

A G E N D A

COMMITTEE OF THE WHOLE MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, OCTOBER 24, 2022, AT 5:30 P.M. 7760 QUINCY STREET, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

DUE TO THE COVID 19 PANDEMIC, THE VILLAGE WILL BE UTILIZING A ZOOM WEBINAR. MEMBERS OF THE PUBLIC CAN ATTEND THE MEETING VIA ZOOM WEBINAR BY VIDEO OR AUDIO. IF A MEMBER IS USING ZOOM, PLEASE EITHER USE YOUR PHONE OR COMPUTER, NOT BOTH.

THE PUBLIC CAN UTILIZE THE FOLLOWING CALL-IN NUMBER:

Dial-in Phone Number: 312-626-6799

Meeting ID: 865 9253 1485

Written Public Comments Can Be Submitted By 5:15 P.M. on October 24, 2022, to aarteaga@willowbrook.il.us

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITORS' BUSINESS - Public Comment is Limited to Three Minutes Per Person
5. [DISCUSSION - GARFIELD AVE SIDEWALK AND CROSSWALK PROJECT UPDATE](#)
6. [PRESENTATION - VILLAGE NEWSLETTER DISCUSSION](#)
7. ADMINISTRATOR'S REPORT
8. ADJOURNMENT

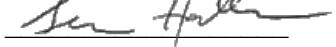
VILLAGE OF WILLOWBROOK

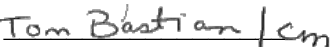
COMMITTEE OF THE WHOLE AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

Garfield Avenue Sidewalk and Crosswalk Project Update

AGENDA NO. 5.
AGENDA DATE: 10/24/2022
STAFF REVIEW: Sean Halloran, Village Administrator

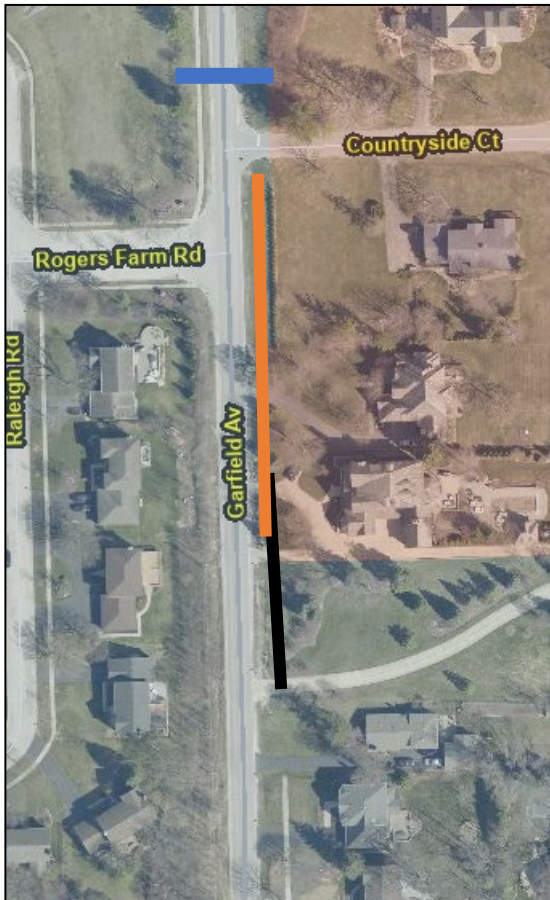
SIGNATURE: 
LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: 
RECOMMENDED BY: Sean Halloran, Village Administrator

SIGNATURE: 
BACKGROUND/DISCUSSION

On June 10, 2019, the Board of Trustees approved an Intergovernmental Agreement (IGA) with the Village of Burr Ridge for the construction of a sidewalk along Garfield Avenue. This item was discussed and recommended for approval during the February 25, 2019 Joint Committee meeting. The Village of Willowbrook budgeted an amount not-to-exceed \$55,000 for this project.

