

## A G E N D A

SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK, COMMITTEE OF THE WHOLE, TO BE HELD ON MONDAY, AUGUST 28, 2023, AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER (CRC), 825 MIDWAY DRIVE, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

**Written Public Comments Can Be Submitted By 5:15 P.M. on August 28, 2023, to [aarteaga@willowbrook.il.us](mailto: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. ITEMS FOR DISCUSSION:
  - a. [RECOMMENDATION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE INDIAN PRAIRIE PUBLIC LIBRARY](#)
  - b. [RECOMMENDATION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE TRI-STATE FIRE DISTRICT](#)
  - c. [LANE COURT BRIDGE REPAIRS](#)
  - d. [ENFORCEMENT AGAINST UNREGULATED, UNLICENSED THC PRODUCTS](#)
  - e. [DISCUSSION REGARDING THE USAGE OF THE COMMUNITY RESOURCE ROOM AT THE COMMUNITY RESOURCE CENTER](#)
6. ADJOURNMENT



# Village of WILLOWBROOK

## Village Administrator's Office

### COMMITTEE OF THE WHOLE

**AGENDA ITEM NO:** 5.a.

**DATE:** August 28, 2023

**SUBJECT:**

RECOMMENDATION OF AN INTERGOVERNMENTAL  
AGREEMENT WITH THE INDIAN PRAIRIE PUBLIC LIBRARY

### STAFF REPORT

**TO:** Mayor Trilla and Board of Trustees  
**FROM:** Sean Halloran, Village Administrator  
Andrew Passero, Public Works Foreman  
**THROUGH:** Sean Halloran, Village Administrator

### PURPOSE AND ACTION REQUESTED

Staff is asking for a discussion with the Board regarding a potential Intergovernmental Agreement (IGA) with Indian Prairie Public Library (IPPL).

### BACKGROUND/SUMMARY

The Indian Prairie Public Library (IPPL) and the Village of Willowbrook have a common interest in providing a safe environment and fiduciary duty to our residents. In July 2023, Administrator Halloran and Foreman Passero met with representatives of IPPL to discuss joint bidding and shared services opportunities.

Throughout that discussion, it was apparent that IPPL has a significant interest in snow plowing services for their sidewalks and parking lots. After several discussions with representatives from IPPL, there is a preliminary agreement to have the Village provide snow-plowing services. These services will include snow removal from the sidewalks and parking lots, de-icing of the parking lots, and salting of the parking lot and sidewalks. This service will be provided by Public Works staff, not a contractor. The call-out service will be identical to Village policy and will be in coordination with the maintenance of Village buildings.

In an effort to streamline the agreement and provide stability for both agencies, the annual cost for services that IPPL will pay to the Village will be \$12,000. There is no additional cost to the Village to provide this service. Public Works staff will include this in their normal snowplowing route and maintenance of Village buildings. Staff is recommending a three-year agreement.

### FINANCIAL IMPACT

If approved, the IGA would have IPPL pay the Village \$12,000 on an annual basis for a three-year contract. There is no additional cost to the Village.

### RECOMMENDED ACTION:

Staff recommends moving forward with this IGA with the Indian Prairie Public Library.



## **Scope of Work**

Snow removal operations will be completed in a very timely manner. The Village shall provide service seven (7) days a week, 24-hour service including Saturdays, Sundays, and Holidays for the entire winter season. Work shall be continuous until all plowing and shoveling have been completed. It is expected that specific Work Sites are cleared by specific times as noted above.

Snow removal and deicing will be completed and paid for on a monthly basis. In the case of an extended snow event, the Village may be required to complete multiple rounds of snow removal throughout all those areas at different times than listed.

The Village shall remove snow from the Work Sites down to the pavement surface from curb to curb for parking lots and from walkway to edge of the walkway for sidewalks. If the sidewalk directly abuts the curb, snow shall be removed from both the gutter and the top of the curb as well. Snow is to be piled onto grass, landscaped areas or other areas designated by the Indian Prairie Public Library ("IPPL") to minimize the loss of parking spaces. If snow piles become too large, removal of the snow piles will be completed by the Village. The Village is responsible for contacting the IPPL and coordinating the removal of said snow piles so they do not take up parking spaces or other areas that should remain clear of snow. In no case shall snow be piled on paved areas or any appurtenance such as benches, garbage cans, bike racks, train platforms, or handicapped parking spaces.

## **PERFORMANCE REQUIREMENTS**

Snow removal is considered to be an emergency operation. The Village shall at all times maintain a workforce to perform the snow removal operations as required and specified.

- a. Any agent or employee of the Village shall perform his/her snow removal operations in a good and workmanlike manner. IPPL will bring to the Village's immediate attention any agent or Village employee who is disorderly, disobedient, intoxicated, incompetent, or otherwise performing said snow removal operations in an unprofessional manner. Upon receipt of notice from IPPL, Village shall take action, without delay, to remove and replace any agent or employee performing said operations in an unprofessional manner."
- b. The Village's vehicles and equipment must be in good operating condition to ensure maximum efficiency in completing the snow removal operation as rapidly and safely as possible.

## **CALL-OUTS**

Time is of the essence in arriving at the scene to commence snow removal efforts. To ensure uninterrupted snow removal operations, callouts shall be answered promptly, and extraordinary effort shall be exerted by the Village to render service. The Village shall come out after one-inch of snow has accumulated, unless requested by IPPL. The following areas of the worksite(s) are to be maintained:

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- a. Parking Lots, Parking Areas
- b. Sidewalks
- c. Ice Events – (De-Icing application for icing-only events is to be performed on an as-needed basis and must be approved by the IPPL in advance of any work.)

## **DEICING AGENT**

The Village is responsible for providing a de-icing agent and applying to IPPL Sidewalks, Parking Lots, Parking areas and other work areas.

- a. Deicing Materials
  - i. Sidewalks - The approved de-icing agent to be used for the sidewalks is Calcium Magnesium Acetate (CMA) only. Salt and/or calcium chloride are prohibited on sidewalks. Ice control materials shall not be corrosive.
  - ii. Parking Lots, Parking Areas, and Alleys - The approved de-icing agent to be used for these areas is rock salt.
- b. Deicing Application
  - a. Village shall upon completion of snow removal shall be responsible for treating with deicer at application rates recommended by the manufacturer or agreed to by the Village based on the storm event.
  - b. Upon completion of snow removal, the Village shall be responsible for treating with deicer, at application rates recommended by the manufacturer, or agreed upon by the Village, based on the storm event.

## **COMMUNICATIONS**

- a. The Village shall provide the name and telephone number of the person and/or persons who oversee the IPPL's account; at least two emergency contact names and telephone numbers of supervisory personnel who may be called if there are any problems or questions.
- b. In the event the emergency contact is notified of an emergency or a situation that requires attention after normal work hours; the Village shall be on site within 60 minutes.
- c. The Village shall provide twenty-four (24) hour communications and response service throughout the entire snow removal season. Messages left by IPPL must be responded to within 60 minutes of the time of placement (notification).
- d. The Village shall provide an e-mail address which would be monitored by the IPPL 24/7 during the winter season. This e-mail address will mainly be used for sending and receiving communication about the plowing status of all locations for which the Village is responsible.

## **EQUIPMENT, MATERIALS, AND LABOR**

The Village shall be responsible for supplying all appropriate equipment and supplies necessary to complete the work, including but not limited to all shovels, snowblowers, pickup trucks and utility vehicles, four and six-wheeled dump trucks, salt trucks, rubber tire front-end loaders (1.5-2 yard or 12'-14' push box and 3-4 yard or 14'-16' push box), skid-steers/unloaders (with plows or push boxes), semi dump trucks, vehicle and equipment drivers and laborers, bulk salt, and bags of ice melting agents.

Unsatisfactory equipment shall be immediately repaired or replaced as required by the Village.

- i. All vehicles and equipment used shall be owned by the Village and be of commercial grade, in good operating condition, and meet or exceed all state and federal operating and safety regulations. All equipment shall be appropriately licensed and inspected by the State of Illinois.
- ii. All equipment used under this contract shall be maintained in good working order and mechanical condition to ensure maximum working efficiency and prevent unnecessary failures.
- iii. All equipment used for snow plowing shall include head and taillights, a flasher and/or rotating beacon, rubberized blades, as well as working windshield wipers, window defroster and heater. Equipment must be identified with a Village logo.
- iv. Brick Paver or Decorative Concrete Sidewalk Areas – It is also required that the snowplows and snow shovels are rubber-tipped or brushes be used to prevent damage from occurring to the pavers.
- v. Village's personnel must hold a valid driver's license issued by the Secretary of State for the State of Illinois, at all times when engaged in snow removal activities pursuant to this contract. The Village shall provide only licensed drivers, as well as on-site supervision of drivers, vehicles, and snowplowing. The Village is to provide a list of staff that will be completing snow removal activities. The Village shall also provide copies of all licenses of all drivers, including CDL licenses.

## **SAFETY AND PROTECTION**

- a. The Village shall be responsible for the safety and protection of persons and property from harm by his/her operations on or adjacent to parking lots, and roadways, during the course of his/her designated operation.
- b. The Village shall not obstruct fire hydrants with snow or ice.
- c. The Village shall leave an unobstructed way to and along public and private places for pedestrians and vehicular traffic.
- d. All areas are to be cleared to a safe, operable condition, with special attention given to handicapped parking spaces to ensure their users have full ADA-compliant access.
- e. Snow is to be piled in designated areas to minimize the loss of parking spaces and should be plowed away from main buildings.

- f. Caution shall be exercised when plowing to avoid damaging parked vehicles, fire hydrants, traffic and directional signage, and grassy areas.
- g. If low-hanging tree branches interfere with snow removal, they shall be reported to the IPPL as soon as reasonably possible.

## **ACCIDENT**

In the event of accidents or incidents of any kind, the Village shall immediately notify IPPL and shall provide a full accounting of all details of the accident, as well as provide any copies of reports, after a reasonable investigation of the accident or incident has been completed.

## **DAMAGE TO PROPERTY**

Finished work shall be neat and orderly and the Village shall exercise caution and care to avoid damaging equipment, buildings, paved surfaces, etc. The Village shall be solely and fully liable for any loss, injury, or damage to property resulting from the performance of snow plow services under this Agreement.

- a. The Village shall inform the IPPL of any damage to property caused by the Village's operation immediately. The Village reserves the right to repair or replace said property damaged by the Village; deduct costs for repair or replacement of damaged property from any payment due the Village.
- b. Any damage attributable to the Village, other than normal wear and tear, including but not limited to the pavement, expansion joints, deck/traffic coatings, fences, curbs, guide rails, guard rails, end treatments, walls, curbs, catch basins, manholes, turf, and plant material, shall be repaired by the Village at the Village's expense.
- c. The Village shall obtain from a third-party contractor, a reasonable estimate(s) of the cost to make any repairs for damages attributable to the Village prior to having any such repairs made.

## **COMPLETION**

Upon completion of the snow removal operation, Village shall inspect work and after inspection notify IPPL that work was completed. IPPL reserves the right to recall snow removal crew if snow and ice removal was not completed to the satisfaction of IPPL, at no additional charge.



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## COMMITTEE OF THE WHOLE

<b>AGENDA ITEM NO:</b> 5.b.  <b>SUBJECT:</b> RECOMMENDATION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE TRI-STATE FIRE DISTRICT	<b>DATE:</b> August 28, 2023
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### STAFF REPORT

**TO:** Mayor Trilla and Board of Trustees  
**FROM:** Sean Halloran, Village Administrator  
Michael Krol, Director of Community Development  
**THROUGH:** Sean Halloran, Village Administrator

### PURPOSE AND ACTION REQUESTED

Staff is asking for a discussion with the Board regarding a potential Intergovernmental Agreement (IGA) with TriState Fire District (TSFD).

### BACKGROUND/SUMMARY

The Tri-State Fire District and the Village of Willowbrook have a common interest in providing a safe environment, efficient processes, and fiduciary financial duty to our residents. In July 2023, Administrator Halloran and Director Krol met with representatives of TSFD to discuss ways to improve and expedite the permitting and inspection services processes.

