quadrimaculatus</i>	125	7.0%	8	1.4%
<i>An species</i>	1	0.1%	1	0.2%
<i>Cq perturbans</i>	1	0.1%	0	0.0%
<i>Cx erraticus</i>	2	0.1%	0	0.0%
<i>Cx pipiens</i>	25	1.4%	8	1.4%
<i>Cx restuans</i>	49	2.8%	5	0.9%
<i>Cx salinarius</i>	0	0.0%	0	0.0%
<i>Cx species</i>	383	21.5%	267	47.7%
<i>Cx tarsalis</i>	0	0.0%	0	0.0%
<i>Cx territans</i>	2	0.1%	0	0.0%
<i>Cs minnesotae</i>	1	0.1%	0	0.0%
<i>Cs species</i>	0	0.0%	0	0.0%
<i>Mosquito, Misc.</i>	0	0.0%	0	0.0%
<i>Oc canadensis</i>	0	0.0%	0	0.0%
<i>Oc excrucians</i>	0	0.0%	0	0.0%
<i>Oc fitchii</i>	0	0.0%	0	0.0%
<i>Oc japonicus</i>	5	0.3%	0	0.0%
<i>Oc stimulans</i>	1	0.1%	0	0.0%
<i>Oc triseriatus</i>	2	0.1%	1	0.2%
<i>Oc trivittatus</i>	23	1.3%	68	12.1%
<i>Oc. species</i>	0	0.0%	0	0.0%
<i>Or signifera</i>	1	0.1%	0	0.0%
<i>Ps ciliata</i>	1	0.1%	0	0.0%
<i>Ps columbiae</i>	1	0.1%	0	0.0%
<i>Ps ferox</i>	0	0.0%	0	0.0%
<i>Ur sapphirina</i>	5	0.3%	3	0.5%
Total	1,779	100.0%	560	100.0%

Total Number of Trap: 1

Average Number of Females/Trap Night:

34.88

Total Number of Trap Nights: 51

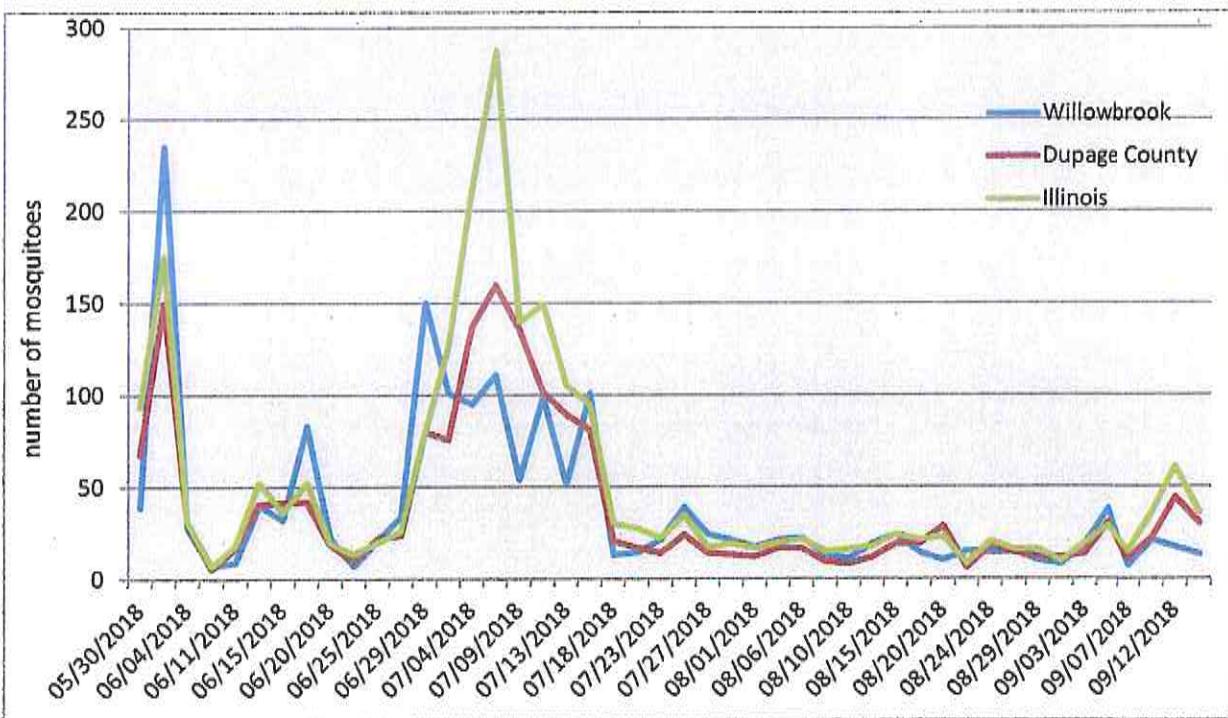
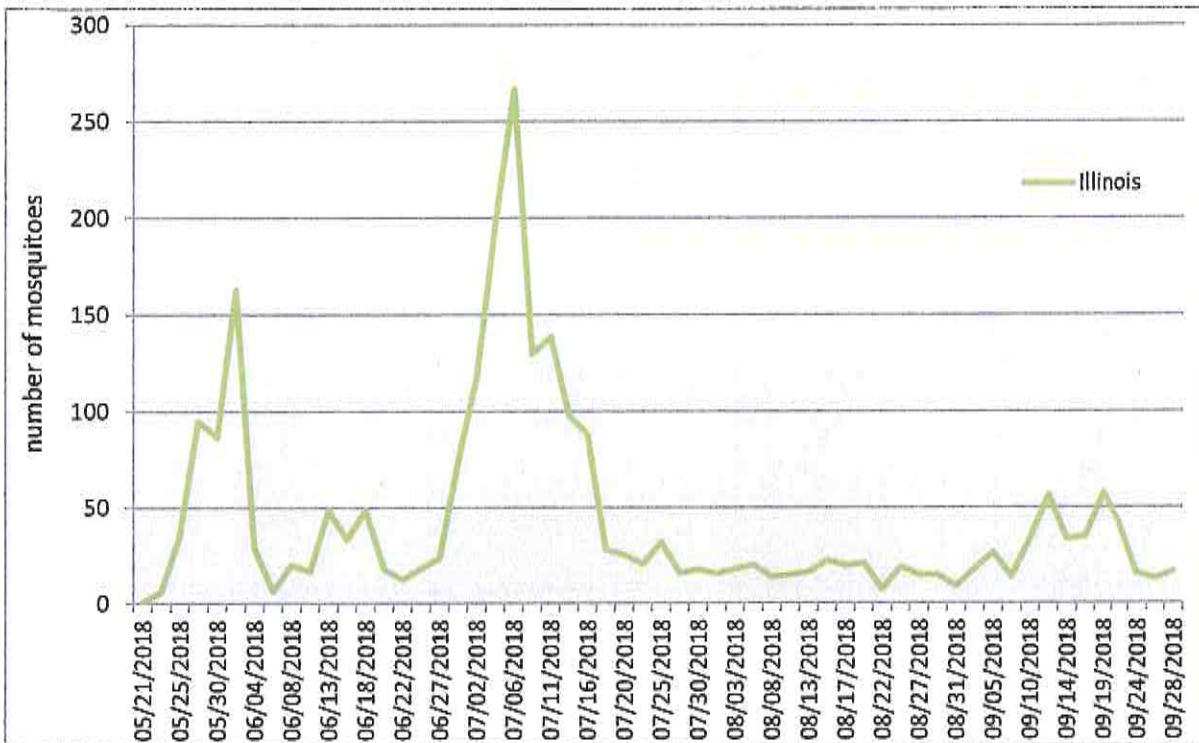
Total Number of Mosquitoes: 2,339



