

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MARCH 11, 2019 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Oggerino called the meeting to order at 5:32 PM.

2. ROLL CALL

Those present at roll call were Chairman Paul Oggerino, Trustee Terrence Kelly, Village Administrator Tim Halik, and Superintendent of Public Works Joseph Coons.

3. APPROVAL OF MINUTES

After review of the draft minutes from the February 25, 2019 special joint meeting of the Municipal Services Committee, Finance & Administration Committee, and the Public Safety Committee, Trustee Terrence Kelly made a motion to approve the minutes as presented. Chairman Paul Oggerino seconded the Motion. Motion Carried.

4. DISCUSSION – Proposed Adoption of a Complete Streets Policy

Superintendent of Public Works Joseph Coons advised the Committee that he has been attending DuPage Mayors and Managers Conference meetings in an effort to try to obtain future funding to complete road improvement projects. He advised that the adoption of a Complete Streets Policy is now required to enable a competitive score to obtain Surface Transportation Program funding. He had met with the Director of Public Works at the Village of Burr Ridge to obtain more information, since they have recently implemented such a policy. Trustee Kelly asked what is involved in order to adopt such a policy? Is hiring a consultant required? Superintendent Coons advised that it is mainly a matter of hosting workshops and working sessions to gather community input, among other items. Administrator Halik added that the process can be completed in-house by staff. In fact, the Village of Lombard had recently completed the entire process in-house. Halik further provided background as to why adoption of this policy is recommended. He shared that changes have recently come about through the Chicago Metropolitan Agency for Planning, or CMAP, to change the scoring methodology used by DMMC for ranking of STP project applications. Under the new methodology, weight factors are included for a variety of newly identified project components including whether the project is green, does it improve a mass transit system, does it benefit a low-income area, and other items. With regard to roadway improvement projects, one of the weight factors include whether we have adopted a Complete Streets Policy or not. If we have not, the application scoring to be ranked against other town's projects would not be eligible to receive those points. Halik shared that in the past 8 to 10 years the Village has been very fortunate to have been awarded substantial STP funds for use in various roadway improvement projects including asphalt overlays and street lighting. These grants helped provide substantial funding to offset the annual expenses of the roadway maintenance program paid for through MFT disbursements. However, the new STP application requirements will include a more comprehensive approach including all modes of transportation such as pedestrians, bicycles, mass transit such as pace buses, along with

motorized vehicles. Halik advised that with these new changes to the program, he believes the days of successfully applying for STP funding for a typical asphalt overlay project based on high average daily traffic counts are likely over for Willowbrook. As a result, it is uncertain how competitive the Village will end up being in applying for future STP grants given we don't have a METRA train running through town and it is difficult to include green components or to show a benefit to low-income areas, for example, on a typical road improvement project such as we perform. Superintendent Coons added that in order to meet some of the new scoring criteria requirements we would need to expand the scope of the project which will increase the cost of the project. Thereby, perhaps not making it worthwhile to pursue if our original intent was merely to overlay a road. Halik advised that the Village is now at a definite disadvantage in applying for an individual STP grant, whereas in the past our high ADT counts assisted heavily in our application scoring. Generally, more urban areas, such as the City of Chicago, will be able to claim more of the application criteria over more rural areas. Halik advised that it may be prudent to begin considering joint applications with other municipalities and agencies in order to rank higher in the scoring criteria. But again, we would need to monitor the scope of such projects or we will just be expending money on projects we did not plan to do otherwise just to try to obtain some grant funding. It is for this reason that staff would recommend the adoption of a Complete Streets Policy so we at least have that component in place to improve the scoring of a future project. Superintendent Coons clarified that the Complete Streets Policy would be drafted in conjunction with an already identified project. It is not recommended that only a general policy be drafted, adopted, and ready to go for a future project not currently identified. Regardless, Halik believes that the Village will likely not see any additional STP funding for typical road projects only in the near future, which will put a larger financial burden on the MFT Fund to pay for our annual roadway maintenance program. And we are already seeing lower MFT receipts due partly to the increase in electric vehicles and a general desire to drive less, which means less fuel sales. The Committee thanked staff for the information and agreed that this change to the STP scoring methodology needs to be further considered as far as its potential negative impact to available roadway maintenance funding.

5. DISCUSSION – FY 2019/20 Maintenance Contracts:

- a. Administrator Halik shared that Mayor Trilla asked him to wrap-up as many of our annual maintenance contracts as he could before retiring. Halik advised that with regard to the landscape maintenance contract, which primarily includes turf mowing and trimming, the current vendor was new for last year and performed very well. They were responsive to our needs and performed quality work. As a result, staff contact Hansen Landscape to discuss a contract renewal for the coming season. Last year's contact included a renewal option with a 5% increase in cost, but Halik advised that Hansen Landscape agreed to a renewal with no cost increase. Therefore, staff would recommend offering Hansen Landscape a renewal contract for FY 2019/20 at no cost increase – the contract will be the same cost as last year. The Committee was in agreement. Halik advised that a resolution is included on tonight's Board agenda under the Omnibus Vote Agenda to approve the renewal contract for FY 2019/20.
- b. Administrator Halik provided an overview of the scope of the landscape fertilization Contract and shared that services provided include an organic based blended program at some locations and an organic/natural program at select locations. Halik advised that Interim Superintendent of Parks John Fenske successfully negotiated the addition of

Willow Pond Park as a new organic/natural location with no increase in cost. Therefore, this program will be completed with no increase in cost for FY 2019/20 by Pure Prairie Organics. Halik advised that Fenske also shared this program with the Parks & Recreation Committee and they were in agreement. Halik advised that a resolution is also included on tonight's Board agenda under the Omnibus Vote Agenda to approve the renewal contract for FY 2019/20.

6. REPORTS – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity reports for both the months of January and February 2019. Halik advised that the Village received about \$47,800 in permit revenue for the month of January and about \$231,000 in the month of February. Halik advised that for the first ten months in fiscal year 2018/19, the department has brought in a total of approximately 263% of the budgeted revenue, indicating a continuing high level of construction activity.
- b. Administrator Halik reviewed the water system pumpage report for the months of December 2018 and January 2019. The report indicates that the Village pumped 26,088,000 gallons of water in the month of December and 28,169,00 gallons in the month of January. This volume represents an approximate 4% increase when compared to the pumpage in the same time period of FY 2017/18.
- c. Administrator Halik advised that the January monthly scavenger report from Republic Services was for information only.
- d. Administrator Halik advised that in the packet was included the final 2018 annual report from Clarke Environmental on the Village's mosquito abatement program. Halik advised that the final report was for information only, but it includes good information and data pertaining to meteorological conditions throughout the season, West Nile Virus human cases by location throughout the state, trap species summary, etc. Halik also advised that he and Superintendent Coons have recently met with our representative from Clarke Environmental to review the contract for the coming year. At that meeting, Clarke offered to host a tour of their laboratory facility sometime this spring or summer if interested. Halik wished to extend that offer to the members of the Municipal Services Committee if also interested.

7. VISITOR'S BUSINESS

(None)

8. COMMUNICATIONS

Trustee Kelly asked for information pertaining to the status of new tenants in the Pete's Fresh Market outlet building. Halik answered the question, summarizing 5 of the 6 new businesses.

9. ADJOURNMENT

Motion to adjourn was made by Chairman Oggerino. Seconded by Trustee Kelly. The meeting was adjourned at 6:05 PM.

(Minutes transcribed by: Tim Halik, 3/13/19)