At the time, the Village of Burr Ridge intended to hire Willowbrook's consulting engineer, Christopher Burke Engineering, to provide engineering services for the project. Per the agreement, at the end of the project, Willowbrook planned to reimburse Burr Ridge for its share of the costs. Due to the COVID-19 pandemic, the Village of Burr Ridge delayed the project that was anticipated to be completed in 2019 or 2020.



During the review of the five-year Capital Improvement Program, the Board directed staff to review the Garfield Avenue project and recommend immediate solutions. Since March 2022, staff and elected officials have met with residents of Willowbrook and Burr Ridge regarding the impending sidewalk on the east side of Garfield Avenue. At the April 11, 2022, Board of Trustees meeting, the Village Board approved the dissolution of the IGA with Burr Ridge and authorized Village staff to finish the construction of the sidewalk, which lowered the costs from \$55,000 to \$20,000.

Following the April 11, 2022, Board meeting, staff worked with local contractors to complete the project. Since July 2022, the Village of Burr Ridge notified staff of their plans to complete their portion of the project, which would include a crosswalk within the Village of Willowbrook. From July to now, Village of Willowbrook staff has been working with their counterparts in Burr Ridge, but have expressed concerns regarding the crosswalk at the intersection of Rogers Farm Road.

In the last six weeks, Village of Willowbrook staff has asked two traffic engineers for a review of the crosswalk placement at Rogers Farm Road. Their recommendations are as follows:

1. Two W11-2 pedestrian signs, each with W16-7P slanted down arrow plaques

2. Furthermore, based on IDOT's Policy TRA-23 guidelines, the recommended treatment would be the pedestrian crossing signs with push button activated circular yellow flashing lights with timing of a length necessary for a pedestrian to cross. In absence of speed data, we conservatively assumed a 35 mph 85th percentile speed due to the long straight stretch of roadway and the 3.5% gradient (which suggests the use of the yellow circular beacons).



The Village of Burr Ridge's proposal of a crosswalk has been consistent with the IGA that was approved of by the Board in 2019 and dissolved by the Village Board in 2022. While the Village of Burr Ridge has been informed of these recommendations and are aware the placement of the crosswalk is within Willowbrook, not Burr Ridge, they have not fully agreed to the recommendations. After 10 weeks of conversation, Burr Ridge offered to install two used Rapid Rectangular Flashing Beacons (RRFB) with the crosswalk. This proposal would come at a cost to the Village of Willowbrook of \$7,500.

Village of Willowbrook's response to the RRFB is below:

- RRFB's are not the recommended treatment unless the 85th percentile speed on Garfield is 40 mph. The Village of Willowbrook is unaware of any traffic study that has been conducted. TRA-23 states the following: "RRFB installations must be used under the terms of the MUTCD Interim Approval IA-21. Contact the IDOT Central Bureau of Operations where installations are considered to coordinate compliance with the interim approval."
- The Federal Highway Administration (FHWA) have not yet issued full approval of the use of RRFB's, and staff believes the research of their effectiveness continues. The RRFB has sort of a strobe light effect, while the circular beacon is a straight steady flasher.
- The FHWA requires that each state keep a record of all RRFB's installed within the state. IDOT is the keeper of the record all RRFB's installed in Illinois. According to TRA-23 the local agency has the responsibility to notify IDOT of any new RRFB installations. The purpose of maintaining the list is so that all RRFB's can be removed if the FHWA final research findings deem them to be ineffective, hazardous or for other reasons.

While Willowbrook staff is pleased with the current progress of discussions between the two communities, a final agreement has not been made.

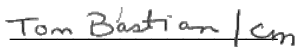
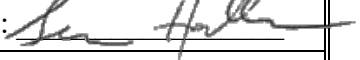
ACTION PROPOSED: None.

