

Willowbrook

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Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton

Director of Finance

Carrie Dittman



A G E N D A

REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE TO BE HELD ON MONDAY, MARCH 12, 2018, AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - a) February 12, 2018 Regular Meeting of the Municipal Services Committee
 - b) February 19, 2018 Special Joint Meeting of the Municipal Services Committee, the Finance & Administration Committee, and the Public Safety Committee
4. DISCUSSION – Video Surveillance Systems: Village Hall Building and Public Works Facility
5. DISCUSSION – HVAC Maintenance, Village Facilities
6. REPORT – Kingery & 63rd Street STP Lighting Project: Status Update
7. REPORTS – Municipal Services Department:
 - a) February 2018 Monthly Permit Activity Report
 - b) January 2018 Water System Pumpage Report
 - c) January 2018 Scavenger Report
8. VISITOR'S BUSINESS
(Public comment is limited to three minutes per person)
9. COMMUNICATIONS
10. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 12, 2018 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Paul Oggerino called the meeting to order at 5:30 PM.

2. ROLL CALL

Those present at roll call were Chairman Paul Oggerino, Trustee Terrence Kelly, and Village Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

- a) After review of the draft minutes from the January 8, 2018 regular meeting of the Municipal Services Committee, Trustee Terry Kelly made a motion to approve the minutes as presented. Chairman Paul Oggerino seconded the motion. Motion Carried

4. REPORT – Mosquito Abatement Program Contract: Clarke

Administrator Halik advised that the Village's three-year contract with Clarke Environmental to provide mosquito abatement services for the Village expired after the 2017 season. Therefore, staff has met with representatives from Clarke to discuss the terms of renewal contract provisions and to ensure that the contract price remains competitive with surrounding towns that receive the same or similar services from Clarke. The result is that Clarke has agreed to offer continued services to the Village for a new three year term. Given both the price of pesticides and labor costs have risen, Clarke has proposed a 1.5% contract price increase to \$26,080 for the 2018 season. They would also agree to freeze that price for an additional two years, if we entered into another three year contract. Therefore, the cost of the 2018, 2019 and 2020 program would be \$26,080 each year. Halik advised that staff would also recommend, same as the last contract, that an additional \$6,430 be budgeted for up to two optional ULV services which includes adulticide, both localized and community wide, should the need arise to combat the continuing threat of West Nile Virus. Halik shared that the technical treatment terms of the contract, including Village-wide catch basin treatment four times a year, or roughly once a month during the summer season, will remain unchanged. The contract will still include the use of the same insecticides, Altocid XR and Vectolex WSP, which are sustained release products that can provide the required coverage for up to 120 days without re-treatment. To ensure adequate protection is in place prior to the onset of mosquito breeding attributed to WNV, a second catch basin treatment, referred to as a "booster" treatment, will be performed in mid-August. Halik also advised that as an environmentally friendly alternative to conventional chemical insecticides, Clarke now offers a program called EarthRight for mosquito control. Products used within this program are made from naturally-derived active ingredients and are applied using earth-friendly methods, such as with bicycles and all-electric sprayers. Clarke advised that the larvicide product used in this program is equally effective as its chemical alternative, and the adulticide applications have an increased level of effectiveness. There would be no increase in cost to the Village for the bulk of the EarthRight Program, and ULV

services would increase by \$485 each. Therefore, an additional \$7,400 would be budgeted for ULV services, versus \$6,430. Staff would recommend acceptance of the EarthRight Program proposal for continued mosquito abatement services provided in an eco-friendly manner. Halik shared that this approach would match the change to organic turf management the Village began two seasons ago. Chairman Oggerino stated that he believes an eco-friendly approach to providing mosquito abatement services would be a reasonable way to go. Trustee Kelly agreed.

5. DISCUSSION – HVAC Maintenance, Village Facilities

Administrator Halik advised the Committee that prior to commencing with Phase I, the Village Hall and Phase II, the police station, of the Village's Master Facilities Plan, the Village accepted a proposal from a heating ventilation and air conditioning contractor to perform preventative maintenance type services for each Village owned facility. Halik advised that during the time the Phase I and Phase II work was underway, we did not renew those contracts. Now that both facilities are completed and occupied, staff recommends that we once again hire a HVAC contractor to perform routine maintenance, on a quarterly basis, on the roof top units, exhaust fans, and unit heaters within the various Village facilities. Since we are now in need of a HVAC service agreement to cover all four Village owned buildings, staff contacted Climatemp Service Group, a company that had previously reached out to us, to request a service agreement proposal. Halik advised that within the packet is a cost summary for a one-year HVAC service agreement, which includes operating inspections four times a year, along with pre-season maintenance. Staff would recommend that we enter into a new HVAC maintenance service agreement with a reputable contractor. However, in order to compare rates, it is recommended that additional proposals be sought, a minimum of three, before a final recommendation is made. Halik advised that at this time, Climatemp is the only proposal that has been received. Once other proposals are received, they will be brought to the Municipal Services Committee for review. The Committee agreed that additional proposals should be sought and look forward to further consideration of this item.

6. REPORT – Kingery & 63rd Street STP Lighting Project: Status Update

Administrator Halik reminded the Committee that the Village previously applied for and was awarded grant funding through the Federal Surface Transportation Program to install both intersection and approach lighting at the Illinois Route 83 and 63rd Street intersection. Halik advised that Kingery Highway is a state road, and the intersection does not currently meet warrant requirements for lighting. Therefore, our requests over the years for IDOT to install lighting have been denied. Ultimately, it was decided that available grant opportunities to install the improvement would be considered. The engineer's total estimated cost of this project was \$521,730. Therefore, the grant would cover 70% of the eligible costs of the project not to exceed \$365,211, with the Village's local share amount being \$156,519. The project was included on IDOT's March 3, 2017 bid letting. The low bidder at that time was H&H Electric Company in the amount of \$345,048.10. Halik advised that project bids came in significantly lower than expected. The contract was awarded on April 14, 2017 and the contract signed on April 27, 2017. A preconstruction meeting was held on May 16, 2017. It was expected that the project would commence in June of 2017 and be substantially completed by September of 2017. However, at the pre-con meeting, H&H Electric submitted a request for a 120-day time extension for delay of start, which is permissible under IDOT regulations. Therefore, the start of construction on this project was delayed until October 2017, with a new expected completion date of Spring 2018. However, work did not commence in October. As a result, working days are being charged to the project as of October 10, 2017. On November 1, 2017, we received notification from H&H that they would try to begin the project the week of November 13th. The contract for this project includes a total of ninety (90) work days. Thirty-one (31) work days have been charged so far. However, IDOT specifications preclude charging work days from December 1 until May 1 during the winter shutdown period. The project officially began on November 30, 2017 and H&H has made substantial progress since that

time. The installation of the helix foundations were completed on January 31st and all pole setting was completed on February 2nd. Splicing continued throughout last week. We anticipate that the new poles would be energized perhaps early March, if not earlier.

7. REPORTS – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for the month of January 2018. Halik advised that the Village received about \$62,000 in permit revenue for the month of January. Halik advised that for the first nine months of the 2017/18 fiscal year, the department has brought in a total of 171% of the budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for December 2017. The reports indicate that the Village pumped 26,480,000 gallons of water in the month of December. The total amount of water pumped so far in the 2017/18 fiscal year is about .76% below the amount of water pumped in the same time period of the previous fiscal year. However, we are still on track to meet the 350,000,000 pumpage projection for the year.
- c. Administrator Halik shared the December 2017 scavenger report, and advised the report constitutes the 2017 year-end report. Halik advised that the report is for informational purposes only.

8. VISITOR'S BUSINESS

(None)

9. COMMUNICATIONS

- a) Halik raised a video surveillance system project that Chairman Oggerino recommended be considered. Halik advised that he is seeking a proposal from a local vendor to determine costs to install a new surveillance system at the Village P.W. garage. It is a vendor that Mayor Trilla used to install a similar system in his car wash facility. Halik advised that he met with the vendor to review the desired scope of the system, but does not yet have the proposal. Hopefully, we can review it at the next committee meeting. Chairman Oggerino recommended that we obtain an expandable system. Trustee Kelly asked how long the recording loop is in the system. Halik advised that once we receive the proposal we can review the system.

10. ADJOURNMENT

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

(Minutes transcribed by: Tim Halik, 3/7/18)

MINUTES OF THE SPECIAL JOINT MEETING OF THE MUNICIPAL SERVICES COMMITTEE, THE FINANCE & ADMINISTRATION COMMITTEE AND THE PUBLIC SAFETY COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 19, 2018 AT 5:00 P.M. IN THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, IL.

1. CALL TO ORDER

The meeting was called to order by Trustee Davi at 5:01 p.m.

2. ROLL CALL

Those present at roll call were Trustees Sue Berglund, Umberto Davi, Terry Kelly, Mike Mistele, Gayle Neal, Paul Oggerino, Village Administrator Tim Halik, Chief of Police Robert Pavelchik, Finance Director Carrie Dittman, Deputy Chief Bob Schaller and Assistant to the Village Administrator Garrett Hummel.

3. Approval of Minutes

Minutes of the Regular Finance/Administration Committee held on Monday, November 13, 2017; Minutes of the Regular Municipal Services Committee held on Monday, November 13, 2017; and Minutes of the Special Public Safety Committee held on Monday, December 18, 2017 were reviewed. Trustee Davi made a motion to approve the minutes as presented. Trustee Neal seconded the motion. Motion Carried.

4. REVIEW - Fiscal Year 2018/19 Budget

Director Dittman began by thanking everyone for taking the time to meet to review the Village's FY 2018/19 as it currently stands. Director Dittman indicated that the evening's format includes a review of the tentative budget thus far as well as revenue assumptions, anticipated departmental spending, and ending fund balances for the Village's major funds. Director Dittman pointed out that this budget preview does not include any discretionary items, however a sneak peek will be provided tonight.

Director Dittman explained that with respect to departmental spending, each line item was analyzed and amounts budgeted were based on maintaining the status quo with current programs. No automatic escalations were assumed for the FY 2018/19 budget however, some escalations were used in the 5-year forecast budgets. Salary increases for non-union employees have not been included in the budget while a 2.5% increase has been included for patrol officers and sergeants. A personnel discussion will take place at the March budget workshop.

Director Dittman briefly went over the timeline for the FY 2018/19 budget schedule highlighting several dates including the Board Budget Workshop I on March 19, 2018, the board budget workshop II (if needed) on April 9, 2018 and finally, the budget approval date of April 23, 2018.

Next, Director Dittman explained that the proposed budget maintains all existing services and programs. The proposed FY 18/19 budget ends with 179 days of operating expense in the General Fund and reserves as of 04/30/2019 of \$4,129,819. 1 "day" projected cost to run the Village's

General Fund is \$23,048.

Director Dittman continued by explaining that a 5-year forecast for the General Fund and Water Fund are presented later in the presentation. The 5-year plan includes assumptions for future revenue (generally a 1% annual increase for the General Fund but a 0% increase for the Water Fund) and expenditure increases (generally 3% for most expenditures, although 0% for salaries and 5-10% for future insurance and pension costs). The 5-year plan also shows the projected changes in fund balance, daily cost to operate the fund and the number of days operating reserve for both the General Fund and the Water Fund.

Director Dittman next went over the General Fund highlights pointing out that the FY 2018/19 budget presents a General Fund drawdown of reserves of \$481,876. Director Dittman made note that although the large capital projects that have been ongoing the last few years, such as the police department renovation and water tower repainting are now concluded, the Village's revenues are also down which attributes to the deficit spending projected. Also, included in the highlights were insurance and pension contribution figures. Director Dittman reiterated the proposed budget includes no salary increases for non-union employees and a 2.50% wage increase per the police labor agreement. FY 18/19 is the final year of the 3-year police contract.

With respect to health insurance costs, Director Dittman noted the Village's insurance pool, IPBC, has indicated an increase of 3.9%, although final rates have not been voted on at this time. IPBC Board of Directors will vote on final rates in March and the expense will be updated at that time. This number may also increase to roughly 5% if Burr Ridge decides to withdraw from IPBC. The Village's dental insurance provided by Delta Dental will have no rate increase.

Finally, Director Dittman touched upon pension costs stating the Police Pension contribution will have a decrease of 0.03% while IMRF Pension contribution will have a decrease of 0.69%.

Next, Director Dittman went over a table detailing the reserve drawdown by department.

Change in total General Fund revenues - down 8.15% or \$739,325 for FY 18/19.

Total General Fund expenditures are expected to decrease by nearly \$2.5 million, down to \$8.8 million.

Most of the departments have reductions in the budget as capital projects have concluded or been deferred, which are described on an upcoming slide. However, even with that big of an expenditure reduction, we are still projecting a drawdown of General Fund reserves of \$481,876.

Director Dittman pointed out that General Fund revenues are projected to decrease by \$739,000 overall, which is an 8.15% decrease compared to the current budget. Director Dittman next elaborated on each individual

revenue source:

Sales tax - Actual collections this year are trending about 7% over what was budgeted as of January 2018. This equates to an estimated FY 17/18 collection of about \$3.8 million. For next year, any sales tax growth from Marshall's/Sketcher's (taking over the vacant Sports Authority site) or Pete's Fresh Market and it's out lot stores have not been factored in due to uncertainty as to the timing of their occupancy and store openings. To be conservative, the budget for sales tax remains the same at \$3.6 million.

Income tax - Also known as the Local Government Distributive Fund or LGDF, a State shared revenue that is based on population. The Illinois Municipal League (IML) monitors state shared revenues and puts out estimates of what they believe the sharing will be. In the next year's budget, the IML estimate is \$95.80 per capita or \$818,132. This is a reduction from the current year budget of \$44,000. There remains the possibility of a continuing reduction in the LGDF by the State of Illinois, as was proposed by Governor Rauner in his 2019 budget address on 2/14/18. Director Dittman stated the Village has not currently included the reduction in the budget, but will monitor the legislative status and modify if needed for the March workshop. A continued 10% reduction would be about \$82,000 and would bring the income tax revenue amount to about \$736,318. This would in turn reduce the General Fund days' reserve by about 3.5 days. Director Dittman reminded the Board that part of the Series 2015 ARS Bonds are secured by income taxes (with the other part coming from water revenues). About \$279,000 of the annual income taxes comes off the top to pay the principal and interest on the bonds.

Amusement tax - There is no change budgeted for this revenue, however Director Dittman noted if the proposed ice arena that is interested in the former Whole Foods building opens, the Village could potentially bring in \$120,000 annually in amusement tax. This number is based on a 6% share of the estimated \$2 million in sales. The prospective developer has indicated an opening date of August 1, 2018. Additionally, if the gun club or bowling alley opens/reopens, that would be another source of amusement tax.

Utility tax - Director Dittman explained that the utility tax line consists of three different items: electric tax (ComEd), gas tax (Nicor), and telecom tax (from various telephone carriers collected by and remitted to us by the state). Utility tax has a budget reduction of \$50,000 for FY 18/19. This is because telecom tax continues to drop each year as landlines are abandoned in favor of maintaining just a cell phone. This portion of the utility tax revenue will likely never recover to the levels we previously saw. The telecom tax rate is already at the max of 6% so there is no ability to increase that. ComEd and Nicor rates are at 5%. Total revenue for utility tax is budgeted next year at \$950,000.

Places of eating tax - Director Dittman stated this tax is stable and no changed is planned. Any potential restaurant opening in the Pete's

Fresh Market development has not been taken into consideration. The Village will take a wait and see approach on how they perform in FY 18/19. This revenue source is \$485,000.

