

## 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, SEPTEMBER 23, 2024, AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER (CRC), 825 MIDWAY DRIVE, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITORS' BUSINESS - Public Comment is Limited to Three Minutes Per Person
5. OMNIBUS VOTE AGENDA
  - a. WAIVE READING OF THE MINUTES (APPROVE)
  - b. MINUTES - BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING, AUGUST 26, 2024 (APPROVE)
6. ITEMS FOR DISCUSSION:
  - a. UPDATE - WATER VALVE MAPPING PROJECT - TWIG TECHNOLOGY
  - b. MUNICIPAL GIS CONSORTIUM MEMBERSHIP AND PROGRAM OVERVIEW
7. ADJOURNMENT

MINUTES OF THE COMMITTEE OF THE WHOLE OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, AUGUST 26, 2024 AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER, 825 MIDWAY DRIVE, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank Trilla, Clerk Deborah Hahn, Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Gregory Ruffolo, Village Attorney Michael Durkin, Village Administrator Sean Halloran, Assistant Village Administrator Alex Arteaga, Chief Financial Officer Lora Flori, Director of Parks and Recreation Dustin Kleefisch, Director of Community Development Michael Krol, Director of Public Works Rick Valent, Chief Lauren Kaspar, Deputy Chief Benjamin Kadolph, Deputy Chief Gerard Wodka, and Deputy Clerk Christine Mardegan.

ABSENT: None.

Also present was Public Works Foreman AJ Passero.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Trustee Ruffolo to lead everyone in saying the pledge of allegiance.

4. VISITORS' BUSINESS

None present.

5. OMNIBUS VOTE AGENDA

- a. WAIVE READING OF THE MINUTES (APPROVE)
- b. MINUTES - BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING - JULY 22, 2024 (APPROVE)

Mayor Trilla asked the Board if there were any items to be removed from the Omnibus Vote Agenda.

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to approve the Omnibus Vote Agenda as presented.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele, Neal, and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

6. ITEMS FOR DISCUSSION:

- a. FIRST QUARTER FINANCIAL REPORT

Administrator Halloran reviewed the first quarter financial data included in the agenda packet. He noted that this quarterly report is designed to provide more in-depth information than the monthly reports the Board currently receives. He pointed out that in addition to providing the Board with the quarter-over-quarter comparison in revenue generated, it is important to note the comparison to the percentage of the budgeted dollars the income represents.

He made special note of the increase in the Video Gaming Terminal revenue and the phenomenal increase in Building Permit revenue; up 133% over the same quarter last fiscal year and 77% of the budgeted dollars. He gave credit to Director Krol and his team for their efforts. They are meeting the demands of their department and exceeding expectations.

In reference to expenditures for the 1<sup>st</sup> quarter, he wanted to give credit to the Board's efforts as well as Public Works, Director Valent and Foreman Passero for the efforts in controlling and containing costs over the past few years.

Revenues appear to be trending in the right direction and our expenditure continue to be low. With last year's surplus of \$3.5 million, the expectation is this year's will be greater.

#### b. DISCUSSION OF LANDSCAPE BEAUTIFICATION PLAN

Administrator Halloran asked the Board for direction regarding landscape improvements to several areas within the Village: gateway signage, park signs, the Municipal Campus and median landscaping. Staff would like the Board's input on whether to move forward, any changes needed or desired, and if, in moving forward with a beautification plan, whether an irrigation system should be installed at the Community Resource Center (CRC).

Over the past six months, staff has worked with both Upland Design and Landworks reviewing their resume and compiling information on proposed plans. The Village has contracted with both providers on several projects.

For the gateway and pillar signs, the focus has been on more color and salt-resistant plants. For the park signs, the goal is to provide complementary planting to improve the overall look of the sign area.

Administrator Halloran turned the floor over to Joe Pizzuto, president of Landworks, Ltd., for a discussion of the Municipal Campus landscape proposal. From the conceptual plan drawings prepared, the goal is to include more evergreen, deciduous flowering shrubs, and perennials with sequential blooming to provide continuous blooming and color throughout the growing season (April - October/November). Also important will be the use of disease-resistant and low maintenance plants. He does also recommend an irrigation system for the CRC. Another option offered is to

provide large scale planters throughout the campus, planted with annuals, and to provide additional color and the option for four-season displays.

The Mayor requested that the sidewalk on the north side of the CRC, along Midway Drive, be retained. Mr. Pizzuto indicated that he had been in discussions with Administrator Halloran and Foreman Passero and the concern was, with an exit on the side of the building, that a sidewalk or patio needed to be included in the event of evacuation. After a discussion, the Board consensus was to keep / include a sidewalk on the north side of the CRC.

Several other comments were made, and questions were raised and answered by Administrator Halloran and Mr. Pizzuto. The Mayor also wanted to have the final proposal to include removal of any invasive species and a cost for monthly maintenance.

