

Public comments are invited prior to the commission's discussion. When called upon, please approach the microphone and state your name and the address where you live. Kindly limit your remarks to three minutes.

VILLAGE OF VILLA PARK

**Village Hall Board Room
20 South Ardmore Avenue
Villa Park, Illinois 60181**

Traffic and Safety Commission

November 5, 2024

8:00 PM

Chairperson J. Pienkos

Commissioners: Jack Cuthbertson, Joey DeTomaso, Vicki Flaskamp, Tricia Little, Edward McMurray, Carl Timmerman, Karen Timmerman, and Bob Wagner

Please Note: The commission created herein shall act in an advisory capacity to the corporate authorities in all matters of traffic and safety which are referred to the commission or which are initiated or investigated by the commission on its own motion.

- 1. Call to Order**
- 2. Roll Call**
- 3. Amendments to the Agenda**
- 4. Public Comments on Agenda Items**
- 5. Public Comments on Non-Agenda Items**
- 6. Presentations**
 - a. Report of the Bike, Pedestrian, and Transit Subcommittee
- 7. Approval of Minutes**
 - a. Consider approval of pending minutes from the Traffic and Safety Commission meeting held on October 1, 2024
- 8. Old Business**
 - a. Item No. 900 - Parking restrictions on Princeton south of Belden
 - b. Item No. 902 - Stop Signs at Elm and Princeton
 - c. Item No. 903 - Stop Signs at Division and Princeton

- d. Item No. 904 - Traffic and Safety Commission CY 2025 Budget

- e. Item No. 905 - Pedestrian Signage and High-Visibility Crosswalks at St Charles and Ardmore

- f. Item No. 906 - Crosswalk across Ardmore Avenue near Lufkin Park

9. New Business

10. Commissioner Comments

11. Chairperson Comments

12. Village Board Liaison Comments

13. Village Staff Comments

14. Adjournment

The Villa Park Village Hall is subject to the requirements of the Americans with Disabilities Act of 1990. An elevator is operational at the north side entrance to the Village Hall during normal work hours and also during evenings. Individuals with special needs are requested to contact the Village's Compliance Officer at (630) 834-8500 so that reasonable accommodations can be made for those persons.



MEMORANDUM

TO: Traffic and Safety Commission
FROM: Kevin Mantels, Assistant Village Engineer
DATE: November 5, 2024
SUBJECT: Report of the Bike, Pedestrian, and Transit Subcommittee

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:



MEMORANDUM

TO: Traffic and Safety Commission
FROM: Kevin Mantels, Assistant Village Engineer
DATE: November 5, 2024
SUBJECT: Consider approval of pending minutes from the Traffic and Safety Commission meeting held on October 1, 2024

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:

VILLAGE OF VILLA PARK

Village Hall Board Room
20 South Ardmore Avenue
Villa Park, Illinois 60181

Traffic and Safety Commission

October 1, 2024

7:30 PM

Chairperson J. Pienkos

Commissioners Jack Cuthbertson, Joey DeTomaso, Vicki Flaskamp, Tricia Little, Edward McMurray, Carl Timmerman, Karen Timmerman, and Bob Wagner

MINUTES OF THE MEETING HELD IN VILLAGE HALL BY THE TRAFFIC AND SAFETY COMMISSION OF THE VILLAGE OF VILLA PARK ON OCTOBER 1, 2024

1. Call to Order.

Chairperson Pienkos called the meeting to order at 7:30 p.m.

2. Roll Call.

Ex-Officio Mantels called the roll.

PRESENT: Cuthbertson, DeTomaso, Flaskamp, Little, Pienkos, C. Timmerman, K. Timmerman, Wagner.

ABSENT: McMurray.

Staff Present: Jesus Landa, Police Sergeant; Kevin Mantels, Assistant Village Engineer.

Board Present: None.

Others Present: Victoria Barrett, Senior Transportation Planner, Chicago Metropolitan Agency for Planning (CMAP).

3. CMAP Presentation.

Victoria Barrett of the Chicago Metropolitan Agency for Planning (CMAP) gave a presentation on CMAP's Speed Management Report.

4. Amendments to the Agenda.

None.

5. Public Comments on Agenda Items.

Donna Noxon of 1037 South Rand Road provided comments regarding Item No. 906, Crosswalk across Ardmore Avenue near Lufkin Park. She voiced her support for the construction of a new pedestrian crosswalk near Lufkin Park, possibility at the intersection of Ardmore and Van Buren. She also noted that there had been a traffic crash involving a child riding a bicycle in the couple of weeks following the re-opening of Lufkin Park.

6. Public Comments on Non-Agenda Items.

Tina Konstatos of 632 North Princeton Avenue provided comments regarding issues with student drop-off at North Elementary School, including motorists disobeying traffic control devices, parking

on both sides of the street and preventing school buses from driving through, and blocking private driveways so that residents cannot get in or out.

Jim Reed, a school bus driver for DuPage High School District 88, provided suggestions that Ardmore Avenue have dedicated turn lanes added at its intersections with High Ridge Road and Riordan Road to reduce congestion in the vicinity of Willowbrook High School.

Laurel Schiller of 50 South Charles Avenue provided comments regarding parking restrictions on East Wildwood Avenue between Illinois and Villa and her desire that parking restrictions be switched so that parking would be permitted on the north side of Wildwood and prohibited on the south side.

7. Presentations.

7a. Report of the Bike, Pedestrian, and Transit Subcommittee.

Commissioner Wagner provided commissioners with a written report of the Bike, Pedestrian, and Transit Subcommittee, a copy of which is attached to these minutes. Commissioner Wagner also mentioned some of the highlights in the written report.

8. Approval of Minutes.

8a. Consider approval of pending minutes from the Traffic and Safety Commission meeting held on August 6, 2024.

Motion to approve the minutes of the Traffic and Safety Commission meeting held on August 6, 2024, was made by Commissioner Wagner and seconded by Commissioner Flaskamp. Voice vote passed with all ayes.

Motion carried.

Minutes approved.

8b. Consider approval of pending minutes from the Traffic and Safety Commission meeting held on September 3, 2024.