Permit fees - This revenue was increased by \$10,000 bringing it up to \$250,000. This increase reflects the trends of the past 5 years of steady increases. Some very large projects occurred this year which raised the revenue far above that level, like Pete's Fresh Market, Compass Arena, and Willowbrook Inn. These projects are non-recurring however and were not included in the increase.

Red light camera fines - There is no change to this revenue. The three intersections are all up and running again, however, since the re-instatement of the intersection of Route 83 and 63rd Street in September 2017, the Village has not seen any increase in the revenue that would have been expected as that approach was down for the entire prior year. As of January 2018, the Village is trending right in line with the budget so the decision was made to maintain next year's budget at the same level.

Water overhead reimbursement - This revenue was decreased by \$61,000. The Water Fund reimburses the General Fund for certain expenses charged directly to the General Fund that the Water Fund benefits from such as portions of salaries, building costs, insurance premiums and other operating expenses. As the General Fund expenses have decreased, the related reimbursement has also decreased.

Grants - This revenue was decreased by \$472,000. The current year budget included \$400,000 for Willow Pond Park which is non-recurring and we expect to receive that reimbursement by the end of April. Also, \$74,600 for the prior LED Streetlight project, which is complete, has been received. The remaining \$57,000 relates to an old DCEO grant. The Village was awarded \$60,000 for a Knoll's Lake drainage improvement project. The project was determined to not be possible so the Village has attempted to get the funding transferred to an alternate project. As of right now, the Village has not received approval from the State to apply the grant to any alternate projects.

NARCINT - Seizure funds collected from the NARCINT program were planned to be used to pay for alternates 1 & 3 on the PD renovation. This year, \$153,000 was assumed would be available for that project. Only about \$101,000 was available. As the project is complete, and the NARCINT officer is no longer in the program, the next year's NARCINT budget is \$0.

Director Dittman next focused on the Police pension contribution costs stating the actuary's recommended amount is \$871,084, which is a decrease of \$279 from last year's contribution. The valuation was performed assuming Entry Age Normal actuarial cost method and assuming the fund would be 100% funded as of 2040. The actuary also prepares a second funding amount which represents the statutory minimum, using Projected Unit Credit actuarial cost method and assuming only 90% funded by 2040. That amount is \$579,258. Both valuations were performed as of 04/30/2017.

They do not factor in the recent retirements of Chief Mark Shelton and Officer Ted Kolodziej which occurred in July 2017, nor the retirement of Sergeant Svehla on January 1, 2018. The current annual pension amounts for just those 3 individuals is \$250,000 per year. Currently, the Police Pension Fund is paying out over \$1.3 million annually in benefits consisting of 15 retirees, 2 disabilities and 1 surviving spouse. The next valuation will include these 3 individuals and the annual contribution required by the Village is likely going to surpass \$1 million. As of 04/30/2017, the Police Pension Fund was about 73% funded.

Director Dittman continued with the pension costs associated with IMRF. She noted that IMRF is not a self-managed fund as the Police Pension Fund is. The Village was notified by IMRF that our employer contribution rate for 2018 dropped from 15.43% to 14.74% of covered payroll. The contribution rate to IMRF has actually been going down every year since 2013. The amount in the budget is based on 12 months of the 2018 rate, although the 4 months in 2019 will be at a different rate which is currently unknown. The total amount budgeted to be spent on the Village's IMRY contribution for FY 18/19 is \$179,459, which is a decrease of \$30,162 or .69% from the FY 17/18 budgeted cost. As of 12/31/2016 IMRF was about 83% funded.

Administrator Halik explained the Water & Water Capital Funds beginning with a project to upgrade the Village's Data Collection Units (DCU's). DCU's wirelessly collect Village water readings and transmit them to the Village Hall. As Verizon is making changes to their network, the Village's three DCU's will need upgrades in order to continue broadcasting. The cost for the upgrades is \$21,500.

Administrator Halik next elaborated on a project that would convert the Village's chlorine gas water disinfection system to a sodium hypochlorite system. Currently, the Village disinfects its water in the water tanks through the use of chlorine gas. Administrator Halik explained the use of this gas is dangerous and requires a careful handling and gas masks. The sodium hypochlorite system would use disinfectant tablets similar to the tablets that are used in a pool. These are much easier and safer to handle. Administrator Halik explained he has monitored other communities that have gone to this system and stated they all recommend it. The cost of the changeover is relatively inexpensive at \$6,315.

Director Dittman explained future projects are to be funded by annual transfers from the Water Fund. In FY 18/19, \$400,000 will be transferred.

Director Dittman continued with explanation of the Water and Water Capital Fund debt expenses starting with the IEPA Loan which is in repayment year 2 of 20. The IEPA Loan was issued to pay for the standpipe re-coating project at a cost of about \$929,000. The loan carries an interest rate of 1.86%. Total cost for FY 18/19 is \$54,448 of which \$38,837 is principal. The second debt instrument is the Series 2015 GO ARS Bonds. The bonds were issued in April 2015 to accomplish three things: Pay for the recoating of the first of the three Village water tanks, to refund the then outstanding Series 2008 bonds, and to pay for the police department renovation project. The repayment in FY 18/19

related to the water tower #1 re-coating is \$20,422. The refunding of the Series 2008 bonds that related to the water system are also paid for by the Water Fund, and the FY 18/19 amount is \$46,601. These bonds also have a 20-year repayment schedule, maturing in FY 2035, and carry interest rates ranging from 2.00%-3.00%.

Administrator Halik presented the 2018/19 Motor Fuel Tax Fund highlights. This year's Roadway Maintenance Program includes an overlay of 79th Street, along with the replacement of defective concrete such as sidewalks and curbs as well as ADA upgrades adjacent to 79th Street. In addition, full-depth patching and the replacement of worn pavement markings throughout the remainder of town. Administrator Halik stated there will be approximately \$267,382 available in the MFT Fund to complete this year's program. Administrator Halik also acknowledged that the Public Works department would evaluate Village roads after the winter and before finalizing the road program contract to make sure no problem areas developed during the winter.

Director Dittman called the group's attention back to the Village's debt, specifically the Series 2015 GO ARS Bonds stating they are called Alternate Revenue Source because a non-property tax is pledged to repay them; in this case, income taxes for the police station portion and water user fees for the water tank portion. If these pledged revenues were insufficient to pay the principal and interest for that year, a general property tax would be automatically levied as it is written in the bond ordinance.

The property tax must therefore be abated each year to avoid it going on the tax rolls. If the board recalls, the annual abatement ordinance was passed at the first February board meeting in 2018. The FY 18/19 principal and interest totals \$325,528, which is funded by \$278,927 in income taxes from the General Fund and \$46,601 water fees from the Water Fund.

Director Dittman explained the General Fund financial performance. The estimated actual revenues for FY 2018 outperformed the budget by \$260,000 due to several factors including sales tax being an estimated \$235,000 over budget. Building permits are projected to come in at \$187,000 over budget. Court/traffic fines will be \$45,000 over budget and other revenues will be \$85,000 over estimates. \$52,275 of the \$85,000 was a reimbursement related to the Speedway fuel spill. These are offset by: income tax is projected at \$94,000 below budget due to the 10% reduction in LGDF by the state; utility tax is tracking at \$63,000 below budget while grants and NARCINT funds are both below budget at \$130,000 and \$52,000, respectively. Trustee Berglund inquired as to why the Village no longer participates in the NARCINT program. Chief Pavelchik stated it was because the PD is short staffed. Taking into account these projections, Director Dittman estimates 195 days of operating reserves at April 30, 2018, which is above the target of 120.

Director Dittman next compared the General Fund estimated actual expenditures to the FY 17/18 budgeted amounts. Overall, the General Fund expenditures came in at roughly \$402,000 under budget. Reasons for this

were: the deferral of the \$275,000 Village Hall parking lot replacement; IRMA insurance premium coming in \$68,000 under budget; ADA park improvements were under budget by \$48,000; Police fuel costs and vehicle repairs were \$20,000 and \$16,000 under budget, respectively; Police body cameras budgeted at \$33,846 were not purchased; NARCINT expense applied toward the PD renovation was \$64,000 under budget due to lower than expected NARCINT revenues. Several expenses did come in over budget such as: neighborhood parks were \$85,000 over budget; tree maintenance was \$112,000 over budget due mainly to storm damage cleanup; building department consulting was \$60,000 which was not budgeted and building department plan review being \$67,000 over budget.

Director Dittman summarized the financials by stating the FY 17/18 budget included a planned drawdown of reserves in the amount of \$2,206,527 which resulted in 150 days of operating expense in reserves. It turns out the FY 17/18 estimated actual projects a year-end drawdown of reserves of only \$1,544,028, resulting in 195 days of operating reserve. The FY 18/19 budget projects a year-end drawdown of reserves in the amount of \$481,876, resulting in 179 days of operating reserve. Director Dittman noted the target operating reserve goal is 120 days.

Director Dittman elaborated on the concept of operating days expense by stating 1 operating day is equal to \$23,048 in the FY 18/19 budget. The amount of projected fund balance as of 04/30/19 is \$4,129,819 which can fund the General Fund's daily operating expenditures for 179 days. Also important is producing a balanced budget.

Director Dittman continued the examination of the Village's financial condition by discussing the Village's bond rating. On February 7, 2014, Standard & Poor's increased the Village's bond rating 2 levels to AAA. With the issuance of the Series 2015 bonds in April 2015, S&P confirmed the AAA rating. Director Dittman reminded the Board of last year's discussion of the 7 underlying factors which determine the Village's bond rating. Bond rating agencies like to see General Fund fund balance maintained at minimum 30% of annual operating expenditures. When the fund can sustain fund balance at 75% of annual operating expenditures, the rating will notch up if it was "on the fence". In FY 15, 16, and 17, fund balance was 75-76% of operating expense. FY 18 dropped to 47% and FY 19 is projected at 48%.

Director Dittman explained that deficit spending is one of the measures of financial condition. The projections for the next five years show deficit spending in each year which results in a progressively declining fund balance and number of General Fund operating days. Director Dittman pointed out the need for additional revenues moving forward. Specifically, the sales tax proceeds from Pete's Fresh Market, Marshall's, and Skechers will help to lessen the deficits. With limited ability to raise revenues, Director Dittman suggested that a property tax for police pension contributions may be needed in the future as those will be increasing drastically in the next few years.

Director Dittman also explained that to reduce the deficit, spending needs to be monitored/reduced. In keeping with that theme, Director

Dittman stated there are no significant capital spending items included over the next few years except for two police vehicles in FY 18/19. Also, there are no discretionary items or non-police union raises included in this year's (or future years) proposed budgets.

Director Dittman next shifted the focus to the Water Fund explaining that the Water Fund's working capital is projected to be \$1,859,938 at April 30, 2019. Working capital is a measure of liquidity. The number of days reserves as of 4/30/19 is 218 days, and the target is 90. The daily cost to operate the Water Fund in FY 18/19 is \$8,529.

In the MFT Fund, the projected fund balance as of 4/30/19 is \$245,976.

Director Dittman stated the group would now take a look at departmental budgets starting with the Village Board & Clerk budget which includes \$5,310 for conferences and meetings. The Board of Police Commissioners include \$10,000 for written exams and \$5,000 for all other exams.

The largest planned expenditure in the Administration department is a transfer to the Debt Service Fund for the 2015 bonds of \$278,927.

In Planning & Economic Development the Village will continue with outsourcing the Planner position for \$100,000.

For the Parks & Recreation department there are several planned expenditures including the continuation of the partnership with the Burr Ridge Park District for program hosting at a cost of \$15,000. Administrator Malik explained the Village has received a few complaints related to the condition of fences in the Village's parks so a proposal was sought. For \$41,137 all fences, backstops, etc. will be repaired. \$9,525 is included for the 2018 Family Special Event Race (5K Run) and \$10,000 for a grand opening event for Willow Pond Park. Finally, \$38,541 is budgeted for dues to the Special Recreation Association, these funds will come from the SRA tax levy. \$21,950 in ADA park improvements will come out of the SRA tax levy also if Ridgemoor Park is redeveloped.

In the Finance department there is \$10,000 for a timeclock system for public works. This item was deferred from the previous budget and may be unnecessary if the PD upgrades their scheduling system. \$25,000 for outsourced IT services is included along with \$29,226 for annual Village-wide software licenses and all related IT costs. Finally, \$28,273 is budgeted for the annual audit.

Chief Pavelchik went over the Police department budget highlights starting with the transition of part-time accreditation manager to a staff position. Chief Pavelchik explained this position would be filled in house through the transfer of an officer not a new hire. The police pension contribution is \$871,084. \$13,164 is budgeted as a contribution to DuComm for a new facility. The County is putting in a new county-wide dispatch and record management system known as DUJIS. This program carries a cost of \$21,071. Chief Pavelchik next spoke on the LEXIPOL policy manual development and subscription for \$10,181 and membership in the DuPage Metropolitan Enforcement Group (DUMEG) for \$11,960. The

Chief concluded with capital expenses on two vehicles (K-9 vehicle and a new squad) for \$55,000 and \$42,500 respectively. Trustee Neal inquired as to whether the new squad could be delayed until new revenue starts coming in. Administrator Halik suggested including the funding in the budget but holding off on making the purchase. Administrator Halik also commented that there was \$6,460 included in the PD budget for an irrigation system for the PD building.

Administrator Halik continued with the Public Works department highlights including \$28,957 for a crosswalk at 59th & Holmes at the request of Maercker School District 60. Engineering expenses of \$25,000 are included for the 2018 MFT program (bid contract and construction oversight). Trustee Oggerino asked about having cameras installed at the Public Works building. Administrator Halik said the plan was to have a system installed at that building. Finally, \$33,480 has been budgeted for the new mosquito abatement contract.

There are no large planned expenditures in Building & Zoning.

Director Dittman covered the expenditures for the Water Fund starting with a \$400,000 transfer to the Water Capital Fund. Annual debt service on the 2015 Bonds include \$20,422 for the water tank and \$46,601 for the Water's share of refunding the 2008 Bonds. Finally, the IEPA Loan repayment in the amount of \$54,448.

The Hotel/Motel Tax Fund's only large expenditure is \$75,000 for advertising provided by the DuPage Convention and Visitors Bureau.

The Motor Fuel Tax Fund has \$267,382 budgeted for the FY 18/19 road maintenance program.

The SSA Bond & Interest Fund has \$322,225 budgeted for the annual debt service on SSA bonds.

The Water Capital Improvement Fund has \$21,500 budgeted for DCU upgrades.

The Debt Service Fund includes \$325,528 in the FY 18/19 budget for payment on the 2015 GO bonds.

The Land Acquisition, Facility Expansion & Renovation Fund (L.A.F.E.R) has no planned expenditures.

The Route 83/Plainfield Road Business District Tax Fund includes a potential sales tax rebate of \$900,000 which would leave roughly \$41,000 in the fund.

Director Dittman next compared the projected fund balances as of April 30, 2018 and April 30, 2019. The General Fund is projected to have \$4,611,695 as of 4/30/18 and \$4,129,819 as of 4/30/19. The Water Capital Fund is estimated at \$63,516 as of 4/30/18 and \$435,201 as of 4/30/19. The LAFER Fund does not have any fund balance in either year. Director Dittman also highlighted two funds available if the Village needed them: the IRMA Excess Surplus Fund which has \$496,064 and the IPBC Terminal

Reserve which has \$475,497 (less 2 months of premiums).

Administrator Halik continued with a sneak peek at the discretionary items that will be up for consideration at the Board Budget Workshop on March 19, 2018. The first item is for the replacement of the old sandblasted wood ID signs along Route 83 with new Village electronic entry signs. The cost of this item is \$198,708.

The second item is a renovation of Ridgemoor Park in the amount of \$171,400.