As the Board is aware, Tri-State Fire District is responsible for any and all plan reviews and inspections that are fire related in most of the Village. In addition to the Village of Willowbrook, TSFD's boundary covers the Village of Burr Ridge and the City of Darien. Since TSFD is not a part of the Village, employees within the Community Development department are only made aware of any status updates on a permit via phone call or email. Since the volume of permits being issued is higher than in previous years, this antiquated process slows turnaround times and creates inconsistent communication for employees, residents and businesses.

As part of this agreement, staff from the Village and TSFD will share information regarding the permit process. For example, Village staff will be able to see TSFD's comments or status on a permit or plan review by logging into their software. TSFD staff will have the same access. By allowing transparency for both agencies' employees, residents and businesses will see quicker turnaround times and better communication.

### FINANCIAL IMPACT

There is no financial impact as part of this IGA.

### RECOMMENDED ACTION:

Staff recommends moving forward with this IGA with the Tri-State Fire District.



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## COMMITTEE OF THE WHOLE

**AGENDA ITEM NO: 5.c.**

**SUBJECT:**

LANE COURT BRIDGE REPAIRS

**DATE:** August 28, 2023

### STAFF REPORT

**TO:** Mayor Trilla and Board of Trustees

**FROM:** Andrew Passero Public Works Foreman

**THROUGH:** Sean Halloran, Village Administrator

### PURPOSE AND ACTION REQUESTED

Village staff are seeking a discussion from the board regarding repairs needed to the Lane Court bridge.

### BACKGROUND/SUMMARY

The Lane Court vehicle bridge was installed in 2002. Visual bridge inspections were conducted yearly and formal IDOT inspections were conducted by Christopher Burke every two years as required by the Bureau of Bridges and Structures.

In 2018 this bridge was scheduled for an extensive repair consisting of concrete headwall repairs, sandblasting, and epoxy coating. Once the repairs were completed, it was recommended that this bridge be inspected annually. Burke conducted another inspection in June of 2023 and discovered a small pothole forming on the east side of the bridge. The asphalt surface is held in place by a metal pan spanning from end to end. Over the years, water has made its way to the top of that pan, causing a section of the pan to rust. As a precaution staff chose to place two metal plates on the roadway to slow the spread of the pothole and distribute the weight evenly over the damaged area.

Per the condition report (Attachment A), engineers from Christopher Burke provided the following assessment:

*"The bridge deck is in poor condition. Corrosion of the underside of the bridge continues to be an issue. Cracking in the bridge's asphalt riding surface allows water and salt to pass through to the metal pan below. This has caused continued corrosion of the pan. The paint is failing in several locations. Pack rust was observed on the underside of the corrugated metal deck pan in several locations and has progressed to complete section loss in others. Most notably, on the east side of the bridge, between the 2nd and 3rd (middle) vertical from the north, there is a noticeable sagging area in the HMA deck. Directly below that spot, there is severe corrosion in the metal deck pan. Please see attached photos. There are 3 corrugations in a row with holes in them, where the pan has completely corroded. We estimate the width of the deterioration to be about 3' to 3.5' and 15" long along the corrugations. These are located between the exterior stringer and the 1st interior stringer on the east side. CBBEL notified the Village of this, and a steel plate was place on top of the deck as an immediate solution to distribute the load to a larger area of the bridge deck. CBBEL is proposing two near term solutions to remove the plate from the riding surface.*



*The superstructure remains in fair condition. Pack rust and section loss up to 10% were observed on several of the superstructure members including the underside of truss bottom chords and most of the secondary members. There is an isolated location in the southwest corner at the bearing where a 1" tall x 1.75" wide hole in the end diagonal located just under the bottom chord was observed. A plate can be welded to the web of the diagonal member to cover this hole if the condition worsens. The paint is failing in many locations.*

*Overall, the substructure is in good condition. The concrete repairs that were made to the abutments in 2018 remain sound; however, additional spalling/delamination was noted in the south abutment backwall. At the top of deck, the concrete backwalls are cracking and starting to spall."*

Burke presented a repair plan and generated a request for a proposal to be released to the public. The bid opening was held on August 22, 2023, at 10 a.m. One bid was received from Alliance Contractors Inc. at a cost of \$116,160.

#### **FINANCIAL IMPACT**

If the Board determines to move forward with this project, staff will ask for a budget amendment of \$116,160 and the project can be completed within this fiscal year.

#### **RECOMMENDED ACTION:**

Staff is reviewing alternative repair methods and will present them to the board at a later date.



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

June 1, 2023

Village of Willowbrook  
835 Midway Drive  
Willowbrook, IL 60527

Attention: Sean Halloran  
Village Administrator

Subject: Technical Memorandum - Inspection of Lane Court Bridge

Dear Mr. Halloran:

Christopher B. Burke Engineering, Ltd. (CBBEL) performed an inspection of the Lane Court Bridge as required by the FHWA in accordance with the requirements of the National Bridge Inspection Standards (NBIS). The bridge is to be inspected at 24-month intervals as determined by IDOT Bureau of Bridges and Structures. Note that this structure is considered to be a fracture critical structure. All IDOT required inspection formwork has been completed and submitted to IDOT. This memo summarizes the findings of our April 26th, 2023, inspection and our recommendations. Appendix A contains our inspection photos and the IDOT report formwork. Appendix B contains conceptual cost estimates for our near term and long-term recommendations. Appendix C contains the existing bridge plan sheet and a brochure for Contech Bridge Plank (corrugated metal deck pan).

It should be noted that in 2018, the underside of the bridge was cleaned and painted, and concrete repairs were performed at the abutments.

**Field Observations:** The bridge deck is in poor condition. Corrosion of the underside of the bridge continues to be an issue. Cracking in the bridge's asphalt riding surface allows water and salt to pass through to the metal pan below. This has caused continued corrosion of the pan. The paint is failing in several locations. Pack rust was observed on the underside of the corrugated metal deck pan in several locations and has progressed to complete section loss in others. Most notably, on the east side of the bridge, between the 2nd and 3rd (middle) vertical from the north, there is a noticeable sagging area in the HMA deck. Directly below that spot, there is severe corrosion in the metal deck pan. Please see attached photos. There are 3 corrugations in a row with holes in them, where the pan has completely corroded. We estimate the width of the deterioration to be about 3' to 3.5' and 15" long along the corrugations. These are located between the exterior stringer and the 1st interior stringer on the east side. CBBEL notified the Village of this, and a steel plate was placed on top of the deck as an immediate solution to distribute the load to a larger area of the bridge deck. CBBEL is proposing two near term solutions to remove the plate from the riding surface.

The superstructure remains in fair condition. Pack rust and section loss up to 10% were observed on several of the superstructure members including the underside of truss bottom chords and most of the secondary members. There is an isolated location in the southwest corner at the bearing where a 1"

tall x 1.75" wide hole in the end diagonal located just under the bottom chord was observed. A plate can be welded to the web of the diagonal member to cover this hole if the condition worsens. The paint is failing in many locations.

Overall, the substructure is in good condition. The concrete repairs that were made to the abutments in 2018 remain sound; however, additional spalling/delamination was noted in the south abutment backwall. At the top of deck, the concrete backwalls are cracking and starting to spall.

Please see Appendix A for inspection photos and inspection forms.

**Maintenance Recommendations – Near Term:** CBBEL investigated two options for near term maintenance. Conceptual cost estimates have been provided in Appendix B. Note that these estimates do not include preparation of design plans or construction observation. If requested, CBBEL can prepare a proposal to provide these services.

**Option 1** – This option involves placing a steel plate under the corrugated deck pan. The existing bridge has longitudinal floor stringers (W6x16, d = 6.28") spaced at roughly 3'-2". The deteriorated section of the deck is located between the first exterior stringer and the first interior stringer. A roughly 2'-9" x 9' x 1/4" plate would be placed under the deck. The plate would be temporarily supported while two new stringers would be placed under the plate between these existing stringers (possibly W6x15, d = 5.99"). These would be approximately 9 feet long to extend 1 foot beyond supporting floor beams. Shims would be needed to ensure intimate contact between the plate and the corrugated deck pan. This would keep additional material from spilling through the deck pan. We would recommend patching the HMA surface over the repaired area. We estimate this option would cost approximately \$12,000.

**Option 2** – This option involves patching the corrugated metal deck pan by inserting a new piece of deck pan on top of the existing deck pan. The HMA surface would need to be removed (approximately 6' x 6') over the deteriorated area. The deck pan would need to be cleaned to remove as much of the asphalt as possible. A new segment of Contech Bridge Plank (9x3) would be placed on top of/inside of the existing deck pan. The HMA surface would then be replaced. We estimate that this option would cost approximately \$14,000.

We feel that both of these options are viable and can be available to discuss these options with Village staff.

**Maintenance Recommendations – Long Term:** We recommend that the Village start planning for long-term maintenance options for the structure. The painting that was completed in 2018 is beginning to fail and is going to require continual maintenance. It is likely that the structure will need to be cleaned and painted in the next couple of years, which we estimate could cost \$35,000 or more. Touch-up paint repairs will likely be required annually to prevent the superstructure from dropping from fair condition (currently rated a 5) to poor condition (condition rating of 4). Local failures in the deck pan are also likely to continue to occur. In the long term, it will likely be more economical to perform major repairs or replace the superstructure than continue to perform maintenance on this structure.

Given that the bridge is the only point of access for the residents north of the bridge, early planning for the replacement of the structure is critical. If the condition of the superstructure were to drop to poor condition, or if the deck condition were to drop further, IDOT may impose weight restrictions on the structure and require a load posting. Replacement options that are considered should strive to minimize the duration of construction. It is our understanding that there is a nearby pedestrian bridge that can

be used temporarily for the residents on the north side of the bridge.

CBBEL investigated two options for long term maintenance. Conceptual cost estimates have been provided in Appendix B for budgeting purposes.

Option 1 – One long term solution would be to completely replace the deck. This option would involve the complete removal of the deck and HMA surface. Repairs to the superstructure would include the removal and replacement of all floor stringers, floor diagonals and deck side and end retainers. The remainder of the superstructure would be cleaned and painted. A new deck would be placed on the bridge, and preferably, a concrete surface would be placed. This work would likely take over a month to complete. This option is very labor intensive, which would likely be reflected in all bids for the project. Including typical design engineering and construction observation fees, we estimate that this option would cost approximately \$467,000.

Option 2 – Another viable option would be a complete superstructure replacement. While several superstructure types may be feasible, CBBEL considered replacement of the superstructure with press brake formed steel tub girders. These girders are formed into a U shape and are galvanized. A reinforced concrete deck would be utilized. The deck is made composite with the beams using shear studs. One advantage of this system is that precast concrete deck panels can come pre-attached to the girders, saving time during construction. If precast concrete panels are used, the joints between the panels would be filled with grout which would take approximately a day. Additionally, a side mounted railing can be attached to the structure. The girders are galvanized and have a design life of 100 years. Modifications to the abutment, including a possible widening of the beam seat may be required for the proposed bearings. Depending on the extent of the substructure work, it is likely that construction could be completed in under a month. Including typical design engineering and construction observation fees, we estimate that this option would cost approximately \$465,000.

Given that the costs for both options are similar, CBBEL recommends that a complete superstructure replacement option be considered. Ideally, this work would be implemented within the next five to ten years; however, this time frame can be reevaluated as we continue to inspect the structure.

If requested, we can provide the Village with a proposal to prepare design plans and specifications for either of the options outlined above.

**Additional Recommendations:** In addition to the recommendations mentioned above, CBBEL recommends that the Village consider having annual inspections performed on the structure. Although this is not required by IDOT, reducing the inspection frequency to 12 months will help identify small problems with the structure before they become larger issues. We also recommend that the Village inspect the paint periodically (ideally every 12 months) and touch up areas as needed. If you have any questions regarding our observations, near term or long term recommendations or the forms submitted to IDOT, please feel free to contact us.

Sincerely,

A handwritten signature in blue ink that reads "Jeff Barnett". The signature is stylized with a cursive-like flow.