Motion to approve the minutes of the Traffic and Safety Commission meeting held on September 3, 2024, was made by Commissioner DeTomaso and seconded by Commissioner Wagner. Voice vote passed with all ayes.

Motion carried.

Minutes approved.

9. Old Business.

9a. Item No. 900 – Parking restrictions on Princeton south of Belden.

Chairperson Pienkos asked if there was any further discussion.

Commissioners discussed recent visits to the site, the location of the fire hydrants on the block, emergency vehicle access, and the construction of two new homes at the south end. Commissioners agreed that the item would remain on the agenda through the soccer season to allow further site visits during soccer games.

Item pending.

9b. Item No. 902 – Stop Signs at Elm and Princeton.

Commissioners discussed whether or not all-way stop control warrant studies should be performed for the Elm and Princeton intersection and Division and Princeton intersection; whether or not all-way stop control warrant studies should be performed for any or all of the other intersections in the area; what the effort and cost associated with those studies would be; similar such studies completed previously; potential future street improvements on Elm

Street; and the fact that there is one existing all-way stop intersection on Elm between Addison and Ardmore and one existing all-way stop intersection on Division between Addison and Ardmore.

Commissioners generally agreed that all-way stop control warrant studies would be beneficial and asked if those could move forward. Ex-Officio Mantels responded that he would look into what it would take to move forward with the studies.

Commissioners agreed that the item would remain on the agenda for further discussion at a future meeting, pending more information regarding the all-way stop control warrant studies. Item pending.

9c. Item No. 903 – Stop Signs at Division and Princeton.

See Item No. 902.

Item pending.

9d. Item No. 904 – Traffic and Safety Commission CY 2025 Budget.

Chairperson Pienkos stated that the commission's budget request of \$2,500 for the next fiscal year had been submitted, and suggested that the item remain on the agenda until the outcome of the budget review and approval process was known.

Item pending.

9e. Item No. 905 – Pedestrian Signage and High-Visibility Crosswalks at St Charles and Ardmore.

Chairperson Pienkos asked if there were any updates.

Ex-Officio Mantels responded that contractual pavement marking work was expected to begin the following week, and that the intersection of St Charles and Ardmore would be completed as a part of that work. He also mentioned that the signs that had been suggested at a previous meeting had been purchased and were in stock awaiting installation, but that the minutes of the September commission meeting indicated there had been discussion about not posting those specific signs.

Commissioners discussed various items, including options for signs such as the "Stop for Pedestrians in Crosswalk" signs that had been purchased, "No Turn on Red" signs, and "No Turn on Red When Pedestrians are Present" signs, and also discussed the feasibility and enforceability of each; existing state laws pertaining to right turns on red; and the fact that the intersection would be a part of upcoming improvement subject to federal funding and federal standards;

Commissioners generally agreed that it would be necessary to await further clarification as to which of the options under consideration were both feasible and enforceable.

Item pending.

10. New Business.

10a. Item No. 906 – Crosswalk across Ardmore Avenue near Lufkin Park.

Commissioners discussed various items, including whether or not they agreed that a new crosswalk in the vicinity of Lufkin Park was needed; the best location(s) for a crosswalk to be constructed; the distance from Lufkin Park to the existing all-way stop control intersection at Jackson and Ardmore; the lack of any existing crosswalks across Ardmore Avenue between Jackson Street and High Ridge Road; and the recent traffic crash incident involving a motor vehicle and a child riding a bicycle.

Ex-Officio Mantels responded that staff was fully in support of adding a crosswalk across Ardmore Avenue in the vicinity of Lufkin Park, but that it would be staff's recommendation to include the necessary engineering review and design in the upcoming Ardmore Avenue corridor project to ensure that proper engineering standards were used and the correct location was selected.

Commissioners discussed park zones and signage to make motorists aware of the park. It was discussed that there were existing playground signs on Ardmore, which prompted discussion about whether or not the signs could be modified or improved. Ex-Officio Mantels responded that the only permissible change to the signs would be to replace the existing strong yellow sign panels with new fluorescent yellow green panels. Commissioners asked what that would take; Ex-Officio Mantels responded that he would look into it. Commissioners also discussed the timeline for the pending Ardmore Avenue corridor project. Chairperson Pienkos stated that the item would remain on the agenda for further discussion at the next meeting.
Item pending.

New item(s).

None.

11. Commissioner Comments.

- 11a. Commissioner C. Timmerman wished his sister, Commissioner K. Timmerman, an early Happy Birthday.
- 11b. Commissioner K. Timmerman stated that the next commission meeting would be on Election Day and that she would not be in attendance.
- 11c. Commissioner Cuthbertson wished Commissioner K. Timmerman a Happy Birthday.
- 11d. Commissioner Little asked how crosswalks, particularly those that are not striped, are defined with regard to the legal protections afforded to the pedestrians using them. Ex-Officio Mantels responded that if there were curb ramps present, the location would qualify as a crosswalk whether the crosswalk was striped or not. Commissioner Little asked whether locations without curb ramps would be considered crosswalks. Ex-Officio Mantels responded that he did not know, but that he would look into the question further.
- 11e. Commissioner Wagner mentioned CMAP's Safe Speeds for All campaign and DuPage County's corresponding initiative, noted that he had attended the first open house, and that there was an interactive map where the public could provide comments. Commissioner Wagner also noted concerns raised at previous commission meetings regarding panhandlers, and mentioned that a panhandler at North Avenue and Addison had allegedly been hit by a vehicle.
- 11f. Commissioner Flaskamp mentioned the recent heavy storms in eastern Tennessee and the devastation they had caused.
- 11g. Commissioner DeTomaso had no report or recommendations.

12. Chairperson Comments.

Chairperson Pienkos thanked Commissioner Wagner for his coordination of the CMAP presentation. He also apologized for missing the previous commission meeting.

13. Village Board Liaison Comments.

None.

14. Village Staff Comments.

Ex-Officio Mantels had no report or recommendations.

15. Adjournment.

Motion to adjourn was made by Commissioner C. Timmerman and seconded by Commissioner Flaskamp. Voice vote passed with all ayes.