Overall, the Board is in favor of a beautification plan, retaining the sidewalk at the CRC, not including the planting around the water tower, and prioritizing the gateway signage and the CRC.

#### c. DISCUSSION OF A VETERANS' MEMORIAL

Administrator Halloran indicated that staff has been working for the past 8-9 months, based on the Board's interest, with Upland Design to create a Veterans' Memorial at Borse Park. At this meeting, staff is seeking the Board's direction as to whether there should be a Veterans' Memorial and, secondly, which of the three concepts being presented is preferred. He also provided some background on Upland Designs past projects.

Administrator Halloran turned the floor over to Maria Blood from Upland Design. Ms. Blood presented the three concept plans for the Willowbrook Veterans' Memorial, describing the materials to be used in each, and the advantages of the various plans.

The Trustees provided feedback on the designs. Although two of the Trustees were concerned with the project costs to be incurred at this time and preferred to proceed at a later date, all felt the memorial was a worthwhile project and the Board agreed to proceed. Memorial Concept number 1 was the consensus choice of the Board.

In answer to the Board's question, Administrator Halloran indicated that the next step would be to entertain bids for the project beginning in January 2025, with the bid being awarded in March 2025. The timing will allow the project to be done in conjunction with other improvements at Borse Park with the goal of reducing some of the basic costs.

#### d. SNOW PLOWING EQUIPMENT UPGRADE DISCUSSION

Director Valent stressed the point that effective snow operations are

designed to provide safe and accessible roads for Village residents, businesses, and visitors. One of the tools currently being widely used for snow plowing and salting operations is pre-treating roads or untreated salt with a liquid brine or other treatments to increase the effectiveness of the salt.

The Village's current practice in extreme cold conditions, below the teens, is to use treated salt. There is a drawback though in lower temperatures, including those below the teens, in the loss of effectiveness even with treated salt.

To increase effectiveness, a liquid or brine solution can be added to untreated salt products or even directly to a paved surface. The advantages of using liquids are melting results begin on contact, they aid in reducing the overall amount of salt used on roadways, parking lots and walkways, and a large variety of liquid products are available.

The initial investment of \$52,000 to acquire a liquid pre-wet and anti-icing/de-icing system is a best management practice that allows for financial savings over time. The initial investment will also be offset immediately by the \$20,000 currently budgeted for treated salt that would not need to be purchased. In the succeeding years, the average \$30,000 expense for treated salt would be eliminated. Although there is a cost to the liquids used in the system, that cost is a fraction of the average \$25.00 per ton higher cost of treated versus untreated salt.

These systems also provide a higher level of customer service, encourage environmental friendliness by reducing chlorides leaching into stormwater systems, and improve traffic safety.

#### 7. ADJOURNMENT

MOTION: Made by Trustee Ruffolo and seconded by Trustee Mistele to adjourn the Committee of the Whole meeting at the hour of 6:26 p.m.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele, Neal, and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

September 23, 2024.

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Frank A. Trilla, Mayor



## COMMITTEE OF THE WHOLE

**AGENDA ITEM NO: 6.a.**

**DATE: September 23, 2024**

**SUBJECT:**

UPDATE - WATER VALVE MAPPING PROJECT – TWiG TECHNOLOGY

### STAFF REPORT

**TO:** Mayor Trilla and Board of Trustees  
**FROM:** Rick Valent, Director of Public Works  
**THROUGH:** Sean Halloran, Village Administrator

#### PURPOSE AND ACTION REQUESTED

Staff is providing an update on the water valve mapping component of the GIS Mapping Project with TWiG Technologies.

#### BACKGROUND/SUMMARY

On October 9, 2023, the Village entered into an agreement with TWiG Technologies (TWiG) for GIS field mapping services of the water distribution system at the cost of \$147,190. The process would address out-of-date and inaccurate atlas information collected over the years and produce a final product that will be utilized in building a true and accurate GIS water system data layer.

The agreement with TWiG includes a not to exceed dollar amount based on a progress billing per point/per mile basis, or billing by the actual location of water main valves, hydrants, hydrant valves, and per mile of water main. When drafting the original Request for Proposal document, staff reviewed existing mapping and other historical information to request pricing for the following estimated quantities:

Task	Quantity	Units	Unit Price	Cost
Water Valve	600	Each	\$20.00	\$13,200
Fire Hydrant	600	Each	\$12.00	\$9,000.00
Fire Hydrant Valve	600	Each	\$12.00	\$9,000.00
Water Main	42	Miles	\$2,312.00	\$102,690.00
Quality Assurance	1	Project	\$13,300.00	\$13,300.00
			<b>Total</b>	<b>\$147,190</b>

As the mapping survey progressed, TWiG determined that the estimated quantities were lower than the number needed to accurately complete a system-wide map and data file. Per the agreement, additional work could be provided with written authorization. The cost of the additional services would be based on the original contract pricing. As the additional cost was within the Administrator's signing authority, approval was given to move



forward. On August 2, 2024, the following additional quantities were provided by TWiG based on their estimate of the remaining per point/per mile features:

Task	Quantity	Units	Unit Price	Cost
Water Valve	90	Each	\$20.00	\$1,800.00
Fire Hydrant	90	Each	\$12.00	\$1,080.00
Fire Hydrant Valve	90	Each	\$12.00	\$1,080.00
Water Main	6	Miles	\$2,312.00	\$13,872.00
			<b>Total</b>	<b>\$17,832.00</b>

As of September 12, 2024, the actual number surveyed compared to the projected additional quantities are as follows:

Task	Quantity
Water Valve	16
Fire Hydrant	67
Fire Hydrant Valve	40
Water Main	4

This additional work further justifies the need for a comprehensive water system survey. The accuracy of data as compared to existing maps, and the ability to build upon that data, is beneficial to staff and their needs. Anticipated completion of the in-the-field survey process is within the next few weeks, while the final quality assurance (QA) process is expected at the end of October.

Once the QA process is complete, the final deliverables of the project will include shape files, data files which will store the geometric locations, attributes and geographic features of the information collected, and can be used to benefit and enhance the Village's future GIS needs, as well as PDF map versions of the water distribution system.

## FINANCIAL IMPACT

The total cost for the mapping survey and quality assurance of data results in an updated not to exceed cost of \$165,022.

## RECOMMENDED ACTION:

Provide the Board with updated information on the mapping project status. No Board action is required at this time.



## COMMITTEE OF THE WHOLE

**AGENDA ITEM NO: 6.b.**

**DATE: September 23, 2024**

**SUBJECT:**

MUNICIPAL GIS CONSORTIUM MEMBERSHIP AND PROGRAM OVERVIEW

### STAFF REPORT

**TO:** Mayor Trilla and Board of Trustees  
**FROM:** Rick Valent, Director of Public Works  
**THROUGH:** Sean Halloran, Village Administrator

### PURPOSE AND ACTION REQUESTED

Staff and representatives of Municipal GIS Partners are presenting the membership and program overview of the GIS Consortium as a viable option for Village-wide GIS services. Staff requests Village Board approval to move forward with a membership request, execute agreements, and implement the proposed program.

### BACKGROUND/SUMMARY

Geographic System Information (GIS) is a technology used to create, manage, analyze, and map all types of data. GIS connects data to a map, integrating the location data. The Village's GIS currently uses ArcGIS software, which staff relies on the Village's various consulting engineering firms to maintain, develop, and utilize the data for their needs. Although staff has access to selective features of the software, it is not very user friendly particularly due to the infrequency of use by the end users. In addition, there are software licensing fees charged, plus the hourly rates for consulting engineering and information technology staff assistance.

In 1994, the City of Highland Park formed a GIS program based on an in-house staffing approach. Although the system achieved its early objectives, staffing challenges put the program in jeopardy. In 1998, Municipal GIS Partners (MGP) introduced an alternate staffing concept for Highland Park's consideration. This model was based on a shared-staffing approach that would provide multiple communities with access to the necessary professional resources without the full-time personnel cost. By sharing staffing, communities could allocate their investment on data, solutions, and staff development. Highland Park invited other communities to help develop the model, and in 1999 the GIS Consortium (GISC) was formed with four other communities. The GISC is now an organization made up of 44 Chicago-area communities unified by a common goal to share resources, information, staffing, and technology so municipalities can optimize the value of GIS technology.

Staff reached out to MGP for further information on Willowbrook joining the GISC membership, the program structure, and associated costs. The GISC determines a member percentage share based on square mileage of the municipality, with a minimum of a 20% share. For Willowbrook, based on 2.57 square miles, the allocation percentage is 20.47%. A GIS analyst from MGP would be assigned to work 330 hours per year, approximately 2 days every two weeks. The same percentage is used to determine the municipalities' portion of the additional shared expenses, such as software licensing fees.



The Village five-year program budget is as follows:

2025	2026	2027	2028	2029
\$59,163	\$53,662	\$55,206	\$56,796	\$58,433

The costs outlined are based on a calendar year budget. For budget year one, 2025, an estimated \$8,705 in one-time cost is included for initial software and hardware purchases. Following membership acceptance from the GISC, the program would begin in the first quarter of 2025 and the annual fees would be prorated.

## FINANCIAL IMPACT

For fiscal year 24/25, the estimated costs are \$26,765, with the remaining annual 2025 balance of \$32,398 falling under the FY 25/26 budget. Moving forward, annual costs will continue to follow the same pattern with four months of costs falling in one fiscal year, and the remaining 8 months funded in the following fiscal year.

## RECOMMENDED ACTION:

Staff requests Village Board approval to move forward with a GISC membership request, to execute the agreements, and to implement the proposed program.