Jeff Barnett, PE, SE  
Senior Project Manager - Structural

# APPENDIX A

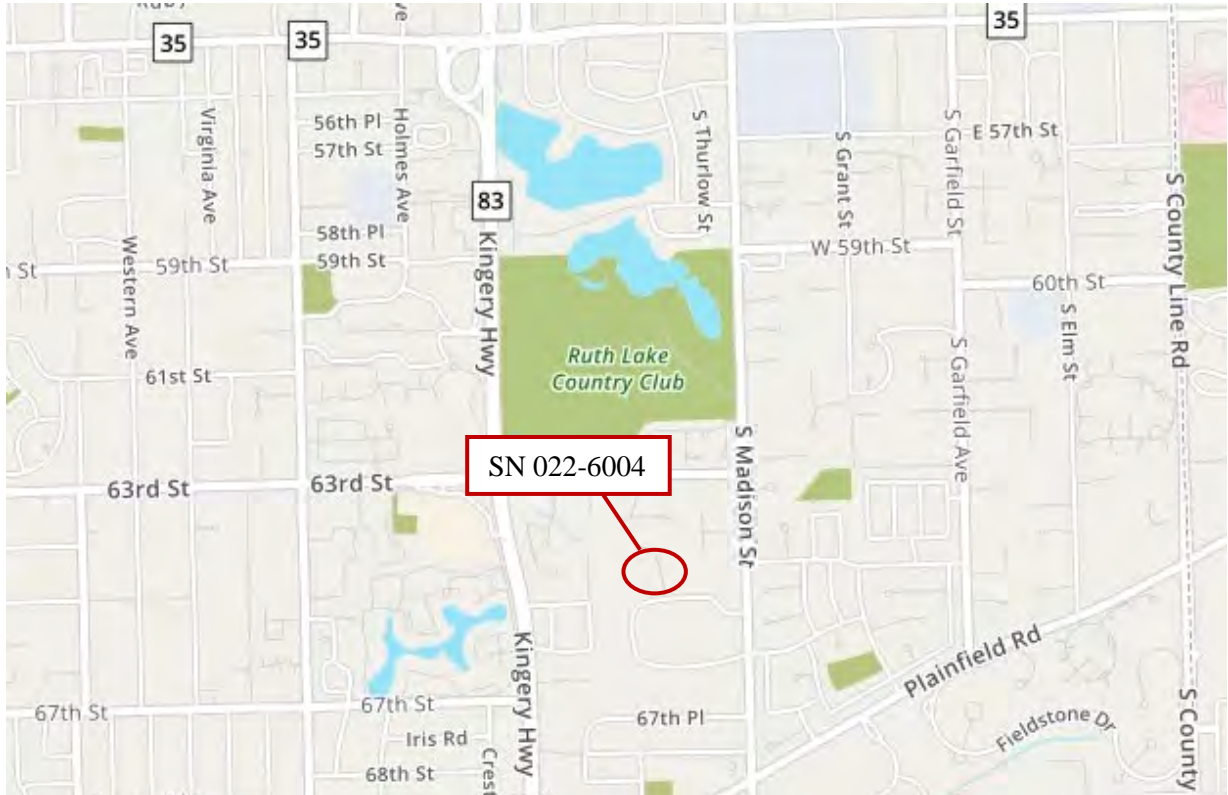
## INSPECTION PHOTOS AND IDOT FORMS



# Bridge Inspection Report

## Lane Court over Flagg Creek Tributary

### Structure No. 022-6004



Submitted to:  
Village of Willowbrook

Prepared and Submitted By:

Christopher B. Burke Engineering, Ltd

CBBEL PROJECT # 90144H200

Inspected April 26, 2023





East Bridge Elevation



West Bridge Elevation



Bridge Looking South



North Approach



Bridge Looking North



South Approach



Channel Looking East (Downstream)



Channel Looking West (Upstream)



Bridge Loading Plate



Wearing Surface



Pavement Cracking and Settling above Deck Pan with Section Loss – Northeast Corner



Pavement Cracking and Settling above Deck Pan with Section Loss – Midspan, East Side



South Bridge Joint looking East



North Bridge Joint looking East –Minor Deterioration/Spalling of Backwall



Bridge Railing (Typical)



Bottom Rail of West Railing – Repaired since Last Inspection



Steel Superstructure Elements (Top Chord Shown) – Minor Surface Rust/Pitting



Top of Top Chord – Minor Surface Rust/Pitting



Typical Vertical Member of Truss (East Side, North of Center Shown)



Exterior Stringer and Side Strut – Paint Failing, Pack Rust and Section Loss along Exterior Stringers(Typical)



Typical Underside of Bridge (Midspan) – Initial Section Loss at Several Locations in Deck Pan, Floor Beams and Stringers, Painted in 2018 – Paint is Failing in Several Locations



Typical Underside of Bridge (South End)



Typical Underside of Bridge (North End)



Southwest Truss Bearing



Southwest Truss Bearing – 1" H x 1 3/4" W Hole in Web of Diagonal under Bottom Chord – Consider Repair



Top of Bottom Truss Chord, East Side



Bottom of Bottom Truss Chord, East Side – Initial Section Loss



Top of Bottom Truss Chord, West Side



Bottom of Bottom Truss Chord, West Side – Initial Section Loss



Typical Floor Beams (South End) – Initial Section Loss



Rust and Section Loss in Top Flange of Floor Beam (Typical)



Typical Stringer (South End), Rust and Section Loss in Top Flange



Deck Pan (East side, North of Center), Complete Section Loss Adjacent to Stringer 15" W x 3'-3" L -  
Recommend Repair



Substructure Gusset Plate Connection @ Midspan – West Side



Gusset Plate Welded Connections of Truss Members at Midspan (West Side, Bottom Chord)



Gusset Plate Welded Connections of Truss Members at Midspan (East Side, Bottom Chord looking North)



Gusset Plate Welded Connections of Truss Members at Midspan  
(East Side, Bottom Chord looking South)



Gusset Plate Welded Connections of Truss Members at 1/4 Span



North Abutment



South Abutment – New Spall in East side of Backwall



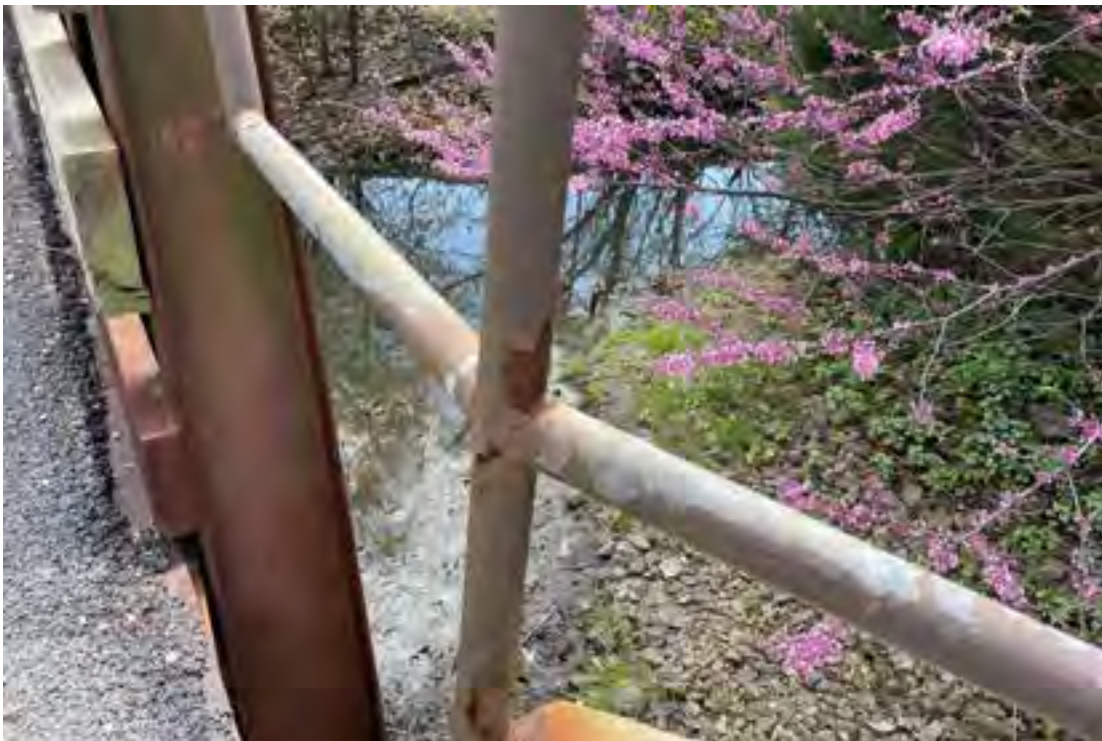
Close-up of 2' x 2' Spall in Backwall of South Abutment, East Side



Typical Wingwall and Stream Bank



Handrail Attached to Wingwall – Moderate Corrosion at Base



Handrail Paint Peeling (Typical)



SN: 022-6004	District: 1	Spans: 1	Appr. Spans: 0	Skew:	ADT: 100	Truck Pct: 26
ADT Un:	Maint. Co: DUPAGE	Twsp: DOWNERS GROVE	Status: OPEN - NO RESTRICT			
Facility Carried: Lane Court	Feature Crossed: 63rd Street Ditch					
Location .25 Mi W of Madison	Municipality: WILLOWBROOK	Team/Sub: /	Insp/Rte:			
Bridge Name:	Material & Type: STEEL/TRUSS - THRU & PONY					
Insp. Intervals Routine: 24	Fracture Critical: 24	Underwater:	Special: N/A	Element Level:		

90 - Inspection Date: 04 / 26 / 23	90C - Temp. (°F): 50	90B1 - In-Depth
Is Delinquent: <input type="checkbox"/>	Reason:	
90A - Agency Program Manager: Jeff Barnett		
90A1 - Team Leader: Jeff Barnett	90A2 - Inspector: Penelope Burke	

90B - Previous Inspection Remarks:

Resources

Time to Inspect (H:M): 1:30	1 : 30	Traffic Control: N	Boat: N	Waders: 5	W	Snooper: N
Ladder: N	Manlift: N	Bucket Truck: A0	N	Other: N		

Inspector's Appraisals

	Prev	New	Comments
58 - Deck Condition:	6	4	Cont'd rust & section loss in deck pan. Water leaking thru joints. HMA wearing surface replaced since last inspection. See Remarks.
59 - Superstructure Cond:	5	5	Cont'd section loss throughout bottom chords & secondary members < 10%. See additional remarks.
60 - Substructure Cond:	8	7	2018 concrete repairs remain sound. 2' x 2' spall in south backwall.
62 - Culvert Condition:	N	N	
61 - Channel Condition:	8	8	
71 - Waterway Adequacy:	9	9	
72 - Approach Rdw Align:	8	8	
111 - Pier Navig Protection:	N	N	

36A - Bridge Railing Adequacy:	Prev 2	New 2						
Approach Guardrail Adequacy: 36B - Transitions:	Prev 1	New 1	36C - Guardrail:	Prev 1	New 1	36D - Ends:	Prev 1	New 1

Additional Inventory Data - To Be Verified During Routine Inspection

108A - Wearing Surface Type: G	108B - Type of Membrane: F	108C - Deck Protection: J
108D - Total Deck Thickness (in): 5.0		
59A - Paint Date (Mo/Yr):	59B - Paint Type:	
59C - Utilities Attached: NN		
113A - Scour Critical Analysis Date: 5/1/2019	113 - Scour Critical Rating: 8	113B - Evaluatin Method: A

**Routine Inspection Report**  
**Structure Number: 0226004**

Weight Limit Posting:	70A2 – Single Unit Vehicles:	
	70B2 – Combination Type 3S-1 (3 or 4 axles):	
	70C2 – Combination Type 3S-2 (5 or more axles):	
	70D2 – One Truck at a Time:	

<b>90B – Inspection Remarks</b>
---------------------------------

58) Water leaking through HMA wearing surface and causing corrosion in metal deck pan below. Pack rust noted in several locations. On the east side of the bridge, between the 2nd and 3rd vertical from the north, there is a noticeable sag in the HMA surface. Holes noted in 3 corrugations in a row under this sag. Recommend placing a steel plate on deck over this area until more permanent repairs can be made.

59) Less than 10% section loss noted in bottom chord and other secondary members.  
1" tall x 1.75" wide hole noted in end diagonal, just under bottom chord.