Annual Program Update

Light Trap Counts by Region, County and Community

Light Trap Comparison Chart





Annual Program Update

Services Performed Year-to-Date

Below is a report outlining all services performed year-to-date.

Service Item	Service Item Description	Start Date
ROS2010 - Natular XRT BYCB Bike	Backyard catch basin treatment for larval control.	04/23/2018
ROS2009 - Natular XRT CB Bike	Catch Basin treatment for larval control.	05/04/2018
ROS1302 - Targeted Site Larval Insp Serv	Inspection of all targeted larval development sites.	05/09/2018
ROS0952 - N.J. Light Trap Seasonal Serv	Seasonal Light Trap Service for adult mosquito population monitoring.	05/14/2018
ROS1302 - Targeted Site Larval Insp Serv	Inspection of all targeted larval development sites.	05/24/2018
ROS1352 - Larval Site Service Call	Special inspection of standing water for mosquito breeding per hot line request.	06/05/2018
ROS1302 - Targeted Site Larval Insp Serv	Inspection of all targeted larval development sites.	06/06/2018
ROS1252 - Complete Site Larval Insp Serv	Inspection service of all potential mosquito larvae development sites.	06/14/2018
ROS2552 - Merus Truck ULV	Truck ULV application for adult mosquito control.	07/01/2018
ROS1302 - Targeted Site Larval Insp Serv	Inspection of all targeted larval development sites.	07/05/2018
ROS2551 - Merus 4th of July Truck ULV	Truck ULV application for adult mosquito control.	07/12/2018
ROS1302 - Targeted Site Larval Insp Serv	Inspection of all targeted larval development sites.	07/19/2018
ROS1252 - Complete Site Larval Insp Serv	Inspection service of all potential mosquito larvae development sites.	07/30/2018
ROS2552 - Merus Truck ULV	Truck ULV application for adult mosquito control.	08/07/2018
ROS1305 - Culex Site Inspection Service	Inspection of culex mosquito larval development sites for the prevention of West Nile Virus and other mosquito-borne diseases.	08/13/2018
ROS1305 - Culex Site Inspection Service	Inspection of culex mosquito larval development sites for the prevention of West Nile Virus and other mosquito-borne diseases.	08/27/2018
ROS1305 - Culex Site Inspection Service	Inspection of culex mosquito larval development sites for the prevention of West Nile Virus and other mosquito-borne diseases.	09/13/2018
ROS2006 - Natular T30 CB Bike	Catch basin treatment for larval control.	09/24/2018



Annual Program Update

Services Invoiced Per Contract:

Services Invoiced Year-to-Date: \$33,480.00