VILLAGE OF WILLOWBROOK

COMMITTEE OF THE WHOLE AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

Village Newsletter Discussion

AGENDA NO. 6**AGENDA DATE: 10/24/2022****STAFF REVIEW:** Alex Arteaga, Asst. to the Village Administrator SIGNATURE: **LEGAL REVIEW:** Tom Bastian, Village AttorneySIGNATURE: **RECOMMENDED BY:** Sean Halloran, Village AdministratorSIGNATURE: **BACKGROUND/DISCUSSION**

As part of the 2022-2023 strategic priorities, staff explored the coordination of a bi-annual Village newsletter in an effort to further increase Village communications and community engagement.

If staff were to proceed with this project, newsletters would be planned for publishing in Mid-November and Mid-May. While content would be finalized for each edition of the newsletter in the weeks leading up to newsletter publishing and mailing. As of right now, staff has preliminary content that will be included in the November 2022 edition of the newsletter:

- *November 2022 Newsletter:* Mayor's message, winter Village events, water billing rate structure and billing frequency changes overview, staffing updates, and Village projects end of year updates.

An example of the newsletter template is included in this packet, Staff is recommending that the newsletters be printed in Catalog Style, on 80lb. White Closs Text Paper. The estimated costs for the mid-November newsletter include:

- Printing of 3,500 newsletters: \$2,371.53
- Postage of 3,500 newsletters: \$1,500
- Element Consulting Network fees for Coordination of Newsletter Printing & Design: \$2,500
- Grand total: \$6,371.53

Staff plans to use contingency funds to cover the costs for 2022-2023 fiscal year.

The above costs include the publishing of an electronic version of the newsletter that would be posted to the Village website and social media channels. The Village's consultant, Kristina Nemetz estimates the grand total of each newsletter distribution will be roughly \$6,000. In discussions with Mrs. Nemetz, staff has outlined the desire for a newsletter template that could be updated in-house for future newsletters, thus saving printing and design consulting costs. It is expected that Kristina Nemetz would assist staff with the first three newsletter publishing's, then staff would transition the project to be completed in-house.

STAFF RECOMMENDATION

Staff is seeking feedback on whether the Village should proceed with the coordination, printing, and mailing of a Village newsletter.

ACTION PROPOSED: Provide Feedback

CONNECT



willowbrookil.org

VILLAGE VIEW



NOVEMBER 2022



MAYOR'S MESSAGE

Mayor Frank Trilla

There are a lot of exciting things happening in the Village of Willowbrook. First, in August, we promoted Sean Halloran to Village Administrator (previously Assistant Village Administrator). He is an energetic and experienced municipal government professional, and we are grateful to have him on our team, moving our community forward into 2023. With his forward-thinking and community-minded approach, we are positioned for many great things in the future.

Several new vital employees joined our staff in 2022, many of whom you will get to know through our new Village View pages. It is essential now more than ever for government transparency and public engagement.

The new resident communication piece is just the start of the enhanced messaging and information you will find from the Village in the coming year. Twice a year, you will receive a stand-alone newsletter, and quarterly you will receive an update included with your monthly water bill.

Yes, you read that correctly, the Village will move to monthly water billing beginning in 2023. This will help us provide the best level of service in a sustainable and fiscally responsible manner.

In addition, to an increase in communication, you will see we are increasing our Village events and programs. I would like to personally encourage all residents, their friends, and families to join us for the Annual Tree Lighting Event on _____ at _____ at _____ (address). It is a wonderful event to kick off the holiday season. It is free for our community members and their guests.

We have a lot of great information in this first issue. I encourage you all to take the time to read about the various department updates, especially regarding the water program changes. The Village Board and Staff are committed to fiscal responsibility, clear communication, and transparency. We are focused on doing our best for our community. Enjoy the new Village View.

Village of
WILLOWBROOK

MAYOR
FRANK A. TRILLA

VILLAGE CLERK
DEBORAH A. HAHN

VILLAGE TRUSTEES

MARK ASTRELLA
SUE BERGLUND
UMBERTO DAVI

MICHAEL MISTELE
GAYLE NEAL
GREGORY RUFFOLO