	Signature	Date
Inspection Team Leader:		05 / 09 / 23
Agency Program Manager:		05 / 09 / 23

Use Additional Forms as Needed



SN: 022-6004	District: 1	Spans: 1	Appr. Spans: 0	Skew:	ADT: 100	Truck Pct: 26
ADT Un:	Maint. Co: DUPAGE	Twsp: DOWNERS GROVE	Status: OPEN - NO RESTRICT			
Facility Carried: Lane Court	Feature Crossed: 63rd Street Ditch					
Location: .25 Mi W of Madison	Municipality: WILLOWBROOK	Team/Sub: /	Insp/Rte:			
Bridge Name:	Material & Type: STEEL/TRUSS - THRU & PONY					
Insp. Intervals Routine: 24	Fracture Critical: 24	Underwater:	Special: N/A	Element Level:		

93A – Inspection Date: 04 / 26 / 23	93A4 – Temp. (°F): 50
Is Delinquent: <input type="checkbox"/>	Reason:
90A – Agency Program Manager:	90A3 – Consultant Program Manager: Jeff Barnett
93A3 – Team Leader: Jeff Barnett	93A5 – Inspector: Penelope Burke

Resources									
Time to Inspect (H:M): 1:0	1 :0	Traffic Control: N	Boat: N	Waders: 5	W	Snooper: N			
Ladder: N	Manlift: N	Bucket Truck: A0	N	Other:	N				

Inspector's Appraisals	
92A1 – Type: B2	If "X4-Other" Description:
93A1 – Rating: Prev: 5 New: 5	FC Method: Prev: V New: MP <input type="checkbox"/> DP <input type="checkbox"/> UT <input type="checkbox"/> V <input checked="" type="checkbox"/>
93A2 – Remarks: Bottom chord of east and west truss have initial section loss up to 10%. Painted in 2018. Paint is starting to peel, but now change to bottom chords. No issues noted in FC verticals, diagonals or gusset plates.	

	Signature	Date
Inspection Team Leader:	<i>Jeff Barnett</i>	05 / 09 / 23
Consultant Program Manager:	<i>Jeff Barnett</i>	05 / 09 / 23
Agency Program Manager:		/ /

**Two Girder**

- A1- Suspension Link & Pin
- A2- Suspension Single Pin
- A3- Tension Flanges Riveted/  
Bolted Plate Girders
- A4- Bearing Seat of Suspended  
Spans
- A5- Tension Flange of Rolled  
Beam
- A6- Tension Flange of Welded  
Plate Girders
- A7- Tension Flanges of Lattice  
Truss Web Girders

**Truss System**

- B1- Eyebar & Pin Tension Members
- B2- Simple Span Welded Truss  
Tension Members
- B3- Hanger Link & Pin of Suspended  
Trusses
- B4- Single element Tension Members
- B5- Simple Span riveted/Bolted  
Tension Members
- B6- Continous Truss System-Welded,  
Riveted or Bolted Tension Members

**Cable Stayed & Suspension**

- C1- Suspension Bridge-Cables
- C2- Cable Stayed-Cables
- Tied Arches**
- D1- Welded Box Ties
- D2- Riveted/Bolted Box Ties
- D3- Stiffened Girders
- Framed Steel Substructure**
- E1- Welded or Rolled Pier Cap
- E2- Riveted or Bolted Pier Cap
- E3- Welded or Rolled Pier Column
- E4- Riveted or Rolled Pier Column

**Box Beams**

- F1- Single Welded Box
- F2- Single Riveted/Bolted Box
- F3- Double Box Beam-Welded,  
Riveted or Bolted

**Other Types**

- X1- Bascule
- X2- Floorbeams supporting other  
steel members or spacing > 15 ft.
- X3- Cross Frames or Transfer  
Beams
- X4- Other



Location and Inventory Information

SN: 0226004

Item 4 - Municipality: WILLOWBROOK

Item 9 - Location: .25 Mi W of Madison

Item 6 - Feature Crossed: 63rd Street Ditch

Item 7 - Facility Carried: Lane Court

Item 92A1 - Fracture Critical Bridge Types

**Two Girder**

A1- Suspension Link & Pin  
A2- Suspension Single Pin  
A3- Tension Flanges Riveted/  
Bolted Plate Girders  
A4- Bearing Seat of Suspended  
Spans  
A5- Tension Flange of Rolled  
Beam  
A6- Tension Flange of Welded  
Plate Girders  
A7- Tension Flanges of Lattice  
Truss Web Girders

**Truss System**

B1- Eyebars & Pin Tension Members  
B2- Simple Span Welded Truss  
Tension Members  
B3- Hanger Link & Pin of Suspended  
Trusses  
B4- Single element Tension Members  
B5- Simple Span riveted/Bolted  
Tension Members  
B6- Continuous Truss System-Welded,  
Riveted or Bolted Tension Members

**Cable Stayed & Suspension**

C1- Suspension Bridge-Cables  
C2- Cable Stayed-Cables

**Tied Arches**

D1- Welded Box Ties  
D2- Riveted/Bolted Box Ties  
D3- Stiffened Girders

**Framed Steel Substructure**

E1- Welded or Rolled Pier Cap  
E2- Riveted or Bolted Pier Cap  
E3- Welded or Rolled Pier Column  
E4- Riveted or Rolled Pier Column

**Box Beams**

F1- Single Welded Box  
F2- Single Riveted/Bolted Box  
F3- Double Box Beam-Welded,  
Riveted or Bolted

**Other Types**

X1- Bascule  
X2- Floorbeams supporting other  
steel members or spacing > 15 ft.  
X3- Cross Frames or Transfer  
Beams  
X4- Other

Fracture Critical Type

92A1 Fracture Critical Bridge Type: B2 If "X4-Other" Describe:

92A2 Fracture Critical Number of Spans or Substructure Units (For Indicated Bridge Type): 1

92A3 Number of Fracture Critical Members (Total for Indicated Bridge Type): 2 Revise to 42.

# APPENDIX B

## CONCEPTUAL COST ESTIMATES



**VILLAGE OF WILLOWBROOK**  
**SHORT TERM OPTION 1 - ADD STRINGERS AND PLATE TO UNDERSIDE**  
**CONCEPTUAL COST ESTIMATE**

Description	Unit	Quantity	Unit Cost	Total Cost
PLACE NEW STRINGERS AND SHIMS	POUND	270	\$12.00	\$3,240.00
PLACE STEEL PLATE	POUND	250	\$12.00	\$3,000.00
HMA PATCH	SQ YD	4	\$300.00	\$1,200.00
TRAFFIC CONTROL	L SUM	1	\$2,500.00	\$2,500.00
Subtotal =				\$9,940.00
Contingency (20%) =				\$1,990.00
<b>CONSTRUCTION TOTAL =</b>				<b>\$12,000.00</b>

**VILLAGE OF WILLOWBROOK**  
**SHORT TERM DECK PATCH - ADD STRINGERS AND PLATE TO UNDERSIDE**  
**CONCEPTUAL COST ESTIMATE**

Description	Unit	Quantity	Unit Cost	Total Cost
REMOVE HMA SURFACE AND CLEAN PAN	SQ YD	4	\$500.00	\$2,000.00
PLACE CONTECH 9X3 BRIDGE PLANK PATCH	POUND	425	\$12.00	\$5,100.00
REPLACE HMA	SQ YD	4	\$500.00	\$2,000.00
TRAFFIC CONTROL	L SUM	1	\$2,500.00	\$2,500.00
Subtotal =				\$11,600.00
Contingency (20%) =				\$2,320.00
<b>CONSTRUCTION TOTAL =</b>				<b>\$14,000.00</b>

**VILLAGE OF WILLOWBROOK**  
**LONG TERM OPTION 1 - LANE COURT DECK REPLACEMENT AND REPAIRS**  
**CONCEPTUAL COST ESTIMATE**

**SCOPE: Remove and replace existing deck, floor stringers and floor diagonals; clean and paint structural steel**

Description	Unit	Quantity	Unit Cost	Total Cost
REMOVAL OF EXISTING DECK PAN AND HMA SURFACE	EACH	1	\$40,000.00	\$40,000.00
REMOVAL OF SELECT STRUCTURAL STEEL MEMBERS	POUND	4,000	\$5.00	\$20,000.00
FURNISHING AND ERECTING STRUCTURAL STEEL	POUND	9,500	\$12.50	\$118,750.00
REPLACEMENT OF EXISTING DECK PAN AND CONCRETE	EACH	1	\$90,000.00	\$90,000.00
CLEANING AND PAINTING STRUCTURAL STEEL	EACH	1	\$35,000.00	\$35,000.00
MISC STEEL REPAIRS	L SUM	1	\$10,000.00	\$10,000.00
STRUCTURAL REPAIR OF CONCRETE	SQ FT	10	\$500.00	\$5,000.00
DETOUR	L SUM	1	\$10,000.00	\$10,000.00
Subtotal =				\$328,750.00
Contingency (20%) =				\$65,750.00
Design Engineering (10%)				\$32,875.00
Construction Engineering (12%)				\$39,450.00
<b>CONSTRUCTION TOTAL =</b>				<b>\$467,000.00</b>

**VILLAGE OF WILLOWBROOK**  
**LONG TERM OPTION 2 - LANE COURT DECK REPLACEMENT AND REPAIRS**  
**CONCEPTUAL COST ESTIMATE**

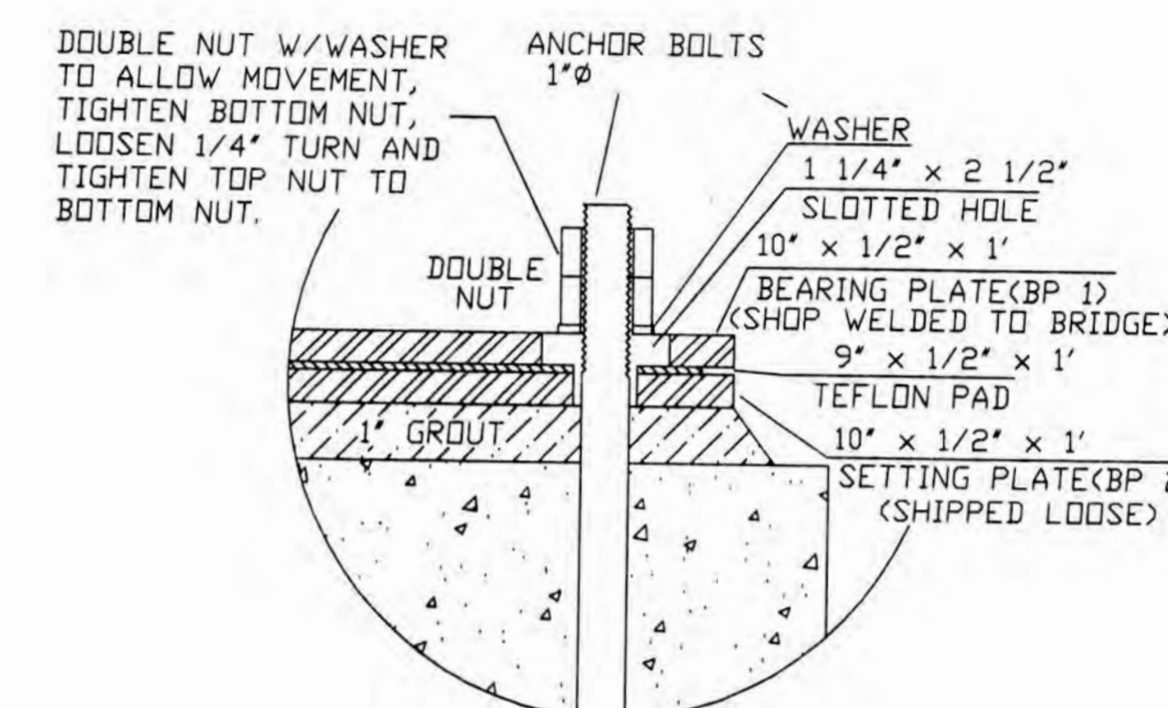
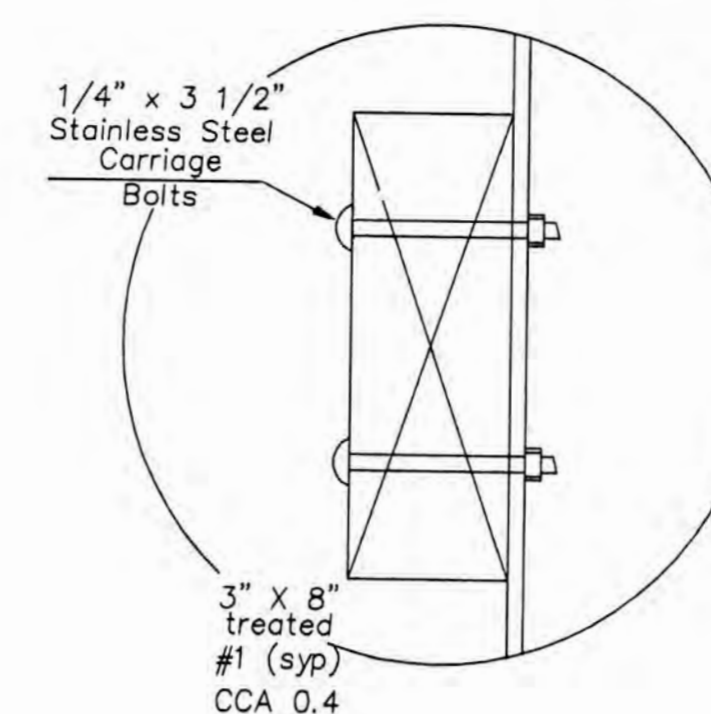
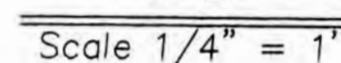
**SCOPE: Remove existing superstructure, repair substructure, replace superstructure with new deck and railings**