Motion carried.

Meeting adjourned at 9:55 p.m.

Respectfully submitted,

Kevin L. Mantels
Assistant Village Engineer

Next Meeting is scheduled for November 5, 2024.

DRAFT

Village of Villa Park Traffic and Safety Commission



Request to Speak

Public participation is invited prior to the commission's deliberation. If you would like to speak, please fill out your name below, indicate which item you wish to speak about, and return this form to the commission chairman. Please make your comments when called upon. Kindly limit your remarks to three (3) minutes.

Name: Donna Noxon

Meeting Date: 10/11/24

I wish to speak regarding an agenda item.

Agenda Item No.: 10A

Crosswalk across Ardmore near Lufkin

I wish to speak regarding a non-agenda item.

Filling out the below information is optional, but providing it may allow Village staff or commission members to follow up with you regarding your comments.

Address: 1037 S. Rand Rd

Phone:

Email:



Village of Villa Park

Traffic and Safety Commission



Request to Speak

Public participation is invited prior to the commission's deliberation. If you would like to speak, please fill out your name below, indicate which item you wish to speak about, and return this form to the commission chairman. Please make your comments when called upon. Kindly limit your remarks to three (3) minutes.

Name:

Tina Konstantos

Meeting Date:

10/1/24

I wish to speak regarding an agenda item.

Agenda Item No.:

I wish to speak regarding a non-agenda item.

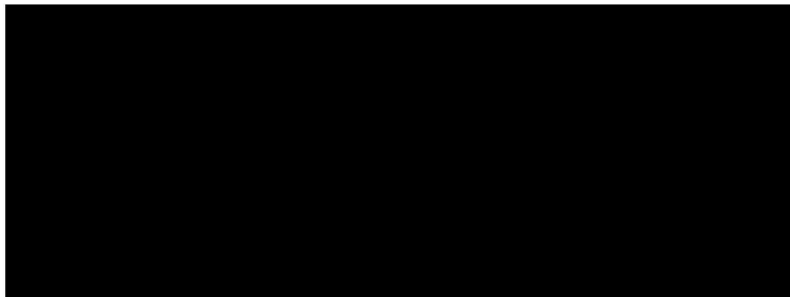
Filling out the below information is optional, but providing it may allow Village staff or commission members to follow up with you regarding your comments.

Address:

632 N. Princeton Ave.

Phone:

Email:



Request to Speak

NON-AGENDA

~~2~~ 1

Name: JIM REED

Address: 659 E. PRAIRIE

City, State, Zip: LOMBARD, IL 60148

Phone: [REDACTED]

Email: [REDACTED]

Date: _____ Agenda Item #: _____ Non-Agenda

Description: ASK POSSIBILITY OF RIGHT TURN LANE
@ ARDMORE & HIGHRISE & ARDMORE @
RIORDAN SOUTHBOUND TO RELIEVE TRAFFIC
CONGESTION INTO SCHOOL @ MORNING OPENING

Follow-up Requested: No Yes Mail Email Phone

*It is the practice of the Traffic and Safety Commission to provide a place on the agenda for comments/concerns from the public; however, the commission does not engage in dialogue at the time any comments/concerns are brought forth. If you wish to speak regarding a particular agenda or a non-agenda item, please complete a "Request to Speak" card. When called upon, please state your name and address where you live, and kindly limit your remarks to 2 minutes.

PLEASE HAND TO COMMISSION CHAIR BEFORE THE START OF THE MEETING

Commission Use Only:

Result: _____

Number Assigned: _____ Taken Under Advisement: Yes No

Village Board Police Department Public Works Other: _____

Village of Villa Park

Traffic and Safety Commission



Request to Speak

Public participation is invited prior to the commission's deliberation. If you would like to speak, please fill out your name below, indicate which item you wish to speak about, and return this form to the commission chairman. Please make your comments when called upon. Kindly limit your remarks to three (3) minutes.

Name:

LAUREL SCHILLER

Meeting Date:

10/1/24

I wish to speak regarding an agenda item.

Agenda Item No.: _____

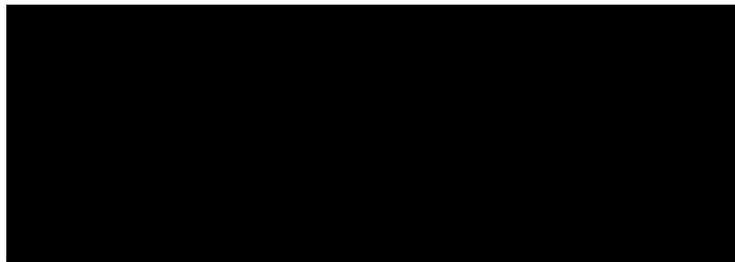
I wish to speak regarding a non-agenda item.

Filling out the below information is optional, but providing it may allow Village staff or commission members to follow up with you regarding your comments.

Address:

50 S. CHARLES AVE

Phone:



Email:

Bike, Pedestrian and Transit Subcommittee Update

Meeting Date: Thursday, September 26th

- 2024/2025 BPT Goal Discussion – Subcommittee began discussion of the list of goals for the next year
- Village Parking Mandates - Discussion took place regarding **Article 7, Parking** of the Village’s Code of Ordinances as it relates to bike parking. Specifically Section 7.2, 7.5.2 and 7.4. The Subcommittee will review the ordinance and the item will come back for further discussion in October
- DRSC Update – Biennial Conference – Thursday, October 24, 2024
Prevent Tragedy on the Tracks – Sharpening Our Focus on Pedestrian Safety
- Community Outreach: Brewfest Bike Valet, North School Bike/Walk to School Day, and Halloween Happenings

DRAFT



MEMORANDUM

TO: Traffic and Safety Commission
FROM: Kevin Mantels, Assistant Village Engineer
DATE: November 5, 2024
SUBJECT: Item No. 900 - Parking restrictions on Princeton south of Belden

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:

From: Mantels, Kevin
Sent: Friday, August 30, 2024 11:39 AM
To: Mantels, Kevin <kmantels@invillapark.com>
Cc: J Pienkos <jpienkos@plote.com>; Guerra, Michael <mguerra@invillapark.com>
Subject: Traffic and Safety Commission - Item No. 900 - Parking Restrictions on Princeton south of Belden
Importance: High

Village of Villa Park Traffic and Safety Commissioners are bcc'd on this email.