The replacement of the Village Hall parking lot with paver stones was next with a cost of \$231,065.

Next Administrator Halik elaborated on the creation of a master plan for the south-sub area with the goal of helping to promote development. The planning report is estimated at \$45,000.

The next item is the Garfield Avenue Sidewalk Connection Project which would be a joint project with the Village of Burr Ridge in which Willowbrook would be splitting the cost 30/70 with Burr Ridge. This project would require \$53,585 to complete.

Administrator Halik concluded the discretionary items with an option to begin work on the Community Resource Center (CRC) Renovation Project. Administrator Halik proposed splitting the project into two years with the first year focusing on only the buildings exterior. The completion of the exterior would require \$383,000 in the budget.

Administrator Halik concluded the meeting by reminding the Village Board of the Board Budget Workshop, which is scheduled for March 19, 2018 and thanking everyone for their time and effort.

5. VISITOR'S BUSINESS

There were no visitors present at the meeting.

6. ADJOURNMENT

Motion to adjourn was made by Trustee Oggerino. Trustee Davi seconded the motion.

The meeting was adjourned at 6:47 p.m.

(Minutes transcribed by: Garrett Hummel)

**MUNICIPAL SERVICES COMMITTEE MEETING
AGENDA ITEM SUMMARY SHEET**

AGENDA ITEM DESCRIPTION

**DISCUSSION –
Video Surveillance Systems: Village Hall Building
and Public Works Facility**

COMMITTEE REVIEW

- ☐ Finance/Administration
☒ Municipal Services
☐ Public Safety

Meeting Date:

March 12, 2018

- | | |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Discussion Only | <input checked="" type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date) |
| <input type="checkbox"/> Seeking Feedback | <input type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board) |
| <input type="checkbox"/> Regular Report | <input type="checkbox"/> Report/documents requested by Committee |

BACKGROUND

Chairman Oggerino had previously requested that staff consider costs associated with installing video surveillance systems in both the Village Hall building and the public works facility. The designed systems would include video surveillance of outside premises as well as inside areas. Staff responded that we currently have video surveillance equipment remaining from the former temporary police station building that could be used at the Village Hall. A review of that equipment along with discussions with our IT consultant, PCS International, revealed that that camera system could be installed with minimal labor costs for wiring, etc. and the necessary purchase of an appropriate central monitor. With regard to the system to be installed at the public works facility, a local vendor, Cervantes Design, has provided a proposal for a new system.

REQUEST FOR FEEDBACK

The proposal submitted by Cervantes Design (attached) includes a system of seven (7) high resolution cameras to provide both live and recorded views of select areas, a network recording device, and a 20" widescreen monitor. The proposal includes all equipment, installation, and programming costs for a total fee of \$4,787.00.

Staff has not received any additional proposals at this time, but the proposal received from Cervantes Design seems to indicate that such a system at both Village facilities could be purchased and installed for a relatively low cost.

STAFF RECOMMENDATION

To proceed with the installation of video surveillance systems at both the Village Hall and the public works facility.

Village of Willowbrook Camera System Proposal.

Notes: Installation of a high resolution camera system to provide both live and recorded views

All live and recorded camera footage will be viewable by computer and smartphones/tablets via downloadable app.

All cameras are specified as Megapixel resolution to provide clear images.

Proposal includes all equipment, installation, and programming costs. **Mobile device access must be authorized by Village Manager Tim Halik.**

CAMERAS 4MP

6	4MP HD WDR Network Small IR Bullet Camera	\$1,752.00
1	2Mp Full HD 12x Mini Network PTZ Dome Camera	\$900.00

* Location of cameras to be discussed.

\$2,652.00

CAMERA SYSTEM EQUIPMENT

1	4TB, 8 Channel Network Video Recorder w/POE (NVR) 1	\$400.00
	20" Widescreen LCD Monitor - 1600x900, 10000:1 Contrast	\$175.00
		\$575.00

LABOR

1	Wiring, Equipment Installation, and Setup	\$1,560.00
---	-------------------------------------------	------------



PROJECT SUMMARY

Equipment Total	\$3,227.00
Installation Total	\$1,560.00
TOTAL	\$4,787.00

TERMS:

- ✓ Signature acceptance required on detailed proposal and separate camera forms.
- ✓ Payment terms are as follows:
 - 50% initial deposit.
 - Balance due upon completion.

Total Pricing and Terms Accepted

X

Date

Thanking you in advance for the favor of your time and consideration. Please contact us at your earliest convenience to discuss this proposal.

Sincerely,

Rolando Cervantes
Cervantes Design.
630.363.0344
rolando@cervantesdesign.net

DH-IPC-HFW4421E

4MP HD WDR Network Small IR Bullet Camera



Features

- 1/3" 4Megapixel progressive scan CMOS
- Support H.264&MJPEG dual codec
- Max 20fps@4M(2688×1520) & 25/30fps@3M(2304×1296)
- Smart Detection supported
- WDR(120dB), Day/Night(ICR), 3DNR, AWB, AGC, BLC
- Multiple network monitoring: Web viewer, CMS(DSS/PSS) & DMSS
- 3.6mm fixed lens (6mm optional)
- Max. IR LEDs Length 40m
- IP67, PoE

DH-IPC-HFW4421E

Technical Specifications

Model		DH-IPC-HFW4421E
Camera		
Image Sensor		1/3" 4Megapixel progressive scan CMOS
Effective Pixels		2688(H)x1520(V)
Scanning System		Progressive
Electronic Shutter Speed		Auto/Manual, 1/3(4)~1/100000s
Min. Illumination		0.01Lux/F2.0 (Color), 0Lux/F2.0(IR on)
S/N Ratio		More than 50dB
Video Output		N/A
Camera Features		
Max. IR LEDs Length		40m
Day/Night		Auto(ICR)/Color/B/W
Backlight Compensation		BLC / HLC / WDR(120dB)
White Balance		Auto/Sunny/Night/Outdoor/Customized
Gain Control		Auto/Manual
Noise Reduction		3D
Privacy Masking		Up to 4 areas
Lens		
Focal Length		3.6mm (6mm optional)
Max Aperture		F2.1(F2.0)
Focus Control		Manual
Angle of View		H:84°(56°)
Lens Type		Fixed lens
Mount Type		Board-in Type
Video		
Compression		H.264/H.264H/H.264B/MJPEG
Resolution		4M(2560×1440)/3M(2304×1296)/1080P(1920×1080)720P(1280×720) /D1(704×576/704×480) / CIF(352×288/352×240)
Frame Rate	Main Stream	4M(1~20fps)/3M(1~25/30fps)
	Sub Stream	D1/CIF(1~25/30fps)
	Third Stream	720P(1-20fps)
Bit Rate		H.264: 32Kbps~10Mbps
Corridor Mode		Support
Audio		
Compression		N/A
Interface		N/A
Smart Function		
Smart detection	Tripwire	
	Intrusion	
	Abandoned/Missing	
	Scene Change	
		Audio detect

	Face detect
Network	
Ethernet	RJ-45 (10/100Base-T)
Wi-Fi	N/A
Protocol	IPv4/IPv6, HTTP, HTTPS, SSL, TCP/IP, UDP, UPnP, ICMP, IGMP, SNMP, RTSP, RTP, SMTP, NTP, DHCP, DNS, PPPOE, DDNS, FTP, IP Filter, QoS, Bonjour, 802.1x
Compatibility	ONVIF, PSIA, CGI
Max. User Access	20 users
Smart Phone	iPhone, iPad, Android, Windows Phone
Auxiliary Interface	
Memory Slot	N/A
RS485	N/A
Alarm	N/A
PIR Sensor Range	N/A
General	
Power Supply	DC12V, PoE (802.3af)
Power Consumption	< 6W
Working Environment	-30°C~+60°C, Less than 95% RH
Ingress Protection	IP67
Vandal Resistance	N/A
Dimensions	70mm×70mm×180mm
Weight	0.4kg(0.528kg with packaging)

DH-SD40/42/42C212S-HN

2Mp Full HD 12x Mini Network PTZ Dome Camera



SD40212S-HN



SD42212S-HN



SD42C212S-HN

Features

- Powerful 12x optical zoom
- Support dual-streams encoding
- Max. 25/30fps@1080P(1920×1080) & 50/60fps@720P resolution
- DWDR, Day/Night (ICR), DNR (2D&3D), Auto iris, Auto focus, AWB, AGC, BLC
- Max 300°/s pan speed, 360° continuous pan rotation
- Up to 80 presets, 5 auto scan, 8 tour, 5 pattern
- Built-in 2/1 alarm in/out
- Support intelligent 3D positioning with DH-SD protocol
- IP66(outdoor), IK10(Optional), POE+

DH-SD40/42/42C212S-HN

Technical Specifications:

Model	DH-SD40212S-HN	DH-SD42212S-HN	DH-SD42C212S-HN
Camera			
Image Sensor	1/2.8" Exmor CMOS		
Effective Pixels	1944(H) x 1092(V), 2 Megapixels		
Horizontal Resolution	>1000TVL		
Scanning System	Progressive		
Electronic Shutter Speed	1/3s ~1/30,000s		
Min. Illumination	Color: 0.05 Lux/F1.6, B/W: 0.005Lux/F1.6		
S/N Ratio	More than 55dB		
Camera Features			
Day/Night	Auto(ICR) / Color / B/W		
Backlight Compensation	BLC / HLC / DWDR (Digital WDR)		
White Balance	Auto, ATW, Indoor, Outdoor, Manual		
Gain Control	Auto / Manual		
Noise Reduction	2D / 3D		
Privacy Masking	Up to 24 areas		
Digital Zoom	16x		
Lens			
Focal Length	5.1 mm~61.2mm (12x Optical zoom)		
Max Aperture	F1.6~ F3.0		
Focus Control	Auto / Manual		
Angle of View	H: 51.3° ~ 4.64°		
Close Focus Distance	100mm~1000mm		
PTZ			
Pan/Tilt Range	Pan: 0° ~ 360° endless; Tilt: -2° ~ 90°, auto flip 180°		
Manual Control Speed	Pan: 0.1° ~ 300°/s; Tilt: 0.1° ~120°/s		
Preset Speed	Pan: 300°/s; Tilt:200°/s		
Preset	80(DH-SD)		
PTZ Mode	5 Pattern, 8 Tour, 5 Auto Scan, Auto Pan		
Speed Setup	Human-oriented focal length/ speed adaptation		
Power up Action	Auto restore to previous PTZ and lens status after power failure		
Idle Motion	Activate Preset/Pan/Scan/Tour/Pattern if there is no command in the specified period		
Video			
Compression	H.264 / MJPEG		
Resolution	1080P(1920×1080)/720P(1280×720)/D1(704×576/704×480)/CIF(352×288/352×240)		
Frame Rate	Main Stream	1080P/ D1 (1 ~ 25/30fps), 720P(1~50/60fps)	
	Sub Stream 1	D1/CIF(1 ~ 25/30fps)	

DH-SD40/42/42C212S-HN

Bit Rate	H.264: 448K ~ 8192Kbps, MJPEG: 56K ~ 20480Kbps		
Audio			
Compression	G.711a / G.711u (32kbps) / PCM (128kbps)		
Interface	1/1 channel In/Out		
Network			
Ethernet	RJ-45 (10/100Base-T)		
Protocol	IPv4/IPv6, HTTP, HTTPS, SSL, TCP/IP, UDP, UPnP, ICMP, IGMP, SNMP, RTSP, RTP, SMTP, NTP, DHCP, DNS, PPPOE, DDNS, FTP, IP Filter, QoS, Bonjour		
Compatibility	ONVIF PSIA CGI		
Max. User Access	20 users		
Smart Phone	iPhone, iPad, Android, Windows Phone		
Auxiliary Interface			
Memory Slot	Micro SD, Max 64GB		
RS485	N/A		
Alarm	2/1 channel In/Out		
General			
Power Supply	AC24V/1.5A (±10%), POE plus (802.3at)		
Power Consumption	12W, 22W(Heater on)	12W	
Working Environment	-40°C ~ 60°C / Less than 90% RH	-20°C ~ 60°C / Less than 90% RH	
Ingress Protection	IP66		N/A
Vandal Resistance	IK10(Optional)		
Dimensions	Φ186mm×234mm	Φ170mm×155mm	Φ198mm×158mm
Weight	2.3Kg	1.8Kg	2.3Kg

**MUNICIPAL SERVICES COMMITTEE MEETING
AGENDA ITEM SUMMARY SHEET**

AGENDA ITEM DESCRIPTION

DISCUSSION – HVAC MAINTENANCE, VILLAGE FACILITIES

COMMITTEE REVIEW

- ☐ Finance/Administration
☒ Municipal Services
☐ Public Safety

Meeting Date:

March 12, 2018

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Discussion
<input type="checkbox"/> Seeking Feedback
<input type="checkbox"/> Regular Report | <input checked="" type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date)
<input type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board)
<input type="checkbox"/> Report/documents requested by Committee |
|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

BACKGROUND

Prior to commencing with Phase I (Village Hall) and Phase II (police station) of the Village's Master Facilities Plan, the Village accepted a proposal from a heating ventilation and air conditioning (HVAC) contractor to perform preventative maintenance type services for each Village owned facility. During the time the Phase I and Phase II work was underway, we did not renew those contracts. Now that both facilities are completed and occupied, staff recommends that we once again hire a HVAC contractor to perform routine maintenance, on a quarterly basis, on the roof top units (RTUs), exhaust fans, and unit heaters within the various Village facilities.

REQUEST FOR FEEDBACK

Since we are now in need of a HVAC service agreement to cover all four (4) Village owned buildings, staff solicited proposals from various HVAC vendors to request a service agreement proposal. The following is a cost summary for a one-year HVAC service agreement, which includes operating inspections four (4) times a year, along with pre-season maintenance, from four (4) separate HVAC vendors

VENDOR	QUARTERLY MAINTENANCE	OPTIONAL CONDENSER CLEANING
Climatemp Service Group, Broadview, IL	\$8,460	\$2,664
Solutions Mechanical, Oswego, IL	\$9,000	\$2,070
Temperature Engineering, Inc., Willowbrook, IL	\$7,550	\$1,995
Stingray Mechanical Services, Inc., Burr Ridge, IL	\$8,300	\$1,500

VENDOR	TOTAL
Climatemp Service Group, Broadview, IL	\$11,124.00
Solutions Mechanical, Oswego, IL	\$11,070.00
Temperature Engineering, Inc., Willowbrook, IL	\$9,545.00
Stingray Mechanical Services, Inc., Burr Ridge, IL	\$9,800.00

STAFF RECOMMENDATION

Staff would recommend that the proposal from Temperature Engineering, Inc. be considered given it is currently the low proposal (either with or without the optional condenser cleaning component) and the company is located out of Willowbrook within the north section of the Soper triangle area.

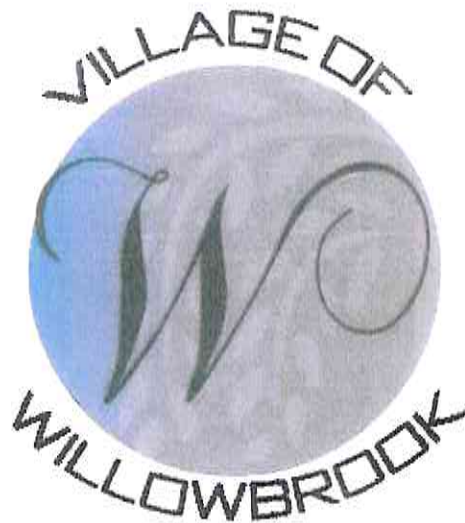


Service-Group

2315 Gardner Road
Broadview, IL 60155
Phone: (708) 449-8888
www.climatempservice.com

Preventive Maintenance Program

Prepared for



Village of Willowbrook
835 Midway Drive
Willowbrook, Illinois 60527

Proposal Number: 18JC-0112-317.1



Program Investment

This Service Agreement is between Climatemp Service Group (CSG), and The Village of Willowbrook.