Description	Unit	Quantity	Unit Cost	Total Cost
REMOVAL OF EXISTING SUPERSTRUCTURE	EACH	1	\$60,000.00	\$60,000.00
CONCRETE REMOVAL	CU YD	7	\$2,750.00	\$19,250.00
STRUCTURE EXCAVATION	CU YD	25	\$65.00	\$1,625.00
CONCRETE STRUCTURES	CU YD	9	\$2,500.00	\$22,500.00
CONCRETE SUPERSTRUCTURE	CU YD	15	\$3,000.00	\$45,000.00
SIDE MOUNTED RAILING	FOOT	72	\$300.00	\$21,600.00
BRIDGE DECK GROOVING	SQ YD	60.0	\$50.00	\$3,000.00
PROTECTIVE COAT	SQ YD	90	\$5.00	\$450.00
REINFORCEMENT BARS, EPOXY COATED	POUND	14,500	\$4.00	\$58,000.00
NAME PLATE	EACH	1	\$750.00	\$750.00
GRANULAR BACKFILL FOR STRUCTURES	CU YD	25	\$80.00	\$2,000.00
PRESS BREAK FORMED STEEL TUB GIRDER (PBFSTG) SYSTEM	FOOT	114	\$500.00	\$57,000.00
STRUCTURAL REPAIR OF CONCRETE	SQ FT	10	\$500.00	\$5,000.00
DETOUR	L SUM	1	\$20,000.00	\$20,000.00
Subtotal =				\$316,180.00
Contingency (20%) =				\$63,240.00
Design Engineering (15%)				\$47,427.00
Construction Engineering (12%)				\$37,941.60
<b>CONSTRUCTION TOTAL =</b>				<b>\$465,000.00</b>

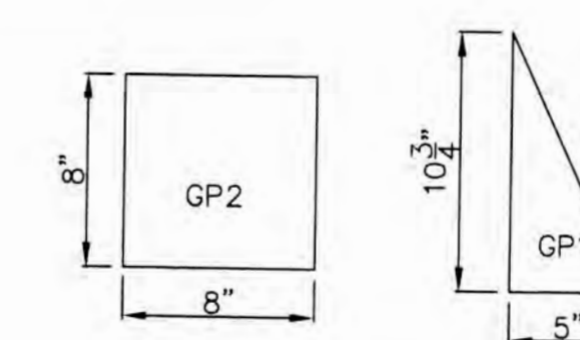
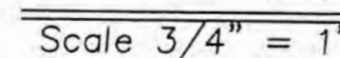
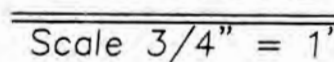
# **APPENDIX C**

## **EXISTING BRIDGE PLAN AND CONTECH BRIDGE PLANK BROCHURE**





Scale 1 1/2" = 1



BILL OF MATERIALS									
JOB: 021545		FOR: Willowbrook, IL							
STEEL ASTM				WF-A588 or A242 C&L-A588 or A242		TUBE-A847 or A606 PLATE-A588 or A242			
SHIP No.	MARK	DESCRIPTION	FEET	INCHES	WEIGHT PER FOOT	TOTAL	TOTAL LENGTH		
4	TC 1	W 8 X 18	7	8 1/4	18.00	554	31		
2	TC 2	W 8 X 18	29	1/8	18.00	1044	56		
2	BC 1	C 8 X 13-75	34	9 3/4	13.75	957	70		
10	V2-4	W 8 X 18	6	5/8	18.00	1164	65		
8	D2-3	LL 3" X 2" X 1/4"	9	2 1/2	8.20	604	74		
7	FB1	W 14 X 34	13	11	34.00	3312	97		
2	FD1	L 3" X 3" X 1/4"	16	10 5/8	4.90	165	34		
2	FD2	L 3" X 3" X 1/4"	15	3 3/16	4.90	150	31		
5	FS1	W 6 X 16	35	10	16.00	2867	179		
2	EX1	L 4" X 4" X 3/8"	13	3	9.80	260	27		
2	SS	L 5" X 3" X 1/4"	35	10	6.50	466	72		
2	TOE PL	C 5" X 6.7	33	3/4	6.70	443	66		
<b>PLATE</b>									
4	BP 1	PL 1/2" X 9"	1	0	15.30	61	4		
4	GP 1	PL 3/8 X 5"	0	10 3/4	6.38	23	4		
16	GP 2	PL 3/8 X 8"	0	8	10.20	109	11		
<b>FLOOR</b>									
48	3" X 9"	CONTECH Bridge Plank	13	3	8.63	5486	636		
<b>RAILS</b>									
6	R1-R3	TREATED (SYP) 3"X8"	32	2 1/2	6.04	1167	193		
<b>BOLTS &amp; SCREWS</b>									
84	S.S.	CARRIAGE BOLTS 1/4"		3 1/2	0.21	5	25		
<b>ITEMS BELOW SHIPPED LOOSE</b>									
4	BP 2	PL 1/2" X 9"		2 1/2	15.30	13	1		
4	FRICIONLESS PADS	9" X	1	0	0.00	0	4		
			TOTAL	LIFTING	WEIGHT	18,849			

1. All design stresses are in accordance with the specification of THE AMERICAN INSTITUTE OF STEEL CONSTRUCTION and AASHTO.
2. Welding to conform with the AMERICAN WELDING SOCIETY D1.1 latest revision. Welding to be performed by experienced welders qualified in accordance with A.W.S. procedures. Welding electrodes to be A.W.S. E-80XX series. Weld process to be FCAW.
3. All structural steel to be "WEATHERING STEEL" with a minimum yield strength of 50,000 psi.
4. Structural welds will be a minimum of 3/16" fillet unless shown otherwise. Minimum weld does not apply to seal welds.
5. Anchor bolts to be ASTM A-307 or threaded A-36 steel rods. Where noted "Expansion", nuts on anchor bolts should be loosely 'hand tightened' so as to allow the bearing plates to slide on the setting plates or teflon pads. Place setting plate & teflon pads on shims, set bridge, and then grout under setting plates. If required: Field splice connection bolts shall be ASTM A325 TYPE 3 and shall be tighten by the turn of the nut method to obtain proper torque.
6. Exposed steel surfaces to be sandblasted to STEEL STRUCTURES PAINTING COUNCIL #6 "commercial sandblast finish". After cleaning, care shall be taken to keep surfaces free of oil, grease, concrete and any foreign matter to allow the weathering steel to rust evenly.
7. Deck to be 3' x 9' - 7 gage CONTECH Bridge Plank with an Asphalt overlay.
8. Hand rails and all other accessible surfaces to be ground smooth with no sharp edges or corners.
9. Length of anchor bolts and foundation details are for general arrangement purposes only. Actual foundation and substructure design, railing, camber, and slope requirements, electrical grounding, and clearances (flood plain, roadway, and waterway) are the responsibility of others.

THIS BRIDGE IS DESIGNED BASED ON THE FOLLOWING CRITERIA

- (1) Dead load of 100 psf (75 psf + 25 psf future wearing surface) plus an evenly distributed live load of 100 psf.
- (2) Dead load + AASHTO HS20 loading + impact.
- (3) Wind load of 30 psf calculated on the entire vertical surface as though fully enclosed.

PAINT SPECIFICATIONS FOR FLOOR BEAMS, FLOOR STRUTS, FLOOR  
DIAGONALS, AND SIDE STRUTS

Primer: DEVTRAN 220 - Epoxy Primer: 3.0 - 8.0 Mils Dry  
Top Coat: DEVTHANE 389 - Aliphatic Urethane Gloss Enamel: 1.5 - 2 Mils Dry  
COLOR TO BE: BROWN


		FIELD USE	


O	RELEASED FOR FABRICATION	4/22/02
A	Released For Approval	

Rev	DESCRIPTION	BY/DATE	CHK'D BY

A DIVISION OF  
BILTOLAST PRODUCTS INC.  
4021 GAULT AVENUE  
FORT PAYNE, AL 35967-0100

**STEADFAST BRIDGES**®  
 FORT PAYNE, AL 35967-8139  
 1-800-749-7515  
 PLACARD ATTACHED ON RIGHT END  
 POST AT EACH END OF BRIDGE  
 JOB 13.5' X 35' - CONNECTOR  
 ACTIVE MEMBER

	FOR: Willowbrook, Illinois	DRAWN BY:
	ADDRESS: The Village of Willowbrook 2760 Quincy Street	GHM 4/18/02
		APP'D BY:

DESIGN LOAD HS-20 (72,000 lbs. GVW)	7760 Quincy Street Willowbrook, Illinois	 CHECKED BY:
	ARCHITECT: Plans By Owner	

BILLYEAST PRODUCTS INC FORT PAYNE, ALABAMA DATE OF MANUFACTURE SERIAL #	CONTRACTOR: The Village of Willowbrook	18 DESCRIPTION: 13.5' x 35' - Connector 2005

		Bridge # 885		RELEASED FOR FABRICATION	
THIS BRIDGE STRUCTURE SHALL NOT BE FIELD MODIFIED IN ANY WAY WITHOUT PRIOR APPROVAL FROM STEADFAST BRIDGES. THESE DRAWINGS AND DESIGNS ARE THE PROPERTY OF RICHARDSON PRODUCTS, INC. AND ARE NOT TO BE REPRODUCED OR USED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF RICHARDSON PRODUCTS, INC.				DRAWING #: 001515	SHEET 11
				REV.	

<p>PROPERTY OF BIELLOREST PRODUCTS INC. AND ARE NOT TO BE COPIED OR USED IN ANY WAY DETRIMENTAL WITHOUT THEIR WRITTEN CONSENT.</p>	021545	1/1	0
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**CONTECH<sup>®</sup>**  
ENGINEERED SOLUTIONS

Contech  
Bridge Plank

## Make unsound bridges safe with Contech Bridge Plank

Every state is faced with the problem of replacing old bridges. In most cases, the local jurisdictions — counties, townships, municipalities — have the bulk of the nation's bridge problems. Many of these bridges were erected before the turn of the century and most were built before 1935.

A large number of these bridges urgently need major repairs. A common problem is replacing noisy, worn-out wood floors or broken concrete decks on the otherwise structurally adequate bridges. The easy and economical solution is to replace the deck with Contech Bridge Plank.

Corrugated steel Contech Bridge Plank has been proven in service from coast to coast on bridges of many types, including skewed structures.



**Contech Bridge Plank is installed quickly, at low cost.**



**Bridge planks are easily bolted or welded into place to form a continuous bridge deck.**

### Three standard sizes

Contech Bridge Plank is available in either 6"x2", 9" x 3" or 12" x 4-1/4" corrugations.