Good morning Traffic and Safety Commissioners,

In reference to the subject agenda item, commissioners had requested the schedule for fall soccer games at Twin Lakes Park. Those games are expected to take place on Saturdays from September 7 through October 26, and from the hours of 8:00 am to 2:00 pm. This information will also be included in the agenda packet for the 09/03/2024 meeting, which should be posted sometime this afternoon.

Thanks,

Kevin L. Mantels, P.E.
Assistant Village Engineer

Village of Villa Park
Public Works Department
Engineering Division
P 630.834.8505 | F 630.834.8509
kmantels@invillapark.com





Village of Villa Park

20 South Ardmore Avenue, Villa Park, Illinois 60181

DEPARTMENT OF PUBLIC WORKS
MICHAEL M. GUERRA, P.E. • Director of Public Works

Phone (630) 834-8505
Fax (630) 834-8509

July 26, 2024

RE: Potential New Parking Restrictions on Princeton Avenue South of Belden to be Discussed at Next Villa Park Traffic and Safety Commission Meeting

Dear Resident:

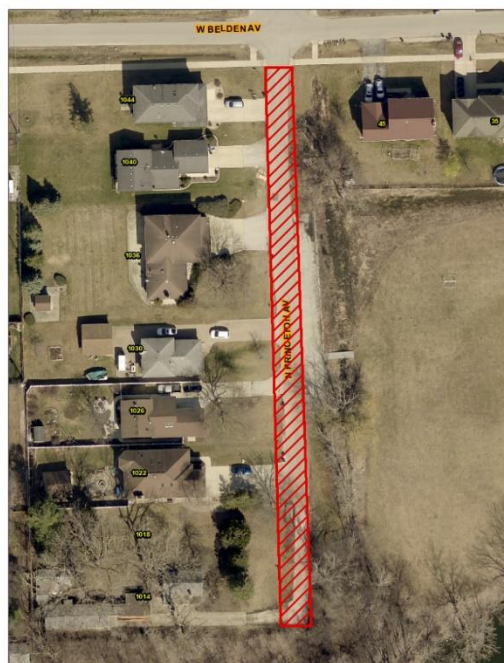
The next regularly scheduled meeting of the Village of Villa Park's Traffic and Safety Commission is expected to include discussion on an agenda item pertaining to the potential enactment of new parking restrictions on North Princeton Avenue south of Belden Avenue.

The public is invited to attend the meeting and provide comments prior to the commission's discussion. **The commission's next meeting is scheduled for Tuesday, August 6, 2024, at 8:00 p.m. in the Village Board Room on the second floor of the Village of Villa Park Village Hall, located at 20 South Ardmore Avenue.**

Members of the public who would like to provide comments but are not able to attend the meeting may submit those comments by email to trafficandsafety@invillapark.com no later than Tuesday, August 6, at 4:00 p.m.

Please note that this discussion pertains only to "on-street" parking restrictions, and not to the marked perpendicular parking spaces adjacent to Twin Lakes Park. The marked parking spaces are not part of the discussion and will remain unaffected.

Additional information about the village's Traffic and Safety Commission may be found on the village website at <https://www.invillapark.com/273/>



From: Rosa Botello

Sent: Monday, August 5, 2024 06:02 PM

To: Traffic and Safety Commission <trafficandsafety@invillapark.com>

Cc: Mantels, Kevin <kmantels@invillapark.com>

Subject: Traffic and Safety Commission Meeting - Item No. 900 Parking Restrictions on Princeton Avenue and Belden - Homeowner Comments

Hello,

My name is Rosa Botello, homeowner of 1036 N Princeton Avenue. We are unable to attend the meeting, but wanted to share our comments. We're also concerned with the number of cars parked in our neighborhood - specifically during Villa Park Soccer League Season.

Agree With:

- Adding "No Street Parking" signs (on park side, not residential side)
- Restricting parking and limiting to ONLY Twin Lakes parking spaces

Do NOT Agree with:

- Adding more parking spaces
 - There is a parking lot on the southeast side of the park (on Ardmore Ave)
 - Do not want to impact the local ecological system (No tree removal, vegetation removal, etc)
 - This also negatively impacts the appeal and value of our neighborhood