This Agreement will be in accordance with the following documents:

- Program Investment
- Program Features
- Scope of Maintenance
- Terms and Conditions
- Equipment Schedule

The Agreement will become effective on February 1, 2018; it has an initial term of one year, and will auto-renew in one year increments. Either party may terminate this Agreement at the conclusion of the initial term, or on any subsequent anniversary by giving the other party at least thirty (30) days prior written notice.

Police Station	7760 Quincy Street	\$3,280
Village Hall	835 Midway Drive	\$2,131
Public Works Garage	700 Willowbrook Centre Parkway	\$1,230
Community Resource Center	825 Midway Drive	\$1,819

The Village of Willowbrook's investment in this program will be \$8,460 per year, payable \$2,115 quarterly, and may be adjusted on subsequent anniversary dates with advanced notice.

Prepared By: James V. Capone

Date: 1/15/2018

Accepted By
The Village of Willowbrook
835 Midway Drive
Willowbrook, Illinois 60527

Approved By
Climatemp Service Group, LLC
2315 Gardner Road
Broadview, IL 60155

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Program Features

Operating Inspections

Operating Inspections include those tasks necessary to confirm the proper operation of the equipment. CSG will provide **four** operating inspections per year, in accordance with the manufacturer's recommendations, and our own extensive experience. Our program includes all maintenance materials and supplies required to perform these procedures. Sample Maintenance tasks are detailed on attached "Scope of Maintenance" page(s).

Pre-Season Maintenance

Pre-Season Maintenance includes the operating inspections and those tasks necessary to maintain the proper operation of the equipment for the upcoming season. This includes:

- A spring scheduled inspection for seasonal cooling equipment.
- A fall scheduled inspection for seasonal heating equipment.

Discounts for Additional Services

CSG will extend special pricing on labor and material while supporting The Village of Willowbrook with repairs, service and replacement of equipment that is beyond the scope of this Agreement on either a quoted or time and material basis.

Discounted Labor Rate (straight time)	15%
Material Discount	10%

Note: Service Calls

For services beyond the scope of this agreement there is a one-time vehicle charge per service call.

Benefits

- Preferred response time and preferential service over all non-Agreement Customers.
- 24x7 emergency service on all equipment covered by this Agreement.
- Stock of many common repair parts on our service vehicles.
- Written service reports detailing maintenance activities, repairs and recommendations.
- Preparation of written quotations for major repairs.
- Operator training and assistance on all equipment covered by this Agreement.
- Consulting services regarding HVAC equipment energy efficiency and life cycle analysis.
- Design and budget price estimating service for HVAC equipment replacement.
- Over sixty years of HVAC maintenance, repair service and equipment installation experience.

Scope of Maintenance

Package HVAC Unit and Split System:



Four operating inspections, including preseason maintenance in the spring and fall.

- Change air filter media two times annually.
- Clean coils, evaporator drain pan, blowers, fans, motors and drain piping as required.
- Adjust temperature controls.
- Tighten electrical connections as required and test amperage.
- Lubricate fan motors and bearings as needed.
- Test and inspect economizer system, if applicable. Lubricate, adjust dampers and linkages during the cooling season.
- Replace belts once annually if applicable.
- Test refrigeration system for proper operating charge, pressures, and temperatures.
- Test operating and safety controls.
- Adjust lube oil level if applicable and test pressure.
- Inspect heat exchanger, blower, and combustion air openings during the heat season.

Unit Heater:



Operating inspection and preseason maintenance to be done once annually in the fall.

- Lubricate fan motors and bearings as needed.
- Adjust and inspect burner.
- Test fire unit heater.
- Test operating and safety controls.
- Tighten electrical wirings and switches.
- Clean and inspect heat exchanger.
- Test and inspect pilot operation.

Exhaust Ventilator:



Operating inspection done once annually.

- Lubricate fan motors and bearings as needed.
- Change belt once annually if applicable.
- Tighten electrical wirings and switches.
- Inspect fan wheel, damper blades, hinges, pins, and actuators.

Optional Addition of Coil Washing:

Condenser coil washing, using water and a non-acid foaming cleaner containing the best available biodegradable ingredients, can be added to the Preventive Maintenance Program. This option includes the labor and materials needed to safely wash all the condenser coils at your facility. The price to add this option is \$2,664.

_____ Initial here to accept this option.

Note: Air Filters

We ask that we may store a one year supply of air filters at your facility, and ask to use your dumpsters for disposal of used filters.

Terms and Conditions

Between The Village of Willowbrook (Customer) and Climatemp Service Group (CSG)

1. **Payment** is due upon receipt of invoice. If an invoice becomes more than thirty days past due, a late fee of 1.5 percent per month may be charged. In the event that CSG must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay CSG all court costs and reasonable attorney's fees incurred by CSG.
2. **Customer Agrees:**
 - a) To provide access to all equipment during CSG's normal working hours.
 - b) To allow CSG to start and stop equipment as necessary to perform required services.
 - c) That CSG is not responsible for any damages due to labor disturbances, fire, commercial delays, spoilage, loss of business, war, and/or acts of God, and circumstances beyond its control. It is expressly agreed that CSG assumes no liability for negligence, misuse, or failure whatsoever, other than CSG's failure to perform the services herein set forth, and under no circumstances shall the liability extend beyond the annual selling price of this Agreement.
 - d) Provide adequate trash disposal provisions for used filters, miscellaneous maintenance materials, and small parts.
3. **Asbestos, Mold and other Hazardous Materials.** The detection, identification, abatement, or removal of asbestos or mold, products containing asbestos or mold, or any other hazardous materials are not included in this Agreement.
4. **Indoor Air Quality.** CSG expressly disclaims any and all responsibility and liability for the indoor air quality of the Customer's facility.
5. **Early Termination.** If CSG approves of an early cancellation of this Agreement, Customer agrees to pay CSG for all labor expended and material/supplies used in the performance of this Agreement through the cancellation date.
6. **Indemnification.** To the fullest extent permitted by law, Customer shall indemnify and hold harmless CSG, its agent and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable.

11/9/2016

Equipment Schedule

Willowbrook Police Station – 7760 Quincy Street

UNIT	TYPE OF EQUIPMENT	MFG	MODEL	SERIAL	TON	Unit Location
1	Package HVAC	Carrier	48TME008---501--	4107G20586	7.5	Roof
2	Package HVAC	Trane			5	Roof
3	Package HVAC	Trane	YSC092F3EHA1V	163710312L	7.5	Roof
4	Package HVAC	Carrier	48LCF006A2M5A0R3A0	0117C89281	5	Roof
5	Package HVAC	Carrier	48LCF005A2M5A0R3A0	0117C89279	4	Roof
6	Package HVAC	Carrier	48LCF006A2M5A0R3A0	011C89280	5	Roof
7	Package HVAC	Trane			7.5	Roof
8	Unit Heater	Sterling				Police Garage Near Roof Access
9	Unit Heater	Sterling				Police Garage Near Roof Access
10	Exhaust Fan					Roof
11	Exhaust Fan					Roof
12	Exhaust Fan					Roof
13	Exhaust Fan					Roof
14	Exhaust Fan					Roof

Willowbrook Village Hall – 835 Midway Drive

UNIT	TYPE OF EQUIPMENT	MFG	MODEL	SERIAL	TON	Unit Location
1	Package HVAC	Trane	YSC092F3RMA09H0C1A1	143610433L	7.5	Roof
2	Package HVAC	Trane	YSC048E3RMA1SH0C1A1	143513433L	4	Roof
3	Package HVAC	Trane	YSC048E3RMA1SH0C1A1	143513417L	4	Roof
4	Package HVAC	Trane	YSC092F3RMA09H0C1A1	143610419L	7.5	Roof
5	Package HVAC	Trane	YSC060E3RHA1NH0C1A1	143610275L	5	Roof

Willowbrook Community Resource Center – 825 Midway Drive

was not able to access roof due to defective ladder, survey provided by accessing google earth

UNIT	TYPE OF EQUIPMENT	Unit Location
1	Package HVAC	Roof
2	Package HVAC	Roof
3	Package HVAC	Roof

Climatemp Service Group Preventive Maintenance Program

Willowbrook Public Works Garage – 700 Willowbrook Centre Parkway

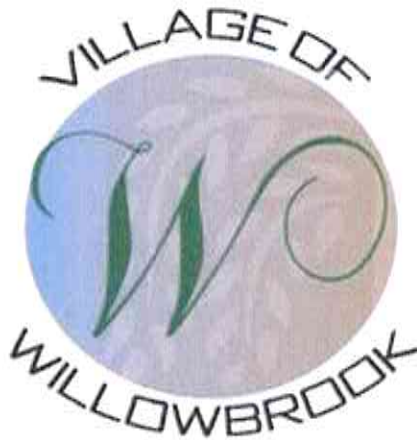
UNIT	TYPE OF EQUIPMENT	MFG	MODEL	SERIAL	TON	Unit Location
1	Furnace	York	MC48C3X41A	A0H8109073		Upstairs Mezzanine
2	Condensing Unit	York	TCQD42S43S1A	W0D9704535E		
3	Unit Heater	Modine				
4	Unit Heater	Sterling				
5	Unit Heater	Sterling				
6	Unit Heater					
7	Unit Heater					
8	Unit Heater					

SOLUTIONS MECHANICAL

71 KENDALL POINT DRIVE OSWEGO, IL 60543
PHONE (630) 321-0999 FAX (630) 321-0990

PREVENTATIVE MAINTENANCE AGREEMENT

Prepared for:



835 MIDWAY DRIVE – WILLOWBROOK – IL – 60527

Contact – ANDREW PASSERO
(630)323-8215

Service Locations:

POLICE STATION – 7760 QUINCY STREET

VILLAGE HALL – 835 MIDWAY DRIVE

RESOURCE CENTER – 825 MIDWAY DRIVE

PUBLIC WORKS GARAGE – 700 WILLOWBROOK CENTRE PKWY

THIS AGREEMENT WILL INCLUDE THE FOLLOWING:

Inspect entire system including documentation of:

✓ Pressures	✓ Temperatures	✓ Superheat
✓ Sub-cooling	✓ Voltage checks	✓ Amperage checks
✓ Safety controls	✓ Temperature controls	✓ Electrical connections
✓ Economizer	✓ Linkage & operation	✓ Condensate drain pan
✓ Condensate traps	✓ Bearings	✓ Motors
✓ Pulleys	✓ Belts	✓ Crankcase heaters
✓ Thermostats	✓ Heat exchangers	✓ Gas valves
✓ Burners	✓ Gas pressure	✓ Evaporator coils
✓ Condenser coils	✓ Overall unit integrity	✓ Cleanliness

SPRING START UP AND COOLING INSPECTIONS

1. Review manufacturer's recommendation for startup.
2. Energize crank case heater per manufacturer's recommendations for warm up.
3. Remove all debris from within and around unit.
4. Visually inspect for leaks.
5. Check belts, pulleys and mounts.
6. Lubricate fan and motor bearings per manufacturer's recommendations.
7. Inspect electrical connections, contactors, relays and operating/safety controls.
8. Check motor operating conditions.
9. Check and clean fan blades as required.
10. Check and test all operating and safety controls.
11. Check suction and discharge pressures, temperatures, superheat and sub-cooling.
12. Check operating conditions. Adjust as required

FALL START UP AND HEATING INSPECTIONS

1. Clean and adjust pilot assembly.
2. Inspect heat exchanger for cracks and wear.
3. Check gas valve, fan and limit control and all burner operating controls.
4. Check burner sequence of operation.
5. Lubricate motors, bearings and drives
6. Check pulleys and belts.
7. Inspect electrical connections

Every inspection will have a completed inspection form filled out and signed by the customer (if available). One copy is for the customer and the other copy is for Solutions Mechanical. If repairs are needed or recommended the customer will automatically receive a price quote before any repair work proceeds. If repairs are an emergency the technician can get verbal approval on site from the customer.

- 2 Inspection calls yearly on air conditioning equipment.
- 0 Inspection calls yearly on refrigeration equipment.
- 2 Inspection calls yearly on heating equipment.
- 1 Inspection calls yearly on exhaust fans.
- 4 Replacement of air filters with new pleated air filters.
- 0 Replacement of drive belts on all applicable listed equipment.
- 2 Scissors lift rentals to inspect the suspended unit heaters

PAYMENT TERMS

For the services outlined within the scope of this Agreement the Purchaser agrees to pay Solutions Mechanical in advance the sum of **\$9,000.00 per year** payable in 4 installments beginning with the effective date on this agreement.

INITIAL FOR ABOVE OPTION

Optional service that we highly recommend is air cooled condenser coils will be cleaned one time per year with high pressure water and a mild detergent. (Detergent will only be used if necessary and will be a biodegradable solution) The price for this service is an additional **\$2,070.00** to the above price for a grand total of **\$11,070.00 per year**.

INITIAL FOR ABOVE OPTION

This agreement begins **03/01/2018** and shall continue in force until 30 days after notice of termination is given. Either party may cancel this agreement in writing with a 30 day written notice. Price modifications can be made, if necessary, by Solutions Mechanical upon any anniversary date of this agreement.

SELLER'S ACCEPTANCE

BY:

NAME: MATT SKRIP

TITLE: GENERAL MANAGER

AGREEMENT #

PURCHASER'S ACCEPTANCE

SIGNED BY: _____

NAME: _____

TITLE: _____

DATE: _____

NOTES

With this agreement the customer will receive preferential treatment over non-contract customers. A discount of 10% on parts will apply on all service calls that fall outside the scope of this agreement.

Labor rate for work performed outside the scope of this agreement is \$ 130.00 per regular time hour and is subject to a \$ 30.00 truck charge.

TERMS AND CONDITIONS

1. PAYMENT

Solutions Mechanical expects payment as listed on page 2 of this proposal. Payment terms are due net 30 days. Any payments that become past due will be subject to a late fee based on 1-1/2% per month or 18% annually. If payments exceed 6 months Purchaser agrees to pay any legal fees necessary for Solutions Mechanical to collect payment. Title of equipment shall remain with Solutions Mechanical until job is paid in full. Solutions Mechanical reserves the right to repossess equipment and materials associated with this proposal in the event of non-payment.

2. LIMITS OF LIABILITY

Solutions Mechanical shall not be held liable to any party whatsoever for damages or losses due to line voltage electrical problems, natural gas supply problems, low or high water or steam pressure, contamination to systems from external or unpreventable sources, damage to building, property, person or persons or equipment caused by any other person or entity other than Solutions Mechanical or its direct employees, loss of business, labor strikes, lockouts, material shortages, Acts of God or any unavoidable circumstances that fall outside the control of Solutions Mechanical. If asbestos is present it shall be the Purchaser's sole responsibility to contract with an asbestos abatement company for removal, under no circumstances shall Solutions Mechanical be liable for asbestos removal or abatement. Unless specifically stated within this proposal all labor is to be performed during normal business hours Monday – Friday during a normal 8 hour work day between the hours of 6 AM until 5 PM depending on the job site starting times. Solutions Mechanical assumes no liability for the detection or removal of any organic pathogens or sickness and/or personal illness caused there from.

3. INSURANCE

Solutions Mechanical agrees to carry Workers Compensation Insurance and Public Liability Insurance as required by Law. Purchaser understands and agrees to insure equipment and materials stored on job site against fire, theft, vandalism or any other casualty until job is paid in full. If such instance occurs Purchaser agrees to assign insurance proceeds to Solutions Mechanical for reimbursement. Once equipment is ordered and job is started there shall be no assignment or transfer of this agreement to any other parties. By signing this agreement the Purchaser agrees to be bound by this obligation. Solutions Mechanical will not provide waivers of subrogation on insurance certificates or indemnity beyond our fault or negligence.

4. LAWS

Solutions Mechanical will comply in all cases with the provisions of Section 608 of the United States Clean Air Act regarding refrigerant recovery.

5. NO MODIFICATIONS

This Maintenance Agreement shall not be altered in any way by any individual without being documented and signed by both parties. Verbal agreements are not acceptable by or between any individuals.

6. CANCELLATION

This Agreement may be cancelled by either party with 30 days written notice. If a cancellation occurs during the time of an inspection and the work was performed the Customer agrees to reimburse Solutions Mechanical for the cost of that inspection per the pricing listed in this Agreement. Inspection hours are not equal on every inspection, if a cancellation occurs Customer shall reimburse Solutions Mechanical for the percentage of the agreement that was actually performed based on the labor hours, coil cleaning, filter changes, belt replacements, etc..

7. PRE-INSPECTION LIABILITY

Full Maintenance Agreements that include labor, materials, equipment and parts for replacement in the event of a breakdown will require a pre-coverage inspection and equipment will be required to be brought up to satisfactory operating conditions before Solutions Mechanical will accept liability. The first inspection will be complete under the inspection contract and if any repairs are needed they will be quoted as a charge call. Solutions Mechanical, under no circumstances, will make initial inspection repairs without the direct consent of a company (Solutions Mechanical) Officer.

8. FULL MAINTENANCE CONTRACT LIABILITY

A full maintenance agreement is defined as an agreement that covers parts and labor required not only for inspection and preventative measures but also includes regular time service calls as well. If emergency service calls are placed and are overtime calls the difference for the overtime labor will be billed for the added cost of overtime labor. Parts covered are limited to normal mechanical and electrical components and do not cover refrigerant, repair of refrigerant leaks, compressors or heat exchangers, unless specifically stated within this agreement. Integrity problems with equipment such as broken doors, latches, hardware, rusted panels, vandalized equipment, etc will not be covered. Damages that arise due to power loss, loss of phase or lightning strikes are not covered by this agreement.

EQUIPMENT COVERED BY THIS AGREEMENT

CUSTOMER: VILLAGE OF WILLOWBROOK

SERVICE ADDRESS: POLICE STATION - 7760 QUINCY STREET

<u>TYPE</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SERIAL</u>	<u>LOCATION/TAG</u>	<u>FILTER</u>
PKG RTU	CARRIER	48TME008501	4107G20586	ROOF	TBD
PKG RTU	TRANE	TBD	TBD	ROOF	TBD
PKG RTU	TRANE	YSC092F3EHA1V	163710312L	ROOF	TBD
PKG RTU	CARRIER	48LCF006A2M5A0	0117C89281	ROOF	TBD
PKG RTU	CARRIER	48LCF005A2M5A0	0117C89279	ROOF	TBD
PKG RTU	CARRIER	48LCF006A2M5A0	0117C89280	ROOF	TBD
PKG RTU	TRANE	TBD	TBD	ROOF	TBD
UNIT HEATER	STERLING	TBD	TBD	GARAGE	NONE
UNIT HEATER	STERLING	TBD	TBD	GARAGE	NONE
EXH FAN	TBD	TBD	TBD	ROOF	NONE
EXH FAN	TBD	TBD	TBD	ROOF	NONE
EXH FAN	TBD	TBD	TBD	ROOF	NONE
EXH FAN	TBD	TBD	TBD	ROOF	NONE
EXH FAN	TBD	TBD	TBD	ROOF	NONE

EQUIPMENT COVERED BY THIS AGREEMENT

CUSTOMER: VILLAGE OF WILLOWBROOK

SERVICE ADDRESS: VILLAGE HALL – 835 MIDWAY DRIVE

<u>TYPE</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SERIAL</u>	<u>LOCATION/TAG</u>	<u>FILTER</u>
PKG RTU	TRANE	YSC092F3RMA09H0C1A1	143610433L	ROOF	TBD
PKG RTU	TRANE	YSC048E3RMA1SH0C1A1	143513433L	ROOF	TBD
PKG RTU	TRANE	YSC048E3RMA1SH0C1A1	143513417L	ROOF	TBD
PKG RTU	TRANE	YSC092F3RMA09H0C1A1	143610419L	ROOF	TBD
PKG RTU	TRANE	YSC060E3RHA1NH0C1A1	143610275L	ROOF	TBD

EQUIPMENT COVERED BY THIS AGREEMENT

CUSTOMER: VILLAGE OF WILLOWBROOK

SERVICE ADDRESS: RESOURCE CENTER – 825 MIDWAY DRIVE

<u>TYPE</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SERIAL</u>	<u>LOCATION/TAG</u>	<u>FILTER</u>
PKG RTU	TBD	TBD	TBD	ROOF	TBD
PKG RTU	TBD	TBD	TBD	ROOF	TBD
PKG RTU	TBD	TBD	TBD	ROOF	TBD

EQUIPMENT COVERED BY THIS AGREEMENT

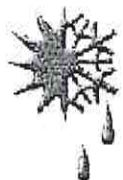
CUSTOMER: VILLAGE OF WILLOWBROOK

SERVICE ADDRESS: PUBLIC WORKS GARAGE – 700 WILLOWBROOK CENTRE PKWY

<u>TYPE</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SERIAL</u>	<u>LOCATION/TAG</u>	<u>FILTER</u>
FURNACE	YORK	MC48C3X41	A0H8109073	MEZZANINE	TBD
CONDENSER	YORK	TCGD42S4351A	W0D9704535E	TBD	NONE
UNIT HEATER	TBD	TBD	TBD	TBD	TBD
UNIT HEATER	TBD	TBD	TBD	TBD	TBD
UNIT HEATER	TBD	TBD	TBD	TBD	TBD
UNIT HEATER	TBD	TBD	TBD	TBD	TBD
UNIT HEATER	TBD	TBD	TBD	TBD	TBD
UNIT HEATER	TBD	TBD	TBD	TBD	TBD



PROPOSAL



Temperature Engineering

To:
VILLAGE OF WILLOWBROOK
835 MIDWAY DRIVE
WILLOWBROOK, IL 60527-5549

Job Name/Location:
VILLAGE OF WILLOWBROOK
835 MIDWAY DRIVE

WILLOWBROOK, IL 60527-5549

Date 03/02/18
Customer # VIL006

Proposal # F02858S
Page # 1

SUBJECT: VILLAGE OF WILLOWBROOK: QUARTERLY PREVENTATIVE MAINTENANCE

We propose to replace the air filters and V-belts at:
**PUBLIC WORKS
COMMUNITY RESOURCE CENTER
VILLAGE HALL
POLICE STATION**

These filters will be changed on a quarterly basis. V-belts will be changed at all locations once a year on RTU's and exhaust fans (where applicable). We will check unit operation, make sure all electrical connections are tight and safety controls are working. System pressures will be checked during A/C season and heat exchangers will be inspected in the fall. All service issues would be invoiced separately if approval is given to complete work. Public works will require a lift to inspect the hanging heaters. The price shown includes the cost of that lift. Should you choose to proceed the contract will go into effect on the date of the signature. At that time, we can extend you a discounted hourly labor rate of \$120.00 regular time and OT \$180.00 per hour for services outside this maintenance agreement.

QUANTITY	ITEM NAME
15.0	ANNUAL V- BELT CHANGE
60.0	PLEATED AIR FILTERS 4 TIMES A YEAR
1.0	SCISSOR LIFT (PUBLIC WORKS)

LABOR

We Propose to furnish material and labor in accordance with the above specifications, for the sum of:

**SEVEN THOUSAND FIVE HUNDRED FIFTY DOLLARS AND 0.0 CENT(S)

7,550.00 Dollars

Payment To Be Made As Follows:

NET 30

This proposal is good for: 30 Days

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date Of Acceptance _____

Print Name _____

TEMPERATURE ENGINEERING, INC.

PROPOSAL



Temperature Engineering

To:

VILLAGE OF WILLOWBROOK
835 MIDWAY DRIVE
WILLOWBROOK, IL 60527-5549

Job Name/Location:

VILLAGE OF WILLOWBROOK
835 MIDWAY DRIVE

WILLOWBROOK, IL 60527-5549

Date 03/02/18

Customer # VIL006

Proposal # F02859S

Page # 1

SUBJECT: VILLAGE OF WILLOWBROOK: ANNUAL CONDENSER COIL CLEANING

We propose to chemically clean all condenser coils for the air conditioning systems in the following buildings:

**PUBLIC WORKS
COMMUNITY RESOURCE CENTER
VILLAGE HALL
POLICE STATION**

These coils will be completed in spring of each year.

QUANTITY ITEM NAME
15.0 CONDENSER COIL CLEANER
1.0 TRUCK CHARGE
LABOR

We Propose to furnish material and labor in accordance with the above specifications, for the sum of:

****ONE THOUSAND NINE HUNDRED NINETY FIVE DOLLARS AND 0.0 CENT(S)**

1,995.00 Dollars

Payment To Be Made As Follows:

NET 30

This proposal is good for: 30 Days

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date Of Acceptance _____

Print Name _____

**TEMPERATURE ENGINEERING, INC.
7475 SOUTH MADISON
WILLOWBROOK, IL. 60527
(630)655-0375**

PREVENTATIVE MAINTENANCE AGREEMENT



SUBMITTED TO:
Timothy Halik

LOCATION:
7760 Quincy St., Willowbrook
835 Midway Drive, Willowbrook
825 Midway Drive, Willowbrook
700 Willowbrook Centre Parkway, Willowbrook

SUBMITTED BY:
STINGRAY MECHANICAL SERVICES, INC.
145 Tower Drive, Suite 11
Burr Ridge, IL 60527
630-323-5010
Fax 630-323-5030

Date:
February 22, 2018



SERVICE AGREEMENT

*This agreement is entered into this _____ day of _____ between the Seller, **Stingray Mechanical Services, Inc.** (herein after called Seller) and **Village of Willowbrook** (herein after called the Customer), for providing four (4) preventative maintenance inspections per year.*

The Seller agrees to render service on the listed equipment for a period of one (1) year, beginning May 1, 2018 and continuing in full force from year to year until terminated by either party upon 30 days written notice.

The annual price is \$8,300.00. The customer agrees to make quarterly payments of \$2,075.00. This contract price may increase or decrease on any anniversary date of this agreement by Seller. Seller will notify the Customer at least 30 days in advance of the anniversary date of this agreement of a change in contract price, if any. Annual price adjustments will be based on material and labor costs in effect on anniversary date. All work outside the inspection work will be billed on a time and material basis (regular \$180.00 1st hour, \$115.00 each additional hour, overtime \$272.50, 1st hour, \$172.50 each additional hour).

The Customer agrees that upon written notification of early termination of this Agreement to reimburse Seller for any and all costs associated with this Agreement as of the termination date.

The Customer agrees to provide access to all equipment during normal working hours so that inspection can be completed as called for under this agreement.

The Customer agrees to accept the judgment of the Seller as to the best means and methods reasonably necessary to correct or repair malfunctions and to have repairs made promptly, and that unreasonable failure to do so will release and terminate all obligations of the Seller.

The Customer agrees that any alterations, additions, adjustments or repairs made by others, unless authorized by the Seller, will release and terminate all obligations of the Seller.

This Agreement assumes that the systems to be covered are in maintainable condition. If repairs are found to be necessary upon initial inspection or initial seasonal start up, these repairs will be made on a time and material basis or excluded from this contract.

The Seller shall not be liable for any damage due to strikes, for commercial delays, spoilage, loss of business, war conditions, and/or acts of God, or circumstances beyond his reasonable control, and it is expressly agreed that the Seller assumes no liability for negligence, misuse, or failure whatsoever, other than Seller's failure to perform the services herein set forth, and in no circumstances shall the liability extend beyond the selling price of this agreement.

The Seller's responsibility will not include:

- a. Cabinets, ductwork, insulation, recording instruments, relief valves, gauges, or thermometers.*
- b. Water, drain, gas, oil, steam, and electrical lines beyond the equipment itself.*
- c. Repairs due to freezing or from contaminated atmosphere or water.*
- d. Boiler tubes, boiler sections, refractor, heat exchangers, smoke stacks, breaching, storage tanks, chiller and condenser tube bundles, refrigerant coils, refrigerant piping, refrigerant leaks, cooling tower media, non-moving parts.*
- e. Changes, repairs, or corrections to equipment due to design, government code, or insurance requirements.*
- f. Refrigerant leaks.*

The undersigned affirm that they have read and understand the entire agreement.

Service Agreement Accepted by:

Mr. Timothy Halik \$8,300

Approved by Seller Date

Option for annual PSI washing Accepted by:

Mr. Timothy Halik \$1,500

EQUIPMENT SCHEDULE

The following equipment will be covered by this Agreement in accordance with the terms and conditions set forth:

Willowbrook Police Station – 7760 Quincy Street

Unit	Type of Equipment	MFG	Model	Serial	Ton	Unit Location
1	RTU	Carrier	48TME008---501--	4107G20586	7.5	Roof
2	RTU	Trane	TBD	TBD	5	Roof
3	RTU	Trane	YSC092F3EHA1V	163710312L	7.5	Roof
4	RTU	Carrier	48LCF006A2M5A0R3A0	0117C89281	5	Roof
5	RTU	Carrier	48LCF005A2M5A0R3A0	0117C89281	5	Roof
6	RTU	Carrier	48LCF006A2M5A0R3A0	011C89280	5	Roof
7	RTU	Trane	TBD	TBD	7.5	Roof
8	Unit Heater	Sterling	TBD	TBD		Police Garage
9	Unit Heater	Sterling	TBD	TBD		Police Garage
10	Exhaust Fan	TBD	TBD	TBD		Roof
11	Exhaust Fan	TBD	TBD	TBD		Roof
12	Exhaust Fan	TBD	TBD	TBD		Roof
13	Exhaust Fan	TBD	TBD	TBD		Roof
14	Exhaust Fan	TBD	TBD	TBD		Roof

Willowbrook Village Hall – 835 Midway Drive

Unit	Type of Equipment	MFG	Model	Serial	Ton	Unit Location
1	RTU	Trane	YSC092F3RMA09H0C1A1	143610433L	7.5	Roof
2	RTU	Trane	YSC048E3RMA1SH0C1A1	143513433L	4	Roof
3	RTU	Trane	YSC048E3RMA1SH0C1A1	143513417L	4	Roof
4	RTU	Trane	YSC092F3RMA09H0C1A1	143610419L	7.5	Roof
5	RTU	Trane	YSC060E3RHA1NH0C1A1	143610275L	5	Roof

Willowbrook Community Resource Center – 825 Midway Drive

Unit	Type of Equipment	MFG	Model	Serial	Ton	Unit Location
1	RTU	Carrier	TBD	TBD		Roof
2	RTU	Carrier	TBD	TBD	4	Roof
3	RTU	Carrier	YSC048E3RMA1SH0C1A1	143513417L	4	Roof

Willowbrook Public Works Garage – 700 Willowbrook Centre Parkway

Unit	Type of Equipment	MFG	Model	Serial	Ton	Unit Location
1	Furnace	York	MC48C3X41A	A0H8109073		Upstairs Mezzanine
2	Condensing Unit	York	TCGD42S43S1A	W0D9704535E		
3	Unit Heater	Modine	TBD	TBD		
4	Unit Heater	Sterling	TBD	TBD		
5	Unit Heater	Sterling	TBD	TBD		
6	Unit Heater	Sterling	TBD	TBD		
7	Unit Heater	Sterling	TBD	TBD		
8	Unit Heater	Sterling	TBD	TBD		

LEVEL OF SERVICE

Stingray Mechanical Services, Inc. will provide regularly scheduled inspections on the equipment listed in this Agreement. A copy of the serviceman's report will be left with Customer upon completion of all inspection or repair visits. This report will identify equipment being serviced, work performed, operating conditions, and additional repairs/work which may be required.

Stingray Mechanical Services, Inc. agrees to make four (4) inspections including seasonal start up and shut down. Inspections and repairs will be performed during Seller's normal working hours and overtime approved hours, unless otherwise specified differently in this Agreement.

As a **Stingray Mechanical Services, Inc.** customer you will receive:

- 24 hour, year-round service
- Personal service guaranteed with a commitment to maximize quality standards and performance.
- Accountability ensuring you are continually updated on equipment serviced, work performed, and any additional work required to keep you operating at peak efficiency.
- Assistance in planning and managing HVAC requirements.
- Assistance in budgeting to avoid unforeseen capital expenditures.
- Preferential treatment over non-contract customers.
- Prolonged life expectancy of the equipment.

This program has been uniquely tailored to meet the specific requirement of your HVAC equipment and needs. Our skilled technicians perform preventative maintenance in accordance with manufacturer's recommendations and years of industry experience with this equipment.

INSPECTION ITEMS

The following tasks will be included in normal maintenance and inspection:

HEATING SYSTEM

- * Tests for combustion leaks
- * Check burner motor and lubricate
- * Adjust burner for efficiency
- * Test and adjust pressure regulator
- * Clean and adjust all controls
- * Check operation of safety controls
- * Clean squirrel cage fins
- * Clean pilot
- * Clean burners
- * Check air flow
- * Check heat exchanger
- * Check high limit
- * Check draft and controls
- * Fire/water side cleaning
- * Check evaporator
- * Check belt alignment
- * Test for gas leaks in furnace
- * Lubricate all necessary parts
- * Check belt tension
- * Check blower bearings
- * Check micro amps
- * Clean draft inducer
- * Lubricate draft inducer
- * Check pilot safety
- * Check input
- * Check auto feed system
- * Burner combustion analysis
- * Low water cut off cleaning

AIR CONDITIONING

- * Check and make all associated mechanical/ control adjustments and testing as necessary
- * Electrical connections and components will be visually inspected
- * All rotating equipment will be visually inspected
- * Check for vibration and noise
- * Check for refrigerant leak
- * Tighten all electrical connections
- * Lubricate condenser fan motor
- * Check sight glass moisture indicator if used
- * Check cooling/heating dampers for proper operation
- * Check evaporator coil for cleanliness
- * Check ambient
- * Check and record compressor meg-ohm reading once per year.
- * Check super heat
- * Check evap delta T.
- * Check TXV-bulb tightness
- * Check contactor contacts
- * Check rated amperage
- * Check connections
- * Check fan motor amps
- * Check contactor contacts
- * Check and clean thermostat
- * Check lock-out controls
- * Check crankcase heater
- * Check oil level and pressure
- * Replace belts annually
- * Check for adequate refrigerant charge
- * Check condenser, brush clean
- * Compressor oil analysis
- * Check all safety controls
- * Check voltage at unit under full load
- * Check condensate drain and lines for blockage
- * Check and record running and starting amperages
- * Check and record suction and discharge pressures
- * Check high side psi
- * Check low side psi
- * Check sub cooling
- * Check sight glass, Check thermostat
- * Check condenser
- * Check meg ohm comp
- * Check amperage of unit
- * Check voltage
- * Check compressor amps

EXHAUST FANS

- * Lubricate fan bearings per manufacturer's recommendations
- * Lubricate motor bearings per manufacturer's recommendations
- * Check belts and sheaves, replace belts annually
- * Check motor mounts and vibration pads
- * Check fan operation
- * Check motor operating voltage and amperages
- * Check and calibrate controls
- * Check and tighten electrical connections, contactors, relays and operating safety controls
- * Check starter, tighten all terminals and check contacts for wear
- * Inspect and test V.F.D. operation and settings

OPTIONAL SERVICES

The following optional services are included or excluded from this Agreement as indicated below:

Fan belt replacement annually	Yes
Air filter media	Yes – High Efficiency Pleated Filters 4 times per year
Air filter labor	Yes
Air cooled condenser cleaning	Yes – Brush clean only
Water cooled condenser cleaning	N/A
Evaporator coil cleaning	Yes
Full labor during normal working hours	No
Labor after normal working hours	No
Total repair parts coverage	No
Water treatment	N/A
Temperature controls	Yes
Building automation maintenance	N/A
Winterizing	N/A
Boiler fire side cleaning	N/A
Refrigerant up to pounds	No
Refrigerant leaks	No
Water pump maintenance	N/A
Cooling tower maintenance	N/A
Supply fan maintenance	Yes
Exhaust fan maintenance	Yes
Compressor coverage	No
Compressor replacement labor	No
Bearing lubrication	Yes
Damper cleaning and lubrication	Yes
Condensate drain pan cleaning	Yes
Burner inspection and tuning	Yes
Fan system maintenance	Yes
Steam trap inspection	N/A
Actuator repair	N/A
Frequency drive repair	N/A
Unit Heater Maintenance with man lift rental	Yes – One time per year

Optional annual PSI washing add \$1,500.00 per year.

**MUNICIPAL SERVICES COMMITTEE MEETING
AGENDA ITEM SUMMARY SHEET**

AGENDA ITEM DESCRIPTION

**REPORT – Kingery & 63rd Street STP Lighting Project
Status Update**

COMMITTEE REVIEW

- ☐ Finance/Administration
☒ Municipal Services
☐ Public Safety

Meeting Date:

March 12, 2018

- | | |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Discussion Only | <input type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date) |
| <input type="checkbox"/> Seeking Feedback | <input type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board) |
| <input type="checkbox"/> Regular Report | <input type="checkbox"/> Report/documents requested by Committee |

BACKGROUND

The Village previously applied for and was awarded grant funding through the Federal Surface Transportation Program (STP) to install both intersection and approach lighting at the Illinois Route 83 (Kingery Highway) and 63rd Street intersection. Kingery Highway is a state road, and the intersection does not currently meet warrant requirements for lighting. Therefore, our requests over the years for IDOT to install lighting have been denied. Ultimately, it was decided that available grant opportunities to install the improvement would be considered.

The engineer's total estimated cost of this project was \$521,730. Therefore, the grant will cover 70% of the eligible costs of the project not to exceed \$365,211, with the Village's local share amount being \$156,519. The project was included on IDOT's March 3, 2017 bid letting. The low bidder at that time was H&H Electric Company in the amount of \$345,048.10. Project bids came in significantly lower than expected. The contract was awarded on April 14, 2017 and the contract signed on April 27, 2017. A preconstruction meeting was held on May 16, 2017. It was expected that the project would commence in June of 2017 and be substantially completed by September of 2017. However, at the pre-con meeting, H&H Electric submitted a request for a 120-day time extension for delay of start, which is permissible under IDOT regulations (Article 801.08). Therefore, the start of construction on this project was delayed until October 2017, with a new expected completion date of Spring 2018. However, work did not commence in October. As a result, working days are being charged to the project as of October 10, 2017. On November 1, 2017, we received notification from H&H that they will try to begin the project the week of November 13th.

The contract for this project includes a total of ninety (90) work days. Thirty-one (31) work days have been charged so far. However, IDOT specifications preclude charging work days from December 1 until May 1 during the winter shutdown period. The project officially began on November 30, 2017 and H&H has made substantial progress since that time. The installation of the helix foundations were completed on January 31st and all pole setting was completed on February 2nd. Splicing is now complete and we are awaiting the installation of the lighting controller, which will then be energized by ComEd, at which point the lights can be turned on. We anticipate that the new poles would be energized perhaps mid to late March.

Documents attached:

- Weekly Progress Report No.'s 18 through 21
- Traffic Control Inspection Report No.'s 11 through 13



**Illinois Department
of Transportation**

**Weekly Report
of Resident**

County: DUPAGE
Section: 16-00023-00-LT

Report No: 18 Week Ending: 2/10/2018 % Complete: 80.00
Contract Price: \$345,048.10 Estimated Completion Date: 7/10/2018
Contractor: H&H Electric Company
Contract Completion Date: Contract Working Days: 90.00
Time Limit Extended To: Average Number of Persons Working: 3

Route: FAP 344

District: 01
Contract No. 61D67
Job No. C-91-286-16
Project: M-4003(743)

Execution 04/27/2017 Start 08/25/2017
Resident Name: Thomas Brandstedt, P.E.

Reports
Suspended:

Reports
Resumed

Significant
Completion:

Day	Date	Hours Worked	Controlling Item	Working Days Charged	Workable Days	Provide summary of Contractor's and Subcontractor's operations each day. Compare performance with Progress Schedule. A reason must be provided when less than a full working day is charged.
Sun	2/4/2018	0.00	Light Pole	0.00	1.00	No work performed.
Mon	2/5/2018	8.00	Light Pole	0.00	1.00	H&H spliced pole wiring.
Tue	2/6/2018	0.00	Light Pole	0.00	0.00	No work.
Wed	2/7/2018	0.00	Controller	0.00	0.00	No work performed.
Thu	2/8/2018	0.00	Controller	0.00	1.00	No work.
Fri	2/9/2018	0.00	Controller	0.00	0.00	No work performed.
Sat	2/10/2018	0.00	Controller	0.00	0.00	No work performed.

Total This Week: 0.00 3.00
Previous Total: 31.00 88.00
Total To Date: 31.00 91.00

Will Contractor Complete project on time at present rate of progress? Yes
If no - Why?
Have you discussed rate of progress with Contractor this week? Yes
If no - Why?

Orig: Regional Engineer
c.c.: Contractor
Bur. Construction
Project File

Resident _____ (630) 878-1792

NOTE: If the Contractor disagrees with the working day charges, detailed reasons must be expressed in writing to the Regional Engineer within 7 days after receipt of report.

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BC 239 (Rev. 02/06/09)



**Illinois Department
of Transportation**

**Weekly Report
of Resident**

County: DUPAGE
Section: 16-00023-00-LT

Report No: 19 Week Ending: 2/17/2018 % Complete: 80.00
Contract Price: \$345,048.10 Estimated Completion Date: 7/10/2018
Contractor: H&H Electric Company
Contract Completion Date: Contract Working Days: 90.00
Time Limit Extended To: Average Number of Persons Working: 0

Route: FAP 344
District: 01
Contract No. 61D67
Job No. C-91-286-16
Project: M-4003(743)

Execution 04/27/2017 Start 08/25/2017
Resident Name: Thomas Brandstedt, P.E.

Reports
Suspended:

Reports
Resumed

Significant
Completion:

Day	Date	Hours Worked	Controlling Item	Working Days Charged	Provide summary of Contractor's and Subcontractor's operations each day. Workable Compare performance with Progress Schedule. A reason must be provided Days when less than a full working day is charged.
Sun	2/11/2018	0.00	Controller	0.00	0.00 No work performed.
Mon	2/12/2018	0.00	Controller	0.00	0.00 No work performed.
Tue	2/13/2018	0.00	Controller	0.00	0.00 No work performed.
Wed	2/14/2018	0.00	Controller	0.00	0.00 No work performed.
Thu	2/15/2018	0.00	Controller	0.00	0.00 No work performed.
Fri	2/16/2018	0.00	Controller	0.00	0.00 No work performed.
Sat	2/17/2018	0.00	Controller	0.00	0.00 No work performed.

Total This Week: 0.00 0.00
Previous Total: 31.00 91.00
Total To Date: 31.00 91.00

Will Contractor Complete project on time at present rate of progress? Yes
If no - Why?
Have you discussed rate of progress with Contractor this week? Yes
If no - Why?

Orig: Regional Engineer
c.c: Contractor
Bur. Construction
Project File

Resident _____ (630) 878-1792

NOTE: If the Contractor disagrees with the working day charges, detailed reasons must be expressed in writing to the Regional Engineer within 7 days after receipt of report.



**Illinois Department
of Transportation**

**Weekly Report
of Resident**

County: DUPAGE
Section: 16-00023-00-LT

Report No: 20 Week Ending: 2/24/2018 % Complete: 80.00
Contract Price: \$345,048.10 Estimated Completion Date: 7/10/2018
Contractor: H&H Electric Company
Contract Completion Date: Contract Working Days: 90.00
Time Limit Extended To: Average Number of Persons Working: 0

Route: FAP 344

District: 01
Contract No. 61D67
Job No. C-91-286-16
Project: M-4003(743)

Execution 04/27/2017 Start 08/25/2017
Resident Name: Thomas Brandstedt, P.E.

Reports
Suspended:

Reports
Resumed

Significant
Completion:

Day	Date	Hours Worked	Controlling Item	Working Days Charged	Workable Days	Provide summary of Contractor's and Subcontractor's operations each day. Compare performance with Progress Schedule. A reason must be provided when less than a full working day is charged.
Sun	2/18/2018	0.00	Controller	0.00	0.00	No work performed.
Mon	2/19/2018	0.00	Controller	0.00	0.00	No work performed.
Tue	2/20/2018	0.00	Controller	0.00	0.00	No work performed.
Wed	2/21/2018	0.00	Controller	0.00	0.00	No work performed.
Thu	2/22/2018	0.00	Controller	0.00	1.00	No work performed.
Fri	2/23/2018	0.00	Controller	0.00	1.00	No work performed.
Sat	2/24/2018	0.00	Controller	0.00	0.00	No work performed.

Total This Week: 0.00 2.00
Previous Total: 31.00 91.00
Total To Date: 31.00 93.00

Will Contractor Complete project on time at present rate of progress? Yes
If no - Why?
Have you discussed rate of progress with Contractor this week?: Yes
If no - Why?

Orig: Regional Engineer
c.c: Contractor
Bur. Construction
Project File

Resident _____ (630) 878-1792

NOTE: If the Contractor disagrees with the working day charges, detailed reasons must be expressed in writing to the Regional Engineer within 7 days after receipt of report.

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BC 239 (Rev. 02/06/09)



**Illinois Department
of Transportation**

**Weekly Report
of Resident**

County: DUPAGE
Section: 16-00023-00-LT

Report No: 21 Week Ending: 3/3/2018 % Complete: 80.00
Contract Price: \$345,048.10 Estimated Completion Date: 7/10/2018
Contractor: H&M Electric Company
Contract Completion Date: Contract Working Days: 90.00
Time Limit Extended To: Average Number of Persons Working: 0

Route: FAP 344
District: 01
Contract No. 61D67
Job No. C-91-286-16
Project: M-4003(743)

Execution 04/27/2017 Start 08/25/2017
Resident Name: Thomas Brandstedt, P.E.

Reports
Suspended:

Reports
Resumed

Significant
Completion:

Day	Date	Hours Worked	Controlling Item	Working Days Charged	Workable Days	Provide summary of Contractor's and Subcontractor's operations each day. Compare performance with Progress Schedule. A reason must be provided when less than a full working day is charged.
Sun	2/25/2018	0.00	Controller	0.00	1.00	No work performed.
Mon	2/26/2018	0.00	Controller	0.00	1.00	No work performed.
Tue	2/27/2018	0.00	Controller	0.00	1.00	No work performed.
Wed	2/28/2018	0.00	Controller	0.00	1.00	No work performed.
Thu	3/1/2018	0.00	Controller	0.00	0.00	No work performed.
Fri	3/2/2018	0.00	Controller	0.00	1.00	No work performed.
Sat	3/3/2018	0.00	Controller	0.00	1.00	No work performed.

Total This Week: 0.00 6.00
Previous Total: 31.00 93.00
Total To Date: 31.00 99.00

Will Contractor Complete project on time at present rate of progress? Yes
If no - Why?
Have you discussed rate of progress with Contractor this week? Yes
If no - Why?

Orig: Regional Engineer
c.c: Contractor
Bur. Construction
Project File

Resident _____ (630) 878-1792

NOTE: If the Contractor disagrees with the working day charges, detailed reasons must be expressed in writing to the Regional Engineer within 7 days after receipt of report.

Printed 3/5/2018 9:59:05 AM

BC 239 (Rev. 02/06/09)



Illinois Department of Transportation

Traffic Control Inspection Report

Inspection Report

BSE 725 on File? ☒ Yes ☐ No Est. Completion Date 7/10/18 County 16-00023-00-LT District 1 Date 2/9/18 Time 10:30 AM Report No. 11
Job C-91-286-16 Section 16-00023-00-LT Contract 61D67 Route FAP344
Type of Work Street Lighting Location 63rd Street & Route 83
RE/RT Thomas Brandstedt, P.E. Contractor H&H Electric

Traffic Control	Evaluate: (G) Good, (F) Fair, (D) Deficient, (X) Does Not Apply				Description, Comments or Corrective Measures Recommended
	Condition	Location/Placement	Night Visibility	General Effectiveness	
Signs	F	G	G	G	Please check the sign at the west end of 63rd Street. The corner of the sign is bent. Please check the sign at the east end of 63rd Street. The corner of the sign is bent.
Sign and Device Lights	G	G	G	G	
Channelizing or Hazard Marking Devices	X	X	X	X	
Pavement Markings	X	X	X	X	
Arrow Board(s) and Changeable Message Signs	G	G	G	G	
Temporary Traffic Signals	X	X	X	X	
Temporary Barrier Wall	X	X	X	X	
Flagger(s)	X	X	X	X	
Comments on other items:					

Standard(s) Utilized:

If yes, describe:

Do any previously reported discrepancies still exist? ☐ Yes ☒ No
cc: ☒ File ☒ RE or RT ☐ Field Engineer
☐ Field ☐ Office ☐ Operations/Traffic Engineer
☒ Contractor ☐ Subcontractor

Submitted by:

Reviewed by:

Thomas E. Brandstedt



**Illinois Department
of Transportation**

**Traffic Control
Inspection Report**

Inspection Report

BSE 725 on File? Yes Est. Completion Date 7/10/18 County DuPage District 1 Date 2/15/18 Time 12:00 PM Report No. 12
Job C-91-286-16 Section 16-00023-00-LT Contract 61D67 Route FAP344
Type of Work Street Lighting Location 63rd Street & Route 83
RE/RT Thomas Brandstedt, P.E. Contractor H&H Electric

Traffic Control	Evaluate: (G) Good, (F) Fair, (D) Deficient, (X) Does Not Apply				Description, Comments or Corrective Measures Recommended
	Condition	Location/ Placement	Night Visibility	General Effectiveness	
Signs	F	G	G	G	Please check the sign at the west end of 63rd Street. The corner of the sign is bent. Please check the sign at the east end of 63rd Street. The corner of the sign is bent.
Sign and Device Lights	G	G	G	G	
Channelizing or Hazard Marking Devices	X	X	X	X	
Pavement Markings	X	X	X	X	
Arrow Board(s) and Changeable Message Signs	G	G	G	G	
Temporary Traffic Signals	X	X	X	X	
Temporary Barrier Wall	X	X	X	X	
Flagger(s)	X	X	X	X	
Comments on other items:					

Standard(s) Utilized:

Do any previously reported discrepancies still exist? ☐ Yes ☒ No
cc: ☒ File ☒ RE or RT ☐ Field Engineer ☐ Operations/Traffic Engineer
☐ Field ☐ Office ☐ Contractor ☐ Subcontractor
Submitted by: Thomas R. Brandstedt
Reviewed by:



Illinois Department of Transportation

Traffic Control Inspection Report

Inspection Report

BSE 725 on File? Yes Est. Completion Date 7/10/18 County District 1 Date 2/23/18 Time 1:00 PM Report No. 13
Job C-91-286-16 Section 16-00023-00-LT Contract 61D67 Route FAP344
Type of Work Street Lighting Location 63rd Street & Route 83
RE/RT Thomas Brandstedt, P.E. Contractor H&H Electric

Traffic Control	Evaluate: (G) Good, (F) Fair, (D) Deficient, (X) Does Not Apply				Description, Comments or Corrective Measures Recommended
	Condition	Location/ Placement	Night Visibility	General Effectiveness	
Signs	F	G	G	G	Please check the sign at the west end of 63rd Street. The corner of the sign is bent. Please check the sign at the east end of 63rd Street. The corner of the sign is bent.
Sign and Device Lights	G	G	G	G	
Channelizing or Hazard Marking Devices	X	X	X	X	
Pavement Markings	X	X	X	X	
Arrow Board(s) and Changeable Message Signs	G	G	G	G	
Temporary Traffic Signals	X	X	X	X	
Temporary Barrier Wall	X	X	X	X	
Flagger(s)	X	X	X	X	
Comments on other items:					Standard(s) Utilized:

Do any previously reported discrepancies still exist? ☐ Yes ☒ No If yes, describe:

cc: ☒ File ☒ RE or RT ☐ Field Engineer Submitted by: Thomas R. Brandstedt
☐ Field ☐ Office Operations/Traffic Engineer Reviewed by:
☒ Contractor ☐ Subcontractor



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Robert J. Pavelchik, Jr.

Director of Finance

Carrie Dittman

MONTHLY REPORT MUNICIPAL SERVICES DEPARTMENT February, 2018

Permits Issued:

Demolition, Interior	2
Doors	2
Elevator	1
Emergency Sewer Repair	2
Re-occupancy	1
Remodel, Interior	1
Renovation, Interior	1
Roof	1
Shed	1
Sign	1

TOTAL	13
-------	----

Plan Review Deposit Fee	0
-------------------------	---

Permit Revenue for February, 2018	<u>\$27,672.56</u>
-----------------------------------	--------------------

Total Revenue Collected for Fiscal YTD	\$447,368.98
----------------------------------------	--------------

Total Budgeted Revenue for Fiscal Year 2017/18	\$245,500.00
------------------------------------------------	--------------

Total Percentage of Budgeted Revenue Collected to Date	182.23%
-----------------------------------------------------------	---------

Certificate of Occupancy, Final	1
Certificate of Occupancy, Temporary	1

Respectfully submitted,

Timothy Halik
Village Administrator

TH/mk



MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

Fiscal Year 2017/18

MONTH	CURRENT FISCAL YEAR 2017/18	PRIOR FISCAL YEAR 2016/17
MAY	\$ 74,721.15	\$ 28,379.31
JUNE	\$ 18,289.54	\$ 13,426.64
JULY	\$ 35,679.59	\$ 19,166.25
AUGUST	\$ 65,281.45	\$ 59,753.64
SEPTEMBER	\$ 47,252.63	\$ 62,997.75
OCTOBER	\$ 60,248.25	\$ 132,950.27
NOVEMBER	\$ 43,329.42	\$ 74,028.63
DECEMBER	\$ 12,100.70	\$ 9,337.62
JANUARY	\$ 62,793.69	\$ 40,260.12
FEBRUARY	\$ 27,672.56	\$ 25,544.07
MARCH		\$ 16,810.28
APRIL		\$ 16,072.18
COLLECTED REVENUE	\$ 447,368.98	\$ 498,726.76
BUDGETED REVENUE	\$ 245,500.00	\$ 232,500.00
REVENUES COLLECTED- (OVER)/UNDER BUDGET	\$ (201,868.98)	\$ (266,226.76)
PERCENTAGE OF BUDGETED REVENUE COLLECTED	182.23%	214.51%

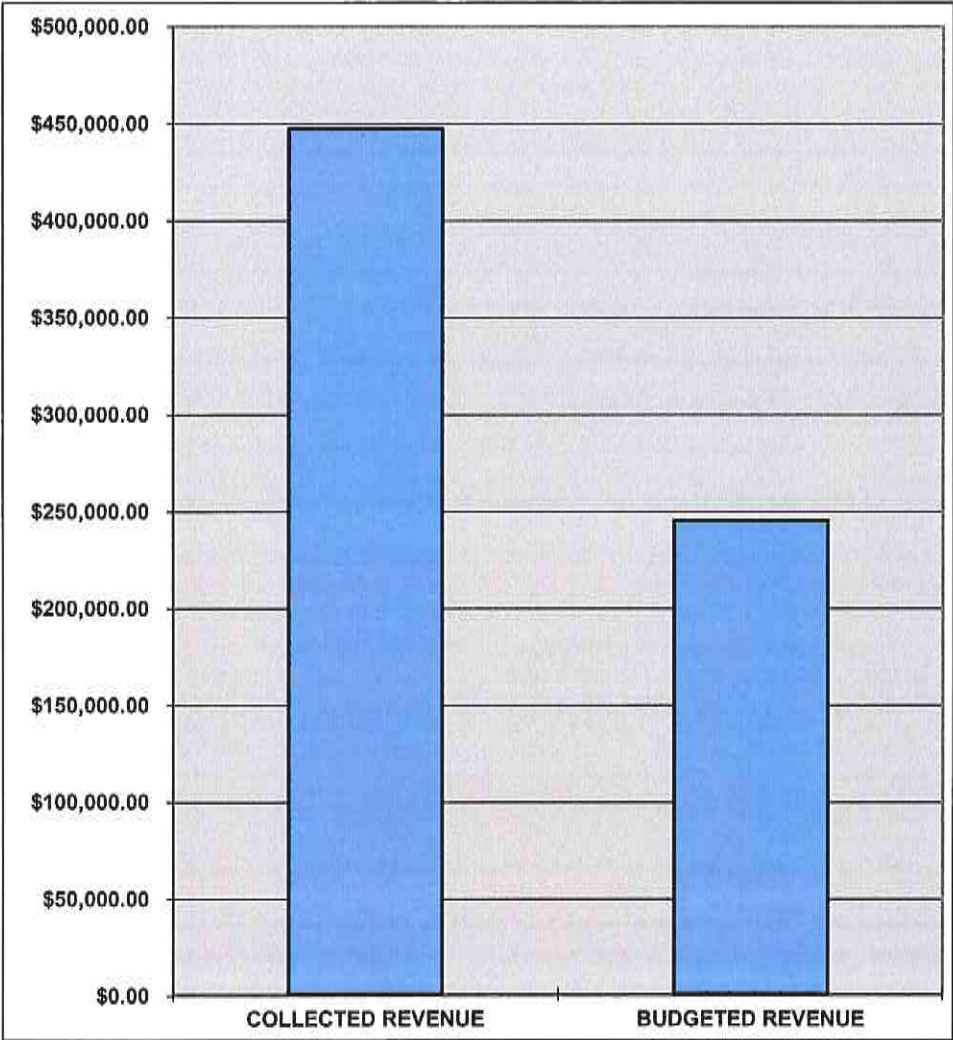
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

	Fiscal Year 17/18	Fiscal Year 16/17
COLLECTED REVENUE	\$ 447,368.98	\$ 498,726.76
BUDGETED REVENUE	\$ 245,500.00	\$ 232,500.00

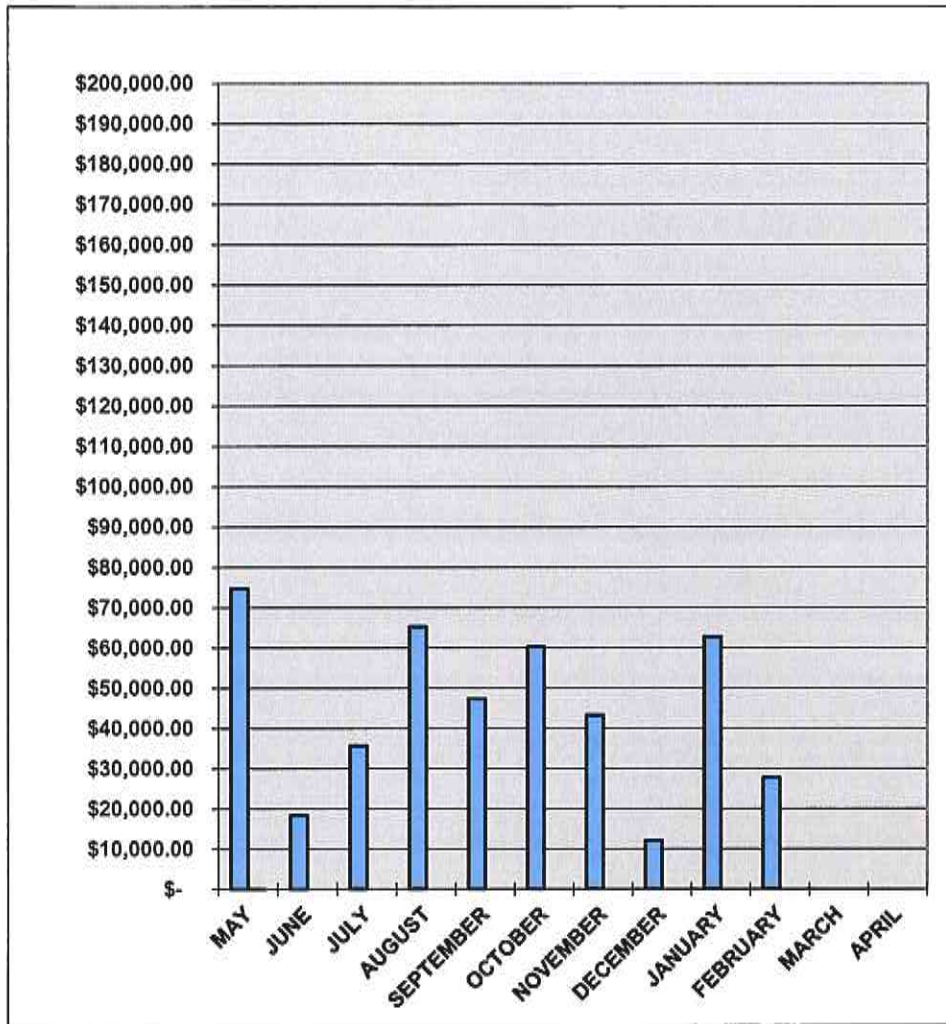
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



Permit	Date Issued:	Date Released:	Date Permit Expires:	Name:	Address:	Permit Purpose:	Business Name:	Fee:	RES / COMM:	Valuation:
18-028	02/02/18	02/02/18	08/03/19	David Friedman	621 Plainfield Rd	Re-occupancy	RedLine Resources Inc	\$ 200.00	C	
18-029	02/02/18	02/06/18	08/07/19	Mike Rakosnik	525 Executive Drive	Elevator	MidWest Helicopter	\$ 900.00	C	\$ 64,000.00
18-031	02/02/18	02/06/18	08/07/19	Carol Miecznikowski	6420 Tremont	Shed		\$ 50.00	R	
17-439	12/19/17	02/07/18	08/08/19	Neel Patel	7800 Kingery	Interior Renovation	Willowbrook Inn	\$ 24,847.36	C	\$ 400,000.00
18-032	02/08/18	02/12/18	08/13/19	Gary Potts	825 Plainfield Rd	Sign-reface	PNC Bank	\$ 590.20	C	\$ 3,439.00
18-036	02/15/18	02/15/18	08/16/19	Mike Boyne	6608 Rodgers Drive	Emergency Sewer Repair		\$ 50.00	R	\$ 4,515.00
18-034	02/14/18	02/16/18	08/17/19	Shane Stapley	724 Maplewood Unit C	Doors		\$ 75.00	R	\$ 4,540.00
18-035	02/14/18	02/16/18	08/17/19	Marko Palletak	7555 Arlene	Doors		\$ 75.00	R	\$ 8,000.00
18-037	02/16/17	02/16/17	08/17/18	Richard Massey	7827 Sugarbush Lane	Roof		\$ 35.00	R	\$ 9,400.00
18-038	02/20/18	02/20/18	08/21/19	Bing Kwan	6421 Waterford Court	Emergency Sewer Repair		\$ 50.00	R	
18-039	02/20/18	02/21/18	08/22/19	Rosemarie Massengale	7700 Griffin Way Ste A	Interior Demo	Illinois Property Solution	\$ 500.00	C	\$ 9,000.00
18-033	02/12/18	02/22/18	08/23/19	Chris Ashman	625 WB Center Parkway	Interior Demo	Meade Electric	\$ 500.00	C	
18-042	02/26/18	02/27/18	08/28/19	David Friedman	625 Plainfield Rd Ste 326	Remodel	Roger Stefani and Ass	\$ 580.00	C	\$ 1,000.00

03/01/2018 02:46 PM

User: JKufirin
DB: WillowbrookGL ACTIVITY REPORT FOR WILLOWBROOK
FROM 01-00-310-401 TO 01-00-310-401
TRANSACTIONS FROM 02/01/2018 TO 02/28/2018

Page:

1/1

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 01 GENERAL FUND							
02/01/2018			01-00-310-401 BUILDING PERMITS		BEG. BALANCE		(404,954.17)
02/06/2018	CR	RCPT	Building Dept. Invoice 02/06/2018			900.00	(405,854.17)
02/07/2018	CR	RCPT	Building Dept. Invoice 02/07/2018			24,897.36	(430,751.53)
02/16/2018	CR	RCPT	Building Dept. Invoice 02/16/2018			235.00	(430,986.53)
02/20/2018	CR	RCPT	Building Dept. Invoice 02/20/2018			50.00	(431,036.53)
02/21/2018	CR	RCPT	Building Dept. Invoice 02/21/2018			500.00	(431,536.53)
02/22/2018	CR	RCPT	Building Dept. Invoice 02/22/2018			500.00	(432,036.53)
02/28/2018			01-00-310-401	END BALANCE	0.00	27,082.36	(432,036.53)

340.20

27,672.56

03/01/2018 03:55 PM

User: JKuffin

DB: Willowbrook

GL ACTIVITY REPORT FOR WILLOWBROOK
FROM 01-00-310-402 TO 01-00-310-402
TRANSACTIONS FROM 02/01/2018 TO 02/28/2018

Page: 1/1

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 01 GENERAL FUND							
02/01/2018			01-00-310-402 SIGN PERMITS		BEG. BALANCE		(13,348.25)
02/08/2018	BD	TRX	SUMMARY BD 02/08/2018			590.20	(13,938.45)
02/28/2018			01-00-310-402	END BALANCE	0.00	590.20	(13,938.45)

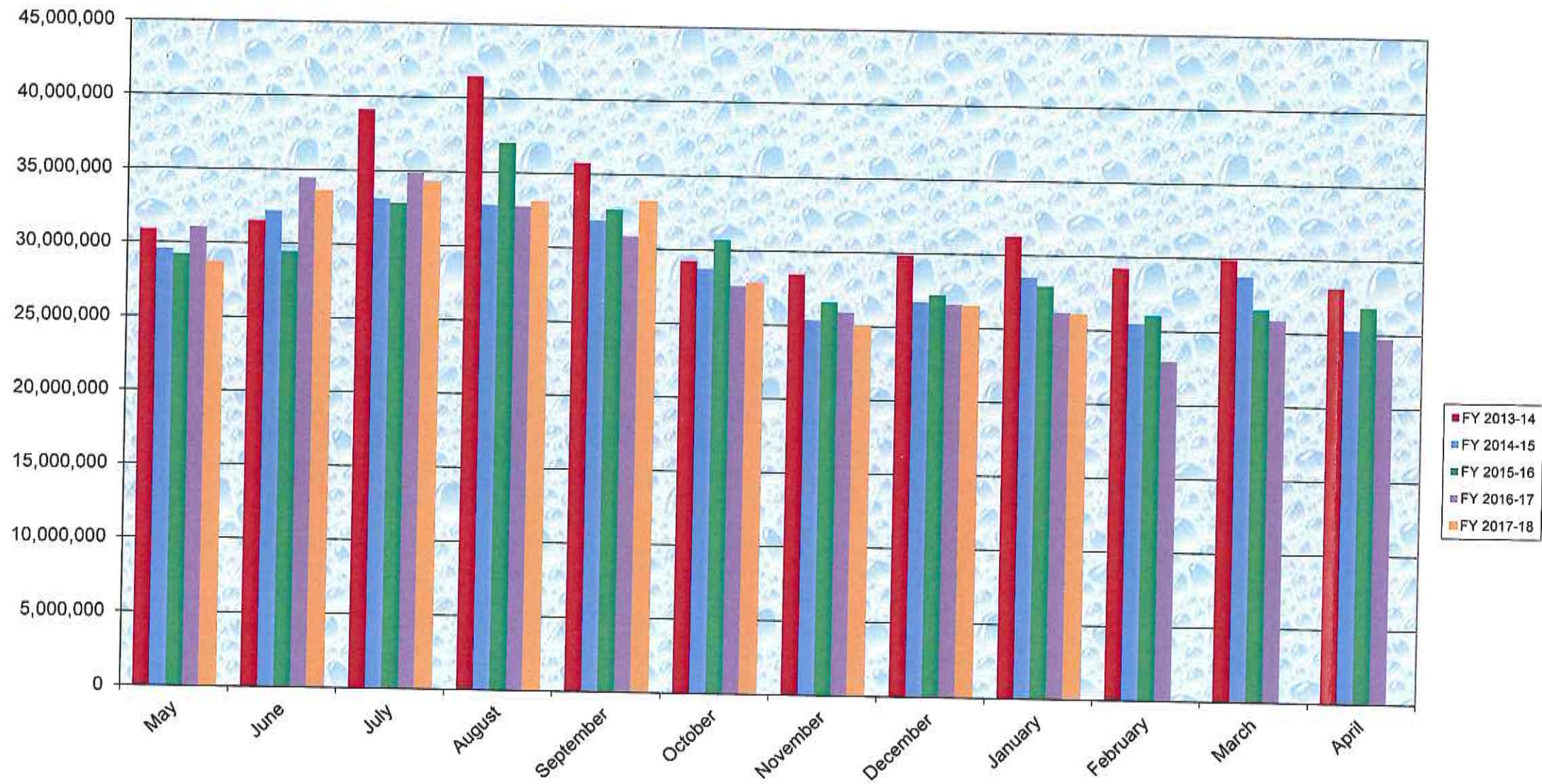
VILLAGE OF WILLOWBROOK - PUMPAGE REPORT
TOTAL GALLONS PUMPED
FY 2002/03 - FY 2017/18

Month	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
May	32,267,000	33,518,000	35,018,000	35,919,000	35,162,000	36,696,000	33,890,000	31,322,000	31,715,000	30,725,000	34,220,000	30,860,000	29,547,000	29,213,000	31,048,000	28,681,000
June	38,911,000	38,691,000	35,447,000	48,511,000	42,471,000	43,700,000	33,817,000	32,087,000	31,799,000	32,620,000	44,635,000	31,512,000	32,193,000	29,447,000	34,451,000	33,573,000
July	52,100,000	39,116,000	41,248,000	52,479,000	43,279,000	44,574,000	41,463,000	36,819,000	38,513,000	41,371,000	49,498,000	39,106,000	33,122,000	32,813,000	34,898,000	34,333,000
August	44,167,000	40,433,000	41,059,000	47,861,000	41,114,000	38,778,000	43,017,000	38,516,000	38,745,000	35,639,000	40,272,000	41,448,000	32,796,000	36,985,000	32,739,000	33,061,000
September	40,838,000	36,275,000	39,658,000	43,906,000	32,998,000	42,013,000	33,418,000	34,331,000	33,992,000	32,273,000	33,657,000	35,737,000	31,869,000	32,623,000	30,853,000	33,220,000
October	33,128,000	31,667,000	33,765,000	35,009,000	31,937,000	34,612,000	30,203,000	28,919,000	33,789,000	29,892,000	30,283,000	29,226,000	28,728,000	30,690,000	27,589,000	27,807,000
November	28,560,000	28,260,000	30,106,000	29,515,000	29,153,000	29,847,000	28,054,000	26,857,000	28,125,000	27,138,000	27,535,000	28,446,000	25,364,000	26,585,000	25,929,000	25,066,000
December	30,503,000	29,133,000	32,786,000	31,086,000	30,102,000	31,435,000	29,568,000	28,931,000	29,257,000	28,643,000	27,863,000	29,847,000	26,710,000	27,194,000	26,581,000	26,480,000
January	30,343,000	29,602,000	31,223,000	29,411,000	30,340,000	32,444,000	29,383,000	28,123,000	28,401,000	28,846,000	28,427,000	31,265,000	28,505,000	27,915,000	26,165,000	26,040,000
February	27,216,000	28,755,000	26,768,000	27,510,000	29,078,000	29,470,000	26,629,000	25,005,000	24,988,000	26,635,000	24,308,000	29,230,000	25,484,000	26,048,000	22,962,000	
March	29,488,000	30,315,000	30,025,000	29,905,000	30,362,000	31,094,000	28,408,000	27,945,000	27,909,000	28,911,000	27,862,000	29,917,000	28,779,000	26,552,000	25,855,000	
April	29,845,000	29,350,000	29,478,000	30,452,000	29,468,000	30,239,000	27,193,000	27,793,000	27,145,000	34,220,000	27,514,000	28,101,000	25,255,000	26,791,000	24,720,000	
TOTAL	417,366,000	395,115,000	406,581,000	441,564,000	405,464,000	424,902,000	385,043,000	366,648,000	374,378,000	376,913,000	396,074,000	384,695,000	348,352,000	352,856,000	343,790,000	268,261,000

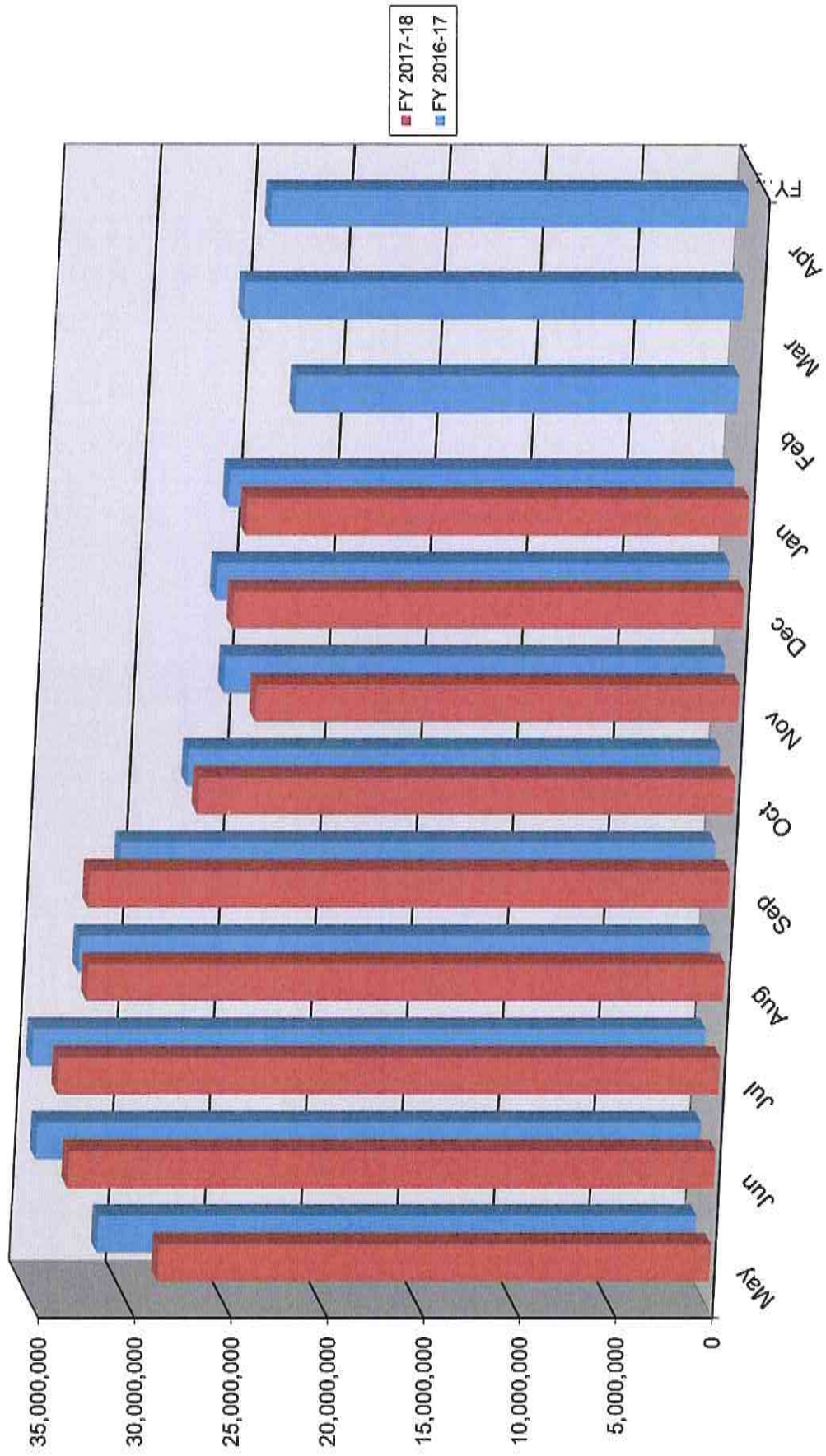
YEAR TO DATE LAST YEAR (gallons):	270,253,000
YEAR TO DATE THIS YEAR (gallons):	<u>268,261,000</u>
DIFFERENCE (gallons):	-1,992,000
PERCENTAGE DIFFERENCE (+/-):	-0.74%
FY17/18 PUMPAGE PROJECTION (gallons):	350,000,000
FY17/18 GALLONS PUMPED TO DATE:	<u>268,261,000</u>
CURRENT PERCENTAGE PUMPED COMPARED TO	76.65%

All table figures are in millions of gallons sold on a monthly basis per fiscal year.

Village of Willowbrook Pumpage Report



Monthly Pumpage Chart



CITY OF Willowbrook

MONTHLY DATA REPORT

Tons Collected by Month

	Refuse	Recyclables	Yard Waste	Paper Fiber	Commingled Containers
January-18	79.76	63.25	0.38	44.03	19.22
February-18				0.00	0.00
March-18				0.00	0.00
April-18				0.00	0.00
May-18				0.00	0.00
June-18				0.00	0.00
July-18				0.00	0.00
August-18				0.00	0.00
September-18				0.00	0.00
October-18				0.00	0.00
November-18				0.00	0.00
December-18				0.00	0.00
Totals	79.76	63.25	0.38	44.03	19.22
Monthly Average	79.76	63.25	0.38	3.67	1.60
Weekly Average	18.41	14.60	0.09	0.85	0.37

Recycling Detail

Email To:

ghummel@willowbrook.il.us

Percentage of Materials Collected