Contech Bridge Plank with 6" x 2" trapezoidal corrugations comes in lengths up to 40 feet. Covering widths for the planks may be either 18 or 24 inches. Steel thickness may be either 0.105, 0.135 or 0.179 inches.

Trapezoidal corrugation 9" x 3" planks can be installed the full width of the bridge being re-decked. It has a nominal covering width of nine inches with a height of three inches. It is supplied in a choice of 0.164, 0.179, 0.209, 0.239, 0.313 and 0.375 inch thicknesses.

The 9" x 3" corrugation allows design flexibility because the larger corrugation provides greater strength. For an H20 loading (see Table 4, Page 7) it provides more than twice the unsupported span between stringers of the heaviest 6" x 2" design. Contech also has 12" x 4-1/4" bridge plank in 0.149, 0.164 and 0.179 inch thicknesses.

### Restores strength to old structures

Reduced load limits caused by inadequate decking are quickly eliminated with Contech Bridge Plank. You simply specify the gage and corrugation to meet your stringer spacing and load requirements. The corrugated design plus the correct grade of steel ensures ample strength.

Planks may be furnished in galvanized steel to provide many extra years of minimum maintenance service. Recommended stringer-to-stringer net spans are shown in Table 2 on Page 5, Table 4 on Page 7 and Table 5 on the back cover.

### Stiffens bridge laterally and eliminates rattles

Positive welded connections provide a rigid panel construction that helps stiffen the entire structure. The deck becomes an integral part of the bridge. Rattling of loose members under traffic is eliminated.

### Adds little or no dead weight

Contech Bridge Plank has the high strength-to-weight ratio of corrugated steel design. Total weight is only slightly higher than most timber floors and in some cases (especially replacement of reinforced concrete decks) the load is actually reduced. Weight per square foot is also shown in Tables 2, 4 and 5 (Pages 5, 7 and back cover).

### **Fast, low-cost installation**

You can have Contech Bridge Plank delivered in convenient lengths to fit your bridge width.

Simply order the number of planks required to cover the deck. Weld holes may be factory-punched to fit the stringer spacing of the bridge. All welding is done from the top of the planks—an important safety factor on any bridge.

With wood stringers, lag screws and similar fasteners have been successfully used.

No special equipment or training is necessary to do a fast, efficient job. Individual sections of Contech Bridge Plank are light enough for easy handling by small crews. The corrugated design makes it easy to stack the sections for convenient hauling and storing.

### **Durable galvanized planks require no special maintenance**

With Contech Bridge Plank, there is nothing to crack, warp or rot. Repeated, expensive repair work on the bridge deck is stopped. The danger of fire is minimized.

The completed deck can be maintained as part of the regular road and bridge programs. The asphalt traffic surface is the same as used on many roads. Painting is not needed on the underside of the deck because of the protection provided by galvanizing.

### **Installation**

Installation methods for Contech Bridge Plank may vary depending on specific local conditions, available equipment, bridge size, the design and condition of the structure and the practical out-of-service time. Experience shows that in most cases, the recommended installation practices described on the previous pages for 6" x 2" , 9" x 3" and 12" x 4-1/4" bridge plank will ensure good performance on the new deck.



### **Finishing and paving**

Before paving, the deck should be cleaned of debris. A light asphaltic primer coat is recommended. This ensures a good bond between the pavement and the steel deck. Priming is recommended even if an asphalt emulsion type system is planned.

Two courses of asphalt pavement complete the job. The first course fills the corrugations. As soon as it is compacted, the traffic surface can be applied. This wearing course is usually compacted to about two inches over the corrugations at the center of the bridge, tapering to one inch at the edges.

Side dams to retain the pavement at the outer edges of the bridge can be supplied and attached to individual planks, or shipped as separate 12-foot pieces for attachment after the planks are in place. They provide a finished edge for the new deck. An alternate to this practice is to simply chamfer or bevel the edges of the wearing course to the crests of the corrugations.

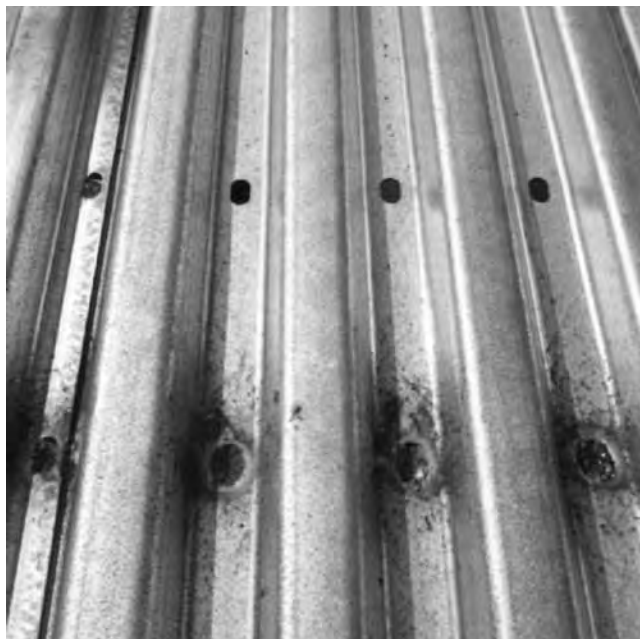
The type, grade and density of asphalt for each specific job can best be determined by local experience. A pavement that has proven satisfactory on roads in a given area can be expected to provide similar service on the deck. Your Contech representative can give you additional installation instructions.



## 6" x 2" Contech Bridge Plank

Upon request, 6" x 2" Contech Bridge Plank comes factory-punched to fit the stringer spacing of the bridge. These weld or bolt holes (3/4" x 1-1/4") in the valley of each corrugation provide area for either bolts or two 1" fillet welds to hold the plank to stringers.

Welding through these holes to tie the planks to the steel bridge stringer is done from above. In the case of wood stringers, lag screw or other similar connectors are suggested.



**6" x 2" planks are normally attached with welds at the valley of each corrugation, at each stringer.**

When factory-punched holes are not specified, planks should be field-welded to the bridge stringers with 1/8" x 3" long fillet welds at each stringer.

Adjacent planks are overlapped and should have a 1/8" x 1" long fillet weld on 24" center-to-center spacings.

Continuously butt-weld each splice unless it occurs over a stringer and the shortest piece covers at least three spans. In this case, no butt-weld is required. Splices between stringers should be staggered.

## Specification for 6" x 2" Bridge Plank

### Scope

This specification covers structural quality, light gage, steel bridge plank to be used for structural support or decking on bridges and overpasses.

### Material

Pregalvanized Steel, 12 and 10-gage, shall conform to the requirements of ASTM A 929 or ASTM A 653 and shall have a minimum yield of 36 ksi. Zinc coating shall be applied at a rate of 2.0 ounces per square foot total on both sides.

Black steel shall conform to the requirements of ASTM A 1011 with a minimum yield point of 36 ksi.

### Manufacture

The planks shall be fabricated with trapezoidal corrugations 6" pitch by 2" depth.

### Certifications

Upon request, the manufacturer shall certify that the requirements of this specification have been met.

### Product Properties

The nominal physical properties of the steel bridge plank shall conform to the requirements tabulated below.

Table 1 – 6" x 2" Bridge Plank

Gage	Thickness (Inches)	SECTION PROPERTIES	
		Section Modulus (In. 3 Per Ft.)	Moment of Inertia (In. 4 Per Ft.)
12	0.105	1.062	1.151
10	0.135	1.342	1.466
7	0.179	1.732	1.920

### Installation

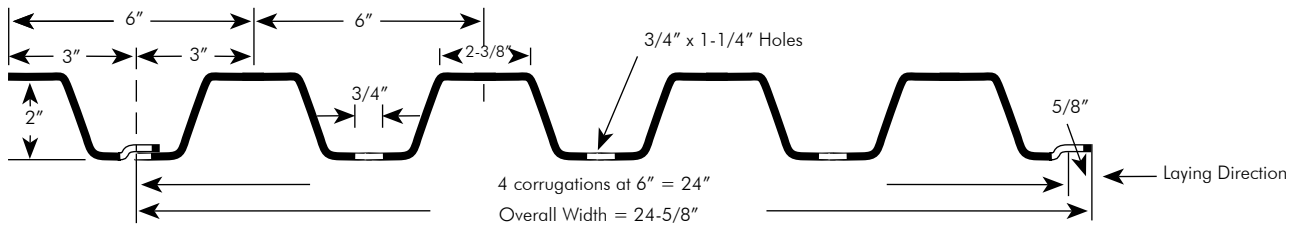
Installation shall be in accordance with the plans and specifications and the manufacturer's recommendations.

Reference the project plans for the gage, length, special punching and quantity requirements.

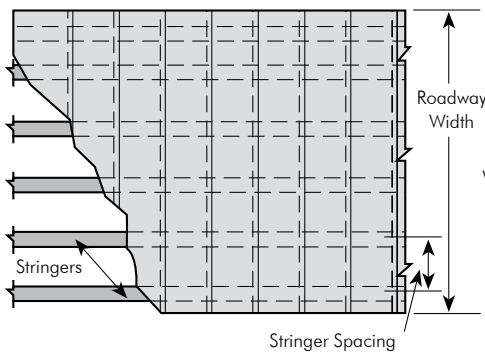
10 and 12-gage plank per above specification is pregalvanized, and 7-gage plank is hot-dip galvanized.

**Note:** 10 and 12-gage plank is also available in ALUMINIZED STEEL® Type 2. All gages are available in black and hot-dip galvanized steel.

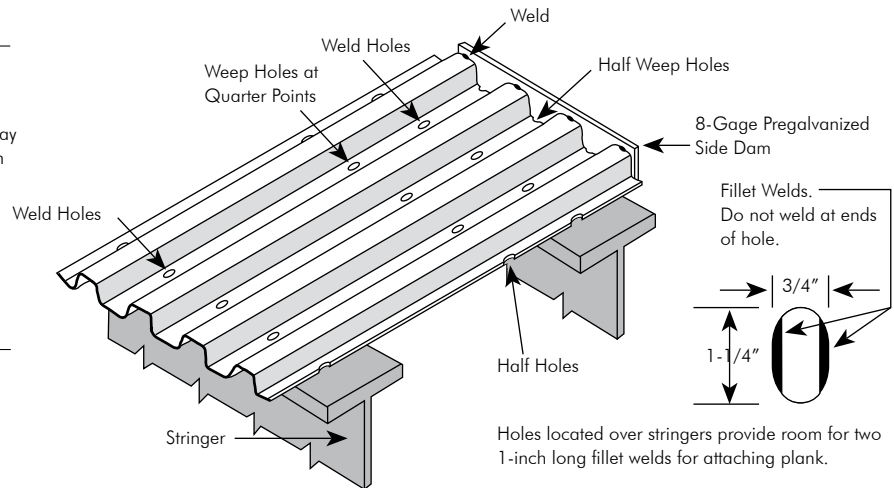
## 6" x 2" Engineering details and design data



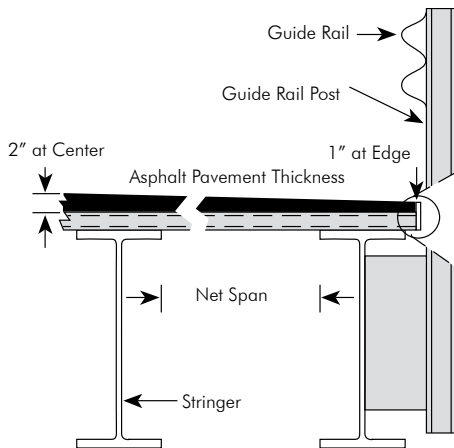
**Cross Section – Bridge Plank**



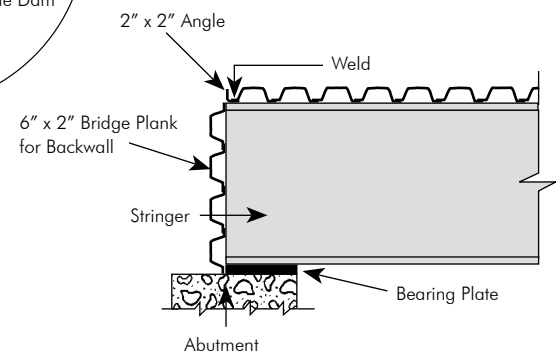
**Plan View – Bridge Floor**



**Isometric Detail**



**Typical Cross Section**



**Typical End Treatment**

**Table 2 – 6" x 2" Corrugation**

Gage	Approx. Weights, (psf)	Allowable Net Span,* Inches (See Typical Cross Section)		
		HS 15	HS 20	HS 25
12	5.98	25	21	20
10	7.63	28	24	22
7	10.06	32	27	24

Note: 36,000 psi yield steel. Average weight of surfacing for 6" x 2" plank is 28.2 pounds per square foot based on 2-inch depth over the corrugations at the center, tapering to 1" at the edge.