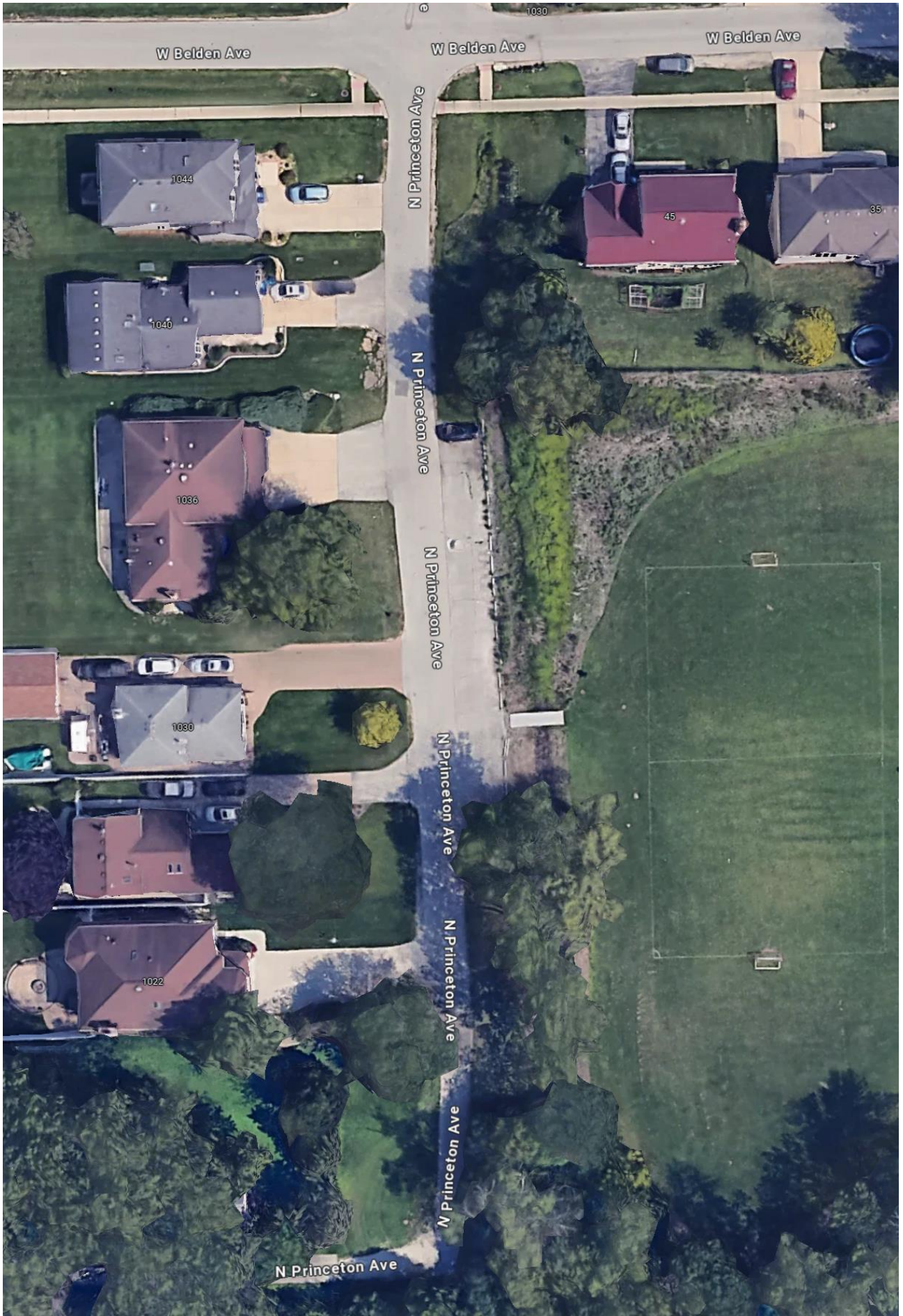
Recommend:

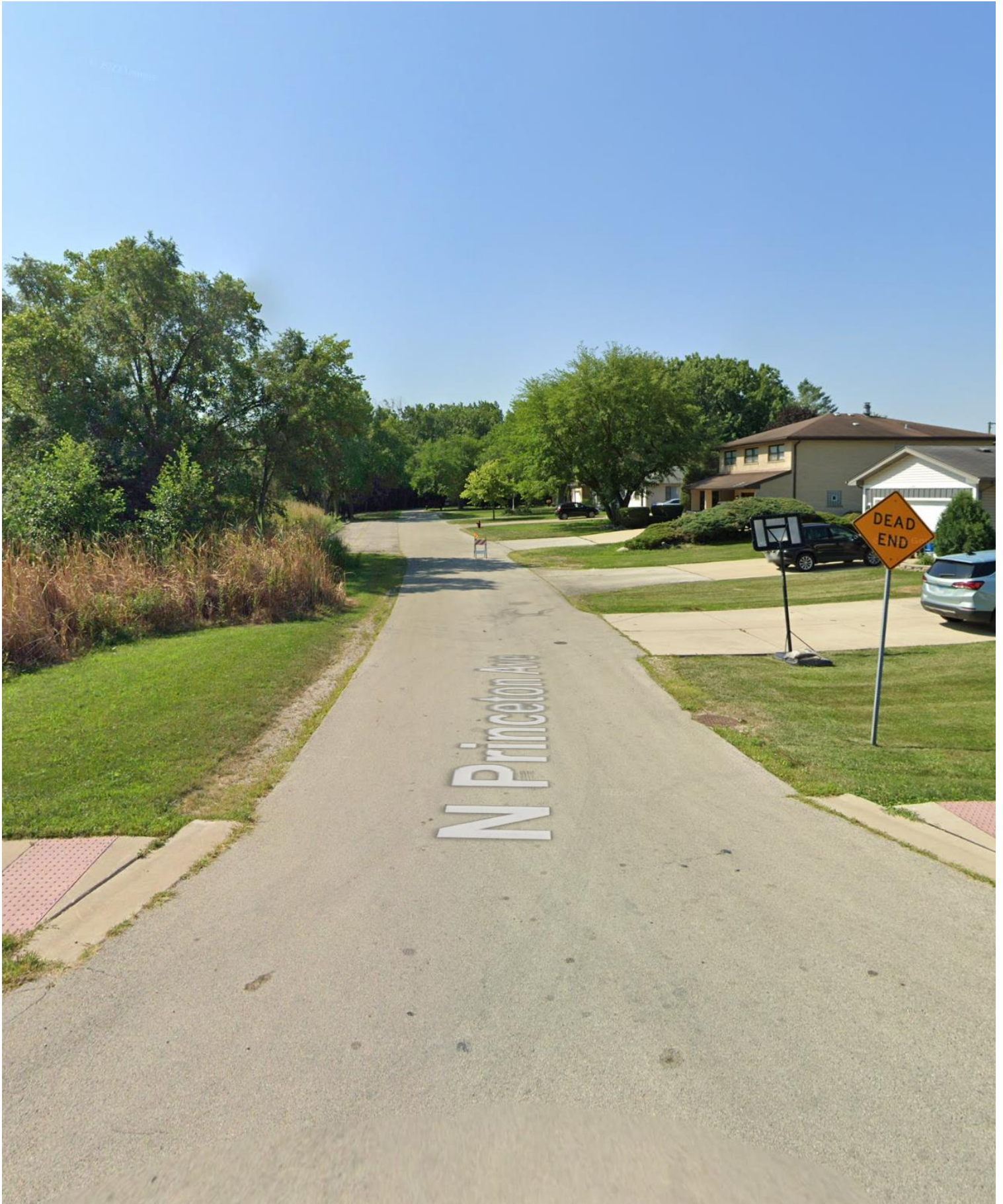
- Including a notice to parents when registering children for Village Programming (aka Soccer League) to be respectful of residential parking restrictions
- Sending a reminder to homeowners/residents that restriction applies to front easement as well.
 - Latest Renters at 1040 N Princeton parked on both sides of the street, including overnight parking
- Parking Enforcement should monitor this during high traffic/parking problem times (Ex: Kid's Soccer League - Late April through Early June)

Looking forward to hearing what actions the commission will take!