\*Refer to AISI Handbook's chapter on Steel Bridge Flooring.

## 9" x 3" Contech Bridge Plank

9" x 3" Contech Bridge Plank has one trapezoidal corrugation per section. The maximum length is 19 feet, unless factory welding is specified.

This plank has a nominal covering width of nine inches with a height of three inches and is supplied in a choice of steel thickness generally heavier than the 6" x 2" Contech Bridge Plank.

Fastening 9" x 3" plank to stringers is generally done by welding or by utilizing bolts and S-clamps.

The leading edge (no offset) can be welded to each stringer flange with a 1/8" x 3" long fillet weld (3/16" x 3" for heavier than 3 gage). Continuously butt weld each splice unless it occurs over a stringer and the shortest piece covers at least three spans. In this case, no butt weld is required. Splices between stringers should be staggered.

Advantages of the 9" x 3" corrugation bridge planks are larger corrugations for use with greater stringer spacings spans. The heaviest gage steel used for 9" x 3" bridge plank provides more than twice the unsupported span of the heaviest 6" x 2".



Even when the bridge abutment is on a skew, field cutting of bridge plank is a simple process and permits installation at right angles to the bridge stringers.

## Specification for 9" x 3" Bridge Plank

### Scope

This specification covers structural quality, light gage, steel bridge plank to be used for structural support or decking on bridges and overpasses.

### Material

Steel — 8, 7, and 5-gage — shall conform to the requirements of ASTM A 1011, meeting a minimum yield of 40 ksi. Steel, 3-gage and heavier, shall conform to the requirements of ASTM A 1018, meeting a minimum yield of 40 ksi. Zinc coating shall conform to ASTM A 123, except that the zinc shall be applied at a rate of 2.0 ounces per square foot total both sides.

### Manufacture

The planks shall be fabricated with trapezoidal corrugations 9" pitch by 3" depth.

### Certifications

Upon request, the manufacturer shall certify that the requirements of this specification have been met.

### Product Properties

The nominal physical properties of the steel bridge plank shall conform to the requirements tabulated below.

Table 3 – 9" x 3" Bridge Plank

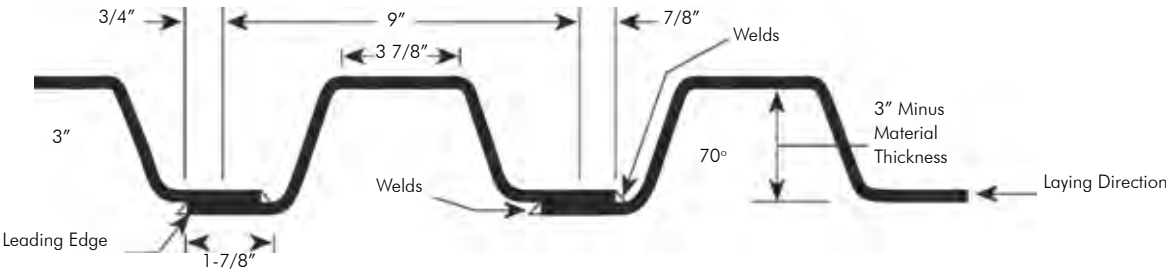
Gage	Thickness (Inches)	SECTION PROPERTIES	
		Section Modulus (In. 3 Per Ft.)	Moment of Inertia (In. 4 Per Ft.)
8	0.164	2.906	4.680
7	0.179	3.173	5.120
5	0.209	3.680	5.973
3	0.239	4.160	6.840
5/16"	0.313	5.316	8.751
3/8"	0.375	6.276	10.331

### Installation

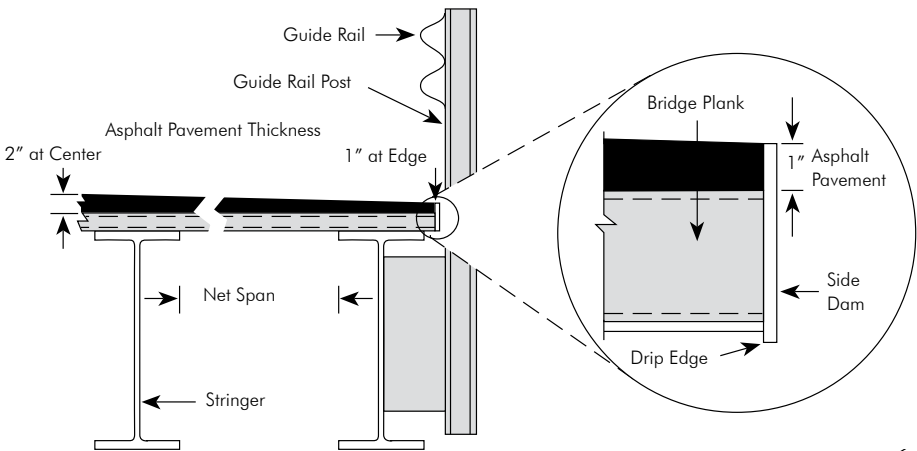
Installation shall be in accordance with the plans and specifications and the manufacturer's recommendations.

Reference the project plans for the gage, length, special punching and quantity requirements.

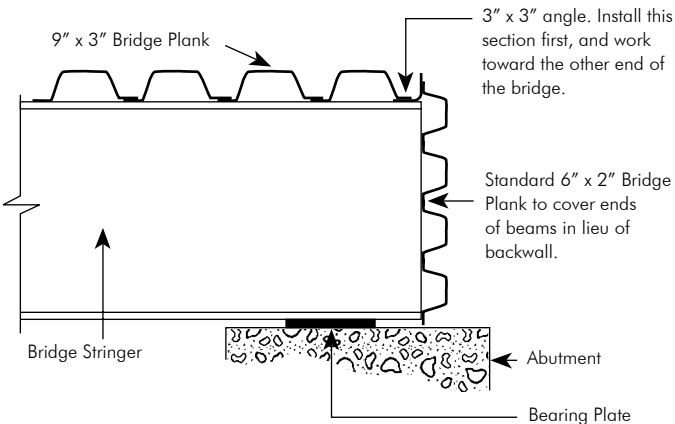
9" x 3" Engineering details and design data



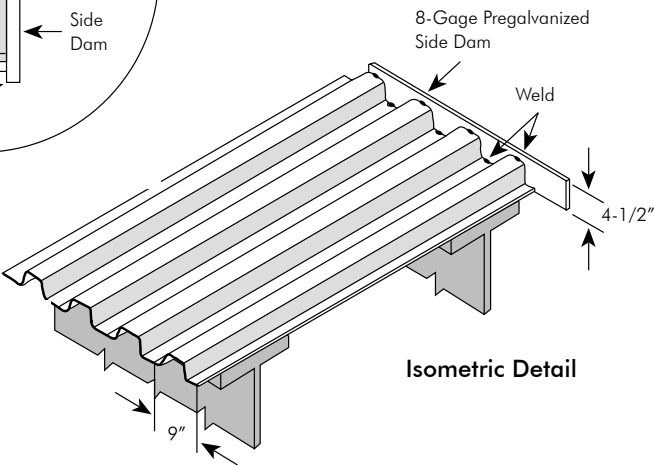
Cross Section – Bridge Plank



Typical Cross Section



Typical End Treatment



Isometric Detail

Table 4 – 9" x 3" Corrugation

Gage	Approx. Weights, (psf)	Allowable Net Span,* Inches (See Typical Cross Section)		
		HS 15	HS 20	HS 25
8	10.5	48	40	35
7	11.5	52	42	37
5	13.5	58	47	40
3	15.3	63	51	44
5/16"	19.8	77	61	52
3/8"	23.8	88	70	59

Note: 40,000 psi yield steel. Average weight of surfacing asphalt pavement, based on 2-inch depth over the corrugations at the center, tapering to one inch at the edge is 33.8 psf for 9" x 3" bridge plank.  
\*Refer to AISI Handbook's Chapter on Steel Bridge Flooring. Holes can be punched for use as bolt holes and/or weep holes.

Contech offers 12" x 4-1/4" Bridge Plank. It features a single trapezoidal corrugation per section and is available in 9, 8, and 7 gage black or hot-dip galvanized steel. It is fastened to stringers as described for 9"x 3" plank on Page 6.

The economic advantage of 12" x 4-1/4" Bridge Plank comes from a higher section modulus compared with other corrugations.

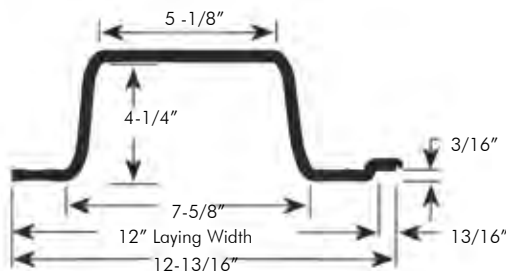
### Specification for 12" x 4-1/4" Bridge Plank

Table 5 – 12" x 4-1/4" Corrugation

Gage	Approx. Weights, (psf)	Allowable Net Span,* Inches (See Typical Cross Section)		
		HS 15	HS 20	HS 25
9	9.59	66	53	45
8	10.55	71	57	48
7	11.50	75	60	51

Based on 45,000 psi yield steel. Average weight of asphalt surfacing based on 2" depth over corrugations at center, tapering to 1" at edge, is 40.9 psf for 12" x 4-1/4" bridge plank.

\*Refer to AISI Handbook's Chapter on Steel Bridge Flooring.



Cross Section – Bridge Plank

### Scope

This specification covers structural quality, light gage, steel bridge plank to be used for structural support or decking on bridges and overpasses.

### Material

Black steel shall conform to the requirements of ASTM A 1011, meeting a minimum yield point of 45 ksi. Zinc coating shall conform to ASTM A 123, except that the zinc shall be applied at a rate of 2.0 ounces per square foot total both sides.

### Manufacture

The planks shall be fabricated with trapezoidal corrugations 12" pitch by 4-1/4" depth.

### Certifications

Upon request, the manufacturer shall certify that the requirements of this specification have been met.

### Product Properties

The nominal physical properties of the steel bridge plank shall conform to the requirements tabulated below.

Table 6 – 12" x 4-1/4" Bridge Plank

Gage	Thickness (Inches)	SECTION PROPERTIES	
		Section Modulus (In. 3 Per Ft.)	Moment of Inertia (In. 4 Per Ft.)
9	0.149	3.65	8.62
8	0.164	4.01	9.48
7	0.179	4.34	10.34

### Installation

Installation shall be in accordance with the plans and specifications and the manufacturer's recommendations.

Reference the project plans for the gage, length, special punching, and quantity requirements.

For more information, call one of Contech's Regional Offices located in the following cities:

<b>Ohio (Corporate Office)</b>	<b>513-645-7000</b>
California (Roseville)	800-548-4667
Colorado (Denver)	720-587-2700
Florida (Orlando)	321-348-3520
Maine (Scarborough)	207-885-9830
Maryland (Baltimore)	410-740-8490
Oregon (Portland)	503-258-3180
Texas (Dallas)	972-590-2000

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**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

August 23, 2023

Village of Willowbrook  
835 Midway Drive  
Willowbrook, IL 60527

Attention: Sean Halloran – Village Administrator

Subject: Lane Court Bridge Deck Repairs Project  
**Bid Results / Recommendation**  
(CBBEL Project No.900144H200)

Dear Mr. Halloran:

On Tuesday, August 22, 2023 at 10:00 a.m. bids were received at the Village of Willowbrook, Village Hall and opened for the Lane Court Bridge Deck Repairs Project. One (1) bid were received for this project. The bid has been reviewed and tabulated and is as follows.