Thanks,

Rosa Botello





Sec. 14-207. No parking zones.

(a) Except as hereinafter provided, no person shall park a vehicle on either side of the street on any street less than nineteen (19) feet in width as measured in a straight line, perpendicular to the curb, from the pavement side on one (1) curb to one (1) pavement side of the opposite curb.

(1) Parking is allowed on both sides of Grant Avenue from Washington Street south to the dead end terminus of Grant Avenue.

(b) No person shall park a vehicle on one (1) side of the street on any street less than twenty-nine (29) feet but at least nineteen (19) feet wide, measured as in paragraph (a) above. The no parking side is to be designated as the fire hydrant side. If no clearly defined fire hydrant side exists, the traffic and safety commission will recommend the no parking side; however, parking is allowed on both sides of the street on streets twenty-nine (29) feet and over in width, as measured in paragraph (a) above.



MEMORANDUM

TO: Traffic and Safety Commission
FROM: Kevin Mantels, Assistant Village Engineer
DATE: November 5, 2024
SUBJECT: Item No. 902 - Stop Signs at Elm and Princeton

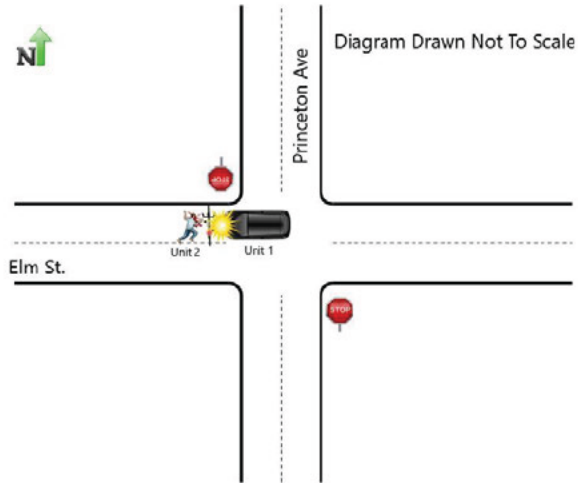
RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:

X003442233

A **Diagram** and **Narrative** are required on all **Type B** crashes, even if units have been moved prior to the officer's arrival.



NARRATIVE (refer to vehicle by unit #)

Unit 1 was travelling W/B on Elm St. approaching Princeton Ave. Unit 2 was riding his bicycle N/B on Princeton Ave. and began crossing Elm St. at which time Unit 1 struck him before leaving the scene. Unit 2 was not wearing a bicycle helmet. See police report VPPC2401017 for further.

LARGE TRUCK, BUS, OR HM VEHICLE

IF MORE THAN ONE CMV IS INVOLVED, USE SR 1050A ADDITIONAL UNITS FORMS.

A CMV is defined as any motor vehicle used to transport passengers or property and:

1. Has a weight rating of more than 10,000 pounds (example: truck or truck/trailer combination); or
2. Is used or designed to transport more than 15 passengers including the driver (example: shuttle or charter bus); or
3. Is designed to carry 15 or fewer passengers and operated by a contract carrier transporting employees in the course of their employment (example: employee transporter - usually a van type vehicle or passenger car); or
4. Is used or designed to transport between 9 and 15 passengers, including the driver, for direct compensation (example: large van used for specific purpose); or
5. Is any vehicle used to transport any hazardous material (HAZMAT) that requires placarding (example: placards will be displayed on the vehicle).

UNIT _____

CARRIER NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

MOTOR CARR. ID Interstate Intrastate
 Not In Comm./Govt. Not In Comm./Other

USDOT NO. _____ ILLCC NO. _____

Source of above
 Side of Truck Papers Driver Log Book
 GVWR/GCWR
 <10,000 10,000 - 26,000 >26,000

Were HAZMAT placards on vehicle? Yes No

If yes, name on placard _____
 4 digit UN NO. _____ 1 digit Hazard Class NO. _____

Did HAZMAT Spill from vehicle (do NOT consider FUEL from vehicle's own tank)? Yes No Unknown

Did HAZMAT Regulations violation contribute to the crash? Yes No Unknown

Did Motor Carrier Safety Regulations (MCS) violation contribute to the crash? Yes No Unknown

Was a Driver/Vehicle Examination Report form completed?

HAZMAT Yes No Unknown Out of Service Yes No
 MCS Yes No Unknown Out of Service Yes No

Form Number _____

IDOT PERMIT NO. _____ WIDELOAD? Y N

TRAILER VIN 1 _____

TRAILER VIN 2 _____

TRAILER WIDTH(S) 0 - 96" 97 - 102" > 102"
 TRAILER 1
 TRAILER 2

TRAILER LENGTH(S) 1 _____ft 2 _____ft
 TOTAL VEHICLE LENGTH _____ft NO. OF AXLES _____

SELECT CODES FROM BACK OF CRASH BOOKLET
 VEHICLE CONFIG. _____ CARGO BODY TYPE _____ LOAD TYPE _____

LOCAL USE ONLY

N 41.8924
W -87.9806

U1 Race: **H**

U2 Race: **W**

U1 COLOR **Black** U2 COLOR **Blue** U1 Drug 1 **000** U1 Drug 2 U2 Drug 1 **000** U2 Drug 2

U1 TOWED DUE TO DISABLING DAMAGE NOT DISABLING DAMAGE DAMAGE EXTENT: U1 TOWED BY / TO:

U2 TOWED DUE TO DISABLING DAMAGE NOT DISABLING DAMAGE DAMAGE EXTENT: U2 TOWED BY / TO:



MEMORANDUM

TO: Traffic and Safety Commission
FROM: Kevin Mantels, Assistant Village Engineer
DATE: November 5, 2024
SUBJECT: Item No. 903 - Stop Signs at Division and Princeton

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:



MEMORANDUM

TO: Traffic and Safety Commission
FROM: Kevin Mantels, Assistant Village Engineer
DATE: November 5, 2024
SUBJECT: Item No. 904 - Traffic and Safety Commission CY 2025 Budget

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:

Memo



To: Commission Chairs and Staff Liaisons
From: Matt Harline, Village Manager
Cc: Julie Settles, Finance Supervisor
Date: August 21, 2024
Re: Guidance for 2025 Annual Budget preparation

In an effort to get a good start on the creation of the 2025 budget, we are starting the process now. This memo provides guidance, timelines, and deadlines for submitting and reviewing information for preparation of the 2025 Annual Budget for the Village of Villa Park. This budget covers the period January 1, 2025 to December 31, 2025. A copy of the current budget calendar is also attached with this memo in the same email. This memo should be shared with your commission members. Your budget request needs to be adopted by a motion and vote in a public meeting of the Commission. The critical deadline to remember is:

- **Submission of Commission Budget Worksheets are due by Friday, September 27, 2024, at 1:00 p.m.**

Budget Process

As per Resolution #24034 The Board of Trustees have approved the following guidance for Commissions. “Commission budgets are approved by the Board through the annual budget adoption process. The Village Manager (or his/her designee) is responsible for making any expenditures necessary to implement programs in a Commission’s budget within parameters adopted by the Board and Village Manager. The Village Manager shall implement proper accounting and reimbursement procedures as necessary. The Village Manager has the authority to approve expenditures up to 50% above the total funds budgeted for any Commission, not to exceed \$2,000 total increase without Board approval.”

The staff liaison, and the Department Head of the staff liaison should be involved in this budget process to provide guidance and assistance. **The budget request and other text information is due Friday, September 27, 2024, at 1:00 p.m.** Please email the submission to the Village Manager, Matt Harline at mharline@invillapark.com and copy the Finance Supervisor, Julie Settles at jsettles@invillapark.com.

Instructions

To provide clarity we have provided column-by-column instructions. Please submit the official request for your Commission by submitting the spreadsheet attached to this email with this memo. If you have additional narrative, please submit it in the same email with your spreadsheet either, in an attached letter or just in the body of the email. Please make the subject line of the email **2025 Budget Request of the _____ Commission**, filling in your Commission’s name in the blank. This will make the emails easier to find. If you want to make no changes, you can simply reply, “No Changes” in the body of your response to this email, after your Commission has met and voted on the unchanged budget.

GL Account: All of the requests for your Commission are one line item/account in the Village budget. This number is the same year to year.

Commission/Item Description: Please include a name for any subaccounts or sub-line items (e.g. printing and postage). If the amounts and descriptions do not match your request or what your Commission wanted to have approved for 2024, there is no need to correct them at this time. However, it may be useful to use these subaccounts/sub-line items in your budget request, especially if you are requesting a higher amount in 2025. You may add additional rows, if necessary, but make sure the totals are kept at the top.

2023 Actual: This is the amount that was charged to the line item (the entire Commission expenditures) in 2023.

2024 Budget: This is the amount that was approved in the 2024 Annual Budget.

2024 Year to Date (6 months): This is the amount of expenditures recorded as of June 30, 2024. If you aren't sure if all your expenses have cleared, please ask your staff liaison to get updated numbers.

2024 Projected Total: This is likely to be equal to your budget allocation for 2024. If you can provide an accurate projection that is different from that number, you may enter it in the column below the amount recorded.

2025 Budget: This is your Commission's 2025 Budget request. The top shaded box sums the columns below. Please don't type over that amount. Please enter the amounts in the boxes below and they will be summed at the top.

New major program initiatives

Any new programs/purchases or increases in existing programs/purchases that will require new expenditures of over \$500 should be described in a memo/email and sent in with your requests. If you have questions, please coordinate with your staff liaison.

**VILLAGE OF VILLA PARK
FY25 BUDGET CALENDAR**

DATE	ACTIVITY	Staff	Village Board	Budget	Tax Levy
6/10/2024	Lessons learned from 2024. Plan for 2025	x		x	
7/10/2024	Send out email/memo with Budget instructions	x		x	
8/9/2024	Preliminary CIP, staff requests, major program chgs due	x		x	
8/12/2024	Budget worksheets and budget preparation manual distributed to all department heads. Prelim. Revenues	x		x	
8/13/2024	Discuss budget preparation process at Village Manager's staff meeting.	x		x	
8/21/2024	Budget worksheets and budget preparation manual distributed to Boards and Commissions.	x		x	
8/30/2024	Revenues for 2023 and Revenue estimates for 24 & 25	x			
9/6/2024	Operating Budget worksheets due to Finance Department.	x		x	
9/27/2024	Commission Budgets, budget Narratives and CIP support due to Finance.	x		x	
09/16-09/27/24	Budget meetings with Department and Division heads to review draft copies of Budget and CIP.	x		x	
10/11/2024	Distribute recommended Budget and CIP to departments.	x		x	
10/16/2024	Draft budget in the packet	x	x	x	
10/21/2024	Budget 101 and Department presentations	x	x	x	
10/28/2024	Budget 101 and Department presentations followup	x	x	x	
11/13/2024	Estimating Resolution for 2021 Property Tax Levy adopted (at least 20 days before adoption)		x		x
11/27/2024	Recommended Budget published online, at Village Hall and Library	x	x	x	
Between 11/27-12/04/23	Budget Public Hearing (publish notice at least 7 days before hearing, make document available at least 7 days before hearing) [65/ILCS 5/8-2-9.9]			x	
11/27/2024	Budget Workshop - operations and capital	x	x	x	
11/27/2024	DSEB Bond Ordinance	x	x	x	
11/25/2024 BOARD MTG	Budget Public Hearing [65/ILCS 5/8-2-9.9]	x	x	x	
11/25/2024 BOARD MTG	First reading of Budget Approval and Tax Levy Ordinances	x	x	x	x
12/9/2024 BOARD MTG	Second reading of Budget and Tax Levy Approvals. Board adopts Budget and five-year Capital Improvement Program, and Tax Levy Ordinance	x	x	x	x
12/9/2024 BOARD MTG	Last reading of Budget and Tax Levy Approvals. Board adopts Budget and five-year Capital Improvement Program, and Tax Levy Ordinance (if necessary)				
12/20/2024	All staff complete text and other edits to final document	x		x	
12/30/2024	Finance makes final edits to final document, post electronic version and sends to printer. Departments order hardcopies	x		x	
1/13/2025	Budget document distributed to the Board and Department Heads	x		x	
4/21/2025	Debrief on 2025 Budget	x		x	