	COMPANY	BID
-	ENGINEER'S ESTIMATE	\$ 25,777.50
1	ALLIANCE CONTRACTORS, INC	\$ 116,160.00

Alliance Contractors, Inc. (Alliance) is the low bidder with a Bid of \$ 116,160. Alliance provided the appropriate bid submittal and documents and is licensed, bonded & insured. Alliance is IDOT prequalified, provided sufficient references, and is qualified to perform this work.

This bid came in significantly higher than the Engineer's estimate. Upon reviewing the bid and based on a discussion with Alliance after the bid opening, we have the following comments:

- One of Alliance's concerns was their ability to place the asphalt on the bridge using any type of equipment. Alliance assumed that all of the asphalt would need to be placed and compacted by hand. As a result, Alliance bid \$42,310 for the three paving related pay items, including bidding \$2,000 per ton for the HMA surface course. For the Engineer's Estimate of Cost, CBBEL referred to recent IDOT bid tabs for projects with similar quantities, used similar unit prices to those and estimated \$4,330 for the asphalt work. Based on literature from Contech Engineering Solutions (bridge plank manufacturer), CBBEL was not anticipating that all asphalt would need to be placed by hand. Additionally, the bridge deck has been paved with conventional methods in the past.
- Alliance bid \$38,500 for mobilization. This is approximately 33% of the total contract. CBBEL estimated 6% for mobilization (\$1,500) as there should not be a significant

amount of preparatory work to begin the project, and there is not a need to move any specialty equipment to the job site.

- Alliance bid \$22.50 per pound to furnish and install the Contech Bridge Plank (corrugated metal deck). This price is higher than CBBEL anticipated. Per CBBEL's conversations with Contech, the Bridge Plank could be furnished and delivered to the project site by Contech for \$60 per sq ft, which translates to approximately \$6 per pound. This plank is typically placed by hand with small crews. CBBEL estimated the plank would be installed in less than two days, and as such, CBBEL used \$12 per pound in the Engineer's Estimate for the unit price to furnish and install the Bridge Plank.
- CBBEL and Alliance both estimated that Traffic Control and Protection for this job would cost \$2,500.

Given the large difference between Alliance's bid and the Engineer's Estimate, CBBEL recommends that the bid be rejected. CBBEL will continue to investigate alternative methods of repair. Enclosed for your review is the bid tabulation. If you have any further questions, please do not hesitate to contact me.

Sincerely,



Jeff Barnett, PE, SE  
Project Manager

Village of Willowbrook  
Lane Court Bridge Deck Repairs Project  
Bid Tabulation  
8/22/2023

						1	
				ENGINEER'S ESTIMATE		ALLIANCE CONTRACTORS	
ITEM NO.	ITEM	UNIT	QUANTITY	UNIT COST	TOTAL COST	UNIT COST1	TOTAL COST1
*40604010	HOT-MIX ASPHALT SURFACE COURSE, MIX "D" N50	TON	6	\$ 250.00	\$ 1,500.00	\$ 2,000.00	\$ 12,000.00
67100100	MOBILIZATION	L SUM	1	\$ 1,500.00	\$ 1,500.00	\$ 38,500.00	\$ 38,500.00
*X4401198	HOT-MIX ASPHALT SURFACE REMOVAL, VARIABLE DEPTH	SQ YD	310	\$ 40.00	\$ 2,080.00	\$ 1.00	\$ 310.00
*X7010216	TRAFFIC CONTROL AND PROTECTION, (SPECIAL)	L SUM	1	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
*N/A	FURNISH AND INSTALL CONTECH BRIDGE PLANK 9"X3"	POUND	1460	\$ 12.00	\$ 17,520.00	\$ 22.50	\$ 32,850.00
*N/A	REMOVE AND REPLACE HMA BINDER COURSE AT PATCHES	SQ YD	15	\$ 50.00	\$ 750.00	\$ 2,000.00	\$ 30,000.00
TOTAL					\$ 25,850.00		\$ 116,160.00

Note: Quantity in Bid Proposal was 310 SY; however, correct quantity is 52 SY. Engineer's Estimated cost for this item reflects 52 SY.



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## COMMITTEE OF THE WHOLE

<b>AGENDA ITEM NO:</b> 5.d.  <b>SUBJECT:</b> ENFORCEMENT AGAINST UNREGULATED, UNLICENSED THC PRODUCTS.	<b>DATE:</b> August 28, 2023
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### STAFF REPORT

**TO:** Mayor Trilla and Board of Trustees  
**FROM:** Sean Halloran, Village Administrator  
Lauren Kaspar, Chief of Police  
**THROUGH:** Sean Halloran, Village Administrator

### PURPOSE AND ACTION REQUESTED

Staff are asking for a discussion with the Board regarding the enforcement against unregulated, unlicensed THC products.

### BACKGROUND/SUMMARY

The Illinois House of Representatives considered a further amendment under the Cannabis Regulation and Tax Act (CRTA) this past Spring. This amendment and further enhancement package were part of the regulatory framework for unlicensed THC products to protect public health and safety, prevent consumer confusion, and ensure that all cannabis products in Illinois are subject to consumer safety, age verification, testing, and purposeful tax reinvestment required under the Cannabis Regulation and Tax Act (CRTA).

One of the primary hallmarks of the Cannabis Regulation and Tax Act is consumer protection. Appropriately, the Act already contemplates civil enforcement authority for unlicensed activity. Currently, however, enforcement authority for unlicensed activity is limited only to the Illinois Department of Financial and Professional Responsibility (IDFPR), and only for holding oneself out or engaging in unlicensed dispensing activity.

The proposed language includes the following:

“5-3-23(F): Sale of THC Products: Prohibited, Exemption:

1. Tetrahydrocannabinol (THC) Products. A product which contains THC derived from the cannabis sativa plant, such as, but not limited to, Delta-8 vapes, gummy bears and similar products containing THC are prohibited.
2. It shall be unlawful for any licensee, or any employee, or agent of any licensee, to sell, deliver or distribute any product which contains THC, or for any person to possess any product which contains THC.
3. Any licensee, licensed pursuant to Title 3, Chapter 5 of the Village Code, who violates or who is alleged to have violated Section 5-3-23(F)(2), shall be subject to a hearing before the Village Mayor in the



manner provided in Title 3, Chapter 5, Section 3-5-9, of the Village Code, whereupon a finding of guilty, liable, or an admission of guilt or liability, the Village Mayor may levy a fine in the amount not less than \$250.00, nor more than \$750.00, for each offense, in addition to the suspension or revocation of any license issued to the licensee.

4. The prohibition contained in this Section shall not apply to those establishments licensed by the State of Illinois pursuant to the Compassionate Use of Medical Cannabis Program Act of the Cannabis Regulation and Tax Act.”

**FINANCIAL IMPACT**

None.

**RECOMMENDED ACTION:**

Staff recommends moving forward with new enforcement language. If there is consensus, staff will ask the Board to approve the ordinance at the September 11, 2023, Board meeting.



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## COMMITTEE OF THE WHOLE

<b>AGENDA ITEM NO:</b> 5.e.  <b>SUBJECT:</b> DISCUSSION REGARDING THE USAGE OF THE COMMUNITY RESOURCE ROOM AT THE COMMUNITY RESOURCE CENTER	<b>DATE:</b> August 28, 2023
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### STAFF REPORT

**TO:** Mayor Trilla and Board of Trustees  
**FROM:** Sean Halloran, Village Administrator  
Alex Arteaga, Assistant to the Village Administrator  
**THROUGH:** Sean Halloran, Village Administrator

### PURPOSE AND ACTION REQUESTED

Staff is asking for a discussion with the Board regarding the usage of the Community Resource Room at the Community Resource Center.

### BACKGROUND/SUMMARY

The Community Room at the Community Resource Center is designed primarily to meet the operational needs of the Village of Willowbrook and provide accommodations for educational, informational, and civic functions of the Village of Willowbrook, or for group discussions about political issues or candidates(s), of the Willowbrook community. The Village Board Room is only available for Board of Trustees meetings and Plan Commission meetings.

The Community Room and Village Board Chambers are available from 8:30 AM to 4:30 PM, Monday through Friday. Audiences will only have access to the Community Room and restrooms only. Access to all other areas is prohibited due to security and safety concerns. The Village of Willowbrook is not responsible for providing audio/visual equipment or materials to meeting attendees. Every attempt will be made to allow applicants the use of the Community Room as required. However, if through unforeseen circumstances the Village should require a room for official business, the Village shall reserve the right to cancel any scheduled use of Village facilities by the applicant. Although the Village shall have no obligation to notify any applicant of such cancellation, the Village will make every attempt to notify the organization as soon as practical.

#### *Priorities of Use of Facilities*

*Below are the top priorities for the use of the Community Room at the Community Resource Center*

1. Village-initiated/hosted meetings or events.
2. Other agencies of government.
3. Meetings of not-for-profit community groups and organizations for educational, cultural, or civic purposes, or for discussions about political issues or candidate(s).



The Village of Willowbrook reserves the right to request a copy of the organization's Articles of Incorporation or Charter. In the event of a conflict between this policy and the agreement, this policy and agreement will prevail.

### *No Endorsement*

Use of the Community Room or Village Board Chambers does not constitute Village endorsement of viewpoints expressed by participants in the programs. No advertisement or announcement implying such endorsement will be permitted.

### *Restrictions*

1. The Community Room is not available for private parties, commercial purposes, fund-raising activities, or religious services; however, the meeting rooms are available for educational, informational, cultural, and civic functions, and for discussions about political issues which may feature one or more political candidates for office.
2. No use of the Community Room may violate any Federal, State, or Local law or ordinance, and all uses must be peaceable and orderly.
3. Organizations will be limited to their usage of the Community Room to twice per month, and Village facilities must be used for the purpose(s) stated within the Room Reservation Form.
4. Organizations meeting in the Community shall not use the Village for their mailing address or, even on a temporary basis, direct calls relating to their meetings to Village telephones.
5. All groups of persons under 18 years of age must be attended by adult chaperones that will assume responsibility for the group's activities.
6. Smoking is not allowed anywhere in the Community Resource Center.
7. Alcoholic beverages are not allowed to be consumed anywhere on the premises.
8. No animals are allowed except for dogs assisting the disabled or animals used for law enforcement purposes.
9. Minimal food and drink are allowed in the Community Room; however, the Village reserves the right to deny future use if facilities are found to be in unacceptable condition after use.
10. No firearms or weapons are permitted anywhere on the premises except those held by sworn law enforcement personnel.

### *Reservations and Scheduling*

1. A resident of Willowbrook who is more than 18 years of age must make reservations. The person making the application shall be the contact person and the only person to make changes to the reservation.
2. Applications for use of the rooms must be made on the Room Reservation Form provided by the Village.
3. Applications for Community Room use should be made to the Designee/Village Administrator's Office as much in advance as possible (no less than one week). Reservations cannot be accepted more than one year in advance. Applications for the use of the facility do not guarantee approval of its use. Any group who wishes to cancel a reservation should do so at least 48 hours prior to the meeting date.
4. Reservations are made when the rooms are available.
5. Any group using the facilities after normal business hours must vacate the building by 9:00 PM.



6. No group may assign its reservation to another group.
7. Reservations for regular periodic meetings must be renewed annually.

*Use and Care of Facilities*

1. Attendance at meetings must be limited to the stated capacity of the rooms. The Community Room has a capacity of 100 people.
2. Nails, tacks, tape, etc., are not to be used on the walls.
3. Meeting rooms must be left clean and in good condition. Food and drink are only permitted in the Community Room; however, the Village reserves the right to deny future use if facilities are found to be unacceptable after use. All papers, cups, and other waste must be disposed of properly.

Violation of this policy and agreement shall result in immediate revocation of authorization to use the facilities or denial of future requests to use the facilities. Each organization and applicant will be responsible for reimbursement to the Village for any and all property damage done to the Village facilities as a result of an approved request.

*Fees*

Based on the minor set-up costs and potential clean-up costs, staff is recommending a \$100 fee for the rental of the room.

**FINANCIAL IMPACT**

If approved, there will be a financial expense incurred by the Village in terms of set-up and close-out costs. Public Works staff will primarily be responsible for the set-up and close-out work.

**RECOMMENDED ACTION:**

Staff recommends moving forward with the new policy regarding the Community Resource Center.