GL Account	Commission	2023 Actual	2024 Budget	2024 Year to Date (6 months)	2024 Projected Total	2025 Budget	
10.511.00.654	TRAFFIC & SAFETY COMMISSION	0	500	0	500	0	Sum of column G
	<i>Supplies</i>		0				



MEMORANDUM

TO: Traffic and Safety Commission
FROM: Kevin Mantels, Assistant Village Engineer
DATE: November 5, 2024
SUBJECT: Item No. 905 - Pedestrian Signage and High-Visibility Crosswalks at St Charles and Ardmore

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:



R10-15a



Support:

- 07 Chapter 4J contains information on pedestrian hybrid beacons.
- 08 Chapter 4L contains information on rectangular rapid flashing beacons.
- 09 Section 4S.03 contains information regarding Warning Beacons to provide active warning of a pedestrian's presence.
- 10 Section 4U.02 contains information regarding In-Roadway Warning Lights at crosswalks.
- 11 Chapter 7C contains information on school crosswalks.
- 12 Chapter 7D contains information regarding school crossing supervision.
- 13 Section 9E.13 contains information on crosswalk markings for shared-use path crossings.

Section 3C.03 Design of Crosswalk Markings

Support:

- 01 Section 3B.19 contains information regarding placement of stop line markings and yield line markings near crosswalk markings.
- 02 Crosswalk markings are classified as either transverse line or high-visibility. Transverse crosswalk markings consist of two transverse lines. High-visibility markings consist of longitudinal lines parallel to traffic flow with or without transverse lines. Figure 3C-1 presents crosswalk marking designs.

Standard:

- 03 **Crosswalk markings shall be white. When used, transverse lines shall not be less than 6 inches or greater than 24 inches in width.**

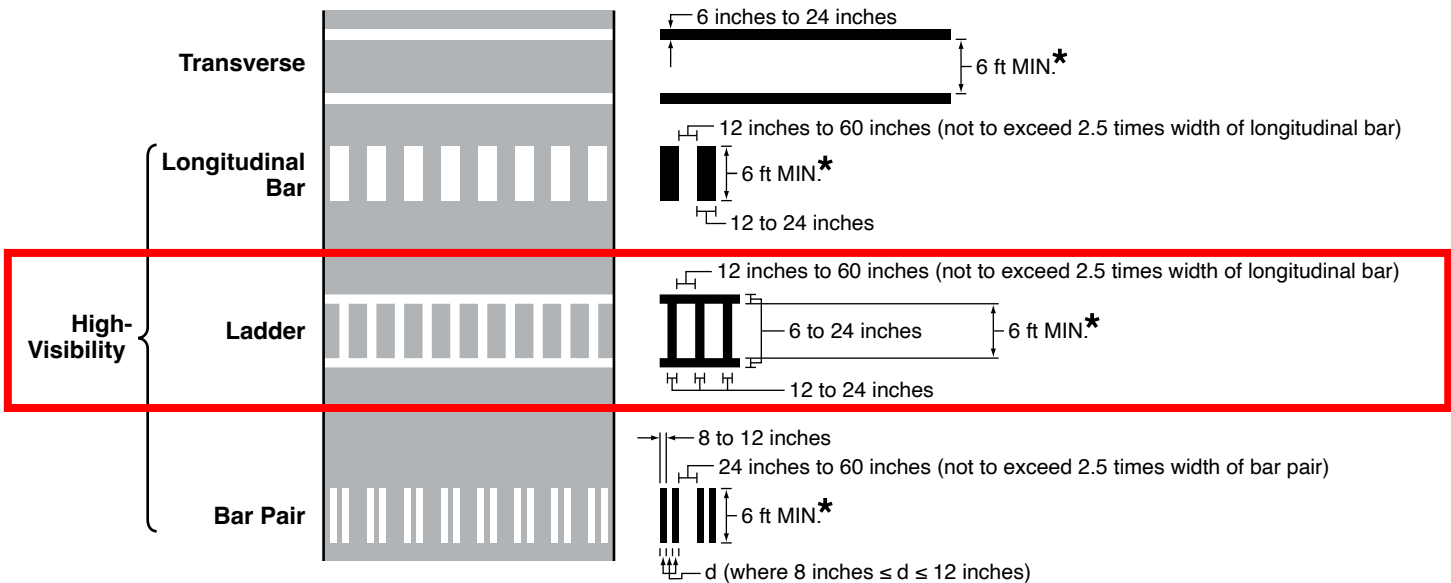
Support:

- 04 The allowable upper limit approaching 24 inches for the width of the transverse lines is normally applied where no stop or yield line is used in advance of the crosswalk or when approach speeds exceed 35 miles per hour.

Standard:

- 05 **Except as provided in Paragraph 6 of this Section, the minimum width of a marked crosswalk shall be 6 feet.**
- 06 **At a non-intersection crosswalk where the posted speed limit is 40 mph or greater, the minimum width of the crosswalk shall be 8 feet.**

Figure 3C-1. Crosswalk Markings



* Minimum crosswalk width shall be 8 feet where the posted speed limit is 40 mph or greater at a non-intersection crosswalk.



MEMORANDUM

TO: Traffic and Safety Commission
FROM:
DATE: November 5, 2024
SUBJECT: Item No. 906 - Crosswalk across Ardmore Avenue near Lufkin Park

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION: