

A G E N D A

REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, JANUARY 14, 2019, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. MOTION TO APPROVE - A MOTION TO APPOINT TRUSTEE MICHAEL MISTELE AS TEMPORARY CHAIRMAN IN THE MAYOR'S ABSENCE
4. PLEDGE OF ALLEGIANCE
5. VISITORS' BUSINESS - Public comment is limited to three minutes per person
6. OMNIBUS VOTE AGENDA:
  - a. Waive Reading of Minutes (APPROVE)
  - b. Minutes - Regular Board Meeting - December 17, 2018 (APPROVE)
  - c. Warrants - \$524,927.11 (APPROVE)
  - d. Monthly Financial Report - December 31, 2018 (APPROVE)
  - e. Ordinance - An Ordinance Amending Title 3, Chapter 12, Section 3-12-5(B)(2) of the Village Code - Classifications: Class B-2 License (PASS)
  - f. Resolution - A Resolution Waiving the Competitive Bidding Process and Authorizing the Mayor and Village Clerk to Accept the Proposal from NJ Ryan Tree & Landscape to Complete the Village's 2019 Parkway Tree Trimming Program (ADOPT)
  - g. Motion - A Motion to Approve Application for a License to Hold a Raffle - "D86 Vote Yes" Fundraiser (PASS)

NEW BUSINESS

7. OFFICIAL APPOINTMENT TO RANK OF SERGEANT - OFFICER SCOTT EISENBEIS
8. OFFICIAL APPOINTMENT TO RANK OF PATROL OFFICER - JOAQUIN SILVA
9. OFFICIAL APPOINTMENT TO RANK OF PATROL OFFICER - AARON M. PORTER
10. ORDINANCE - AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR A 3,716 SQUARE FOOT RESTAURANT IN TENANT SPACE 800 IN THE WILLOWBROOK PLAZA SHOPPING CENTER (PREVIOUSLY WINGREN PLAZA)
11. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO PROVIDE HAZARD ASSESSMENT AND AMBIENT AIR SAMPLING SERVICES AT DESIGNATED LOCATIONS - GHD SERVICES, INC.
12. RESOLUTION - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK APPROVING AND AUTHORIZING THE EXECUTION OF A JOINT PROSECUTION AGREEMENT BY AND BETWEEN THE VILLAGE OF WILLOWBROOK, THE OFFICE OF THE ILLINOIS ATTORNEY GENERAL AND THE OFFICE OF THE DUPAGE COUNTY STATE'S ATTORNEY

PRIOR BUSINESS

13. COMMITTEE REPORTS
14. ATTORNEY'S REPORT
15. CLERK'S REPORT
16. ADMINISTRATOR'S REPORT
17. MAYOR'S REPORT
18. CLOSED SESSION
19. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, DECEMBER 17, 2018 AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at the hour of 6:30 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those present at roll call were Mayor Trilla, Village Clerk Leroy Hansen, Trustees Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, and Paul Oggerino.

ABSENT: Trustee Terrence Kelly

Also present were Village Attorney Michael R. Durkin, Village Administrator Timothy Halik, Chief Robert Schaller, Deputy Chief Lauren Kaspar, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Village Resident Jana Conev to lead everyone in saying the Pledge of Allegiance.

4. MAYOR'S REPORT

Mayor Trilla provided an update on the environmental issue involving Sterigenics.

Trustee Neal provided an update on the Sterigenics Task Force.

5. VISITORS' BUSINESS

Several residents spoke about issues and concerns relating to Sterigenics.

6. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - November 20, 2018 (APPROVE)
- c. Warrants - \$1,102,267.76 (APPROVE)
- d. Monthly Financial Report - November 30, 2018 (APPROVE)
- e. Resolution - A Resolution of the Village of Willowbrook Setting the 2019 Calendar Year Schedule of Regular Meetings of the Mayor and Board of Trustees and the Schedule of Regular Meetings of the Commissions and Committees of the Village of Willowbrook, DuPage County, Illinois - Resolution No. 18-R-74 (ADOPT)
- f. Resolution - A Resolution Appointing Deputy Chief Lauren Kaspar As Coordinator of the Village Emergency Management Agency and Authorizing the Mayor and Village Clerk to Execute the DuPage County Office of Homeland Security and Emergency Management Notice of Appointment Form Designating her as such - Resolution No. 18-R-75 (ADOPT)
- g. Motion - a Motion to Approve the Calendar Year 2019 Payment to the Intergovernmental Risk Management Agency (IRMA) and Distribution of the Credit Amount to Eligible Employees, in Accordance with the Village Employee Safety Incentive Program Policy (PASS)
- h. Motion - Motion to Approve the Fiscal Year 2019/20 Budget Schedule (APPROVE)
- i. Motion - Motion to Approve - Community Resource Center/ Village Council Chambers Renovation Project: Payout #1 - Partial Payment, L.J. Morse Construction Company (PASS)
- j. Motion - Board Authorization for Staff to Process Current Delinquent Water Bills in Accordance with Past Practices (PASS)
- k. Plan Commission recommendation - Zoning Hearing Case 18-07: Issuance of a Special Use Permit - Lucky Bernie's Restaurant, 800 75<sup>th</sup> Street (Willowbrook Plaza Shopping Center) (RECEIVE)

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

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

ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Mistele, Neal, and Oggerino. NAYS: None. ABSENT: Trustee Kelly.

MOTION DECLARED CARRIED

NEW BUSINESS

7. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO REDESIGN THE VILLAGE'S WEBSITE - CIVIC PLUS, AND RATIFYING AND CONFIRMING THE VILLAGE ADMINISTRATOR'S PRIOR ACCEPTANCE OF SAID PROPOSAL

Deputy Clerk Stuchl advised the Village Board that CivicPlus has been hosting the Village website since 2009. Staff was notified that the current platform will be phased out by the end of 2019. CivicPlus provided a quote of \$8,125 to redesign the website which would take approximately 6 - 8 months to complete.

Deputy Clerk Stuchl related that this issue was brought up at the Finance & Administration Committee meeting held on November 12, 2018. The Committee did request that additional proposals be obtained; however, due to recent staffing changes and the lack of personnel, staff requested that the quote from CivicPlus be accepted. Committee members did concur with this request.

Deputy Clerk Stuchl stated that a kick off meeting was held with CivicPlus. The anticipated launch date of the redesigned website will be in early July.

MOTION: Made by Trustee Mistele and seconded by Trustee Neal to adopt Resolution No. 18-R-76 as presented.

ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Mistele, Neal, and Oggerino. NAYS: None. ABSENT: Trustee Kelly.

MOTION DECLARED CARRIED

8. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR PROFESSIONAL SERVICES FOR THE RECRUITMENT AND SELECTION OF A CANDIDATE TO SERVE AS VILLAGE ADMINISTRATOR IN AN AMOUNT NOT TO EXCEED \$19,000 - GOVHR USA, LLC

Trustee Oggerino reminded the Board that Village Administrator Tim Halik will be retiring on May 3, 2019. The Mayor had requested Trustee Oggerino assist in the hiring process for his replacement. Trustee Oggerino related that through recommendations from other municipalities, he and Administrator Halik met with a representative from GovHR, a management consulting firm, that will conduct the recruitment and hiring process.

MOTION: Made by Trustee Neal and seconded by Trustee Oggerino to adopt Resolution No. 18-R-77 as presented.

ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Mistele, Neal, and Oggerino. NAYS: None. ABSENT: Trustee Kelly.

MOTION DECLARED CARRIED

9. DISCUSSION - SUCCESSION PLANNING FOR THE POSITION OF VILLAGE ADMINISTRATOR/DIRECTOR OF MUNICIPAL SERVICES: POSITION OF PLANNER

Trustee Oggerino related that the Planner position has been a part time consultant position since 2010. Administrator Halik stated that at that time, positions were combined and some employees were either laid off or retired. Some of the duties of the planner were then added to the Village Administrator's responsibilities.

With Administrator Halik's upcoming retirement, it was thought to separate some of the duties and change the planner position to a full-time position. Administrator Halik advised that a lot of the duties he currently performs are planning related. Currently, the planning consultant works three (3) days per week. Administrator Halik believes that a gap will be left once he retires and the planner position should become a five (5) day per week position to effectively complete the required duties.

Administrator Halik related that the planning consultant could be expanded to five (5) days per week; however, the costs would be much higher than if a full-time planner was hired.

Administrator Halik stated that this is a Board decision but wished for the Board's input in order to include the position in the upcoming budget year.

Trustee Mistele related that the Village is approximately 97% developed and does not believe that a full-time planner is necessary and should remain with the part-time consultant.

Trustee Oggerino suggested that additional information be obtained and have it presented at the upcoming Budget Workshop in March.

PRIOR BUSINESS

10. COMMITTEE REPORTS

Trustee Neal had no additional report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Oggerino thanked Chief Schaller and Deputy Chief Kaspar for the K-9 Memorial that was held for the memory of our two police K-9's, Icha and Artos. Trustee Oggerino also mentioned that the K-9 unit needs to be continued at some time.

11. ATTORNEY'S REPORT

Attorney Durkin had no report.

12. CLERK'S REPORT

Clerk Hansen advised that today was the last day to turn in election petitions for the April 2, 2019 election.

13. ADMINISTRATOR'S REPORT

Administrator Halik introduced the new Superintendent of Public Works, Joseph Coons, to the Board.

14. CLOSED SESSION

Mayor Trilla stated that there was no need for Closed Session during tonight's meeting.

15. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund, to adjourn the Regular Meeting at the hour of 7:25 p.m.

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ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Mistele, Neal, and Oggerino. NAYS: None. ABSENT: Trustee Kelly.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

January 14, 2019.

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Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

## WARRANTS

January 14, 2019

GENERAL CORPORATE FUND	-----	\$502,707.42
WATER FUND	-----	19,182.19
POLICE PENSION FUND	-----	1,850.00
RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX	-----	1,187.50
 TOTAL WARRANTS	-----	\$524,927.11

Carrie Dittman, Director of Finance

CD.

## APPROVED:

Frank A. Trilla, Mayor

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
01/15/2019	APCH	112 (E) *#	INTERGOVERNMENTAL PERSONNEL	EMP DED PAY- INSURANCE	210-204	00	13,845.72
				LIFE INSURANCE - ELECTED OFFICIALS	410-141	05	67.76
				LIFE INSURANCE - COMMISSIONERS	435-148	07	18.48
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	90.27
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	(4,625.12)
				HEALTH/DENTAL/LIFE INSURANCE	510-141	15	566.78
				LIFE INSURANCE - PLAN COMMISSION	510-340	15	70.56
				LIFE INSURANCE - COMMISSIONERS	550-148	20	74.48
				HEALTH/DENTAL/LIFE INSURANCE	610-141	25	2,786.17
				HEALTH/DENTAL/LIFE INSURANCE	630-141	30	22,992.97
				HEALTH/DENTAL/LIFE INSURANCE	710-141	35	3,781.90
				HEALTH/DENTAL/LIFE INSURANCE	810-141	40	1,724.11
				CHECK APCHK 112 (E) TOTAL FOR FUND 01:			41,394.08
01/15/2019	APCH	113 (E) *#	WEX BANK	FUEL/MILEAGE/WASH	455-303	10	50.24
				FUEL/MILEAGE/WASH	630-303	30	2,959.14
				FUEL/MILEAGE/WASH	710-303	35	719.16
				FUEL/MILEAGE/WASH	810-303	40	66.87
				CHECK APCHK 113 (E) TOTAL FOR FUND 01:			3,795.41
01/15/2019	APCH	93468	VILLAGE DOWNERS GROVE	FEES/DUES/SUBSCRIPTIONS	630-307	30	400.00
01/15/2019	APCH	93469	AIRGAS USA LLC	EQUIPMENT RENTAL	750-290	35	85.17
01/15/2019	APCH	93470	ALL AMERICAN PAPER COMPANY	MAINTENANCE - PW BUILDING	725-418	35	233.52
01/15/2019	APCH	93471	AMERICAN TRAFFIC SOLUTIONS	RED LIGHT - CAMERA FEES	630-247	30	22,475.00
				RED LIGHT - MISC FEE	630-249	30	1,638.00
				CHECK APCHK 93471 TOTAL FOR FUND 01:			24,113.00
01/15/2019	APCH	93472	ARAMARK UNIFORMS SERVICES	UNIFORMS	710-345	35	96.96
				UNIFORMS	710-345	35	83.97
				CHECK APCHK 93472 TOTAL FOR FUND 01:			180.93
01/15/2019	APCH	93473	ARTISTIC ENGRAVING	OPERATING EQUIPMENT	630-401	30	717.51

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
01/15/2019	APCH	93474	ASPEN AUTO BODY INC.	JAIL SUPPLIES	650-343	30	111.25
				CHECK APCHK 93473 TOTAL FOR FUND 01:			<u>828.76</u>
01/15/2019	APCH	93478	AURORA AREA INTERFAITH FOOD PANT	MAINTENANCE - VEHICLES	630-409	30	810.00
				PUBLIC RELATIONS	475-365	10	75.00
01/15/2019	APCH	93479	B & E AUTO REPAIR & TOWING	MAINTENANCE - VEHICLES	630-409	30	77.43
				MAINTENANCE - VEHICLES	630-409	30	57.03
				MAINTENANCE - VEHICLES	630-409	30	779.87
				MAINTENANCE - VEHICLES	630-409	30	702.56
				MAINTENANCE - VEHICLES	630-409	30	170.48
				MAINTENANCE - VEHICLES	630-409	30	57.03
				CHECK APCHK 93479 TOTAL FOR FUND 01:			<u>1,844.40</u>
01/15/2019	APCH	93480	BLACK GOLD SEPTIC	MAINTENANCE - GARAGE	725-413	35	350.00
01/15/2019	APCH	93481	BRIAN WESTBURY	PUBLIC RELATIONS	475-365	10	625.00
01/15/2019	APCH	93482	BUILDING & FIRE CODE ACADEMY	SCHOOLS/CONFERENCES/TRAVEL	810-304	40	350.00
01/15/2019	APCH	93483*#	CALL ONE INC	PHONE - TELEPHONES	455-201	10	812.46
				PHONE - TELEPHONES	630-201	30	671.50
				CHECK APCHK 93483 TOTAL FOR FUND 01:			<u>1,483.96</u>
01/15/2019	APCH	93484	CHICAGO TRIBUNE	PRINTING & PUBLISHING	510-302	15	72.29
01/15/2019	APCH	93485	CHRISTINE ROBLES	UNIFORMS	630-345	30	378.18
01/15/2019	APCH	93486	CITY WIDE OF ILLINOIS	MAINTENANCE - BUILDING	466-228	10	510.00
				MAINTENANCE - BUILDING	466-228	10	117.00
				CHECK APCHK 93486 TOTAL FOR FUND 01:			<u>627.00</u>
01/15/2019	APCH	93487	CIVIC PLUS	INTERNET/WEBSITE HOSTING	460-225	10	142.60
01/15/2019	APCH	93488#	COMCAST CABLE	INTERNET/WEBSITE HOSTING	460-225	10	225.54
				INTERNET/WEBSITE HOSTING	715-225	35	116.85

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
01/15/2019	APCH	93489*	COMED	ENERGY/COMED (835 MIDWAY)	466-240	10	346.68
			RED LIGHT - COM ED	630-248	30		42.29
			ENERGY - STREET LIGHTS	745-207	35		536.63
			ENERGY - STREET LIGHTS	745-207	35		95.83
			ENERGY - STREET LIGHTS	745-207	35		59.36
			ENERGY - STREET LIGHTS	745-207	35		631.72
			CHECK APCHK 93488 TOTAL FOR FUND 01:				1,712.51
01/15/2019	APCH	93490*	DELTA DENTAL PLAN OF ILLINOIS	EMP DED PAY- INSURANCE	210-204	00	1,470.12
			HEALTH/DENTAL/LIFE INSURANCE	455-141	10		156.77
			HEALTH/DENTAL/LIFE INSURANCE	510-141	15		114.32
			HEALTH/DENTAL/LIFE INSURANCE	610-141	25		228.64
			HEALTH/DENTAL/LIFE INSURANCE	630-141	30		2,168.72
			HEALTH/DENTAL/LIFE INSURANCE	710-141	35		213.93
			HEALTH/DENTAL/LIFE INSURANCE	810-141	40		114.32
			CHECK APCHK 93490 TOTAL FOR FUND 01:				4,466.82
01/15/2019	APCH	93491	DU-COMM	RADIO DISPATCHING	675-235	30	63,796.50
			RADIO DISPATCHING	675-235	30		3,290.95
			CHECK APCHK 93491 TOTAL FOR FUND 01:				67,087.45
01/15/2019	APCH	93492	DUPAGE COUNTY TREASURER	RADIO DISPATCHING	675-235	30	20,132.30
01/15/2019	APCH	93494	FEDERAL EXPRESS CORP.	POSTAGE & METER RENT	455-311	10	24.11
01/15/2019	APCH	93495	FENSKE JOHN	CHILDREN'S HOLIDAY PARTY	585-155	20	319.25
01/15/2019	APCH	93496	FLEETPRIDE TRUCK & TRAILER PARTS	MAINTENANCE - VEHICLES	735-409	35	172.72
01/15/2019	APCH	93497	GATEWAY SRA	SPECIAL RECREATION ASSOC PROGRAM DUES	590-518	20	19,176.03
01/15/2019	APCH	93498	GEWALT HAMILTON ASSOCIATES INC	PLAN REVIEW - TRAFFIC CONSULTANT	520-258	15	229.50
01/15/2019	APCH	93499	GHD SERVICES INC.	CRISIS MANAGEMENT	475-367	10	30,027.51
01/15/2019	APCH	93501	HINSDALE HIGH SCHOOL 86	CHILDREN'S HOLIDAY PARTY	585-155	20	440.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
01/15/2019	APCH	93502	HP PRODUCTS	BUILDING MAINTENANCE SUPPLIES	466-351	10	88.62
				BUILDING MAINTENANCE SUPPLIES	466-351	10	172.17
				CHECK APCHK 93502 TOTAL FOR FUND 01:			<u>260.79</u>
01/15/2019	APCH	93503	HR SIMPLIFIED	HEALTH/DENTAL/LIFE INSURANCE	455-141	10	100.00
01/15/2019	APCH	93504	I.R.M.A.	INSURANCE - IRMA	480-272	10	203,025.00
01/15/2019	APCH	93505	IL GOVERNMENT FINANCE OFFICERS	FEES/DUES/SUBSCRIPTIONS	610-307	25	200.00
01/15/2019	APCH	93506	ILL. NOTARY DISCOUNT BONDING	FEES/DUES/SUBSCRIPTIONS	630-307	30	53.95
				FEES/DUES/SUBSCRIPTIONS	630-307	30	53.95
				FEES/DUES/SUBSCRIPTIONS	630-307	30	53.95
				FEES/DUES/SUBSCRIPTIONS	630-307	30	53.95
				CHECK APCHK 93506 TOTAL FOR FUND 01:			<u>215.80</u>
01/15/2019	APCH	93507	IMPACT NETWORKING LLC	POSTAGE & METER RENT	455-311	10	334.80
01/15/2019	APCH	93508	JOAQUIN SILVA	OPERATING EQUIPMENT	630-401	30	255.96
01/15/2019	APCH	93509	JOSE CHAVEZ-JIMENEZ	UNIFORMS	630-345	30	100.09
01/15/2019	APCH	93510	JOSEPH LAVALLE	UNIFORMS	630-345	30	73.20
01/15/2019	APCH	93511	KLEIN, THORPE & JENKINS, LTD.	FEES - SPECIAL ATTORNEY	470-241	10	833.00
				CRISIS MANAGEMENT	475-367	10	3,174.17
				CHECK APCHK 93511 TOTAL FOR FUND 01:			<u>4,007.17</u>
01/15/2019	APCH	93512#	KONICA MINOLTA BUSINESS SOLUTION	COPY SERVICE	455-315	10	323.58
				COPY SERVICE	630-315	30	202.22
				COPY SERVICE	630-315	30	42.89
				CHECK APCHK 93512 TOTAL FOR FUND 01:			<u>568.69</u>
01/15/2019	APCH	93513	LA FASTENERS INC	OPERATING SUPPLIES & EQUIPMENT	710-401	35	35.89
01/15/2019	APCH	93514*#	LAW OFFICES STORINO RAMELLO&DURK	FEES - VILLAGE ATTORNEY	470-239	10	3,130.70

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
				CRISIS MANAGEMENT	475-367	10	6,897.00
				CHECK APCHK 93514 TOTAL FOR FUND 01:			<u>10,027.70</u>
01/15/2019	APCH	93515	LEONARD B CANNATA	RED LIGHT - ADJUDICATOR	630-246	30	990.00
01/15/2019	APCH	93516	LORRAINE GRIMSBY	CHILDREN'S HOLIDAY PARTY	585-155	20	41.30
							<u>4,790.00</u>
01/15/2019	APCH	93517	LUCY FRAISER TOXICOLOGY CONSULT	CRISIS MANAGEMENT	475-367	10	1,375.00
				CRISIS MANAGEMENT	475-367	10	<u>3,415.00</u>
				CHECK APCHK 93517 TOTAL FOR FUND 01:			
01/15/2019	APCH	93518	MATLFINANCE	POSTAGE & METER RENT	455-311	10	408.24
01/15/2019	APCH	93519	MATTHEW VANDERJACK	UNIFORMS	630-345	30	472.55
01/15/2019	APCH	93520	METRO REPORTING SERVICE LTD.	FEES - COURT REPORTER	520-246	15	273.30
01/15/2019	APCH	93522	MID-STATES ORGANIZED CRIME	FEES/DUES/SUBSCRIPTIONS	630-307	30	150.00
				PHONE - TELEPHONES	455-201	10	2,795.75
				PHONE - TELEPHONES	455-201	10	<u>558.00</u>
				CHECK APCHK 93523 TOTAL FOR FUND 01:			<u>3,353.75</u>
01/15/2019	APCH	93523	MIDCO				
				OPERATING EQUIPMENT	630-401	30	43.68
				OPERATING EQUIPMENT	630-401	30	<u>25.00</u>
				CHECK APCHK 93524 TOTAL FOR FUND 01:			<u>68.68</u>
01/15/2019	APCH	93524	NANCY TURVILLE	EMP DED - SUPPLEMENTAL LIFE INSURANCE	210-213	00	112.00
				SCHOOLS/CONFERENCES/TRAVEL	630-304	30	125.00
				SCHOOLS/CONFERENCES/TRAVEL	630-304	30	<u>75.00</u>
				CHECK APCHK 93526 TOTAL FOR FUND 01:			<u>200.00</u>
01/15/2019	APCH	93526	NORTH EAST MULTI REGIONAL TRNG.				
				EXAMS - PHYSICAL	440-543	07	294.50
				WELLNESS	480-276	10	113.00
				WELLNESS	480-276	10	<u>64.50</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
01/15/2019	APCH	93529	P. F. PETTIBONE & CO.	CHECK APCHK 93527 TOTAL FOR FUND 01:			472.00
				OPERATING EQUIPMENT	630-401	30	12.80
01/15/2019	APCH	93530	PUBLIC SAFETY DIRECT INC	MAINTENANCE - VEHICLES	630-409	30	100.00
				MAINTENANCE - VEHICLES	630-409	30	185.00
				CHECK APCHK 93530 TOTAL FOR FUND 01:			285.00
01/15/2019	APCH	93531*	RAGS ELECTRIC, INC	MAINTENANCE - STREET LIGHTS	745-223	35	513.03
				ROAD SIGNS	755-333	35	1,853.00
				CHECK APCHK 93531 TOTAL FOR FUND 01:			2,366.03
01/15/2019	APCH	93532	RAY O'HERRON CO., INC.	CADET PROGRAM	630-308	30	185.85
				CADET PROGRAM	630-308	30	43.80
				UNIFORMS	630-345	30	127.99
				UNIFORMS	630-345	30	272.89
				UNIFORMS	630-345	30	240.00
				UNIFORMS	630-345	30	552.99
				UNIFORMS	630-345	30	346.50
				UNIFORMS	630-345	30	119.98
				OPERATING EQUIPMENT	630-401	30	275.50
				OPERATING EQUIPMENT	630-401	30	101.99
				OPERATING EQUIPMENT	630-401	30	153.00
				OPERATING EQUIPMENT	630-401	30	51.49
				CHECK APCHK 93532 TOTAL FOR FUND 01:			2,471.98
01/15/2019	APCH	93533	ROBERT SCHALLER	OPERATING EQUIPMENT	630-401	30	151.19
01/15/2019	APCH	93534	RUTLEDGE PRINTING CO.	OFFICE SUPPLIES	630-301	30	75.88
01/15/2019	APCH	93535	SBOC	FEES/DUES/SUBSCRIPTIONS	810-307	40	75.00
01/15/2019	APCH	93536	SCHIFF HARDIN LLP	CRISIS MANAGEMENT	475-367	10	14,892.50
01/15/2019	APCH	93537	SCOTT EISENBEIS	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	275.68
				UNIFORMS	630-345	30	203.25
				CHECK APCHK 93537 TOTAL FOR FUND 01:			478.93

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
01/15/2019	APCH	93538	SO SUBN BLDG OFFICIALS ASSN	FEES/DUES/SUBSCRIPTIONS	810-307	40	120.00
01/15/2019	APCH	93539#	STAPLES	OFFICE SUPPLIES	455-301	10	120.14
				OFFICE SUPPLIES	455-301	10	129.68
				COMMISSARY PROVISION	455-355	10	50.99
				COMMISSARY PROVISION	455-355	10	134.54
				OFFICE SUPPLIES	710-301	35	12.50
				CHECK APCHK 93539 TOTAL FOR FUND 01:			<u>447.85</u>
01/15/2019	APCH	93540	SUBURBAN DOOR CHECK & LOCK SERVI	BUILDING MAINTENANCE SUPPLIES	466-351	10	13.30
01/15/2019	APCH	93541	T.P.I.	PLAN REVIEW - BUILDING CODE REIMB	820-258	40	4,869.05
				PLAN REVIEW - BUILDING CODE REIMB.	820-258	40	6,573.00
				PART TIME - INSPECTOR	830-109	40	2,541.00
				PLUMBING INSPECTION REIMB.	830-115	40	810.00
				CHECK APCHK 93541 TOTAL FOR FUND 01:			<u>14,793.05</u>
01/15/2019	APCH	93542*#	TAMELING INDUSTRIES	STREET & ROW MAINTENANCE	750-328	35	123.80
01/15/2019	APCH	93543	TCF NATIONAL BANK	FEES/DUES/SUBSCRIPTIONS	630-307	30	22.00
01/15/2019	APCH	93544	TERESA ESQUEDA	UNIFORMS	630-345	30	64.79
				UNIFORMS	630-345	30	49.95
				CHECK APCHK 93544 TOTAL FOR FUND 01:			<u>114.74</u>
01/15/2019	APCH	93545	THOMPSON ELEV. INSPECT. SERVICE	ELEVATOR INSPECTION REIMB.	830-117	40	100.00
01/15/2019	APCH	93546	THOMSON REUTERS - WEST	FEES/DUES/SUBSCRIPTIONS	630-307	30	163.61
01/15/2019	APCH	93547*#	UNDERGROUND PIPE & VALVE, CO.	OPERATING SUPPLIES & EQUIPMENT	710-401	35	222.00
01/15/2019	APCH	93548	UNIFIRST	MAINTENANCE - PW BUILDING	725-418	35	104.32
01/15/2019	APCH	93549	UNITED STATE POSTAL SERVICE	PREPAID POSTAGE	190-102	00	3,000.00
01/15/2019	APCH	93550	UTILITY SERVICES OF ILLINOIS INC	SETTLEMENT	455-520	10	1,032.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
01/15/2019	APCH	93551*	VERIZON WIRELESS	PHONE - TELEPHONES	410-201	05	56.04
				PHONE - TELEPHONES	455-201	10	22.01
				PHONE - TELEPHONES	630-201	30	972.62
			TELEPHONES		710-201	35	343.42
			TELEPHONES		810-201	40	93.47
			CHECK APCHK 93551 TOTAL FOR FUND 01:				1,487.56
01/15/2019	APCH	93552	WAREHOUSE DIRECT	OFFICE SUPPLIES	630-301	30	135.52
				OFFICE SUPPLIES	630-301	30	50.64
			OPERATING SUPPLIES		630-331	30	755.54
			OPERATING SUPPLIES		630-331	30	533.53
			OPERATING EQUIPMENT		630-401	30	78.10
			OPERATING EQUIPMENT		630-401	30	93.12
			OPERATING EQUIPMENT		630-401	30	135.00
			CHECK APCHK 93552 TOTAL FOR FUND 01:				1,781.45
01/15/2019	APCH	93553	WESTERN FIRST AID & SAFETY	OPERATING SUPPLIES	630-331	30	42.33
01/15/2019	APCH	93554	WESTFIELD FORD	MAINTENANCE - VEHICLES	735-409	35	2,267.25
01/15/2019	APCH	93555	WESTOWN AUTO SUPPLY COMPANY	MAINTENANCE - VEHICLES	735-409	35	21.98
				MAINTENANCE - VEHICLES	735-409	35	143.00
				MAINTENANCE - VEHICLES	735-409	35	48.87
				MAINTENANCE - VEHICLES	735-409	35	17.15
			CHECK APCHK 93555 TOTAL FOR FUND 01:				231.00
01/15/2019	APCH	93556	WILL COUNTY CLERK	FEES/DUES/SUBSCRIPTIONS	630-307	30	10.00
01/15/2019	APCH	93557	WILLOWBROOK FORD INC.	MAINTENANCE - VEHICLES	630-409	30	500.88
				MAINTENANCE - VEHICLES	630-409	30	140.41
				MAINTENANCE - VEHICLES	630-409	30	200.00
				MAINTENANCE - VEHICLES	630-409	30	376.76
			CHECK APCHK 93557 TOTAL FOR FUND 01:				1,218.05
01/15/2019	APCH	93558	WINGREN LANDSCAPE INC.	FAMILY SPECIAL EVENT - TREE LIGHTING	585-152	20	1,907.00

Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
01/15/2019	APCH	93559#	WLBK	BURR RIDGE CHAMBER OF COM	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	100.00
					SCHOOLS/CONFERENCES/TRAVEL	455-304	10	120.00
					SCHOOLS/CONFERENCES/TRAVEL	630-304	30	20.00
					CHECK APCHK 93559 TOTAL FOR FUND 01:			<hr/> 240.00
					Total for fund 01 GENERAL FUND			502,707.42

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND							
01/15/2019	APCH	112 (E) *#	INTERGOVERNMENTAL PERSONNEL	HEALTH/DENTAL/LIFE INSURANCE	401-141	50	3,868.78
01/15/2019	APCH	113 (E) *#	WEX BANK	FUEL/MILEAGE/WASH	401-303	50	719.16
01/15/2019	APCH	93475	ASSOCIATED TECHNICAL SERV. LTD.	LEAK SURVEYS	430-276	50	735.00
01/15/2019	APCH	93476	AT & T MOBILITY	PHONE - TELEPHONES	401-201	50	63.24
01/15/2019	APCH	93483*#	CALL ONE INC	PHONE - TELEPHONES	401-201	50	235.00
01/15/2019	APCH	93489*#	COMED	ENERGY - ELECTRIC PUMP	420-206	50	1,006.45
01/15/2019	APCH	93490*#	DELTA DENTAL PLAN OF ILLINOIS	HEALTH/DENTAL/LIFE INSURANCE	401-141	50	213.93
01/15/2019	APCH	93493	ETP LABS INC	SAMPLING ANALYSIS	420-362	50	90.00
01/15/2019	APCH	93500	H AND R CONSTRUCTION INC.	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	2,950.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	1,800.00
				CHECK APCHK 93500 TOTAL FOR FUND 02:			4,750.00
01/15/2019	APCH	93521	METROPOLITAN INDUSTRIES INC	EDP LICENSES	417-263	50	138.00
				EDP LICENSES	417-263	50	138.00
				CHECK APCHK 93521 TOTAL FOR FUND 02:			276.00
01/15/2019	APCH	93528	OFFICIAL PAYMENTS CORP	FEES DUES SUBSCRIPTIONS	401-307	50	13.65
01/15/2019	APCH	93531*#	RAGS ELECTRIC, INC	WELLHOUSE REPAIRS & MAINTENANCE - L.H	425-473	50	105.50
01/15/2019	APCH	93542*#	TAMELING INDUSTRIES	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	54.00
01/15/2019	APCH	93547*#	UNDERGROUND PIPE & VALVE, CO.	MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	6,633.00
01/15/2019	APCH	93551*#	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	75.06

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User: JKufrin  
DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
CHECK DATE FROM 12/19/2018 - 01/15/2019

Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
<hr/>								
Fund: 02	WATER FUND				PHONE - TELEPHONES	401-201	50	343.42
					CHECK APCHK 93551 TOTAL FOR FUND 02:			418.48
					Total for Fund 02 WATER FUND			19,182.19

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User: JKufrin  
DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
CHECK DATE FROM 12/19/2018 - 01/15/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 07 POLICE PENSION FUND							
01/15/2019	APCH	93477	ATWELL & ATWELL	LEGAL FEES	401-242	62	1,850.00
				Total for fund 07 POLICE PENSION FUND			1,850.00

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User: JKufrin  
DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
CHECK DATE FROM 12/19/2018 - 01/15/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
<hr/>							
				Fund: 15 RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX			
01/15/2019	APCH	93514*#	LAW OFFICES STORINO RAMELLO&DURK	LEGAL FEES	401-242	15	1,187.50
TOTAL - ALL FUNDS							
'*' - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND							
'#' - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT							
<hr/>							

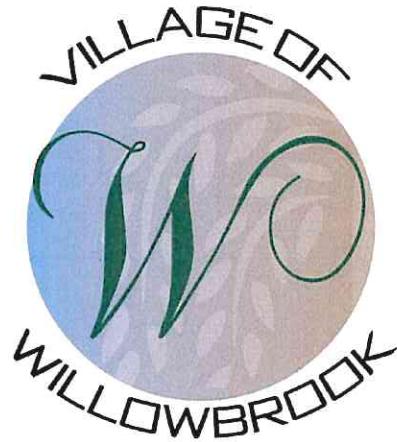
**Payroll Liability Check Register**  
**For Check Dates 12/01/2018 to 12/31/2018**

Check Number	Vendor Name	Check Date	Check Amount
53329	AFLAC	12/21/2018	2,078.75
53330	COMMUNITY BANK OF WILLOWBROOK	12/21/2018	540.12
53331	I C M A RETIREMENT TRUST - 457	12/21/2018	725.00
53332	ILLINOIS STATE DISBURSEMENT UNIT	12/21/2018	1,400.31
53333	ILLINOIS FRATERNAL	12/21/2018	903.00
53334	NATIONWIDE RETIREMENT SOLUTIONS	12/21/2018	5,640.27
53335	VILLAGE OF WILLOWBROOK	12/21/2018	41,515.28
EFT201	EFTPS	12/21/2018	36,167.55
EFT202	ILLINOIS DEPT. OF REVENUE	12/21/2018	5,388.45
EFT203	EFTPS	12/21/2018	3,669.42
EFT204	I.M.R.F. PENSION FUND	12/21/2018	17,955.02
EFT205	ILLINOIS DEPT. OF REVENUE	12/21/2018	555.86
EFT200	EFTPS	12/14/2018	822.80
53320	COMMUNITY BANK OF WILLOWBROOK	12/07/2018	540.12
53321	I C M A RETIREMENT TRUST - 457	12/07/2018	725.00
53322	ILLINOIS STATE DISBURSEMENT UNIT	12/07/2018	1,400.31
53323	NATIONWIDE RETIREMENT SOLUTIONS	12/07/2018	5,717.01
53324	VILLAGE OF WILLOWBROOK	12/07/2018	41,515.27
EFT198	EFTPS	12/07/2018	33,720.38
EFT199	ILLINOIS DEPT. OF REVENUE	12/07/2018	7,411.29

Total Checks: 20

Total Paid:

\$208,391.21



## MONTHLY FINANCIAL REPORT

DECEMBER 2018

RESPECTFULLY SUBMITTED BY:

Frank A. Trilla, Mayor

Carrie Dittman, Director of Finance

**VILLAGE OF WILLOWBROOK**  
**FINANCIAL REPORT**  
**MUNICIPAL SALES AND USE TAXES**

MONTH	SALE	DIST	MADE	14-15	15-16	16-17	17-18	18-19			
MAY	FEB	\$	245,589	\$	253,282	\$	267,882	\$	264,472	\$	276,118
JUNE	MAR		293,285		301,469		312,681		304,436		334,282
JULY	APR		293,319		267,013		269,580		304,925		309,957
AUG	MAY		342,029		328,251		331,887		345,478		376,154
SEPT	JUNE		330,203		349,847		398,196		354,582		364,229
OCT	JULY		318,631		306,409		316,266		313,701		320,062
NOV	AUG		349,800		337,896		315,293		361,826		339,020
DEC	SEPT		287,860		360,843		325,374		334,582		342,467
JAN	OCT		303,324		318,340		289,208		312,400		
FEB	NOV		296,349		304,839		304,898		319,012		
MARCH	DEC		365,874		393,072		371,080		416,900		
APRIL	JAN		253,532		266,970		263,392		285,192		
TOTAL			\$ 3,679,794	\$ 3,788,231	\$ 3,765,737	\$ 3,917,506	\$ 2,662,289				
MTH AVG			\$ 306,650	\$ 315,686	\$ 313,811	\$ 326,459	\$ 332,786				
<b>BUDGET</b>			\$ 3,450,000	\$ 3,600,000	\$ 3,600,000	\$ 3,600,000	\$ 3,600,000				

YEAR TO DATE LAST YEAR : \$ 2,584,002

YEAR TO DATE THIS YEAR : \$ 2,662,289

DIFFERENCE : \$ 78,287

PERCENTAGE CHANGE : 3.03%

CURRENT FISCAL YEAR:

BUDGETED REVENUE: \$ 3,600,000

PERCENTAGE OF YEAR COMPLETED : 66.67%

PERCENTAGE OF REVENUE TO DATE : 73.95%

PROJECTION OF ANNUAL REVENUE : \$ 4,036,194

EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 436,194

EST. PERCENT DIFF ACTUAL TO BUDGET 12.1%

**VILLAGE OF WILLOWSBROOK**  
**MONTHLY CASH AND INVESTMENT BALANCE BY FUND**  
**FOR THE MONTH ENDED 12/31/2018**

ACCOUNT	BALANCE
<b>Fund 01 GENERAL FUND</b>	
PAYROLL - 0291	0.00
CHECKING - 0283	0.00
COMMUNITY BANK OF WB - 0275	960,391.77
IL FUNDS - 5435	3,105,506.30
COMMUNITY BANK OF WB MM - 1771	303,852.23
COMMUNITY BANK RD LGHT - 0243	780.47
COMMUNITY BANK OF WB FSA - 3804	10,834.07
U.S. BANK RED LIGHT - 4216	21,735.00
COMMUNITY BANK DRUG ACCT - 4171	94,392.24
PETTY CASH REVIVING	950.00
IMET - GENERAL	28.74
<b>Total For Fund 01:</b>	<b>4,498,470.82</b>
<b>Fund 02 WATER FUND</b>	
IL FUNDS WATER - 5914	1,037,544.24
COMMUNITY BANK OF WB WTR - 4163	476,974.73
COMMUNITY BANK OF WB - 0275	0.00
<b>Total For Fund 02:</b>	<b>1,514,518.97</b>
<b>Fund 03 HOTEL/MOTEL TAX FUND</b>	
IL FUNDS HOTEL/MOTEL - 5948	482,789.02
COMMUNITY BANK OF WB - 0275	19,280.74
<b>Total For Fund 03:</b>	<b>502,069.76</b>
<b>Fund 04 MOTOR FUEL TAX FUND</b>	
IL FUNDS MFT - 5443	291,599.77
<b>Total For Fund 04:</b>	<b>291,599.77</b>
<b>Fund 06 SSA ONE BOND &amp; INTEREST FUND</b>	
IL FUNDS SSA BOND - 4621	13,662.87
COMMUNITY BANK OF WB - 0275	124.82
<b>Total For Fund 06:</b>	<b>13,787.69</b>
<b>Fund 07 POLICE PENSION FUND</b>	
COMMUNITY BANK OF WB PP - 4155	12,588.57
COMMUNITY BANK OF WB - 0275	0.00
SCHWAB - PP MONEY MARKET	21,422.05
US TREASURIES	518,886.61
US AGENCIES	5,474,992.51
MUNICIPAL BONDS	838,680.32
CORPORATE BONDS	1,885,814.29
MUTUAL FUNDS	13,456,422.96
MARKET VALUE CONTRA	(1,797,168.52)
<b>Total For Fund 07:</b>	<b>20,411,638.79</b>
<b>Fund 09 WATER CAPITAL IMPROVEMENTS FUND</b>	
IL FUNDS WTR CAP - 1206	440,757.89
<b>Total For Fund 09:</b>	<b>440,757.89</b>
<b>Fund 10 CAPITAL PROJECT FUND</b>	
IL FUNDS CAP PROJECTS - 3133	11,771.03
<b>Total For Fund 10:</b>	<b>11,771.03</b>
<b>Fund 11 DEBT SERVICE FUND</b>	
IL FUNDS BOND PROCEEDS DS - 2756	5.93
<b>Total For Fund 11:</b>	<b>5.93</b>
<b>Fund 14 LAND ACQUISITION, FACILITY, EXPANSION &amp;</b>	
IL FUNDS BOND PROCEEDS LAFER - 2772	0.02
<b>Total For Fund 14:</b>	<b>0.02</b>
<b>Fund 15 RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX</b>	
IL FUNDS BUSINESS DISTRICT - 5435	713,538.14
<b>Total For Fund 15:</b>	<b>713,538.14</b>
<b>TOTAL CASH &amp; INVESTMENTS:</b>	<b>28,398,158.81</b>

ACCOUNT BALANCE REPORT FOR WILLOWBROOK  
PERIOD ENDING 12/31/2018  
CASH & INVESTMENTS BY FUND AND ACCOUNT TYPE

Page: 1/2

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2018
Fund 01 - GENERAL FUND		
MONEY MARKET		
01-00-110-322	IL FUNDS - 5435	3,105,506.30
01-00-110-323	COMMUNITY BANK OF WB MM - 1771	303,852.23
01-00-110-325	COMMUNITY BANK RD LGHT - 0243	780.47
01-00-110-380	COMMUNITY BANK DRUG ACCT - 4171	94,392.24
01-00-120-155	IMET - GENERAL	28.74
	Net MONEY MARKET	<hr/> 3,504,559.98
PETTY CASH		
01-00-110-911	PETTY CASH REVIVING	<hr/> 950.00
	Net PETTY CASH	<hr/> 950.00
SAVINGS		
01-00-110-257	COMMUNITY BANK OF WB - 0275	960,391.77
01-00-110-332	COMMUNITY BANK OF WB FSA - 3804	10,834.07
01-00-110-335	U.S. BANK RED LIGHT - 4216	21,735.00
	Net SAVINGS	<hr/> 992,960.84
Fund 02 - WATER FUND		
MONEY MARKET		
02-00-110-113	IL FUNDS WATER - 5914	1,037,544.24
02-00-110-209	COMMUNITY BANK OF WB WTR - 4163	476,974.73
	Net MONEY MARKET	<hr/> 1,514,518.97
Fund 03 - HOTEL/MOTEL TAX FUND		
MONEY MARKET		
03-00-110-114	IL FUNDS HOTEL/MOTEL - 5948	<hr/> 482,789.02
	Net MONEY MARKET	<hr/> 482,789.02
SAVINGS		
03-00-110-257	COMMUNITY BANK OF WB - 0275	<hr/> 19,280.74
	Net SAVINGS	<hr/> 19,280.74
Fund 04 - MOTOR FUEL TAX FUND		
MONEY MARKET		
04-00-110-116	IL FUNDS MFT - 5443	<hr/> 291,599.77
	Net MONEY MARKET	<hr/> 291,599.77
Fund 06 - SSA ONE BOND & INTEREST FUND		
MONEY MARKET		
06-00-110-117	IL FUNDS SSA BOND - 4621	<hr/> 13,662.87
	Net MONEY MARKET	<hr/> 13,662.87
SAVINGS		
06-00-110-257	COMMUNITY BANK OF WB - 0275	<hr/> 124.82
	Net SAVINGS	<hr/> 124.82
Fund 07 - POLICE PENSION FUND		
MONEY MARKET		
07-00-110-202	COMMUNITY BANK OF WB PP - 4155	12,588.57
07-00-110-336	SCHWAB - PP MONEY MARKET	21,422.05
	Net MONEY MARKET	<hr/> 34,010.62
AGENCY CERTIFICATES		
07-00-120-260	US AGENCIES	<hr/> 5,474,992.51
	Net AGENCY CERTIFICATES	<hr/> 5,474,992.51
CORPORATE BONDS		
07-00-120-288	CORPORATE BONDS	<hr/> 1,885,814.29
	Net CORPORATE BONDS	<hr/> 1,885,814.29
MUNICIPAL BONDS		
07-00-120-270	MUNICIPAL BONDS	<hr/> 838,680.32
	Net MUNICIPAL BONDS	<hr/> 838,680.32

ACCOUNT BALANCE REPORT FOR WILLOWBROOK  
 PERIOD ENDING 12/31/2018  
 CASH & INVESTMENTS BY FUND AND ACCOUNT TYPE

Page:

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GL NUMBER	DESCRIPTION	END BALANCE 12/31/2018
Fund 07 - POLICE PENSION FUND		
MUTUAL FUNDS		
07-00-120-290	MUTUAL FUNDS	13,456,422.96
	Net MUTUAL FUNDS	13,456,422.96
MARKET VALUE		
07-00-120-900	MARKET VALUE CONTRA	(1,797,168.52)
	Net MARKET VALUE	(1,797,168.52)
TREASURY NOTES		
07-00-120-250	US TREASURIES	518,886.61
	Net TREASURY NOTES	518,886.61
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND		
MONEY MARKET		
09-00-110-324	IL FUNDS WTR CAP - 1206	440,757.89
	Net MONEY MARKET	440,757.89
Fund 10 - CAPITAL PROJECT FUND		
MONEY MARKET		
10-00-110-115	IL FUNDS CAP PROJECTS - 3133	11,771.03
	Net MONEY MARKET	11,771.03
Fund 11 - DEBT SERVICE FUND		
MONEY MARKET		
11-00-110-111	IL FUNDS BOND PROCEEDS DS - 2756	5.93
	Net MONEY MARKET	5.93
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION &		
MONEY MARKET		
14-00-110-112	IL FUNDS BOND PROCEEDS LAFER - 2772	0.02
	Net MONEY MARKET	0.02
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX		
MONEY MARKET		
15-00-110-322	IL FUNDS BUSINESS DISTRICT - 5435	713,538.14
	Net MONEY MARKET	713,538.14

ACCOUNT BALANCE REPORT FOR WILLOWBROOK  
 PERIOD ENDING 12/31/2018  
 CASH & INVESTMENTS BY INSTITUTION

Page: 1/1

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2018
COMMUNITY BANK OF WB		
01-00-110-257	COMMUNITY BANK OF WB - 0275	960,391.77
01-00-110-323	COMMUNITY BANK OF WB MM - 1771	303,852.23
01-00-110-325	COMMUNITY BANK RD LGHT - 0243	780.47
01-00-110-332	COMMUNITY BANK OF WB FSA - 3804	10,834.07
01-00-110-380	COMMUNITY BANK DRUG ACCT - 4171	94,392.24
02-00-110-209	COMMUNITY BANK OF WB WTR - 4163	476,974.73
03-00-110-257	COMMUNITY BANK OF WB - 0275	19,280.74
06-00-110-257	COMMUNITY BANK OF WB - 0275	124.82
07-00-110-202	COMMUNITY BANK OF WB PP - 4155	12,588.57
	Net COMMUNITY BANK OF WB	1,879,219.64
ILLINOIS FUNDS		
01-00-110-322	IL FUNDS - 5435	3,105,506.30
02-00-110-113	IL FUNDS WATER - 5914	1,037,544.24
03-00-110-114	IL FUNDS HOTEL/MOTEL - 5948	482,789.02
04-00-110-116	IL FUNDS MFT - 5443	291,599.77
06-00-110-117	IL FUNDS SSA BOND - 4621	13,662.87
09-00-110-324	IL FUNDS WTR CAP - 1206	440,757.89
10-00-110-115	IL FUNDS CAP PROJECTS - 3133	11,771.03
11-00-110-111	IL FUNDS BOND PROCEEDS DS - 2756	5.93
14-00-110-112	IL FUNDS BOND PROCEEDS LAFER - 2772	0.02
15-00-110-322	IL FUNDS BUSINESS DISTRICT - 5435	713,538.14
	Net ILLINOIS FUNDS	6,097,175.21
IMET		
01-00-120-155	IMET - GENERAL	28.74
	Net IMET	28.74
U.S. BANK		
01-00-110-335	U.S. BANK RED LIGHT - 4216	21,735.00
	Net U.S. BANK	21,735.00
VILLAGE OF WILLOWBROOK		
01-00-110-911	PETTY CASH REVIVING	950.00
	Net VILLAGE OF WILLOWBROOK	950.00
CHARLES SCHWAB		
07-00-110-336	SCHWAB - PP MONEY MARKET	21,422.05
07-00-120-250	US TREASURIES	518,886.61
07-00-120-260	US AGENCIES	5,474,992.51
07-00-120-270	MUNICIPAL BONDS	838,680.32
07-00-120-288	CORPORATE BONDS	1,885,814.29
07-00-120-290	MUTUAL FUNDS	13,456,422.96
07-00-120-900	MARKET VALUE CONTRA	(1,797,168.52)
	Net CHARLES SCHWAB	20,399,050.22
Total - All Funds:		28,398,158.81

INTERFUND ACTIVITY REPORT FOR WILLOWBROOK  
Period Ending 12/31/2018  
Due To/From Other Funds

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GL Number	Description	Balance
Fund 01: GENERAL FUND		
Due From Other Funds		
01-00-140-102	DUE TO/FROM WATER FUND	1,728.85
	<b>Total Due From Other Funds</b>	<b>1,728.85</b>
Fund 02: WATER FUND		
Due From Other Funds		
02-00-140-101	DUE TO/FROM GENERAL FUND	(1,728.85)
	<b>Total Due From Other Funds</b>	<b>(1,728.85)</b>

REVENUE REPORT FOR WILLOWBROOK  
PERIOD ENDING 12/31/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/2018	YTD BALANCE 12/31/2018	2018-19 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
						(147.06)
Fund 01 - GENERAL FUND						
PROPERTY TAX	PROPERTY TAX LEVY - SRA PROPERTY TAX LEVY - ROAD & BRIDGE	885.29 1,198.32	79,409.69 107,881.37	78,341.00 108,803.00	101.36 99.15	(1,068.69) 921.63
Net PROPERTY TAX		2,083.61	187,291.06	187,144.00	100.08	(147.06)
OTHER TAXES						
01-00-310-201	MUNICIPAL SALES TAX	342,467.51	2,662,288.35	3,600,000.00	73.95	937,711.65
01-00-310-202	ILLINOIS INCOME TAX	48,628.71	539,268.13	736,319.00	73.24	197,050.87
01-00-310-203	AMUSEMENT TAX	4,791.97	38,335.76	57,504.00	66.67	19,168.24
01-00-310-204	REPLACEMENT TAX	49.22	780.79	1,250.00	62.46	469.21
01-00-310-205	UTILITY TAX	71,174.40	578,150.85	950,000.00	60.86	371,849.15
01-00-310-208	PLACES OF EATING TAX	44,665.84	351,819.17	485,000.00	72.54	133,180.83
01-00-310-209	WATER TAX	15,287.87	116,538.34	177,000.00	65.84	60,461.66
01-00-310-210	WATER TAX - CLARENDON WATER CO	0.00	60.64	1,000.00	6.06	939.36
Net OTHER TAXES		527,065.52	4,287,242.03	6,008,073.00	71.36	1,720,830.97
LICENSES						
01-00-310-302	LIQUOR LICENSES	(1,500.00)	61,250.00	57,750.00	106.06	(3,500.00)
01-00-310-303	BUSINESS LICENSES	(390.00)	78,316.00	72,000.00	108.77	(6,316.00)
01-00-310-305	VENDING MACHINE	(45.00)	2,675.00	2,595.00	103.08	(80.00)
01-00-310-306	SCAVENGER LICENSES	0.00	7,000.00	8,000.00	87.50	1,000.00
Net LICENSES		(1,935.00)	149,241.00	140,345.00	106.34	(8,896.00)
PERMITS						
01-00-310-401	BUILDING PERMITS	23,253.41	386,347.68	250,000.00	154.54	(136,347.68)
01-00-310-402	SIGN PERMITS	377.50	6,464.33	5,000.00	129.29	(1,464.33)
01-00-310-403	OTHER PERMITS	78.00	1,206.00	500.00	241.20	(706.00)
01-00-310-404	COUNTY BMP FEE	0.00	0.00	2,000.00	0.00	2,000.00
Net PERMITS		23,708.91	394,018.01	257,500.00	153.02	(136,518.01)
FINES						
01-00-310-501	CIRCUIT COURT FINES	7,497.21	74,018.66	100,000.00	74.02	25,981.34
01-00-310-502	TRAFFIC FINES	3,500.00	16,175.00	30,000.00	53.92	13,825.00
01-00-310-503	RED LIGHT FINES	85,365.43	67,170.00	560,000.00	119.95	(111,706.00)
Net FINES		96,362.64	761,899.66	690,000.00	110.42	(71,899.66)
OVERHEAD REIMBURSEMENT						
01-00-310-601	ADMINISTRATIVE SUPPORT REIMB - WATE	41,567.08	332,536.64	498,805.00	66.67	166,268.36
Net OVERHEAD REIMBURSEMENT						
CHARGES & FEES						
01-00-310-700	PLANNING APPLICATION FEES	0.00	4,615.00	10,000.00	46.15	5,385.00
01-00-310-701	PUBLIC HEARING FEES	0.00	10,895.00	2,550.00	427.25	(8,345.00)
01-00-310-702	PLANNING REVIEW FEES	0.00	0.00	6,000.00	0.00	6,000.00
01-00-310-704	ACCIDENT REPORT COPIES	255.00	1,780.00	2,000.00	89.00	220.00
01-00-310-705	VIDEO GAMING FEES	3,953.07	31,445.13	36,000.00	87.35	4,554.87
01-00-310-706	COPIES-ORDINANCES & MAPS	20.00	20.00	50.00	40.00	30.00

REVENUE REPORT FOR WILLOWBROOK  
PERIOD ENDING 12/31/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR 12/31/2018	YTD BALANCE 12/31/2018	2018-19		AVAILABLE BALANCE
				ORIGINAL BUDGET	% BDGT USED	
Fund 01 - GENERAL FUND						
01-00-310-723	ELEVATOR INSPECTION FEES	0.00	2,925.00	5,000.00	58.50	2,075.00
01-00-310-724	BURGLAR ALARM FEES	0.00	660.00	10,000.00	6.60	9,340.00
Net CHARGES & FEES		4,208.07	52,340.13	71,600.00	73.10	19,259.87
PARK & RECREATION CHARGES						
01-00-310-813	PARK & REC CONTRIBUTION	0.00	2,600.00	2,500.00	104.00	(100.00)
01-00-310-814	PARK PERMIT FEES	0.00	1,985.00	3,000.00	66.17	1,015.00
01-00-310-815	SUMMER RECREATION FEES	0.00	805.00	2,000.00	40.25	1,195.00
01-00-310-817	SPECIAL EVENTS	0.00	2,512.44	3,200.00	78.51	687.56
01-00-310-818	FALL RECREATION FEES	0.00	0.00	200.00	0.00	200.00
01-00-310-819	BURR RIDGE WILLOWBROOK BASEBALL R	6,072.50	6,072.50	6,500.00	93.42	427.50
01-00-310-820	HOLIDAY CONTRIBUTION	0.00	2,200.00	4,000.00	55.00	1,800.00
01-00-310-823	SPRING RECREATION FEES	0.00	0.00	550.00	0.00	550.00
Net PARK & RECREATION CHARGES		6,072.50	16,174.94	21,950.00	73.69	5,775.06
OTHER REVENUE						
01-00-310-901	REIMBURSEMENTS - IRMA WASTE STICKERS PROCEEDS	0.00	35,707.88	0.00	100.00	(35,707.88)
01-00-310-902	SALE - FIXED ASSETS	0.00	30.00	0.00	100.00	(30.00)
01-00-310-909	REIMBURSEMENTS - TREE PLANTING	0.00	750.00	7,500.00	0.00	7,500.00
01-00-310-910	ATS RED LIGHT ENERGY REIMBURSEMENT	145.22	1,099.05	500.00	150.00	(250.00)
01-00-310-911	REIMBURSEMENTS - BRUSH PICK-UP	0.00	8,311.68	1,320.00	83.26	220.95
01-00-310-912	OTHER RECEIPTS	50.00	27,556.35	11,600.00	71.65	3,288.32
01-00-310-913	REIMBURSEMENTS - POLICE SPECIAL DET	0.00	4,028.00	4,000.00	100.70	(28.00)
01-00-310-915	DONATIONS	0.00	200.00	0.00	100.00	(200.00)
01-00-310-916	REIMBURSEMENTS - PUBLIC WORKS OTHE	1,920.00	2,640.00	0.00	100.00	(2,640.00)
01-00-310-917	FEDERAL STATE GRANTS	0.00	1,100.00	57,289.00	1.92	56,189.00
01-00-310-922	NICOR GAS ANNUAL PAYMENT	0.00	0.00	17,000.00	0.00	17,000.00
01-00-310-925	CABLE FRANCHISE FEES	0.00	143,265.87	216,000.00	66.33	72,734.13
01-00-310-926	DRUG FORFEITURES - STATE	0.00	0.00	33,293.00	0.00	33,293.00
Net OTHER REVENUE		2,115.22	224,688.83	368,502.00	60.97	143,813.17
NON-OPERATING						
01-00-320-108	INTEREST INCOME	8,318.96	54,201.15	12,000.00	451.68	(42,201.15)
Net NON-OPERATING		8,318.96	54,201.15	12,000.00	451.68	(42,201.15)
TOTAL REVENUES						
Fund 01 - GENERAL FUND:						
Fund 02 - WATER FUND						
CHARGES & FEES						
02-00-310-712	WATER SALES	309,762.72	2,334,076.67	3,545,000.00	65.84	1,210,923.33
02-00-310-713	WATER PENALTIES	1,802.85	10,148.44	5,000.00	202.97	(5,148.44)
02-00-310-718	SHUTOFF/NSF FEE	690.00	5,695.00	2,500.00	227.80	(3,195.00)

REVENUE REPORT FOR WILLOWBROOK  
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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/2018	YTD BALANCE 12/31/2018	ORIGINAL BUDGET	% BDGT USED	2018-19	AVAILABLE BALANCE
Fund 02 - WATER FUND Net CHARGES & FEES		312,255.57	2,349,920.11	3,552,500.00	66.15	1,202,579.89	
OTHER REVENUE	WATER METER SALES	413.18	7,077.18	3,000.00	235.91	(4,077.18)	
02-00-310-714	WATER METER READ SALES	621.25	4,622.50	5,000.00	92.45	377.50	
02-00-310-716	OTHER REVENUE	150.00	1,245.49	1,000.00	124.55	(245.49)	
		1,184.43	12,945.17	9,000.00	143.84	(3,945.17)	
NON-OPERATING	INTEREST INCOME	2,183.81	13,182.57	4,800.00	274.64	(8,382.57)	
02-00-320-108	WATER CONNECTION FEES	600.00	4,800.00	3,000.00	160.00	(1,800.00)	
02-00-320-713		2,783.81	17,982.57	7,800.00	230.55	(10,182.57)	
Net NON-OPERATING							

Fund 02 - WATER FUND:

TOTAL REVENUES		316,223.81	2,380,847.85	3,569,300.00	66.70	1,188,452.15
Fund 03 - HOTEL/MOTEL TAX FUND						
OTHER TAXES		17,996.66	188,711.09	246,000.00	76.71	57,288.91
03-00-310-205	HOTEL/MOTEL TAX	17,996.66	188,711.09	246,000.00	76.71	57,288.91
Net OTHER TAXES						
NON-OPERATING	INTEREST INCOME	952.33	5,260.10	1,000.00	526.01	(4,260.10)
03-00-320-108		952.33	5,260.10	1,000.00	526.01	(4,260.10)
Net NON-OPERATING						

Fund 03 - HOTEL/MOTEL TAX FUND:

TOTAL REVENUES		18,948.99	193,971.19	247,000.00	78.53	53,028.81
Fund 04 - MOTOR FUEL TAX FUND						
OTHER TAXES		19,263.05	147,388.60	219,905.00	67.02	72,516.40
04-00-310-216	MFT RECEIPTS	19,263.05	147,388.60	219,905.00	67.02	72,516.40
Net OTHER TAXES						
NON-OPERATING	INTEREST INCOME	567.95	4,200.01	1,500.00	280.00	(2,700.01)
04-00-320-108		567.95	4,200.01	1,500.00	280.00	(2,700.01)
Net NON-OPERATING						

REVENUE REPORT FOR WILLOWBROOK  
PERIOD ENDING 12/31/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/2018	YTD BALANCE 12/31/2018	ORIGINAL BUDGET	% BDGT USED	2018-19	AVAILABLE BALANCE
Fund 04 - MOTOR FUEL TAX FUND							
TOTAL REVENUES		19,831.00	151,588.61	221,405.00	68.47		69,816.39
Fund 06 - SSA ONE BOND & INTEREST FUND							
PROPERTY TAX		0.00	325,575.09	322,225.00	101.04		(3,350.09)
06-00-310-101	PROPERTY TAX RECEIPTS	0.00	325,575.09	322,225.00	101.04		(3,350.09)
Net PROPERTY TAX							
NON-OPERATING							
06-00-320-108	INTEREST INCOME	298.29	1,751.22	50.00	3,502.44		(1,701.22)
Net NON-OPERATING		298.29	1,751.22	50.00	3,502.44		(1,701.22)
Fund 06 - SSA ONE BOND & INTEREST FUND:							
TOTAL REVENUES		298.29	327,326.31	322,275.00	101.57		(5,051.31)
Fund 07 - POLICE PENSION FUND							
OTHER REVENUE		67,006.46	569,554.91	871,084.00	65.38		301,529.09
07-00-310-607	VILLAGE CONTRIBUTION	16,024.09	134,168.35	198,690.00	67.53		64,521.65
07-00-310-906	POLICE CONTRIBUTIONS	83,030.55	703,723.26	1,069,774.00	65.78		366,050.74
Net OTHER REVENUE							
NON-OPERATING							
07-00-320-108	INTEREST INCOME	697,498.49	902,292.18	500,000.00	180.46		(402,292.18)
07-00-320-110	UNREALIZED GAIN (LOSS) ON INVESTMENT	(1,320,894.79)	(1,662,656.11)	0.00	100.00		1,662,656.11
07-00-320-111	GAIN (LOSS) ON INVESTMENTS	(97,315.42)	(83,739.91)	0.00	100.00		83,739.91
07-00-320-112	CONTRIBUTIONS/DONATIONS	0.00	20.00	0.00	100.00		(20.00)
Net NON-OPERATING		(720,711.72)	(844,083.84)	500,000.00	(168.82)		1,344,083.84
Fund 07 - POLICE PENSION FUND:							
TOTAL REVENUES		(637,681.17)	(140,360.58)	1,569,774.00	8.94		1,710,134.58
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND							
NON-OPERATING							
09-00-320-108	INTEREST INCOME	869.41	4,548.16	1,000.00	454.82		(3,548.16)
Net NON-OPERATING		869.41	4,548.16	1,000.00	454.82		(3,548.16)
TRANSFERS IN							
09-00-330-102	TRANSFER FROM WATER	0.00	400,000.00	400,000.00	100.00		0.00

REVENUE REPORT FOR WILLOWBROOK  
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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/2018	YTD BALANCE 12/31/2018	2018-19 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND		0.00	400,000.00	400,000.00	100.00	0.00
Net TRANSFERS IN						

Fund 09 - WATER CAPITAL IMPROVEMENTS FUND:

TOTAL REVENUES	869.41	404,548.16	401,000.00	100.88	(3,548.16)
Fund 10 - CAPITAL PROJECT FUND					
NON-OPERATING	23.23	159.20	0.00	100.00	(159.20)
10-00-320-108 INTEREST INCOME	23.23	159.20	0.00	100.00	(159.20)
Net NON-OPERATING					

Fund 10 - CAPITAL PROJECT FUND:

TOTAL REVENUES	23.23	159.20	0.00	100.00	(159.20)
Fund 11 - DEBT SERVICE FUND					
TRANSFERS IN	225,813.50	278,927.00	278,927.00	100.00	0.00
11-00-330-101 TRANSFER FROM GENERAL FUND	41,550.50	46,601.00	46,601.00	100.00	0.00
11-00-330-102 TRANSFER FROM WATER					
Net TRANSFERS IN	267,364.00	325,528.00	325,528.00	100.00	0.00

Fund 11 - DEBT SERVICE FUND:

TOTAL REVENUES	267,364.00	325,528.00	325,528.00	100.00	0.00
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION &					
TRANSFERS IN	198,126.95	201,554.16	383,000.00	52.63	181,445.84
14-00-330-101 TRANSFER FROM GENERAL FUND	198,126.95	201,554.16	383,000.00	52.63	181,445.84
Net TRANSFERS IN					

Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION & :

TOTAL REVENUES	198,126.95	201,554.16	383,000.00	52.63	181,445.84
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX OTHER TAXES					

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/2018		YTD BALANCE 12/31/2018	2018-19 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
		ACTIVITY FOR MONTH 12/31/2018	YTD BALANCE 12/31/2018				
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX 15-00-310-201	BUSINESS DISTRICT SALES TAX TOWN CE	38,485.98	307,746.93	450,000.00	68.39		142,253.07
		38,485.98	307,746.93	450,000.00	68.39		142,253.07
	Net OTHER TAXES						

Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX:

### TOTAL REVENUES

## **TOTAL REVENUES - ALL FUNDS**



## EXPENDITURE REPORT FOR WILLOWBROOK

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ACTIVITY FOR MONTH 12/31/18 YTD BALANCE 12/31/2018 2018-19 ORIGINAL BUDGET % BDGT USED AVAILABLE BALANCE APPROPR. AVAIL.

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/18	YTD BALANCE 12/31/2018	2018-19 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROPR.	APPROPR. AVAIL.
Fund 01 - GENERAL FUND								
01-10-400-151	IMRF	2,117.47	26,239.06	35,064.00	74.83	8,824.94	70,128.00	43,888.94
01-10-400-161	SOCIAL SECURITY	8,413.51	12,522.00	69.84	3,776.28	25,044.00	16,298.28	
01-10-400-171	SUI - UNEMPLOYMENT	0.00	68.04	204.00	33.35	135.96	408.00	339.96
01-10-455-101	SALARIES - MANAGEMENT STA	6,936.39	60,853.34	87,772.00	69.33	26,918.66	175.544.00	114,690.66
01-10-455-102	OVERTIME	390.34	4,624.97	5,000.00	92.50	375.03	10,000.00	5,375.03
01-10-455-105	ASSISTANT VILLAGE ADMINIST	0.00	33,591.49	0.00	100.00	(33,591.49)	0.00	(33,591.49)
01-10-455-106	ASST TO VILLAGE ADMINISTRA	0.00	23,837.23	68,752.00	34.67	44,914.77	137,504.00	113,666.77
01-10-455-107	ADMINISTRATIVE INTERN	0.00	0.00	11,232.00	0.00	11,232.00	22,464.00	22,464.00
01-10-455-126	SALARIES - CLERICAL	6,243.14	50,253.38	76,358.00	65.81	26,104.62	152,716.00	102,462.62
01-10-455-131	PERSONNEL RECRUITMENT	0.00	1,635.00	550.00	297.27	(1,085.00)	1,100.00	(535.00)
01-10-455-141	HEALTH/DENTAL/LIFE INSURAN	(4,534.52)	24,392.31	18,132.00	134.53	(6,260.31)	36,264.00	11,871.69
01-10-455-201	PHONE - TELEPHONES	65.76	7,438.88	22,751.00	32.70	15,312.12	45,502.00	38,063.12
01-10-455-266	CODIFY ORDINANCES	1,381.00	3,966.00	2,500.00	158.64	(1,466.00)	5,000.00	1,034.00
01-10-455-301	OFFICE SUPPLIES	91.89	4,021.29	10,000.00	40.21	5,978.71	20,000.00	15,978.71
01-10-455-302	PRINTING & PUBLISHING	108.61	2,189.25	3,000.00	72.98	810.75	6,000.00	3,810.75
01-10-455-303	FUEL/MILEAGE/WASH	102.54	719.50	2,000.00	35.98	1,280.50	4,000.00	3,280.50
01-10-455-304	SCHOOL/CONFERENCE/TRA	64.41	1,275.92	4,500.00	28.35	3,224.08	9,000.00	7,724.08
01-10-455-305	STRATEGIC PLANNING	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
01-10-455-307	FEES/DUES/SUBSCRIPTIONS	0.00	11,962.33	12,728.00	93.98	765.67	25,456.00	13,493.67
01-10-455-311	POSTAGE & METER RENT	758.86	2,415.22	5,000.00	48.30	2,584.78	10,000.00	7,584.78
01-10-455-315	COPY SERVICE	353.86	4,982.90	7,440.00	66.97	2,457.10	14,880.00	9,897.10
01-10-455-355	COMMISSARY PROVISION	115.17	822.88	1,000.00	82.29	177.12	2,000.00	1,177.12
01-10-455-409	Maintenance - Vehicles	0.00	0.95	2,500.00	0.04	2,499.05	5,000.00	4,999.05
01-10-455-411	Maintenance - Equipment	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-10-455-505	CASH - OVER OR SHORT	0.00	(0.54)	0.00	100.00	0.54	0.00	0.54
GENERAL MANAGEMENT		14,816.94	276,605.69	395,117.00	70.01	118,511.31	790,234.00	513,628.31
COMMUNITY RELATIONS								
01-10-475-365	PUBLIC RELATIONS	705.64	3,022.83	10,000.00	30.23	6,977.17	20,000.00	16,977.17
01-10-475-366	NEWSLETTER	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-10-475-367	CRISIS MANAGEMENT	43,524.37	145,527.15	0.00	100.00	(145,527.15)	0.00	(145,527.15)
01-10-475-370	MEALS-ON-WHEELS	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
01-10-475-372	SENIOR CITIZEN TAXI PROGRA	0.00	625.00	1,500.00	41.67	875.00	3,000.00	2,375.00
COMMUNITY RELATIONS		44,230.01	149,174.98	14,000.00	1,065.54	(135,174.98)	28,000.00	(121,174.98)
CAPITAL IMPROVEMENTS								
01-10-485-602	BUILDING IMPROVEMENTS	0.00	2,881.50	7,800.00	36.94	4,918.50	15,600.00	12,718.50
01-10-485-611	FURNITURE & OFFICE EQUIPM	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
01-10-485-642	PEG CHANNEL EQUIPMENT	0.00	10,143.00	0.00	100.00	(10,143.00)	0.00	(10,143.00)
CAPITAL IMPROVEMENTS		0.00	13,024.50	10,300.00	126.45	(2,724.50)	20,600.00	7,575.50
DATA PROCESSING								
01-10-460-225	INTERNET/WEBSITE HOSTING	223.69	7,208.61	8,523.00	84.58	1,314.39	17,046.00	9,837.39
01-10-460-263	EDP LICENSES	0.00	71.91	0.00	100.00	(71.91)	0.00	(71.91)
01-10-460-267	DOCUMENT STORAGE/SCANN	0.00	10,364.63	2,740.00	378.27	(7,624.63)	5,480.00	(4,884.63)
01-10-460-305	EDP PERSONNEL TRAINING	0.00	0.00	250.00	0.00	250.00	500.00	500.00
01-10-460-331	OPERATING SUPPLIES	0.00	50.44	500.00	10.09	449.56	1,000.00	949.56
DATA PROCESSING		223.69	17,695.59	12,013.00	147.30	(5,682.59)	24,026.00	6,330.41



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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/18		2018-19 ORIGINAL BUDGET		% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
		YTD BALANCE 12/31/2018	1,465.00	1,600.00	91.56		3,200.00	
<b>Fund 01 - GENERAL FUND</b>								
DATA PROCESSING	EDP PERSONNEL TRAINING	0.00	1,465.00	1,600.00	91.56	135.00	3,200.00	1,735.00
DATA PROCESSING		0.00	1,465.00	1,600.00	91.56	135.00	3,200.00	1,735.00
ENGINEERING								
01-15-520-229	RENT - MEETING ROOM	0.00	0.00	250.00	0.00	250.00	500.00	500.00
01-15-520-245	FEES - ENGINEERING	184.00	954.00	3,000.00	31.80	2,046.00	6,000.00	5,046.00
01-15-520-246	FEES - COURT REPORTER	0.00	586.80	2,500.00	23.47	1,913.20	5,000.00	4,413.20
01-15-520-254	PLAN REVIEW - ENGINEER	330.00	1,430.00	10,000.00	14.30	8,570.00	20,000.00	18,570.00
01-15-520-257	PLAN REVIEW - PLANNER	7,351.77	57,043.35	100,000.00	57.04	42,956.65	200,000.00	142,956.65
01-15-520-258	PLAN REVIEW - TRAFFIC CONS	918.00	1,836.00	4,000.00	45.90	2,164.00	8,000.00	6,164.00
ENGINEERING		8,783.77	61,850.15	119,750.00	51.65	57,899.85	239,500.00	177,649.85
Total Dept 15 - PLANNING & ECONOMIC DEVELOPMEN		13,352.09	88,312.80	210,971.00	41.86	122,658.20	421,942.00	333,629.20
Dept 20 - PARKS & RECREATION								
CAPITAL IMPROVEMENTS	COURT IMPROVEMENTS	0.00	386.89	1,500.00	25.79	1,113.11	3,000.00	2,613.11
01-20-595-693	PARK IMPROVEMENTS - NEIGH	0.00	3,288.07	0.00	100.00	(3,288.07)	0.00	(3,288.07)
CAPITAL IMPROVEMENTS		0.00	3,674.96	1,500.00	245.00	(2,174.96)	3,000.00	(674.96)
ADMINISTRATION								
01-20-400-147	MEDICARE	36.95	481.00	502.00	95.82	21.00	1,004.00	523.00
01-20-400-151	IMRF	474.74	4,484.10	4,572.00	98.08	87.90	9,144.00	4,659.90
01-20-400-161	SOCIAL SECURITY	408.09	2,306.82	2,145.00	107.54	(161.82)	4,290.00	1,983.18
01-20-400-711	SUI - UNEMPLOYMENT	2.38	41.05	38.70	47.18	45.95	174.00	132.95
01-20-550-101	SALARIES - PERMANENT EMPL	3,093.31	23,671.43	34,597.00	68.42	10,925.57	69,194.00	45,522.57
01-20-550-102	OVERTIME	0.00	155.07	0.00	100.00	(155.07)	0.00	(155.07)
01-20-550-103	PART TIME - PROGRAM SUPER	0.00	1,554.12	0.00	100.00	(1,554.12)	0.00	(1,554.12)
01-20-550-141	HEALTH/DENTAL/LIFE INSURAN	74.48	74.48	0.00	100.00	(74.48)	0.00	(74.48)
01-20-550-148	LIFE INSURANCE - COMMISSION	410.67	810.27	1,056.00	76.73	245.73	2,112.00	1,301.73
01-20-550-201	EMERGENCY TELEPHONE LINE	0.00	0.00	100.00	0.00	100.00	200.00	200.00
01-20-550-302	PRINTING & PUBLISHING	0.00	4,428.50	12,425.00	35.64	7,996.50	24,850.00	20,421.50
01-20-550-303	FUEL/MILEAGE/WASH	0.00	0.00	250.00	0.00	250.00	500.00	500.00
01-20-550-304	SCHOOL/CONFERENCE/TRAVEL	0.00	0.00	325.00	0.00	325.00	650.00	650.00
01-20-550-307	FEES/DUES/SUBSCRIPTIONS	0.00	0.00	275.00	0.00	275.00	550.00	550.00
01-20-550-311	POSTAGE & METER RENT	216.67	1,880.42	2,500.00	75.22	619.58	5,000.00	3,119.58
ADMINISTRATION		4,717.29	39,887.26	58,834.00	67.80	18,946.74	117,668.00	77,780.74
DATA PROCESSING	CONSULTING SERVICES	0.00	0.00	15,000.00	0.00	15,000.00	30,000.00	30,000.00
01-20-555-306		0.00	0.00	15,000.00	0.00	15,000.00	30,000.00	30,000.00
DATA PROCESSING		0.00	0.00	0.00	0.00	0.00	0.00	0.00
LANDSCAPING								
01-20-565-341	PARK LANDSCAPE SUPPLIES	0.00	8,775.60	9,000.00	97.51	224.40	18,000.00	9,224.40
01-20-565-342	LANDSCAPE MAINTENANCE SE	2,473.00	43,911.59	54,400.00	80.72	10,488.41	108,800.00	64,888.41

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ACTIVITY FOR

MONTH

12/31/18

APPROP.

AVAIL.

APPROP.

AVAIL.

GL NUMBER	DESCRIPTION	YTD BALANCE 12/31/2018	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
Fund 01 - GENERAL FUND LANDSCAPING		2,473.00	52,687.19	63,400.00	83.10

MAINTENANCE	OVERTIME	580.88	8,767.39	7,000.00	125.25	(1,767.39)	14,000.00	5,232.61
01-20-570-102	PART TIME - LABOR	0.00	373.73	1,500.00	24.92	1,126.27	3,000.00	2,626.27
01-20-570-103	MAINTENANCE - PARK BUILDIN	0.00	970.62	2,386.00	40.68	1,415.38	4,772.00	3,801.38
01-20-570-228	RENT - EQUIPMENT	0.00	153.00	250.00	61.20	97.00	50.00	347.00
01-20-570-234	NICOR GAS (825 MIDWAY)	229.57	728.04	1,200.00	60.67	471.96	2,400.00	1,671.96
01-20-570-235	SANITARY (825 MIDWAY)	3.91	12.43	100.00	12.43	87.57	200.00	187.57
01-20-570-250	SANITARY USER CHARGE - PAR	2,779.32	0.00	100.00	(2,779.32)	0.00	(2,779.32)	(2,779.32)
01-20-570-278	BALLFIELD MAINTENANCE/SUP	0.00	4,121.50	6,500.00	63.41	2,378.50	13,000.00	8,878.50
01-20-570-280	CONTRACTED MAINTENANCE	4,784.91	45,847.37	42,000.00	109.16	(3,847.37)	84,000.00	38,152.63
01-20-570-281	MAINTENANCE SUPPLIES	174.43	1,655.10	9,500.00	17.42	7,844.90	19,000.00	17,344.90
01-20-570-331	MAINTENANCE - EQUIPMENT	0.00	43,423.17	41,137.00	105.56	(2,286.17)	82,274.00	38,850.83
MAINTENANCE		8,553.02	108,831.67	111,573.00	97.54	2,741.33	223,146.00	114,314.33
SUMMER PROGRAM	SUMMER PROGRAM MATERIAL	0.00	3,861.87	8,820.00	43.79	4,958.13	17,640.00	13,778.13
01-20-575-119	SENIORS PROGRAM	0.00	0.00	5,000.00	0.00	5,000.00	10,000.00	10,000.00
SUMMER PROGRAM		0.00	3,861.87	13,820.00	27.94	9,958.13	27,640.00	23,778.13
FALL PROGRAM	FALL PROGRAM MATERIALS & S	0.00	0.00	550.00	0.00	550.00	1,100.00	1,100.00
01-20-580-118	SENIORS PROGRAM	0.00	0.00	6,000.00	0.00	6,000.00	12,000.00	12,000.00
FALL PROGRAM		0.00	0.00	6,550.00	0.00	6,550.00	13,100.00	13,100.00
WINTER/SPECIAL PROGRAMS	RECREATION INSTRUCTORS	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-20-585-112	WINTER PROGRAM MATERIALS	189.36	189.36	2,000.00	9.47	1,810.64	4,000.00	3,810.64
01-20-585-121	CHILDREN'S SPECIAL EVENTS -	141.45	2,129.33	1,800.00	118.30	(329.33)	3,600.00	1,470.67
01-20-585-150	FAMILY SPECIAL EVENT - MOVI	0.00	1,658.00	1,630.00	101.72	(28.00)	3,260.00	1,602.00
01-20-585-151	FAMILY SPECIAL EVENT - TRE	0.00	0.00	1,400.00	0.00	1,400.00	2,800.00	2,800.00
01-20-585-152	FAMILY SPECIAL EVENT - BACK	0.00	200.00	1,500.00	13.33	1,300.00	3,000.00	2,800.00
01-20-585-153	FAMILY SPECIAL EVENT - RACE	0.00	9,136.90	9,525.00	95.93	388.10	19,050.00	9,913.10
01-20-585-154	CHILDREN'S HOLIDAY PARTY	999.14	2,300.38	4,500.00	51.12	2,199.62	9,000.00	6,699.62
01-20-585-155	SPECIAL EVENT - PARK OPENIN	0.00	5,715.04	10,000.00	57.15	4,284.96	20,000.00	14,284.96
01-20-585-156	SENIORS PROGRAM	0.00	0.00	5,000.00	0.00	5,000.00	10,000.00	10,000.00
WINTER/SPECIAL PROGRAMS		1,329.95	21,329.01	37,855.00	56.34	16,525.99	75,710.00	54,380.99
SPRING PROGRAM	RECREATION INSTRUCTORS - S	0.00	0.00	200.00	0.00	200.00	400.00	400.00
01-20-586-112	SPRING PROGRAM MATERIALS	0.00	73.23	200.00	36.62	126.77	400.00	326.77
SPRING PROGRAM		0.00	73.23	400.00	18.31	326.77	800.00	726.77
SPECIAL RECREATION	SPECIAL RECREATION ASSOC	0.00	19,176.03	38,541.00	49.75	19,364.97	77,082.00	57,905.97
01-20-590-518	ADA PARK MAINTENANCE	0.00	83.00	4,750.00	1.75	4,667.00	9,500.00	9,417.00

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/18	YTD BALANCE 12/31/2018	2018-19 BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 01 - GENERAL FUND								
01-20-590-520	ADA RECREATION ACCMOD	2,980.00	3,351.45	7,700.00	43.53	4,348.55	15,400.00	12,048.55
01-20-590-521	ADA PARK IMPROVEMENTS	0.00	0.00	21,950.00	0.00	21,950.00	43,900.00	43,900.00
SPECIAL RECREATION		2,980.00	22,610.48	72,941.00	31.00	50,330.52	145,882.00	123,271.52
Total Dept 20 - PARKS & RECREATION		20,053.26	252,955.67	381,873.00	66.24	128,917.33	763,746.00	510,790.33

## Dept 25 - FINANCE DEPARTMENT

GENERAL MANAGEMENT								
01-25-400-147	MEDICARE	262.68	2,169.11	3,478.00	62.37	1,308.89	6,956.00	4,786.89
01-25-400-151	IMRF	920.24	17,865.02	28,228.00	62.58	10,562.98	56,456.00	38,790.98
01-25-400-161	SOCIAL SECURITY	1,123.12	9,274.77	14,687.00	63.15	5,412.23	29,374.00	20,099.23
01-25-400-171	SUI - UNEMPLOYMENT	10.84	97.36	272.00	35.79	174.64	544.00	446.64
01-25-610-101	SALARIES - MANAGEMENT STA	10,475.63	86,198.51	131,381.00	65.61	45,182.49	262,762.00	176,563.49
01-25-610-102	OVERTIME	0.00	82.64	1,500.00	5.51	1,417.36	3,000.00	2,917.36
01-25-610-104	PART TIME - CLERICAL	2,065.02	18,584.46	30,624.00	60.69	12,039.54	61,248.00	42,663.54
01-25-610-126	SALARIES - CLERICAL	6,243.13	50,253.38	76,358.00	65.81	26,104.62	152,716.00	102,462.62
01-25-610-141	HEALTH/DENTAL/LIFE INSURAN	8,587.15	24,586.93	40,044.00	61.40	15,457.07	80,088.00	55,501.07
01-25-610-301	OFFICE SUPPLIES	49.79	614.51	3,700.00	16.61	3,085.49	740.00	6,785.49
01-25-610-302	PRINTING & PUBLISHING	0.00	896.10	1,000.00	89.61	103.90	2,000.00	1,103.90
01-25-610-303	FUEL/MILEAGE/WASH	38.76	181.57	250.00	72.63	68.43	500.00	318.43
01-25-610-304	SCHOOLS/CONFERENCES/TRA	0.00	370.00	2,000.00	18.50	1,630.00	4,000.00	3,630.00
01-25-610-307	FEES/DUES/SUBSCRIPTIONS	0.00	1,042.60	2,355.00	44.27	1,312.40	4,710.00	3,667.40
01-25-610-311	POSTAGE & METER RENT	43.12	54.61	500.00	10.92	445.39	1,000.00	945.39
GENERAL MANAGEMENT		29,819.48	212,071.57	336,377.00	63.05	124,305.43	672,754.00	460,682.43
CAPITAL IMPROVEMENTS								
01-25-625-611	FURNITURE & OFFICE EQUIPME	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
CAPITAL IMPROVEMENTS		0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
DATA PROCESSING								
01-25-615-212	EDP EQUIPMENT/SOFTWARE	8,125.00	8,264.09	14,670.00	56.33	6,405.91	29,340.00	21,075.91
01-25-615-263	EDP LICENSES	399.00	25,042.40	29,226.00	85.69	4,183.60	58,452.00	33,409.60
01-25-615-267	DOCUMENT STORAGE/SCANNI	0.00	0.00	5,280.00	0.00	5,280.00	10,560.00	10,560.00
01-25-615-305	EDP PERSONNEL TRAINING	0.00	0.00	2,600.00	0.00	2,600.00	5,200.00	5,200.00
01-25-615-306	IT - CONSULTING SERVICES	12,500.00	25,000.00	25,000.00	100.00	0.00	50,000.00	25,000.00
DATA PROCESSING		21,024.00	58,306.49	76,776.00	75.94	18,469.51	153,552.00	95,245.51
FINANCIAL AUDIT								
01-25-620-251	AUDIT SERVICES	0.00	27,658.00	28,273.00	97.82	615.00	56,546.00	28,888.00
01-25-620-252	FINANCIAL SERVICES	0.00	2,340.00	2,500.00	160.00	5,000.00	2,660.00	2,660.00
FINANCIAL AUDIT		0.00	29,998.00	30,773.00	97.48	775.00	61,546.00	31,548.00
Total Dept 25 - FINANCE DEPARTMENT		50,843.48	300,376.06	444,426.00	67.59	144,049.94	888,852.00	588,475.94

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH	YTD BALANCE 12/31/2018	2018-19 BUDGET		% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
				ORIGINAL BUDGET	79,167.00				
<b>Fund 01 - GENERAL FUND</b>									
Dept 30 - POLICE DEPARTMENT			0.00	0.00	79,167.00	0.00	79,167.00	158,334.00	158,334.00
CAPITAL IMPROVEMENTS	NEW VEHICLES		0.00	0.00	79,167.00	0.00	79,167.00	158,334.00	158,334.00
CAPITAL IMPROVEMENTS			0.00	0.00	79,167.00	0.00	79,167.00	158,334.00	158,334.00
<b>ADMINISTRATION</b>									
01-30-400-147	MEDICARE	3,086.05	24,160.95	38,934.00	62.06	14,773.05	77,868.00	53,707.05	
01-30-400-151	IMRF	1,930.96	19,283.61	27,180.00	70.95	7,896.39	54,360.00	35,076.39	
01-30-400-161	SOCIAL SECURITY	8,194.45	8,302.45	13,169.00	63.05	4,866.55	26,338.00	18,035.55	
01-30-400-171	SUI - UNEMPLOYMENT	2.92	192.19	1,914.00	10.04	1,721.81	3,820.00	3,635.81	
01-30-630-101	SALARIES - PERMANENT EMPL	175,137.92	1,379,241.26	2,210,724.00	62.39	831,482.74	4,421,448.00	3,042,206.74	
01-30-630-102	OVERTIME - SPECIAL DETAIL &	35,897.51	243,599.54	250,000.00	97.44	6,400.46	500,000.00	256,400.46	
01-30-630-103	OVERTIME - SPECIAL DETAIL &	0.00	0.00	12,000.00	0.00	12,000.00	24,000.00	24,000.00	
01-30-630-104	PART TIME - CLERICAL	0.00	2,669.57	20,000.00	13.35	17,330.43	40,000.00	37,330.43	
01-30-630-106	ACCREDITATION MANAGER	0.00	1,129.43	8,000.00	14.12	6,870.57	16,000.00	14,870.57	
01-30-630-126	SALARIES - CLERICAL	12,798.61	125,872.57	175,396.00	71.76	49,523.43	350,792.00	224,919.43	
01-30-630-127	OVERTIME - CLERICAL	0.00	2,558.02	9,000.00	28.42	6,441.98	18,000.00	15,441.98	
01-30-630-131	PERSONNEL RECRUITMENT	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00	
01-30-630-141	HEALTH/DENTAL/LIFE INSURAN	81,159.50	234,998.81	385,450.00	60.97	150,451.19	770,900.00	535,901.19	
01-30-630-155	POLICE PENSION	67,006.46	569,554.91	871,084.00	65.38	301,529.09	1,742,168.00	1,172,613.09	
01-30-630-201	PHONE - TELEPHONES	557.76	10,859.53	27,000.00	40.22	16,140.47	54,000.00	43,140.47	
01-30-630-202	ACCREDITATION	0.00	5,320.00	6,000.00	88.67	680.00	12,000.00	6,680.00	
01-30-630-228	MAINTENANCE - BUILDINGS - H	0.00	970.63	2,386.00	40.68	1,415.37	4,772.00	3,801.37	
01-30-630-235	NICOR GAS (7760 QUINCY)	573.59	1,393.85	2,500.00	55.75	1,106.15	5,000.00	3,606.15	
01-30-630-238	FEES - FIELD COURT ATTORNE	0.00	3,500.00	3,500.00	100.00	0.00	7,000.00	3,500.00	
01-30-630-241	DUPAGE CHILDREN'S CENTER	0.00	(2,482.50)	12,000.00	(20.69)	14,482.50	24,000.00	26,482.50	
01-30-630-242	FEES - FIELD COURT ATTORNE	0.00	3,000.00	3,000.00	100.00	0.00	6,000.00	3,000.00	
01-30-630-245	FIRING RANGE	0.00	149.25	2,500.00	5.97	2,350.75	5,000.00	4,850.75	
01-30-630-246	RED LIGHT - ADJUDICATOR	0.00	1,672.00	6,000.00	27.87	4,328.00	12,000.00	10,328.00	
01-30-630-247	RED LIGHT - CAMERA FEES	22,475.00	134,850.00	275,000.00	49.04	140,150.00	550,000.00	415,150.00	
01-30-630-248	RED LIGHT - COM ED	102.93	1,056.76	2,000.00	52.84	943.24	4,000.00	2,943.24	
01-30-630-249	RED LIGHT - MISC FEE	2,520.00	13,453.50	22,000.00	61.15	8,546.50	44,000.00	30,546.50	
01-30-630-250	SANITARY (7760 QUINCY)	332.49	332.49	2,350.00	95.00	17.51	700.00	367.51	
01-30-630-301	OFFICE SUPPLIES	167.80	2,562.24	7,000.00	36.60	4,437.76	14,000.00	11,437.76	
01-30-630-303	PRINTING & PUBLISHING	0.00	362.92	6,000.00	6.05	5,637.08	12,000.00	11,637.08	
01-30-630-308	FUEL/MILEAGE/WASH	4,196.98	33,728.21	65,000.00	51.89	31,271.79	130,000.00	96,271.79	
01-30-630-304	SCHOOL/CONFERENCE/TRA	195.00	15,405.05	30,207.00	51.00	14,801.95	60,414.00	45,008.95	
01-30-630-305	TUITION REIMBURSEMENT	0.00	2,250.00	3,000.00	75.00	750.00	6,000.00	3,750.00	
01-30-630-307	FEES/DUES/SUBSCRIPTIONS	285.00	7,382.19	15,000.00	49.21	7,617.81	30,000.00	22,617.81	
01-30-630-308	CADET PROGRAM	698.04	1,838.62	4,000.00	45.97	2,161.38	8,000.00	6,161.38	
01-30-630-311	POSTAGE & METER RENT	945.42	2,661.40	4,000.00	66.54	1,338.60	8,000.00	5,338.60	
01-30-630-315	COPY SERVICE	0.00	1,920.58	4,000.00	48.01	2,079.42	8,000.00	6,079.42	
01-30-630-331	OPERATING SUPPLIES	209.33	1,655.16	3,500.00	47.29	1,844.84	7,000.00	5,344.84	
01-30-630-345	UNIFORMS	2,836.44	9,806.37	31,100.00	31.53	21,293.63	62,200.00	52,393.63	
01-30-630-346	AMMUNITION	3,920.00	8,642.80	18,000.00	48.02	9,357.20	36,000.00	27,357.20	
01-30-630-401	OPERATING EQUIPMENT	593.89	20,207.11	24,000.00	84.20	3,792.89	48,000.00	27,792.89	
01-30-630-402	BODY CAMERAS	0.00	0.00	33,846.00	0.00	33,846.00	67,692.00	67,692.00	
01-30-630-405	FURNITURE & OFFICE EQUIPME	0.00	3,623.00	6,000.00	60.38	2,377.00	12,000.00	8,377.00	
01-30-630-409	MAINTENANCE - VEHICLES	1,773.09	24,980.62	70,000.00	35.69	45,019.38	140,000.00	115,019.38	
01-30-630-421	MAINTENANCE - RADIO EQUIPM	0.00	7,234.20	15,250.00	47.44	8,015.80	30,500.00	23,265.80	

## EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 12/31/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/18	YTD BALANCE 12/31/2018	2018-19 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 01 - GENERAL FUND	ADMINISTRATION	420,222.14	2,929,899.29	4,728,490.00	61.96	1,798,590.71	9,456,980.00	6,527,080.71
DATA PROCESSING	EDP EQUIPMENT/SOFTWARE	0.00	3,102.90	7,750.00	40.04	4,647.10	15,500.00	12,397.10
01-30-640-212	INTERNET/WEBSITE HOSTING	0.00	468.00	1,968.00	23.78	1,500.00	3,936.00	3,468.00
01-30-640-225	EDP LICENSES	1,975.00	15,709.85	28,405.00	55.31	12,695.15	56,810.00	41,100.15
01-30-640-263	DOCUMENT STORAGE/SCANNI	0.00	0.00	19,000.00	0.00	19,000.00	38,000.00	38,000.00
01-30-640-267	DATA PROCESSING	1,975.00	19,280.75	57,123.00	33.75	37,842.25	114,246.00	94,965.25
RISK MANAGEMENT	SELF INSURANCE - DEDUCTIBL	0.00	1,964.87	20,000.00	9.82	18,035.13	40,000.00	38,035.13
01-30-645-273	RISK MANAGEMENT	0.00	1,964.87	20,000.00	9.82	18,035.13	40,000.00	38,035.13
CONSTRUCTION	BUILDING CONSTR & REMODEL	0.00	16,393.32	6,460.00	253.77	(9,933.32)	12,920.00	(3,473.32)
01-30-635-288	CONSTRUCTION	0.00	16,393.32	6,460.00	253.77	(9,933.32)	12,920.00	(3,473.32)
PATROL	ANIMAL CONTROL	0.00	125.00	800.00	15.63	675.00	1,600.00	1,475.00
01-30-650-340	K-9 PROGRAM	0.00	3,284.83	4,200.00	78.21	915.17	8,400.00	5,115.17
01-30-650-343	JAIL SUPPLIES	0.00	223.30	1,500.00	14.89	1,276.70	3,000.00	2,776.70
01-30-650-345	UNIFORMS	0.00	707.94	33,293.00	100.00	(707.94)	0.00	(707.94)
01-30-650-348	DRUG FORFEITURE EXP - STAT	0.00	317.00	0.95	0.95	32,976.00	66,586.00	66,269.00
PATROL		0.00	4,658.07	39,793.00	11.71	35,134.93	79,586.00	74,927.93
INVESTIGATIVE	CONFIDENTIAL FUNDS	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
01-30-655-339	INVESTIGATIVE	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
TRAFFIC SAFETY	PART TIME - CROSSING GUARD	474.78	3,052.08	5,300.00	57.59	2,247.92	10,600.00	7,547.92
01-30-660-105	TRAFFIC SAFETY	474.78	3,052.08	5,300.00	57.59	2,247.92	10,600.00	7,547.92
ESDA COORDINATOR	SIREN MAINTENANCE	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-30-665-263	ESDA COORDINATOR	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
CRIME PREVENTION	PRINTING & PUBLISHING	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
01-30-670-302	COMMODITIES	0.00	4,080.05	5,000.00	81.60	919.95	10,000.00	5,919.95
01-30-670-331	CRIME PREVENTION	0.00	4,080.05	6,000.00	68.00	1,919.95	12,000.00	7,919.95
TELECOMMUNICATIONS	RADIO DISPATCHING	0.00	201,262.35	289,421.00	69.54	88,158.65	578,842.00	377,579.65
01-30-675-235	TELECOMMUNICATIONS	0.00	201,262.35	289,421.00	69.54	88,158.65	578,842.00	377,579.65

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/18		2018-19 ORIGINAL BUDGET		% BUDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
		YTD BALANCE 12/31/2018	16,892.55	30,000.00	56.31			
Fund 01 - GENERAL FUND	Total Dept 30 - POLICE DEPARTMENT	422,671.92	3,180,590.78	5,233,254.00	60.78	2,052,663.22	10,466,508.00	7,285,917.22
Dept 35 - PUBLIC WORKS DEPARTMENT								
CAPITAL IMPROVEMENTS	STREET IMPROVEMENTS	16,892.55	16,892.55	30,000.00	56.31	13,107.45	60,000.00	43,107.45
101-35-765-685	CAPITAL IMPROVEMENTS	16,892.55	16,892.55	30,000.00	56.31	13,107.45	60,000.00	43,107.45
ADMINISTRATION								
01-35-400-147	MEDICARE	329.96	2,218.70	3,720.00	59.64	1,501.30	7,440.00	5,221.30
01-35-400-151	IMRF	3,276.03	21,539.52	33,394.00	64.50	11,854.48	66,788.00	45,248.48
01-35-400-161	SOCIAL SECURITY	1,078.49	7,904.92	14,486.00	54.57	6,581.08	28,972.00	21,067.08
01-35-400-171	SUI - UNEMPLOYMENT	22.47	66.47	170.00	39.10	103.53	340.00	273.53
01-35-710-101	SALARIES - PERMANENT EMPL	18,081.88	123,104.27	179,096.00	68.74	55,991.73	358,192.00	235,087.73
01-35-710-102	OVERTIME	2,039.07	6,537.37	22,500.00	29.05	15,962.63	45,000.00	38,462.63
01-35-710-103	PART TIME - LABOR	966.00	9,343.90	30,000.00	31.15	20,656.10	60,000.00	50,656.10
01-35-710-126	SALARIES - CLERICAL	2,104.54	16,489.28	24,957.00	66.07	8,467.72	49,914.00	33,424.72
01-35-710-141	HEALTH/DENTAL/LIFE INSURAN	9,750.55	26,509.08	37,071.00	71.51	10,561.92	74,142.00	47,632.92
01-35-710-201	TELEPHONES	96.28	1,112.40	2,500.00	44.50	1,387.60	5,000.00	3,887.60
01-35-710-301	OFFICE SUPPLIES	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-35-710-302	PRINTING & PUBLISHING	48.80	479.80	500.00	95.96	20.20	1,000.00	520.20
01-35-710-303	FUEL/MILEAGE/ASH	818.30	5,328.44	7,500.00	71.05	2,171.56	15,000.00	9,671.56
01-35-710-304	SCHOOL/CONFERENCE/TRA	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
01-35-710-306	REIMB PERSONNEL EXPENSES	0.00	0.00	300.00	0.00	300.00	600.00	600.00
01-35-710-307	FEES/DUES/SUBSCRIPTIONS	0.00	0.00	300.00	0.00	300.00	600.00	600.00
01-35-710-311	POSTAGE & METER RENT	43.24	885.60	1,500.00	59.04	614.40	3,000.00	2,114.40
01-35-710-345	UNIFORMS	571.94	2,791.26	5,000.00	55.83	2,208.74	10,000.00	7,208.74
01-35-710-401	OPERATING SUPPLIES & EQUIP	0.00	92.13	3,500.00	2.63	3,407.87	7,000.00	6,907.87
01-35-710-405	FURNITURE & OFFICE EQUIPME	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
ADMINISTRATION		39,227.75	224,403.14	369,494.00	60.73	145,090.86	738,988.00	514,584.86
DATA PROCESSING								
01-35-715-225	INTERNET/WEBSITE HOSTING	104.85	753.95	1,373.00	54.91	619.05	2,746.00	1,992.05
DATA PROCESSING		104.85	753.95	1,373.00	54.91	619.05	2,746.00	1,992.05
ENGINEERING								
01-35-720-245	FEES - ENGINEERING	0.00	25,965.85	65,000.00	39.95	39,034.15	130,000.00	104,034.15
01-35-720-254	PLAN REVIEW - ENGINEER	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
ENGINEERING		0.00	25,965.85	66,500.00	39.05	40,534.15	133,000.00	107,034.15
BUILDINGS								
01-35-725-413	MAINTENANCE - GARAGE	710.00	3,567.94	6,000.00	59.47	2,432.06	12,000.00	8,432.06
01-35-725-414	MAINTENANCE - SALT BINS	0.00	540.00	2,500.00	21.60	1,960.00	5,000.00	4,460.00
01-35-725-415	NICOR GAS	325.70	787.97	2,000.00	39.40	1,212.03	4,000.00	3,212.03
01-35-725-417	SANITARY USER CHARGE	8.73	81.72	100.00	81.72	18.28	200.00	118.28
01-35-725-418	MAINTENANCE - PW BUILDING	185.00	10,844.18	10,886.00	99.62	41.82	21,772.00	10,927.82
BUILDINGS		1,229.43	15,821.81	21,486.00	73.64	5,664.19	42,972.00	27,150.19

## EXPENDITURE REPORT FOR WILLOWBROOK

ACTIVITY FOR MONTH 12/31/18		PERIOD ENDING 12/31/2018		2018-19 ORIGINAL BUDGET		% BDGT USED		AVAILABLE BALANCE		APPROP. AVAIL	
YTD BALANCE 12/31/18											
2,889.34	13,106.05		20,000.00		65.53		6,893.95		40,000.00		26,893.95
787.03	903.02		0.00		100.00		(903.02)		0.00		(903.02)
3,676.37	14,009.07		20,000.00		70.05		5,990.93		40,000.00		25,990.93

GL NUMBER	DESCRIPTION
Fund 01 - GENERAL FUND	
EQUIPMENT REPAIR	Maintenance
01-35-735-409	Maintenance
01-35-735-411	Maintenance
	EQUIPMENT REPAIR

8,730.00	8,730.00	60,000.00	14.55	51,270.00	120,000.00	111,270.00
0.00	0.00	20,00.00	0.00	200.00	400.00	400.00
545.96	545.96	6,00.00	9.10	5,454.04	12,000.00	11,454.04
<b>9,275.96</b>	<b>9,275.96</b>	<b>66,200.00</b>	<b>14.01</b>	<b>56,924.04</b>	<b>132,400.00</b>	<b>123,124.04</b>

STORM WATER IMPROVEMENTS	
01-35-750-286	JET CLEANING CULVERT
01-35-750-289	SITE IMPROVEMENTS
01-35-750-290	EQUIPMENT RENTAL
01-35-750-328	STREET & ROW MAINTENANCE
01-35-750-329	MAINTENANCE - SAW MILL CRE
01-35-750-338	TRE MAINTENANCE
01-35-750-381	STORM WATER IMPROVEMENT
30,527.50	271,158.48
	277,000.00
	97.89
	5,841.52
	554,000.00
	282,841.52

0,00	720,00	1,250,00	57,60	530,00	2,500,00	1,780,00
4,243,22	35,554,78	52,50,00	67,72	16,945,22	105,000,00	69,445,22
0,00	0,00	50,00	0,00	500,00	1,000,00	1,000,00
0,00	7,074,50	2,50,00	282,98	(4,574,50)	5,000,00	(2,074,50)
0,00	19,600,00	20,00,00	98,00	400,00	40,000,00	20,400,00
0,00	0,00	75,00	0,00	750,00	1,500,00	1,500,00
0,00	0,00	25,00,00	0,00	25,000,00	50,000,00	50,000,00
1,044,00	16,820,74	55,00,00	30,58	38,179,26	110,000,00	93,179,26
0,00	1,191,01	2,40,00	49,63	1,208,99	4,800,00	3,608,99
0,00	30,173,85	10,00,00	301,74	(20,173,85)	20,000,00	(10,173,85)
0,00	220,68	1,50,00	14,71	1,279,32	3,000,00	2,779,32
<b>5,287,22</b>	<b>111,355,56</b>	<b>171,40,00</b>	<b>64,97</b>	<b>60,044,44</b>	<b>342,800,00</b>	<b>231,444,44</b>

NUISANCE CONTROL						
01-35-760-258	PEST CONTROL	0.00	0.00	1,000.00	1,000.00	2,000.00
01-35-760-259	MOSQUITO ABATEMENT	0.00	33,480.00	33,100.00	101.15 (380.00)	66,200.00 32,720.00
NUISANCE CONTROL		0.00	33,480.00	34,100.00	98.18	620.00
Total Dept 35 - PUBLIC WORKS DEPARTMENT		109,480.49	749,822.52	1,098,893.00	68.23	349,070.48 2,197,786.00
						1,447,963.48



## EXPENDITURE REPORT FOR WILLOWBROOK

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ACTIVITY FOR MONTH 12/31/18	YTD BALANCE 12/31/2018	2018-19 ORIGINAL BUDGET	% BUDGET USED	AVAILABLE BALANCE	APPROP. AVAIL.
<b>Fund 01 - GENERAL FUND</b>					
TOTAL EXPENDITURES	1,156,375.80	5,961,058.82	9,332,731.00	63.87	3,371,672.18
					18,665,462.00
					12,704,403.18

## EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/18	YTD BALANCE 12/31/2018	2018-19 ORIGINAL BUDGET	% BUDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 02 - WATER FUND								
Dept 50 - WATER DEPARTMENT								
CAPITAL IMPROVEMENTS	DISTRIBUTION SYSTEM REPLA	0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
CAPITAL IMPROVEMENTS		0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
ADMINISTRATION								
02-50-400-147	MEDICARE	300.30	2,265.35	3,352.00	67.58	1,086.65	6,704.00	4,438.65
02-50-400-151	IMRF	3,119.69	23,385.84	32,597.00	71.74	9,211.16	65,194.00	41,808.16
02-50-400-161	SOCIAL SECURITY	1,069.76	8,637.49	14,331.00	60.27	5,693.51	28,662.00	20,024.51
02-50-400-171	SUI - UNEMPLOYMENT	16.08	22.22	170.00	13.07	147.78	312,378.00	317.78
02-50-400-101	SALARIES - PERMANENT EMPL	15,922.41	107,578.90	156,189.00	68.88	48,610.10	204,799.10	45,411.77
02-50-401-102	OVERTIME	3,138.07	34,588.23	40,000.00	86.47	5,411.77	80,000.00	18,827.23
02-50-401-103	PART TIME - LABOR	0.00	1,172.77	10,000.00	11.73	8,827.23	20,000.00	
02-50-401-126	SALARIES - CLERICAL	2,104.36	16,487.93	24,957.00	66.07	8,469.07	49,914.00	33,426.07
02-50-401-141	HEALTH/DENTAL/LIFE INSURAN	9,962.61	26,932.77	37,813.00	71.23	10,880.23	75,626.00	48,693.23
02-50-401-201	PHONE - TELEPHONES	138.30	3,649.52	7,500.00	48.66	3,850.48	15,000.00	11,350.48
02-50-401-239	FEES - VILLAGE ATTORNEY	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
02-50-401-301	OFFICE SUPPLIES	0.00	20.21	750.00	2.69	729.79	1,500.00	1,479.79
02-50-401-302	PRINTING & PUBLISHING	0.00	5,030.08	4,000.00	125.75	(1,030.08)	8,000.00	2,969.92
02-50-401-303	FUEL/MILEAGE/NASH	818.30	5,328.15	6,500.00	81.97	1,171.85	13,000.00	7,671.85
02-50-401-304	SCHOOLS CONFERENCE TRAV	529.00	529.00	1,500.00	35.27	971.00	3,000.00	2,471.00
02-50-401-306	REIMB PERSONNEL EXPENSES	0.00	0.00	150.00	0.00	150.00	300.00	300.00
02-50-401-307	FEES DUES SUBSCRIPTIONS	44.85	481.60	500.00	96.32	18.40	1,000.00	518.40
02-50-401-311	POSTAGE & METER RENT	1,728.85	4,259.33	6,000.00	70.99	1,740.67	12,000.00	7,740.67
02-50-401-405	FURNITURE & OFFICE EQUIPME	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
ADMINISTRATION		38,892.58	240,369.39	347,809.00	69.11	107,439.61	695,618.00	455,248.61
OTHER								
02-50-449-102	INTEREST EXPENSE	4,811.00	9,622.00	9,622.00	100.00	0.00	19,244.00	9,622.00
02-50-449-104	BOND PRINCIPAL EXPENSE	10,800.00	10,800.00	10,800.00	100.00	0.00	21,600.00	10,800.00
02-50-449-105	INTEREST EXPENSE - IEPA LOA	7,715.61	15,610.98	15,610.98	100.00	0.02	31,222.00	15,611.02
02-50-449-106	PRINCIPAL EXPENSE - IEPA LO	19,508.49	38,837.22	38,837.22	100.00	(0.22)	77,674.00	38,836.78
OTHER		42,835.10	74,870.20	74,870.00	100.00	(0.20)	149,740.00	74,869.80
DATA PROCESSING								
02-50-417-212	EDP EQUIPMENT/SOFTWARE	0.00	0.00	2,800.00	0.00	2,800.00	5,600.00	5,600.00
02-50-449-104	EDP LICENSES	0.00	1,778.00	7,641.00	23.27	5,863.00	15,282.00	13,504.00
02-50-449-105	EDP PERSONNEL TRAINING	0.00	0.00	1,300.00	0.00	1,300.00	2,600.00	2,600.00
DATA PROCESSING		0.00	1,778.00	11,741.00	15.14	9,963.00	23,482.00	21,704.00
ENGINEERING								
02-50-405-245	FEES - ENGINEERING	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
ENGINEERING		0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
RISK MANAGEMENT								
02-50-415-273	SELF INSURANCE - DEDUCTBL	0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
RISK MANAGEMENT		0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00



## EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 12/31/2018

Page: 15/22

ACTIVITY FOR MONTH 12/31/18	YTD BALANCE 12/31/2018	2018-19 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 03 - HOTEL/MOTEL TAX FUND						
Dept 53 - HOTEL/MOTEL						
COMMUNITY RELATIONS						
03-53-435-303 WILLOWBROOK MOBILE PHONE	0.00	1,185.12	1,185.00	100.01	(0.12)	2,370.00
03-53-435-308 GRANT PILOT PROGRAM	0.00	0.00	5,000.00	0.00	5,000.00	10,000.00
03-53-435-316 LANDSCAPE BEAUTIFICATION	0.00	4,120.00	9,260.00	44.49	5,140.00	18,520.00
03-53-435-317 ADVERTISING - DCVB	0.00	0.00	75,000.00	0.00	75,000.00	150,000.00
03-53-435-318 ADVERTISING - VILLAGE	0.00	0.00	1,00	0.00	1.00	2,00
03-53-435-319 CHAMBER DIRECTORY	0.00	3,000.00	3,000.00	100.00	0.00	6,000.00
COMMUNITY RELATIONS	0.00	8,305.12	93,446.00	8.89	85,140.88	186,892.00
ADMINISTRATION						
03-53-401-307 FEES DUES SUBSCRIPTIONS	0.00	4,300.00	12,000.00	35.83	7,700.00	24,000.00
03-53-401-311 POSTAGE & METER RENT	0.00	0.00	250.00	0.00	250.00	500.00
ADMINISTRATION	0.00	4,300.00	12,250.00	35.10	7,950.00	24,500.00
SPECIAL EVENTS						
03-53-436-378 WINE & DINE INTELLIGENTLY	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00
03-53-436-379 SPECIAL PROMOTIONAL EVENT	0.00	2,500.00	2,500.00	100.00	0.00	5,000.00
SPECIAL EVENTS	0.00	2,500.00	4,500.00	55.56	2,000.00	9,000.00
Total Dept 53 - HOTEL/MOTEL	0.00	15,105.12	110,196.00	13.71	95,090.88	220,392.00
TOTAL EXPENDITURES	0.00	15,105.12	110,196.00	13.71	95,090.88	220,392.00
						205,286.88

## EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 12/31/2018

ACTIVITY FOR MONTH	YTD BALANCE	2018-19 ORIGINAL	% BUDGT	AVAILABLE	APPROP.
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GL NUMBER	DESCRIPTION	12/31/18	12/31/2018	BUDGET	USED	BALANCE
Fund 04 - MOTOR FUEL TAX FUND						
Dept. 56 - MOTOR FUEL TAX						
CAPITAL IMPROVEMENTS						
04-56-430-684 STREET MAINTENANCE CONTR	0.00	131,926.19	267,382.00	49.34	135,455.81	534,764.00
CAPITAL IMPROVEMENTS	0.00	131,926.19	267,382.00	49.34	135,455.81	534,764.00
Total Dept 56 - MOTOR FUEL TAX	0.00	131,926.19	267,382.00	49.34	135,455.81	534,764.00

**TOTAL EXPENDITURES** 402,837.81

EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 12/31/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/18	YTD BALANCE 12/31/2018	2018-19 ORIGINAL BUDGET	% BUDGET USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
<b>Fund 06 - SSA ONE BOND &amp; INTEREST FUND</b>								
Dept 60 - SSA BOND								
OTHER								
06-60-550-401	BOND PRINCIPAL EXPENSE	160,000.00	160,000.00	160,000.00	100.00	0.00	320,000.00	160,000.00
06-60-550-402	BOND INTEREST EXPENSE	81,112.50	162,225.00	162,225.00	100.00	0.00	324,450.00	162,225.00
OTHER								
		241,112.50	322,225.00	322,225.00	100.00	0.00	644,450.00	322,225.00
Total Dept 60 - SSA BOND		241,112.50	322,225.00	322,225.00	100.00	0.00	644,450.00	322,225.00
 TOTAL EXPENDITURES								
		241,112.50	322,225.00	322,225.00	100.00	0.00	644,450.00	322,225.00

## EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 12/31/2018

ACTIVITY FOR  
MONTH  
12/31/18YTD BALANCE  
12/31/20182018-19  
ORIGINAL  
BUDGET% BUDGT  
USEDAVAILABLE  
BALANCE

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/18	YTD BALANCE 12/31/2018	2018-19 ORIGINAL BUDGET	% BUDGT USED	AVAILABLE BALANCE
<b>Fund 07 - POLICE PENSION FUND</b>						
Dept 62						
ADMINISTRATION						
07-62-401-242	LEGAL FEES	4,350.00	10,534.77	6,500.00	162.07	(4,034.77)
07-62-401-243	COURT STENOGRAPHER	0.00	918.90	500.00	183.78	(418.90)
07-62-401-251	AUDIT FEES	0.00	3,282.00	3,282.00	100.00	0.00
07-62-401-252	ACTUARY SERVICES	0.00	4,400.00	4,400.00	100.00	0.00
07-62-401-253	FINANCIAL ADVISORY FEES	0.00	13,906.00	27,883.00	49.87	13,977.00
07-62-401-254	FIDUCIARY INSURANCE	0.00	0.00	3,175.00	0.00	3,175.00
07-62-401-304	SCHOOLS CONFERENCE TRAV	0.00	4,733.38	3,510.00	134.85	(1,223.38)
07-62-401-307	FEES DUES SUBSCRIPTIONS	0.00	795.00	819.00	97.07	24.00
07-62-401-531	DEPT OF INSURANCE FILING FE	0.00	4,096.96	4,461.00	91.84	364.04
07-62-401-543	EXAMS - PHYSICAL	0.00	7,996.80	7,500.00	106.62	(496.80)
ADMINISTRATION		4,350.00	50,663.81	62,030.00	81.68	11,366.19
						124,060.00
						73,396.19

PENSION BENEFITS	PENSION BENEFITS	103,789.07	829,791.88	1,255,661.00	66.08	425,869.12	2,511,322.00
07-62-401-581	WIDOW'S PENSION	0.00	3,209.37	38,512.00	8.33	35,302.63	77,024.00
07-62-401-582	NON-DUTY DISABILITY BENEFIT	5,802.07	46,416.56	70,007.00	66.30	23,590.44	140,014.00
07-62-401-583	SEPARATION REFUNDS	0.00	4,243.02	0.00	100.00	(4,243.02)	0.00
07-62-401-586		109,591.14	883,660.83	1,364,180.00	64.78	480,519.17	2,728,360.00
07-62-401-586							(4,243.02)
PENSION BENEFITS		113,941.14	934,324.64	1,426,210.00	65.51	491,885.36	2,852,420.00
Total Dept 62							1,918,095.36

TOTAL EXPENDITURES

113,941.14 934,324.64 1,426,210.00 65.51 491,885.36 2,852,420.00 1,918,095.36

## EXPENDITURE REPORT FOR WILLOWBROOK

Page: 19/22

PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/18	YTD BALANCE 12/31/2018	2018-19 ORIGINAL BUDGET	% BUDGET USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL..
<b>Fund 09 - WATER CAPITAL IMPROVEMENTS FUND</b>								
Dept 65 - WATER CAPITAL IMPROVEMENTS								
CAPITAL IMPROVEMENTS								
09-65-440-600	WATER SYSTEM IMPROVEMENT	0.00	31.19	6,315.00	0.49	6,283.81	12,630.00	12,598.81
09-65-440-602	MTU REPLACEMENT	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
09-65-440-606	DCU UPGRADE	0.00	8,400.00	8,400.00	100.00	0.00	16,800.00	8,400.00
CAPITAL IMPROVEMENTS		0.00	8,431.19	16,215.00	52.00	7,783.81	32,430.00	23,998.81
Total Dept 65 - WATER CAPITAL IMPROVEMENTS		0.00	8,431.19	16,215.00	52.00	7,783.81	32,430.00	23,998.81
 TOTAL EXPENDITURES								
		0.00	8,431.19	16,215.00	52.00	7,783.81	32,430.00	23,998.81

## EXPENDITURE REPORT FOR WILLOWBROOK

Page: 20/22

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/18			2018-19 YTD BALANCE 12/31/2018			% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
		ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE						
Fund 11 - DEBT SERVICE FUND										
Dept 70 - DEBT SERVICE FUND										
OTHER	BOND PRINCIPAL EXPENSE	209,200.00	209,200.00	100.00				0.00	418,400.00	209,200.00
11-70-550-401	BOND PRINCIPAL EXPENSE	58,164.00	116,328.00	100.00				0.00	232,656.00	116,328.00
11-70-550-402	BOND INTEREST EXPENSE	267,364.00	325,528.00	100.00				0.00	651,056.00	325,528.00
OTHER										
Total Dept 70 - DEBT SERVICE FUND		267,364.00	325,528.00	100.00				0.00	651,056.00	325,528.00
TOTAL EXPENDITURES										
		267,364.00	325,528.00	325,528.00	100.00			0.00	651,056.00	325,528.00

## EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 12/31/2018

Page: 21/22

GL NUMBER	DESCRIPTION	2018-19			APPROP.	APPROP. AVAIL.			
		ACTIVITY FOR MONTH 12/31/18	YTD BALANCE 12/31/2018	ORIGINAL BUDGET					
AVAILABLE BALANCE									
<b>Dept 14 - LAND ACQUISITION, FACILITY, EXPANSION &amp; CAPITAL IMPROVEMENTS</b>									
<b>Dept 75 - LAND ACQUISITION/EXPANSION/RENOVATION</b>									
14-75-930-411	POLICE DEPT REMODEL (7760	0.00	868.50	0.00	100.00	(868.50)			
14-75-930-412	CRC REMODEL (825 MIDWAY D	198,126.95	210,126.95	383,000.00	54.86	172,873.05			
14-75-930-415	FACILITIES	0.00	2,000.00	0.00	100.00	(2,000.00)			
CAPITAL IMPROVEMENTS		198,126.95	212,995.45	383,000.00	55.61	170,004.55			
Total Dept 75 - LAND ACQUISITION/EXPANSION/RENOV		198,126.95	212,995.45	383,000.00	55.61	170,004.55			
 TOTAL EXPENDITURES									
		198,126.95	212,995.45	383,000.00	55.61	170,004.55			
					766,000.00	553,004.55			



# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**

AN ORDINANCE AMENDING TITLE 3, CHAPTER 12, SECTION 3-12-5 (B)(2)  
OF THE VILLAGE CODE – CLASSIFICATIONS: CLASS B-2 LICENSE

**6e****AGENDA NO.****AGENDA DATE:** 1/14/19**STAFF REVIEW:** Tim Halik,  
Village Administrator**SIGNATURE:****LEGAL REVIEW:** Thomas Bastian,  
Village Attorney**SIGNATURE:** THOMAS BASTIAN TB**RECOMMENDED BY:** Tim Halik,  
Village Administrator**SIGNATURE:** **REVIEWED & APPROVED BY COMMITTEE:** YES  NO  N/A **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)**

The Café La Fortuna coffee and sandwich shop located at 6300 Kingery Highway, within the Hinsdale Lake Commons Shopping Center was issued a Class B-2 Liquor License on May 11, 2015 which enabled the sale of alcoholic beverages to be consumed on-site. The shop has since decided to forego its liquor license, so the license was not renewed by the business prior to December 31, 2018. As a result, the license is now expired.

**ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)**

Since it is not the Village's practice to hold an available liquor license, the attached ordinance amendment will serve to reduce the number of available Class B-2 liquor licenses from one (1) to zero (0). Should another eligible business request such a license, and the Deputy Liquor Control Commissioner agrees to issue such a license to the location, a new license would be created.

**ACTION PROPOSED:**

Pass the Ordinance.

ORDINANCE NO. 19-O-\_\_\_\_\_

AN ORDINANCE AMENDING TITLE 3, CHAPTER 12, SECTION 3-12-5(B)(2)  
OF THE VILLAGE CODE – CLASSIFICATIONS: CLASS B-2 LICENSE

---

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Village Code of the Village of Willowbrook be amended as follows:

SECTION ONE: That Title 3, Chapter 12, Section 3-12-5(B)(2) of the Village Code of the Village of Willowbrook, entitled "Class B-2 License", is hereby amended by deleting the last sentence contained therein in its entirety and in lieu thereof, the following language shall be substituted:

... "There shall be no more than zero (0) class B-2 licenses issued at any one time."

SECTION TWO: That all ordinances and resolutions, or parts thereof, in conflict with the provisions with this Ordinance are, to the extent of such conflict, expressly repealed.

SECTION THREE: That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED and APPROVED this 14<sup>th</sup> day of January, 2019.

APPROVED:

---

Mayor

ATTEST:

---

Village Clerk

ROLL CALL VOTE:

AYES: \_\_\_\_\_

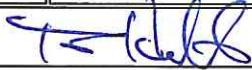
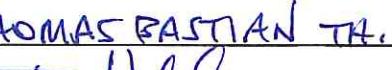
NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

<b>ITEM TITLE:</b> A Resolution Waiving the Competitive Bidding Process and Authorizing the Mayor and Village Clerk to Accept the Proposal from NJ Ryan Tree & Landscape to Complete the Village's 2019 Parkway Tree Trimming Program	<b>AGENDA NO.</b> <b>6f</b> <b>AGENDA DATE:</b> <u>1/14/19</u>
<b>STAFF REVIEW:</b> Tim Halik, Village Administrator	<b>SIGNATURE:</b> 
<b>LEGAL REVIEW:</b> Thomas Bastian, Village Attorney	<b>SIGNATURE:</b> 
<b>RECOMMENDED BY:</b> Tim Halik, Village Administrator	<b>SIGNATURE:</b> 
<b>REVIEWED BY MUNI. SERVICES COMMITTEE:</b>	<b>YES</b> <input checked="" type="checkbox"/> <u>on January 14, 2019</u> <b>NO</b> <input type="checkbox"/> <b>N/A</b> <input type="checkbox"/>

### ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

The FY 2018/19 Budget includes funding to conduct a Parkway Tree Trimming Program within the northeast quadrant of town – approximately 1,000 trees. The Municipal Services Committee approved the details of the program on November 12, 2018. Requests for Proposals (RFPs) were distributed on November 13, 2018. The deadline to submit completed proposals was Monday, December 3<sup>rd</sup> by 12:00 Noon. The following is a summary of the three (3) proposals that were received:

<u>Vendor</u>	<u>Proposal Amount</u>
D. Ryan Tree & Landscape, LLC, Dekalb, IL	\$15,904.00
The Davey Tree Expert Co., Burr Ridge, IL	\$47,580.00
Alvarez, Inc., Barrington, IL	\$52,045.01

This program also includes a Private Participation provision. Under this provision, Willowbrook residents can request that the awarded contractor perform tree maintenance work on private property at the unit prices set within the bid document. This is an opportunity for residents to potentially save money by utilizing the Village's contractor and guaranteed pricing. The agreement for this work would be entirely between the contractor and the resident. Letters will be sent to residents explaining the process prior to the start of work.

### ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

D. Ryan has worked for Willowbrook for several years and has completed both our brush collection program and last tree trimming program performed in 2016. They have also provided a list of municipal references including the Villages of Woodridge, Downers Grove, and Addison. Staff received positive comments from all municipal references provided. The company has a certified arborist on staff. The FY 2018/19 Budget includes the following funding for this program:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>BUDGETED</u>
GenFund - PW	01-35-750-338	Tree Maintenance	\$55,000.00

### ACTION PROPOSED:

Adopt Resolution. The project is to commence in February and be completed by April 1, 2019.

RESOLUTION NO. 19-R-\_\_\_\_\_

A Resolution Waiving the Competitive Bidding Process and Authorizing the Mayor and Village Clerk to Accept the Proposal from NJ Ryan Tree & Landscape to Complete the Village's 2019 Parkway Tree Trimming Program

---

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the competitive bidding process is hereby waived and that the Mayor and Village Clerk be and the same are hereby authorized and directed to accept the proposal from NJ Ryan Tree & Landscape for parkway tree trimming services in an amount set forth in the proposal attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein.

ADOPTED and APPROVED this 14<sup>th</sup> day of January, 2019

APPROVED:

---

Mayor

ATTEST:

---

Village Clerk

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

RECEIVED

NOV 30 2018

VILLAGE OF  
WILLOWBROOK

SPECIFICATIONS AND CONTRACT DOCUMENTS  
for

**Parkway Tree Trimming Services**

Required For Use By:

**VILLAGE OF WILLOWBROOK**  
Willowbrook, Illinois 60527

- PROPOSALS TO BE EXECUTED IN DUPLICATE
- ALL SIGNATURES TO BE SWORN BEFORE A NOTARY PUBLIC
- ALL INSURANCE REQUIREMENTS MUST BE MET

ACCOUNT NUMBER:

DEPOSIT:

none required

BOND(S) REQUIRED:

none required

DRAWINGS:

PROPOSALS DUE:

Monday, December 3, 2018 by 12:00 Noon

VILLAGE HALL  
835 Midway Drive  
Willowbrook, Illinois 60527

Issued by:

Village of Willowbrook, Illinois  
835 Midway Drive  
Willowbrook, Illinois 60527  
(630) 323-8215

Timothy J. Halik  
Village Administrator

Carrie Dittman  
Director of Finance

(1)

## REQUEST FOR PROPOSAL

The Village of Willowbrook will be accepting proposals for the item listed. Proposals will be accepted at the Willowbrook Village Hall, 835 Midway Drive, Willowbrook, until Monday, December 3, 2018 by 12:00 Noon.

Specifications may be obtained at the Village Hall, weekdays, between 8:30 a.m. and 4:30 p.m. Questions may be directed to the Municipal Services Department at (630) 920-2261.

In accordance with the law and the provisions of 820 ILCS 130/0.01 et seq., entitled "an Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by any one under contract for public works", not less than the prevailing rate of wages shall be paid to all laborers, workmen and mechanics performing work under this proposal.

The Village of Willowbrook reserves the right to reject any or all proposals, to waive technicalities, and to accept any proposal which is deemed to be in the best interest of the Village of Willowbrook.

The Village of Willowbrook, Illinois, does not discriminate on the basis of disability in the admission or access to, treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all Village of Willowbrook services, programs, and activities. The Village has a designated coordinator to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA), as required by Section 35.107 of the U.S. Department of Justice regulation, and to coordinate compliance with Section 504 of the Rehabilitation Act of 1973, as mandated by Section 8.5 of the U.S. Department of Housing and Urban Development regulations. For information, contact the Tim Halik, Village of Willowbrook, 835 Midway Drive, Willowbrook, Illinois, 60527; (630) 323-8215, TDD (630)920-2259.

Upon request, this information can be made available in large print, audio tape, and/or computer disk.

(2)

## I. GENERAL CONDITIONS

### 1. DEFINITIONS

The following words and phrases, as used herein, shall have the meaning ascribed to them, as follows:

A. CONTRACTOR or VENDOR shall mean:

D. Ryan Tree & Landscape LLC

17271 Rt 23

Bellwood, IL, 60115

B. VILLAGE shall mean the Village of Willowbrook, DuPage County Illinois, an Illinois Municipal Corporation.

### 2. PREPARATION AND SUBMISSION OF PROPOSAL

The vendor must submit his/her proposal in duplicate on the forms furnished by the Village of Willowbrook. All blank spaces on the proposal form must be filled in if applicable. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership or a duly authorized officer, attested to by the Corporate Secretary, of a Corporation. The proposal is contained in these documents and must remain attached thereto when submitted. All signatures and spaces are to be completed in ink or typewritten, where applicable. Prices/costs shall be in United States dollars.

ALL PROPOSALS SHALL BE SUBMITTED INCLUDING  
THE FOLLOWING INFORMATION ON THE FACE:

VENDOR'S NAME, ADDRESS, SUBJECT MATTER OF PROPOSAL,  
DESIGNATED DUE DATE AND HOUR DESIGNATED FOR PROPOSALS TO  
BE SUBMITTED BY.

(3)

### **3. WITHDRAWAL OF PROPOSAL**

Vendor's may withdraw their proposals at any time prior to the time specified in the Request for Proposal Notice as the closing time for the receipt of proposals.

However, no proposal shall be withdrawn or cancelled for a period of sixty (60) calendar days after said advertised closing time for the submittal of proposals, nor shall the successful proposal be withdrawn, cancelled, or modified after having been accepted by the Village.

### **4. SUBMISSION OF ALTERNATE PROPOSALS**

Vendor may submit alternate proposals provided that:

- » Proposals meet Village Specifications and are submitted separately.
- » The Village shall not consider an alternate proposal which fails to meet specifications.

### **5. BID DEPOSIT**

~~When required on Page 1 of these Specifications, all bids shall be accompanied by a bid deposit in the amount specified. Bid deposits shall be in the form of a certified check, a bank cashier's check drawn on a responsible bank doing business in the United States and shall be made payable to the Village of Willowbrook, or bid bond.~~

~~The bid deposit of all except the three lowest bidders on each contract will be returned within twenty (20) calendar days after the opening of the bids. The remaining bid deposits on each contract will be returned, with the exception of the accepted Bidder, after the contract is awarded. The bid deposit of the accepted Bidder will be returned after acceptance by the Village of satisfactory performance bond where such bond is required or completion of contract where no performance bond is required.~~

### **6. SECURITY FOR PERFORMANCE**

~~When required on Page 1 of these Specifications, the successful Bidder or Bidders shall, within thirteen (13) calendar days after acceptance of the bid by the Village, furnish a performance bond in the full amount of the contract, in a form acceptable to the Village.~~

~~In the event that the successful Bidder(s) fails to furnish the performance bond within thirteen (13) calendar days after acceptance of the bid by the Village, then the bid deposit of the successful Bidder shall be retained by the Village as liquidated damages and not as a penalty, it being agreed by the successful Bidder that said sum is a fair estimate of the amount of damages that said Village will sustain due to the successful Bidder's failure to furnish said bond.~~

### **7. EQUIVALENT PRODUCTS**

In cases where a specified item is identified by a manufacturer's name, trade name or other reference, it is understood that the Vendor proposes to furnish the item as identified. If the Vendor proposes to furnish an "equal" item, the proposed "equal" item must be so indicated in the proposal. The Village shall be the sole determiner of the equalness of the substitute offered.

## **8. BASIS OF AWARD**

The Village reserves the right to accept or reject any and all proposals, in whole or in part, and to waive technicalities.

## **9. ACCEPTANCE OF PROPOSAL**

The Village shall make its determination with respect to proposals within sixty (60) days, or within ninety (90) days where approval by other agencies is required, from the deadline date of receiving proposals. Should the Village fail to act within the times herein specified, all proposals shall be rendered null and void.

## **10. CATALOGS**

Each Vendor shall submit catalogs, descriptive literature and detailed drawings, fully detailing features, designs, construction, appointments, finishes and the like, in order to fully describe the material or work proposed to be furnished.

## **11. DELIVERY**

All materials shipped to the Village of Willowbrook must be shipped F.O.B. freight prepaid, designated location Willowbrook, Illinois. The materials must then be delivered where directed, and unloaded by the successful Vendor, or his/her agent. All deliveries shall be deemed to be "inside delivery". Truck deliveries shall be accepted before 2:30 p.m. on weekdays only. No deliveries shall be accepted on Saturdays, Sundays or holidays. The quantity of material delivered by truck shall be ascertained from a weight certificate issued by a duly licensed public weight-master. In the case of delivery by rail, weight will be ascertained from bill of lading from originating line, but the Village reserves the right to re-weigh at the nearest available railroad scale.

## **12. GUARANTEES AND WARRANTIES**

All guarantees and warranties required shall be furnished by the successful Vendor and shall be delivered to the Village before the final payment voucher is issued.

## **13. SUBLetting OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS**

No proposal accepted by the Village of Willowbrook shall be assigned, in whole or in part, or any part of the same sub-contracted without the written consent of the Village Administrator. In no case shall such consent relieve the successful Vendor from his/her obligations or change the terms of the contract.

Any and all subcontractors shall be bound by contract to the same terms as the successful Vendor. Prior to commencing any work, subcontractors must place on file with the Village a certificate of insurance as outlined under "insurance".

The successful Vendor shall not transfer or assign any contract funds or claims due or to become due without the written approval of the Village Administrator having first been obtained.

## **14. COMPETENCY OF CONTRACTOR**

No proposal shall be accepted from any person, firm or corporation that is in arrears or is in default to the Village of Willowbrook upon any debt, or other obligation or who has failed to perform faithfully any previous contract with the Village.

The Contractor, if required, must present within forty-eight (48) hours evidence satisfactory to the Village of performance ability, possession of necessary facilities, equipment, pecuniary resources and adequate insurance to comply with the terms of these specifications. The Village hereby reserves the right to reject any proposal submitted by a Vendor who, in the sole and exclusive discretion of the Village, cannot completely perform the services or deliver the goods specified in these specifications.

#### **15. COMPLIANCE WITH OSHA STANDARDS, THE AMERICANS WITH DISABILITIES ACT, VILLAGE ORDINANCES AND STATE LAWS**

The equipment supplied to the Village of Willowbrook must comply with all requirements and standards as specified by the Occupational Safety and Health Act. All guards and protectors as well as appropriate markings will be in place before delivery. Items not meeting any OSHA specifications will be refused. Vendor may be required at his/her expense to provide training to Village employees in the operation of equipment and its maintenance at the convenience of the Village.

Each contracting agency shall ensure that every contract to which it is a party shall comply with all relevant aspects of the Americans with Disabilities Act.

The Vendor will strictly comply with all ordinances of the Village of Willowbrook, the County of DuPage, and the laws of the State of Illinois and United States Government.

#### **16. SPECIAL HANDLING**

Prior to delivery of any product which is caustic, corrosive, flammable or dangerous to handle, the successful Vendor will provide written directions as to methods of handling such products, as well as the antidote or neutralizing material required for first aid.

#### **17. MATERIAL INSPECTION AND RESPONSIBILITY**

The Village shall have a right to inspect any material to be used in carrying out this proposal. The Village does not assume any responsibility for the availability of any materials and equipment required under this proposal.

#### **18. TOXIC SUBSTANCES**

Successful Vendor shall notify the Village of, and provide material safety data sheets for all substances used or supplied in connection with this contract which are defined as toxic under the Illinois Toxic Substances Disclosure to Employees Act.

Materials, components, or completed work not complying therewith, may be rejected by the Village and shall be replaced by the successful Vendor at no cost to the Village. Any materials or components rejected shall be removed within a reasonable time from the premises of the Village at the expense of the successful Vendor.

## 19. PRICE REDUCTIONS

If at any time after a proposal is accepted the successful Vendor makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the proposal for the duration of the job (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For the purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to successful Vendor's customers generally, or (2) in the successful Vendor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for submittal on this proposal. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The successful Vendor shall invoice the Village at such reduced prices indicating on the invoice that the reduction is pursuant to the "price reduction" provision of this contract. The successful Vendor, in addition, shall within ten (10) days of any general price reduction, notify the Village Administrator of such reduction by letter. Failure to do so may result in termination of the proposal.

## 20. TERMINATION OF CONTRACT

A. The Village may, by written notice of default to the successful Vendor, terminate the whole or part of this proposal in any one of the following circumstances:

1. If the successful Vendor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or fails to provide the supplies or to perform the service at the exact price accepted by the Village (and any charges for contract changes mutually agreed to by the Village and the successful Vendor); or
2. If the successful Vendor fails to perform any of the other provisions of this proposal, or so fails to make progress as to endanger performance of this proposal in accordance with its terms, and in either of these two circumstances does not cure such failure within such period of time as the Village Administrator may direct in writing.
3. If it is determined that successful Vendor knowingly falsified information provided to the Village.
4. If it is determined that successful Vendor offered substantial gifts or gratuities to a Village official, employee, or agent whether in their official capacity or not.
5. Any order is entered in any proceeding against the successful Vendor decreeing the dissolution of the successful Vendor and such order remains in effect for sixty (60) days.

6. The successful Vendor shall apply to any tribunal for the appointment of a trustee or receiver of any part of the assets of the successful Vendor, or commence any proceedings relating to the successful Vendor under any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or other liquidation law of any jurisdiction, or any such application shall be filed, or any such proceedings shall be commenced, against the successful Vendor, and the successful Vendor indicates its approval, consent or acquiescence, or an order shall be entered appointing such trustee or receiver or adjudicating the successful Vendor bankrupt or insolvent, or approving the petition in any such proceeding, and such order remains in effect for sixty (60) days.

B. In the event the Village terminates this contract in whole or in part as provided in Paragraph (A) of this clause, the Village may procure, upon such terms in such manner as the Village Administrator may deem appropriate, supplies or services similar to those so terminated, and the successful Vendor shall be liable to the Village for any excess costs for such similar supplies or service, provided that the successful Vendor shall continue the performance of this proposal to the extent not terminated under the provisions of this clause.

## **21. EQUAL EMPLOYMENT OPPORTUNITY**

Each contracting agency shall ensure every contract to which it is a party shall contain the following clause.

### **EQUAL EMPLOYMENT OPPORTUNITY**

In the event of the contractor's non-compliance with the provisions of this equal employment opportunity clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of the Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin, or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from the military service; and further that it will examine all job classifications to determine if minority persons or women are under utilized and will take appropriate affirmative action to rectify any such under utilization.
2. That, if it hires additional employees in order to perform this work proposal or any portion thereof, it will determine the availability (in accordance with the department's rules and regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not under utilized.

3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations.

If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such act and rules and regulations, the contractor will promptly so notify the department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

5. That it will submit reports as required by the department's rules and regulations, furnish all relevant information as may from time to time be requested by the department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's rules and regulations.
6. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's rules and regulations.
7. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the department in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

## SUBCONTRACTS

Each public subcontractor shall in turn include the equal employment opportunity clause set forth within these rules and regulations in each of its subcontracts under which any portion of the contract obligations are undertaken or assumed, said inclusion to be either verbatim or by reference so that the provisions of the clause will be binding upon such subcontractors.

## CONTRACTS OR SUBCONTRACTS WITH RELIGIOUS ENTITIES

The requirements of the equal employment clause set forth above with respect to non-discrimination because of religion shall not apply to a religious corporation, association, educational institution or society with respect to the employment of individuals of a particular religion for the carrying on by such corporation, association, educational institution or society of its activities.

## 22. INSURANCE SPECIFICATIONS

- A. The successful Vendor shall not commence work under the proposal until he/she has obtained all insurance required herein and such insurance has been approved by the Village.
- B. The successful Vendor shall maintain limits no less than:

<u>TYPE OF INSURANCE</u>	<u>MINIMUM INSURANCE COVERAGE</u>
<b><i>COMMERCIAL GENERAL LIABILITY</i></b>	
1. Comprehensive Form	COMBINED SINGLE LIMIT PER OCCURRENCE
2. Premises - Operations	FOR BODILY INJURY AND PROPERTY
3. Explosion & Collapse Hazard	DAMAGE \$1,000,000
4. Underground Hazard	
5. Products/Completed Operations Hazard	PERSONAL INJURY PER OCCURRENCE
6. Contractual Liability Coverage Included	\$1,000,000
7. Broad Form Property Damage - construction projects only.	GENERAL AGGREGATE \$2,000,000
8. Independent contractors	
9. Personal Injury	
Business Automobile Liability Any Auto, Owned, Non-Owned Rented/Borrowed	COMBINED SINGLE LIMIT PER OCCURRENCE FOR BODILY INJURY AND PROPERTY DAMAGE \$1,000,000
 Worker's Compensation and Occupational Diseases	
STATUTORY LIMIT	
Employer's Liability Insurance per Occurrence	\$500,000

Coverage shall be at least as broad as (1) Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Village named as additional insured on a form at least as broad as the attached sample endorsement including ISO Additional Insured Endorsement (Exhibit A); (2) if requested, Owners and Contractors Protective Liability policy with the Village named as insured; (3) Insurance Services Office Business Auto Liability form number CA 0001, Symbol 01 "Any Auto"; and (4) Workers Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

- C. In the event of accidents of any kind, the successful Vendor shall furnish the Village with copies of all reports of such accidents at the same time that the reports are forwarded to any other interested parties.
- D. Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the Village, its officials, agents, employees, and volunteers; or the successful Vendor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

### 23. INSURANCE POLICY(S) ENDORSEMENT

*SHALL BE PROVIDED PRIOR TO THE COMMENCEMENT OF WORK.*

VILLAGE OF WILLOWBROOK ("The Village")

Attention: Administration Department

835 Midway Drive

Willowbrook, Illinois 60527

#### A. POLICY INFORMATION.

1. Insurance Company WEST BEND Mutual Ins. Co.
2. Policy Number \_\_\_\_\_
3. Policy Term: (From) 12/12/2018 (To) 12/12/2019  
*December 3<sup>rd</sup> 2018*
4. Endorsement Effective Date December 12, 2018
5. Named Insured D Ryan Tree & Landscape, LLC
6. Address of Named Insured 17271 IL Route 23  
DEKAUB, IL 60115
7. Limit of Liability Any One Occurrence/  
Aggregate \$ 1,000,000 / 3,000,000
8. Deductible or Self-Insured Retention (Nil unless otherwise specified)  
\$ 0

(11)

## **B. VERIFICATION OF COVERAGE**

When required on Page 1 of these Specifications, the successful Vendor shall, within seven (7) calendar days after acceptance of the proposal by the Village, furnish the Village with certificates of insurance naming the Village, its officials, agents, employees and volunteers as additional insureds, and with original endorsements affecting coverage required. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

~~In the event that the successful Vendor fails to furnish the insurance coverage within thirteen (13) calendar days after acceptance of the proposal by the Village, then the bid deposit of the successful Bidder shall be retained by the Village as liquidated damages and not as a penalty, it being agreed by the successful Bidder that said sum is a fair estimate of the amount of damages that said Village will sustain due to the successful Bidder's failure to furnish said insurance.~~

The attached Additional Insured Endorsement (Exhibit A) shall be provided to the insurer for their use in providing coverage to the additional insured. Other additional insured endorsements may be utilized, if they provide a scope of coverage at least as broad as the coverage stated on the attached endorsement (Exhibit A). The Village reserves the right to request full certified copies of the insurance policies and endorsements.

## **C. POLICY AMENDMENTS.**

Each policy shall contain, or be endorsed to contain, the following provisions:

### **1. INSURED.**

#### **(COMMERCIAL GENERAL LIABILITY AND BUSINESS AUTOMOBILE LIABILITY)**

The Village, its officials, agents, employees, and volunteers are to be included as additional insureds with regard to liability and defense of claims arising from: (a) activities performed by or on behalf of the successful Bidder, (b) products and completed operations of the successful Bidder, (c) premises owned, leased or used by the successful Bidder, and (d) automobiles owned, leased, hired or borrowed by the successful Vendor. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, agents, employees, and volunteers.

**2. CONTRIBUTION NOT REQUIRED.**

(COMMERCIAL GENERAL LIABILITY AND BUSINESS  
AUTOMOBILE LIABILITY)

The insurance afforded by the policy shall be primary insurance as respects the Village, its officials, agents, employees, and volunteers; or stand in an unbroken chain of coverage excess of the successful Vendor's scheduled underlying primary coverage. In either event, any other insurance or self-insurance maintained by the Village, its officials, agents, employees, and volunteers shall be excess of this insurance and shall not contribute with it.

**3. SEVERABILITY OF INTEREST.**

(COMMERCIAL GENERAL LIABILITY AND BUSINESS  
AUTOMOBILE LIABILITY)

The insurance afforded by the policy applies separately to each insured who is seeking coverage or against whom a claim is made or a suit is brought, except with respect to the Company's limit of liability.

**4. SUBCONTRACTORS.**

(ALL COVERAGES)

The successful Vendor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated in these General Conditions.

**5. PROVISIONS REGARDING THE INSURED'S DUTIES AFTER  
ACCIDENT OR LOSS.**

(COMMERCIAL GENERAL LIABILITY AND BUSINESS  
AUTOMOBILE LIABILITY)

Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Village, its officials, agents, employees, and volunteers.

**6. CANCELLATION NOTICE.**

(ALL COVERAGES)

The insurance afforded by the policy shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail return receipt requested has been given to the Village. Such notice shall be addressed as shown in the heading of the endorsement.

**7. SUBROGATION.**

(WORKERS COMPENSATION AND EMPLOYERS' LIABILITY)

The insurer shall agree to waive all rights of subrogation against the Village, its officials, agents, employees, and volunteers for losses arising from work performed by the successful Vendor for the Village.

**8. ACCEPTABILITY OF INSURERS.**

(ALL COVERAGES)

Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

**9. ASSUMPTION OF LIABILITY.**

(ALL COVERAGES)

The successful Vendor assumes liability for all injury to or death of any person or persons including employees of the successful Vendor, any subcontractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in anyway arising out of any work performed pursuant to the contract.

**D. SIGNATURE OF INSURER OR AUTHORIZED REPRESENTATIVE OF THE INSURER.**

I, Patrick E. Fagan (print/type name), warrant, and by my signature hereon do so certify, that the required coverage is in place.

Signature of: Patrick E. Fagan  
Authorized Representative (Original signature required on endorsement furnished to the Village).

Title: Vice President

Organization: Crum-Hansard Agency, Inc.

Address: 2350 BETHANY Rd., Sycamore, IL 60178

Phone: 779-777-7351 Fax: 815-756-2132

#### **24. INDEMNITY HOLD HARMLESS PROVISION**

To the fullest extent permitted by law, the successful Vendor hereby agrees to defend, indemnify and hold harmless the Village, its officials, agents, employees, and volunteers, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anywise accrue against the Village, its officials, agents, employees, and volunteers; arising in whole or in part or in consequence of the performance of the work by the successful Vendor, its employees, or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of the Village, its officials, agents, employees, and volunteers, and the successful Vendor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the Village, its officials, agents, employees, and volunteers, in any such action, the successful Vendor shall, at its own expense, satisfy and discharge same.

The successful Vendor expressly understands and agrees that any performance bond or insurance policies required by the proposal, or otherwise provided by the successful Vendor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village, its officials, agents, employees, and volunteers, as herein provided.

The successful Vendor further agrees that to the extent that money is due the successful Vendor by virtue of the contract, an amount of said money as shall be considered necessary in the judgment of the Village, may be retained by the Village to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the Village.

## ADDITIONAL INSURED ENDORSEMENT - EXHIBIT A

Name of Insurer: \_\_\_\_\_

Name of Insured: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Policy Period: \_\_\_\_\_

Endorsement Effective Date: \_\_\_\_\_

This endorsement modifies coverage provided under the following:

### Commercial General Liability Coverage Part

Name of Individuals or Organization:

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WHO IS AN INSURED section of the policy / coverage document is amended to include as an insured, the individuals or organization shown above, but only with respect to liability "arising out of your work".

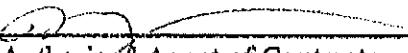
For purposes of this endorsement, "arising out of your work" shall mean:

1. Liability the Additional Insured may incur resulting from the actions of a contractor it hires.
2. Liability the Additional Insured may incur for negligence in the supervision of the Named Insured Contractors work.
3. Liability the Additional Insured may incur for failure to maintain safe worksite conditions.
4. Liability the Additional Insured may incur due to joint negligence of the Named Insured Contractor and the Additional Insured.

## CONTRACTOR'S CERTIFICATION - BID PROPOSAL

D. Ryan Tree & Landscaping LLC, as part of its bid on a  
(Name of Contractor)

contract for Tree Trimming to The Village of Willowbrook, Illinois, hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 5/33E-4.

By:   
Authorized Agent of Contractor

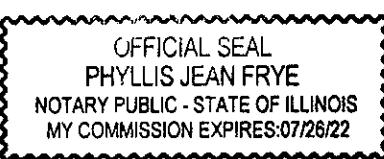
SUBSCRIBED AND SWORN BEFORE ME

This 26 day of  
November, 20 18.

MY COMMISSION EXPIRES:

07/26/2022

Phyllis Jean Frye  
NOTARY PUBLIC



**VILLAGE OF WILLOWBROOK  
PROPOSAL - #**

\*\*\* *EXAMPLE ONLY* \*\*\*

The undersigned, an authorized officer or employee of Bidder, hereby warrants that the Bidder agrees to furnish to the Village \_\_\_\_\_ according to the specifications and contract documents attached hereto and by this reference incorporated herein.

Base Price \$

Make/Model (if applicable) \_\_\_\_\_

**Delivery Terms:** Ex-Works (or other delivery terms as specified in the order)

Name of Bidder:

**Address:** \_\_\_\_\_

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**CONTRACT – *Page One of Two***

1. This agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, between the Village of Willowbrook, acting by and through its Mayor and Board of Trustees and \_\_\_\_\_.
2. That for and in consideration of the payments and agreements mentioned in the Specifications and Contract Document attached hereto, \_\_\_\_\_ agrees with the Village of Willowbrook at his/her own proper cost and expense to furnish the equipment, material, labor, supplies and/or services as provided therein in full compliance with all of the terms of such specifications and contract documents attached hereto.
3. It is understood and agreed that the specifications and contract documents hereto attached, prepared by the Village of Willowbrook, are all essential documents of this contract and are a part hereof.
4. In witness whereof, the said parties have executed these presents on the date above mentioned.

---

(Village Seal)

**VILLAGE OF WILLOWBROOK**

Attest:

By: \_\_\_\_\_  
Village Clerk

By: \_\_\_\_\_  
Village Administrator

---

**IF A CORPORATION**

(Corporate Seal)

**CORPORATE NAME**

Attest:

By: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
President

---

**SUBSCRIBED AND SWORN BEFORE ME**

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

MY COMMISSION EXPIRES: \_\_\_\_\_

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**NOTARY PUBLIC**

CONTRACT - *Page Two of Two*

IF A PARTNERSHIP

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Seal)  
(Seal)  
(Seal)  
(Seal)

PARTNERS DOING BUSINESS UNDER THE NAME OF  
\_\_\_\_\_

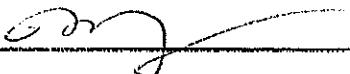
SUBSCRIBED AND SWORN BEFORE ME

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTARY PUBLIC  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

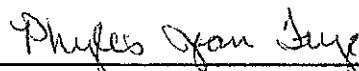
IF AN INDIVIDUAL

  
\_\_\_\_\_  
(Seal)

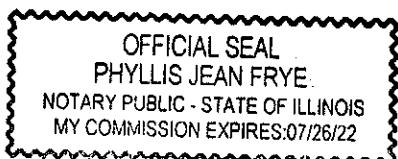
SUBSCRIBED AND SWORN BEFORE ME

This 26 day of November, 20 18.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MY COMMISSION EXPIRES: 07/26/2022  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

NOTARY PUBLIC  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **II. ADDITIONAL REQUIREMENTS FOR PUBLIC WORKS PROJECTS**

### **A. INTENT**

It is the intent of these specifications and proposal that a complete working improvement be constructed. All necessary work and materials shall be included; whether specifically called for or implied.

### **B. LOCATION OF UTILITIES**

The successful Vendor shall contact the Village of Willowbrook Department of Municipal Services at least seventy-two (72) hours before beginning work. Where required, electric, gas, telephone and cable utilities must be located in the field prior to construction. The Village bears no responsibility for damage done to existing utilities during construction.

### **C. TRAFFIC CONTROL AND PROTECTION**

Traffic control and protection - the successful Vendor's manner of prosecuting the work or revisions in the phasing of operations may require temporary traffic control devices to be installed. In such cases, all but not limited to, signs, signals, markings, traffic codes, barricades, warning lights, flagmen and other traffic control devices must conform with all provisions of the appropriate standards. The Village shall be the sole judge as to the acceptability of placement and maintenance of the traffic control devices prescribed in the appropriate standards. Said temporary traffic control devices shall be considered incidental to the contract and no compensation will be allowed.

### **D. EXAMINATION OF SITE**

The successful Vendor shall carefully examine the site and become familiar with the conditions under which he/she will have to execute the work required under this contract. Failure to do so will in no way relieve the successful Vendor of his/her responsibility under this contract.

### **E. ADDITIONAL WORK**

The Village reserves the right to order additional work during the course of construction. Prior to commencing any additional work, the successful Vendor shall submit his/her charges for performing the work and shall not proceed until the Village has approved the charges.

### **F. PREVAILING WAGES**

In accordance with the law and the provisions of 820ILCS 130/0.01 et seq., entitled "an Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by any one under contract for public works", not less than the prevailing rate of wages shall be paid to all laborers, workmen and mechanics performing work under this proposal.

#### **F. PREVAILING WAGES (CONTINUED)**

Prospective Vendors shall thoroughly familiarize themselves with the provisions of the above mentioned act and shall prepare any and all bids in strict compliance therewith. Copies of the prevailing rate of wages for this Village are on file in the office of the Village Clerk of the Village of Willowbrook.

#### **G. PROTECTION OF EXISTING FACILITIES**

Existing facilities, including grounds, structures, landscaping, and so forth, shall be protected by the successful Vendor. Any damage to existing facilities shall be reported to the Village and shall be repaired promptly by the successful Vendor when ordered to do so by the Village. All repairs of damage to existing facilities shall be made to the satisfaction of the Village. Failure to repair damage shall be just cause for withholding payment for work that becomes due.

#### **H. BIDDER'S RESPONSIBILITY**

The successful Vendor shall be responsible for constructing the improvements in accordance with the specifications. The successful Vendor shall have available on the job site at all times during construction, a complete set of specifications with all revisions thereto. The successful Vendor shall employ only workmen skilled in their trade and shall furnish full-time supervision of all construction. An English-speaking superintendent shall be at the site whenever construction is in progress. The superintendent shall have authority to receive and carry out instructions from the Village. The lack of a competent superintendent on the site during construction shall be just cause for the Village to order the work to cease.

#### **I. SITE CONDITION AND CLEAN-UP**

The successful Vendor shall store materials and equipment where directed by the Village and shall move same, if and when it becomes necessary at his/her own expense.

The successful Vendor shall have control over his/her employees' parking of automobiles on the site, and, if required, shall provide portable toilet facilities and receptacles for depositing waste paper and garbage. The successful Vendor shall keep the site neat and shall clean up any debris when directed to do so by the Village. Upon completion of the improvement, the site shall be left in a condition acceptable to the Village. Failure to keep the site neat, or clean-up debris when directed to do so shall be just cause for withholding payment due the successful Vendor and final acceptance will not be made until the site is in a condition acceptable to the Village.

#### **J. TRESPASS ON LAND**

The successful Vendor shall confine his/her operations and storage of materials and equipment to the job site, public right-of-way or easements. The successful Vendor shall exercise extreme caution so as not to trespass upon property of third parties not involved in the contract. In the event that the successful Vendor is to enter upon the property of third parties in the execution of the work, he/she shall obtain written permission prior to doing so, and submit evidence of said written permission to the Village.

#### **K. COPIES OF DRAWINGS AND SPECIFICATIONS**

The Village shall furnish to the Vendor, without charge, three (3) sets of specifications for that portion of the work to be performed by the Vendor. If the Vendor desires additional copies of the specifications, they may be secured from the Village at Vendor's expense.

#### **L. PROTECTION OF PUBLIC**

The Vendor shall erect and maintain sufficient signs, barricades, lights and fences and shall employ competent flagmen and watchmen to warn and guard the public against the hazards created by the construction of the work. The Vendor shall not allow hazardous conditions to remain without affording adequate protection to the public. If, in the opinion of the Village, a hazardous condition exists and the Vendor fails to correct the condition, or to protect the public, the Village may order the necessary precautions to safeguard the public, the cost of which will be deducted from payments due the Vendor. Flagrant disregard for the safety of the public shall constitute just reason for the Village to order cessation of work.

#### **M. GUARANTEE**

All work and materials furnished under this contract shall be guaranteed by the Vendor against defects, failure, improper performance and non-compliance with the contract documents for a period of one (1) year after completion and acceptance of the work under this contract. During the guarantee period, the Vendor shall repair and replace, at his/her own expense, when so ordered by the Village, all work that develops defects whether these defects may be inherent in the functioning of the piece of operating equipment, materials furnished or workmanship performed. Any equipment or material that is repaired or replaced shall have the guarantee period extended one (1) year from the date of the last repair or replacement.

#### **N. PAYMENT**

Final payment will be made when the work is accepted by the Village. The Vendor shall submit final waivers-of-lien covering all labor, material, equipment, services and so forth, prior to receiving final payments.

#### **O. ACCEPTANCE**

The work shall not be accepted by the Village until the Village has determined that all work is complete and in accordance with the specifications.

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**VILLAGE OF WILLOWBROOK**  
**PARKWAY TREE TRIMMING SERVICES**  
**SPECIFICATIONS**

The undersigned ("Contractor") agrees to furnish to the Village of Willowbrook, an Illinois municipal corporation, hereinafter referred to as the "Village", PARKWAY TREE TRIMMING SERVICES conforming to the terms and conditions set forth herein.

**I. GENERAL TERMS AND CONDITIONS**

**A. EXAMINATION OF SITE**

Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed and the type of trimming required under this contract.

The Contractor to whom a contract is awarded will not be allowed any extra compensation by reason of any such matters of things concerning which the Contractor did not inform himself prior to bidding. The successful Contractor must employ, so far as reasonably possible as determined by the Village, such methods and means in the carrying out of his work as will not cause any interruption or interference with any other contractor.

**B. MEETING BEFORE WORK BEGINS**

It is mandatory that the Contractor meets with the Director of Municipal Services or his designee(s) prior to the start of work in order to review the contract specifications, designate the appropriate project contacts, and the manner in which work will be proceeding, among other items.

**C. DAMAGE TO PUBLIC OR PRIVATE PROPERTY**

Any damage of public or private property caused by the Contractor's operations shall be resolved with the property owner within ten (10) days after damage occurs to the satisfaction of the Village. The Contractor shall inform the Village of any damage caused by the Contractor's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the Village, the Village reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damage caused by the Contractor, and deduct these costs from any payment due the Contractor.

**D. BASIS OF PAYMENT**

The Contractor shall be paid for the work described herein on a per tree basis for each work area. Partial payment shall be made to the Contractor as work progresses but, in no case, shall payment be made on trees not completed to the satisfaction of the Village and in accordance with these specifications and accepted arboricultural practices. Diameter of

trees trimmed shall be measured with a standard diameter tape at four and one-half (4-1/2) feet from the ground. In the case of multi-stemmed trees whose crotch is four and one-half (4-1/2) feet from the ground or lower, measurement will be taken one foot below the crotch.

**E. FINAL REPORT**

Upon completion of the project a report shall be prepared and submitted to the Village for review and acceptance in typed form listing location (address), number(s) of trees trimmed, species and condition upon completion of the project. The Contractor shall be required to make any requested revisions to the report prior to the Village finalizing and accepting the project.

**F. STARTING AND COMPLETION REQUIREMENTS**

Work shall begin on or about February 15, 2019 or at a time mutually agreed upon by the Contractor and the Village inspector. All work shall be completed prior to April 1, 2019. Fifty percent (50%) of the dollar value of the contract shall be completed by March 1, 2019, as an indication that the Contractor is satisfactorily progressing toward completion of the contract.

**G. WORKING HOURS**

The Contractor shall work the same hours as the Public Works Division of the Village unless other arrangements are agreed upon ahead of time. The Division's normal work hours are 7:00 a.m. to 3:30 p.m., Monday through Friday. Unless otherwise approved by an authorized representative of the Village, all work by the Contractor shall be completed at least one (1) hour prior to the end of the Village's specified work hours, in order to allow an opportunity to review the completed work.

**H. PREVAILING WAGES**

In accordance with the law and the provisions of 820ILCS 130/0.01 et seq., entitled "an Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by any one under contract for public works", not less than the prevailing rate of wages shall be paid to all laborers, workmen and mechanics performing work under this contract. Prospective Bidders shall thoroughly familiarize themselves with the provisions of the above-mentioned act and shall prepare any and all bids in strict compliance therewith. Copies of the prevailing rate of wages for this Village are on file in the office of the Village Clerk of the Village of Willowbrook.

**I. TRESPASS ON LAND**

The Contractor shall confine his operations and storage of materials and equipment to the job site public right-of-way or easements. The Contractor shall exercise extreme caution so as not to trespass upon property of third parties not involved in the contract. In the event that the Contractor is to enter upon the property of third parties in the execution of the work he shall obtain written permission prior to doing so and submit evidence of said written permission to the Village.

**J. COSTS**

The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items. This cost also includes all proposal preparation costs, insurance, royalties, transportation charges, use of all tools and equipment, superintendent, overhead expense, inspection costs, all profits and all other work services and conditions necessarily involved in the work to be done in accordance with the requirements of the contract documents considered severally and collectively.

**K. ADDITIONAL WORK**

The Village reserves the right to order additional work at the same unit price as provided for in the contractor's bid. Prior to commencing any additional work, the bidder shall submit his charges for performing the work and shall not proceed until the Director of Municipal Services or his designee, has approved the charges in writing.

**L. ADDITIONAL INFORMATION**

Each bidder shall be asked to provide the following data with the bid:

A statement of the items or equipment that the bidder proposes to use on the project and a statement noting which of these items of equipment the bidder owns. A separate statement is needed for those items the contractor does not own but will be able to rent or otherwise have access to use.

At least four (4) references who can attest to the bidder's ability to fulfill this contract including at least one (1) municipal, governmental, or institutional reference. Include names, addresses and phone numbers.

At least one (1) reference that can attest to the bidder's previous satisfactory performance of a municipal or other governmental tree trimming contract that is comparable in size to this project.

Any bidder may be required by the Village to submit additional data in support of the bidder's claim to be competent to carry out the terms and provisions of the contract.

**M. PENALTY FOR NON-COMPLETION**

Time is of the essence to the contract. Should the Contractor fail to complete the work within the working days stipulated in the contract or on or before the completion date stipulated in the contract or within such extended time as may have been allowed, the Contractor shall be liable and shall pay the Village two hundred fifty dollars (\$250.00) per calendar day not as a penalty but as liquidated damages, for each day of overrun in the contract time or such extended time as may have been allowed. The liquidated damages for failure to complete the contract on time are approximate, due to the impracticality of calculating and proving actual delay costs. This penalty established is to cover the cost of delay to account for administration, engineering, inspection, and supervision during periods of extended and delayed performance. The costs of delay represented by this schedule are understood to be a fair and reasonable estimate borne by the Village during extended and delayed performance by the Contractor of the work, remaining incidental work, correction

of work improperly completed, or repair of work damaged as a result of the Contractor. The liquidated damage amount specified will accrue and be assessed until final completion of the total physical work of the contract even though the work may be substantially complete. The Village will deduct these liquidated damages from any monies due or to become due to the Contractor from the Village.

The other provisions of the Contract have been established to allow for the efficient completion of this project, without creating additional burden or hardship on Village residents or additional administration and/or operating expenses for the Village. The failure to adhere to the specifications of the contract, including but not limited to the following examples, shall result in the assessment of liquidated damages of one hundred dollars (\$100.00) per incident per day. Some examples include:

- a) failure to start work on the specified date and time without notification and approval for a change from the Village;
- b) failing to show up for scheduled work without notification to the Village;
- c) starting operations before the allowed time without permission from the Village;
- d) failure to provide appropriate traffic control and protection; and
- e) failure to notify the Village in advance of where work will be taking place.

## **II. PRUNING SPECIFICATIONS**

### **A. PURPOSE AND INTENT**

1. All pruning shall follow the ANSI A300-2001 Pruning Standard and the ISA's Tree Pruning Guidelines for the purpose of crown cleaning, crown thinning, crown raising, and structure development.
2. All pruning shall improve the appearance of the trees, maintaining the crown shape and symmetry typical of the species at its size and age with an emphasis on the following:
  - a. Crown cleaning to remove all dead, dying, diseased, crowded, weakly attached and low-vigor branches.
  - b. Crown thinning to selectively remove and/or prune branches back to large laterals to increase light penetration and air movement through the crown. After crown thinning, trees and branches shall have foliage and mechanical stress evenly distributed along a branch and throughout the crown.
  - c. Crown raising to remove lower branches where practical to obtain an eventual full foliage height clearance of fifteen (15) feet on the street side of the tree and approximately ten (10) feet on the sidewalk or pedestrian side of the tree. All work shall always maintain the crown shape and symmetry typical of the species being pruned. If a tree is near a building, branches shall be pruned to clear the building by approximately ten (10) feet. Pruning may include heading cuts on lower limbs or thinning cuts to lighten lower branch loads to achieve clearance if complete branch removal is not practical.

- d. Pruning for structure such that if a scaffold branch is large in diameter and competes with the leader, that this scaffold branch be headed back to a lateral and/or thinned to obtain a balanced crown shape overall.
- e. Pruning to remove all interior crowding branches, and one of all crossed or rubbing branches where practical so the removal thereof will not leave large holes in the general form of the tree.
- f. Pruning to remove one branch of all structurally weak "V" crotches occurring along the main trunk or developing within young tree crowns. Special attention shall be given to the effect removal of such branches will have on the ultimate form of the tree.
- g. Pruning to remove trunk suckers and water sprouts especially where they are present below the bottomed one half (1/2) of the tree. Such branches that add to the shape of the tree above 14 feet may remain in mature trees which may not have an optimum tree crown or shape.

## **B. PRUNING CUTS AND TOOLS**

- 1. All Final cuts shall be "collar cuts" made sufficiently close to the trunk or parent limb, without cutting into the branch collar or leaving a protruding stub, so that closure can readily begin under normal conditions. The face of the "collar cut" or wound area shall be circular in form. "Flush" cuts to the main stem behind the branch collar and that leave oval exposed wounds shall not be made. Cuts shall be made such that all wound sides are even edged and do not leave "dog ear" ridges on one side or another. Clean cuts shall be made at all times without leaving any stubs.
- 2. All limbs to be removed shall be cut in such a manner so as to prevent any ripping or tearing of the wood or bark on the parent or remaining stem. Large limbs shall be cut using the three-cut pruning manner as to prevent any damage to real or personal property, publicly or privately owned.
- 3. Proper tools for pruning shall be used for each cut. Blades of each tool, including hand pruners, pole saws, hand saws, and chain saws, shall be placed on each branch to obtain the proper pruning cut. This shall be done in a way that will not cut, rip, or harm adjacent bark areas.
- 4. No person working in trees shall use shoes with spikes, or any other footwear, which will, in the opinion of the Village Director of Municipal Services or his designee, injure the tree being pruned. At no time shall any person working in the trees for pruning purposes, wear spurs or climbing irons.

## **C. PRUNING OF TREES BY POWER LINES**

Trees which have been disfigured due to ComEd pruning for power line clearance shall only be pruned for height clearance from the ground, clearance from buildings, and removal of structurally weak branches or deadwood under this contract. If any question arises, the Village shall define the trees which are "disfigured."

## **D. SITE APPERANCE AND CLEAN-UP**

Pruned limbs and branches temporarily placed in the parkway area shall be placed in such a manner as to eliminate any obstruction or potential hazard to motor vehicles and pedestrians.

The Contractor shall clean up the site and remove and dispose of all debris at the end of each day's operation. The Contractor shall clean up and dispose of all debris resulting from trimming operation, including raking all lawn areas and sweeping all paved areas. All work areas shall be cleaned up by the end of each workday. The site shall be returned to the same state it existed in prior to the pruning work. Under no circumstances shall any materials be allowed to lie on the parkway overnight. Failure to keep the site neat, complete restoration of any disturbed areas, or cleanup debris to the satisfaction of the Village, when directed to do so shall be just cause for withholding payment due the Contractor and final acceptance will not be made until the site is in a condition acceptable to the Village. If the Contractor fails to complete the repairs or clean-up immediately, or as otherwise directed by the Village, the Village shall provide notice to the Contractor and proceed to repair or replace the existing facilities and/or damaged property as may be deemed necessary at the Contractor's expense.

As pruning may occur during and after snow events, some debris may not be immediately accessible for clean up. In these instances, it is the responsibility of the contractor to re-clean and rake up debris in these areas after the snow melts. No extra payment shall be made for this clean up work.

**E. TREE DISEASE DIAGNOSIS**

In the course of completing the trimming work, the contractor shall identify and inventory any and all trees that the contractor believes may exhibit signs of undue stress and/or disease, including but not limited to ash trees showing signs of emerald ash borer (EAB) infestation. The contractor shall submit the full inventory of any and all trees identified to the Director of Municipal Services, or his designee, as part of the Final Report outlined in Section "E" above.

**F. INSPECTION OF WORK**

In order to allow for the efficient progression and inspection of the work, the Contractor shall confine their ongoing operations to a specific geographic area each day, as approved by the Village. All work must be completed to the satisfaction of the Director of Municipal Service or his designee. The Village will inspect the site(s) which have been worked on by the Contractor and notify the Contractor if any additional work is required in order to meet the project specifications. Failure to properly complete the work shall result in non-payment to the Contractor until all work has been completed to the satisfaction of the Village.

**G. DISCONTINUANCE OF WORK / PROTECTION OF THE PUBLIC**

Any practice of obviously hazardous activity as determined by the Director of Municipal Services or his designee shall be immediately discontinued by the Contractor upon receipt of either written or verbal notice from a representative of the Village to discontinue such practice. Continued practice of hazardous activity is grounds for termination of contract. Any and all applicable penalties will be imposed to the fullest extent of the law.

If in the opinion of the Village a hazardous condition exists and the Contractor fails to correct the condition, or to protect the public, the Village may order the necessary precautions to safeguard the public, the cost of which will be deducted from payments due the bidder.

**H. PERSONNEL AND EQUIPMENT**

The Contractor shall supply all material, equipment and personnel necessary to complete the work specified.

**I. CERTIFIED ARBORIST**

An Arborist certified by the International Society of Arboriculture must be on the job site at all times. Their name(s) and certification number(s) shall be included in the bid document. Failure to have a certified arborist on site at all times may result in termination of the contract at the discretion of the Village.

**J. WORK CREW SUPERVISION**

The Contractor shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor shall be fluent in English and be authorized by the Contractor to accept and act upon all directives issued by the Director of Municipal Services or his designee and the supervisor(s) shall be available twenty-four (24) hours a day. The Village and Contractor representatives for this project will meet on a regular basis as designated by the Village representative, in order to discuss the completed work, review the ongoing tree counts, among other items. The discussions of completed work and tree counts are not the inspection of the completed work, which will be done separately by the Village.

**K. PROTECTION OF OVERHEAD UTILITIES**

Tree trimming operations may be conducted in areas when overhead electric, telephone, and cable television facilities exist. The Contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damage should occur, and shall be responsible for all claims for damage due to his operation. The Contractor shall make arrangements with the utility for removal of all necessary limbs and branches, which may conflict with or create a hazard in conducting the operations of this contract. If the Contractor has properly contacted the utility in sufficient time to arrange for the required work by the utility, delays encountered by the Contractor in waiting for the utility to complete its work shall not be the responsibility of the Contractor.

**L. SAFETY STANDARDS**

All equipment to be used and all work to be performed must be in full compliance with the most current revision of the American National Standards Institute Standard Z-133.1.

**M. TREE LOCATIONS**

The Village designated trees to be trimmed are over (4) inches Diameter at Breast Height (D.B.H.) and located on Village right-of-way in the following areas and trimmed in the following sequence:

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WORK AREA ("WATERFORD SUBDIVISION")

1	Waterford Drive – Madison Street to Garfield Avenue	2	Waterford Court – Off of Waterford Drive
3	Bentwood Lane – Waterford Drive to Hiddenbrook Lane	4	Hiddenbrook Lane – Bentwood Lane to Meadow Lane
5	Meadow Lane – Hiddenbrook Lane to Waterford Drive	6	Wingate Road – Waterford Lane to Ridgemoor Drive
7	Woodgate Court – Off of Wingate Road	8	Stonegate Court – Off of Wingate Road
9	Cambridge Road – Waterford Drive to Ridgemoor Drive	10	Rodgers Drive – Waterford Drive to Plainfield Road
11	Ridgemoor Drive – Madison Street to Rodgers Drive	12	Wedgewood Lane – Ridgemoor Drive to Somerset Road
13	Somerset Road – Wedgewood Lane to Chaucer Road	14	Somerset Court – Off of Somerset Court
15	Chaucer Road – Somerset Road to Waterford Drive	16	Chaucer Court – Off of Chaucer Road
17	Rodgers Court – Off of Rodgers Drive	18	Ridgemoor Court – Off of Ridgemoor Drive
19	Wedgewood Court – Off of Wedgewood Lane	20	Sheffield Street – Ridgemoor Drive to Stratford Lane
21	Stratford Lane – Sheffield Street to Wedgewood Lane	22	Kingswood Road – Stratford Lane to Plainfield Road
23	Kingswood Court – Off of Kingswood Road	24	Oxford Road – Waterford Drive to Hill Road
25	Creekside Court – Off of Madison Street, South of 63 <sup>rd</sup> Street	26	Garfield Avenue – from 63 <sup>rd</sup> Street to Plainfield Road

OPTIONAL AREA 1 ("ROGERS FARM SUBDIVISION")

1	Hill Road – Tremont Road to Raleigh Road	2	Tremont Road – Hill Road to Sunset Ridge Road
3	Sunset Ridge Road – Tremont Road to Raleigh Road	4	Raleigh Road – Hill Road to Sunset Ridge Road
5	Wesley Road – Sunset Ridge Road to Hill Road	6	Briar Road – Sunset Ridge Road to Hill Road
7	Rogers Farm Road – Raleigh Road to Garfield Avenue		

OPTIONAL AREA 2

1	Garfield Ridge Court – Off of Garfield Avenue	2	Ridgefield Lane – Off of Garfield Avenue
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**OPTIONAL AREA 3**

1	Ridgemoor Drive – 6412 Madison to 6730 Madison west side	2	Lane Court – Off of Ridgemoor Drive
3	Ridgemoor Drive - Route 83 to Quincy Street	4	Willow Lane - Route 83 to Quincy Street
5	Stough Street - Ridgemoor Drive to Willow Lane	6	Quincy Street - North from Willow Lane
7	Madison Street – 63 <sup>rd</sup> Street to Plainfield Road	8	64 <sup>th</sup> Street – Madison Street to Thurow Street
9	Thurow Street – off of 64 <sup>th</sup> Street		

**OPTIONAL AREA 4**

1	Martin Drive – Off of 63 <sup>rd</sup> Street	2	Creekside Court – Off of Madison Street
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**OPTIONAL AREA 5 ("WILLOW MANOR SUBDIVISION")**

1	67 <sup>th</sup> Place – Madison Street to 68 <sup>th</sup> Street	2	68 <sup>th</sup> Street – Madison Street to west Terminus
3	68 <sup>th</sup> Place – 68 <sup>th</sup> Street to Adams Street	4	Quincy Street – 67 <sup>th</sup> Place to 68 <sup>th</sup> Place
5	69 <sup>th</sup> Street – Adams Street to west terminus	6	Adams Street – 68th Street to Plainfield Road
7	Caitlin Court – 68th Street to south Terminus		

A map depicting these areas is attached.

**N. CHIP DISPOSAL**

Disposal of chips generated by work described within this contract will be the responsibility of the Contractor. At the Village's option the Contractor may be asked to drop chips at a Village park site or other Village owned property within town.

**O. EMERGENCY TREE SERVICES**

At the Village's option the Contractor may be asked provide emergency tree services in the event that such services become necessary. The cost of such services will be provided on a time and equipment plus profit basis as stated on the proposal page. Work shall begin within twenty-four (24) hours of notification by the Director of Municipal Services or his designee.

**P. TREE REMOVAL SERVICES**

At the Village's option the Contractor may be asked to provide tree removal service. At the discretion of the Village, stump grinding will be required. Stump grinding shall include at a minimum the removal of the stump to eight inches (8") below grade as well as the removal of any surface roots in order to be able to landscape the area where the tree used to be located. The cost of removal and stump grinding will be billed separately at the rate listed on the proposal page.

**Q. TRAFFIC CONTROL**

The Contractor shall provide adequate traffic control for work area protection in compliance with the Federal Highway Administration Manual on Uniform Traffic Control Devices for Streets and Highways, the State of Illinois Vehicle Code, the Illinois Department of Transportation Highway Standards, and the Illinois Department of Transportation Handbook of Traffic Engineering Practice for Small Cities. This shall include but not limited to the following:

- a. Whenever possible, work vehicles shall be parked on the same side of the street as work site. Vehicles shall park with right wheels to the curb or to the right edge of the right-hand shoulder as required by the Village Code of Ordinances.
- b. Whenever possible the work site on a two-lane street shall be confined to one traffic lane leaving the opposite lane open to traffic.
- c. Work area protection shall take into account the duration of the project, the size of the project, the lanes of traffic, the volume of traffic, the speed limit, and the distance to the work area from the pavement.
- d. Work vehicles shall have the flasher light lit but not as a substitute for any traffic control devices for work area protection, which may be necessary.
- e. Under certain field conditions such as hills and curves, the spacing of the traffic control devices shall be adjusted as necessary.
- f. Warning signs such as "MEN WORKING" shall be diamond shape having a black symbol or message on an orange reflective background. Such signs shall have a minimum size of 24 inches by 24 inches with a maximum size of 48 inches by 48 inches. Such signs shall be posted at a minimum height of 12 inches above the pavement.
- g. Should individuals progress ahead of vehicles, such as tree climbers, cones shall be placed in the roadway to alert motorist of activity in those trees.
- h. Blocking of public streets shall not be permitted unless prior arrangements have been made with and approved by the Village and is coordinated with the appropriate departments.
- i. The Contractor shall provide adequate barricades, flagmen, sign and/or warning devices during the performance of the Contract to protect motorists and pedestrians. Yellow flashing lights mounted on a vehicle shall not be deemed as sufficient or adequate protection. Questions of sufficiency shall be resolved to the satisfaction of the Director of Municipal Services or his designee.

**R. NOTIFICATION OF COMMENCING WORK**

The Contractor shall keep the Village informed as accurately as possible as to when they plan to commence work and in what way they intend to proceed. In order to accomplish this, at a minimum, the Contractor shall provide advance daily written notification (via fax, email, or hand delivered) of the locations the Contractor intends to work that day to the Village's contact person for this project.

**S. ADDITIONAL WORK – TREE TRIMMING ON PRIVATE PROPERTY**

The Village offers a private participation tree trim program to interested property owners. The Contractor will be required to trim trees on private property at the unit price stated

under "Additional Work" on the bid document. Work on private property, including brush removal and cleanup will be performed to the same specifications as provided in this document for trimming of trees on public property. The agreement for the work will be between the Contractor and the resident.

The Program will work as follows:

- Step 1: Property owners who live in the area where tree trimming will take place will receive a letter from the Village stating the Contractor name and price for tree trimming.
- Step 2: The property owner contacts the Contractor and arranges for tree trimming. All quotes must be provided in writing and agreed to in writing by the homeowner.
- Step 3: The Contractor invoices the property owner for the cost to perform the trimming. The cost of the work is based upon the bid award for additional work.
- Step 4: The property owner submits payment directly to the Contractor.
- Step 5: A report shall be prepared during the contract period and submitted to the Village in a typed form listing location (address), number of trees trimmed, and amount invoiced to each property owner. The report shall be submitted to the Village upon completion of the entire project.

In instances where the Contractor cannot trim a tree on private property due to an obstruction or other extenuating circumstance(s) he must contact the Director of Municipal Services or his designee to view the site. If the Director or his designee agrees that conditions exist which reasonably prevent trimming of the tree(s) the Contractor will not be required to trim the tree.

**VILLAGE OF WILLOWBROOK**  
**PARKWAY TREE TRIMMING SERVICES PROPOSAL**

The undersigned "Contractor" offers to provide to the Village of Willowbrook, an Illinois Municipal Corporation, Parkway Tree Trimming Services conforming to the specifications attached hereto, with such exceptions or modifications as herewith set forth, and in accordance with the terms and conditions herein specified.

**WORK AREA ("Waterford Subdivision")**

Work Area #	Approximate # of Trees	Unit Price	Estimated Total
1	56	16.00	896.00
2	12	16.00	192.00
3	5	16.00	80.00
4	11	16.00	176.00
5	15	16.00	240.00
6	26	16.00	416.00
7	11	16.00	176.00
8	13	16.00	208.00
9	15	16.00	240.00
10	28	16.00	448.00
11	26	16.00	416.00
12	19	16.00	304.00
13	26	16.00	416.00
14	7	16.00	112.00
15	25	16.00	400.00
16	21	16.00	336.00
17	19	16.00	304.00
18	10	16.00	160.00
19	4	16.00	64.00
20	15	16.00	240.00
21	22	16.00	352.00
22	9	16.00	144.00
23	12	16.00	192.00
24	7	16.00	112.00
25	11	16.00	176.00
26	20	16.00	320.00
<b>Total</b>	<b>445</b>	<b>16.00</b>	<b>7120.00</b>

OPTIONAL AREA 1 ("Rogers Farm Subdivision")

	Approximate # of Trees	Unit Price	Estimated Total
1	23	16.00	368.00
2	18	16.00	288.00
3	17	16.00	272.00
4	10	16.00	160.00
5	29	16.00	464.00
6	16	16.00	256.00
7	8	16.00	128.00
<b>AREA 1 TOTAL</b>	<b>121</b>	<b>16.00</b>	<b>1936.00</b>

OPTIONAL AREA 2

	Approximate # of Trees	Unit Price	Estimated Total
1	31	16.00	496.00
2	26	16.00	416.00
<b>AREA 2 TOTAL</b>	<b>57</b>	<b>16.00</b>	<b>912.00</b>

OPTIONAL AREA 3

	Approximate # of Trees	Unit Price	Estimated Total
1	66	16.00	1056.00
2	19	16.00	304.00
3	3	16.00	48.00
4	1	16.00	16.00
5	1	16.00	16.00
6	10	16.00	160.00
7	16	16.00	256.00
8	3	16.00	48.00
9	5	16.00	80.00
<b>AREA 3 TOTAL</b>	<b>124</b>	<b>16.00</b>	<b>1984.00</b>

OPTIONAL AREA 4

	Approximate # of Trees	Unit Price	Estimated Total
1	30	16.00	480.00
2	11	16.00	176.00
<b>AREA 4 TOTAL</b>	<b>41</b>	<b>16.00</b>	<b>656.00</b>

**OPTIONAL AREA 10 ("Willow Manor Subdivision")**

	Approximate # of Trees	Unit Price	Estimated Total
1	29	16.00	424.00
2	39	16.00	624.00
3	16	16.00	256.00
4	65	16.00	1040.00
5	41	16.00	656.00
6	1	16.00	16.00
7	15	16.00	240.00
<b>AREA 10 TOTAL</b>	<b>206</b>	<b>16.00</b>	<b>3296.00</b>

**GRAND TOTAL (INCLUDING ALL OPTIONAL AREAS)**

	Approximate # of Trees	Unit Price	Estimated Total
<b>Total Including Optional Areas</b>	<b>994</b>	<b>Grand Total:</b>	<b>15904.00</b>

**ADDITIONAL WORK**

Item	Category	Description	Cost
1a	Tree Removal Services	Cost per D.B.H	\$ 28 —
1b	Tree Removal Services	Stump Grinding	\$ 150 —
2a	Emergency Tree Service	Cost per Man-hour	\$ 75 —
2b	Emergency Tree Service	Equipment Cost	\$ 75 —
3a	Private Participation Program – Tree Trimming	Unit Cost	\$ 285 —
3b	Private Participation Program – Tree Removal	Cost per D.B.H	\$ 28 —
3c	Private Participation Program – Stump Grinding	Stump Grinding	\$ 150 —

NOTE: Prices shall remain in effect until April 30, 2019.

Certified Arborist:

Darin Ryan

Name

IL 1637

Number

Contractor:

D. Ryan Tree & Landscape LLC

Address:

17271 RT 23

DeKalb IL 60115

Phone:

630-752-8733

Date: 11/26/18

Signature:

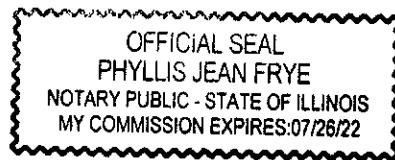
D. Ryan

Subscribed and sworn before me on this 26 day of November, 2018

MY COMMISSION EXPIRES:

07-26-2022

Phyllis Jean Frye  
NOTARY PUBLIC



### ADDITIONAL BID INFORMATION

		<i>Please check the appropriate column</i>	
A.	Statement of the Items / Equipment the Bidder Proposes to use for the project.	Owned By the Vendor	Rented or Other Access to by the Vendor
2	2018 Bucket Trucks	✓	
2	2018 Venmee Chipper	✓	
1	2019 Cansles	✓	
2	2016 Venmee Stumpers	✓	
2	Ford Chip Trucks	✓	

## REFERENCE LIST

(please make additional copies of this sheet if needed)

Village/City: Wheatley  
Contact: Scott Phone: 630-719-4717  
Type & Date of Work: 2008 - 2018 Trim & Remove

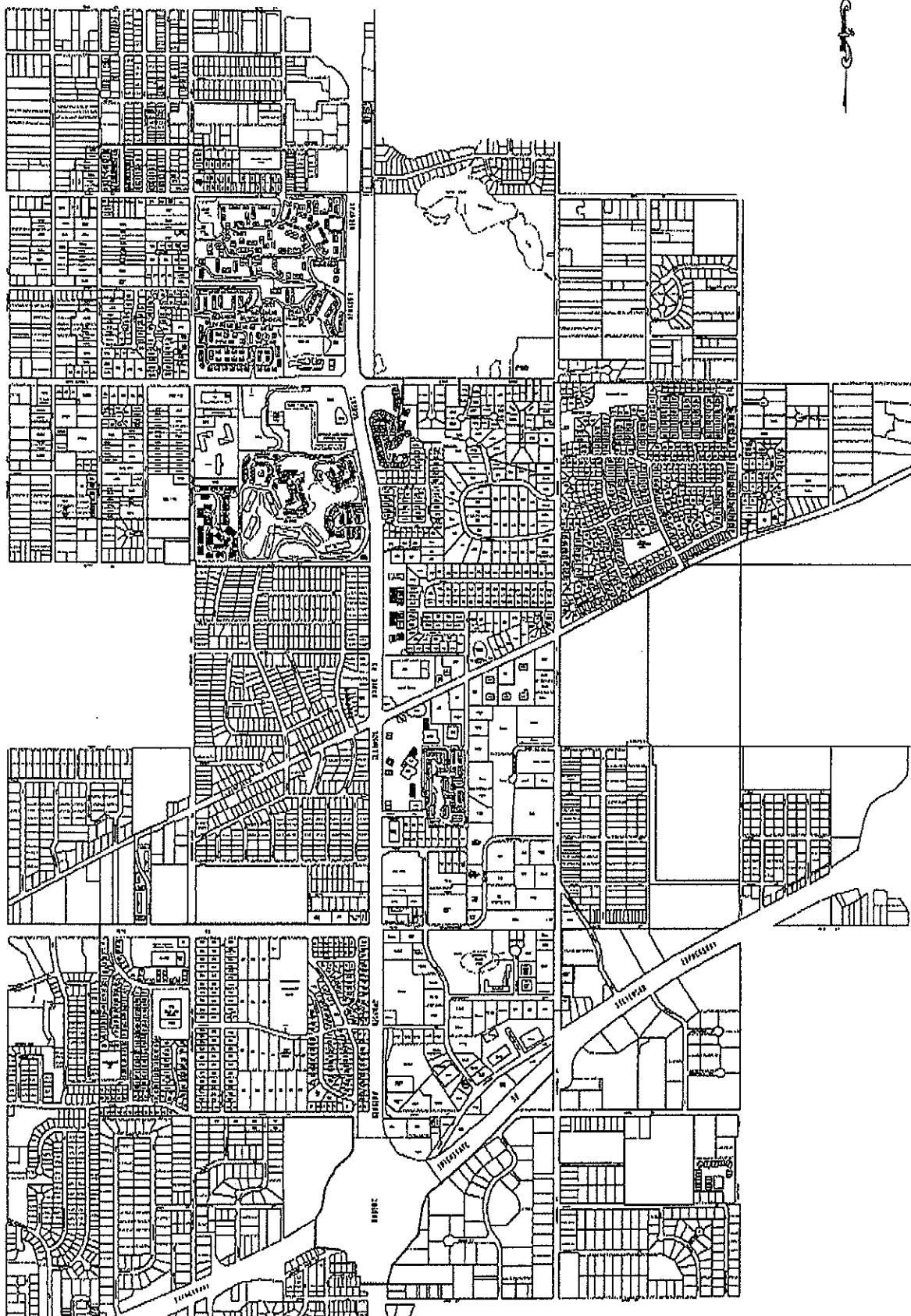
Village/City: Willowbrook  
Contact: Tim Phone: \_\_\_\_\_  
Type & Date of Work: Trim & Remove 2015-2018

Village/City: Appleton  
Contact: Tim Phone: 630-747-5494  
Type & Date of Work: 2009 - 2018 Trim

Village/City: Downden's Grove  
Contact: Casmine Phone: 630-878-7504  
Type & Date of Work: 2008 - 2018 Trim & Remove

# VILLAGE OF WILLOWBROOK

DU PAGE COUNTY, ILLINOIS



CHRISTOPHER B. BURKE ENGINEERING, LTD.  
3575 West Higgins Road, Suite 600  
Naperville, Illinois 60563  
(847) 823-0500

ADDRESS MAP

OWNER	DBW	PLAT NO.	20-14593
CHLD.	SSL	SECT.	K
STLDS.	HHS	DRAWING NO.	1
DATE	9/20/04		



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/28/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Melissa Padilla	
Crum-Halsted Agency Inc 2350 Bethany Road		PHONE (A/C, No. Ext): (815) 756-2906	FAX (A/C, No.): (815) 756-2138
Sycamore		E-MAIL ADDRESS: mpadilla@crumhalsted.com	
IL 60178		INSURER(S) AFFORDING COVERAGE	
INSURED		INSURER A: West Bend Mutual Ins Co NAIC # 15350	
N J Ryan Tree & Landscape, LLC; D Ryan Tree & Landscape LLC; Midwest Landscape & Tree Care LLC 17271 IL ROUTE 23 Dekalb		INSURER B: 5 Star Specialty Program	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES		CERTIFICATE NUMBER: 2017-2018 MASTER CERT		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD	WWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	0970953	12/12/2017	12/12/2018	EACH OCCURRENCE \$ 1,000,000	
	DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000					
	MED EXP (Any one person) \$ 5,000					
	PERSONAL & ADV INJURY \$ 1,000,000					
	GENERAL AGGREGATE \$ 2,000,000					
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	0970953	12/12/2017	12/12/2018	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000	
	BODILY INJURY (Per person) \$					
	BODILY INJURY (Per accident) \$					
	PROPERTY DAMAGE (Per accident) \$					
	\$					
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE	0970953	12/12/2017	12/12/2018	EACH OCCURRENCE \$ 5,000,000	
	AGGREGATE \$ 5,000,000					
	\$					
	\$					
	\$					
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N / A	BNUWC0115293	12/16/2017	12/16/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	E.L. EACH ACCIDENT \$ 500,000					
	E.L. DISEASE - EA EMPLOYEE \$ 500,000					
	E.L. DISEASE - POLICY LIMIT \$ 500,000					
	\$					
A	RENTED/LEASED EQUIPMENT		0970953	12/12/2017	12/12/2018	\$ 100,000

## DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Village of Willowbrook, its officials, agents, employees and volunteers are named Additional Insureds in respect to General Liability. 30 day notice of cancellation will be provided to Certificate Holder.

## CERTIFICATE HOLDER

## CANCELLATION

Village of Willowbrook 835 Midway Drive		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.	
Willowbrook		IL 60527	
		AUTHORIZED REPRESENTATIVE	
		<i>Patrick E. Fagan</i>	

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

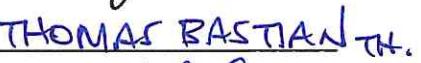
### AGENDA ITEM - HISTORY/COMMENTARY

<b>ITEM TITLE:</b> A MOTION TO APPROVE APPLICATION FOR A LICENSE TO HOLD A RAFFLE – “D86 VOTE YES” FUNDRAISER	<b>AGENDA NO.</b> 6g <b>AGENDA DATE:</b> 01/14/19
--	--

**STAFF REVIEW:** Cindy Stuchl

**SIGNATURE:** 

**LEGAL REVIEW:** Thomas Bastian

**SIGNATURE:** 

**RECOMMENDED BY VILLAGE ADMIN:** Tim Halik

**SIGNATURE:** 

**REVIEWED & APPROVED BY COMMITTEE:** YES  N/A

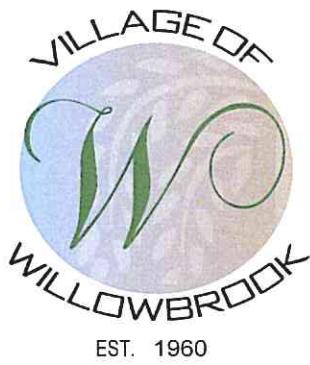
#### ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)

G’Nee Andrulis has submitted an application to hold a raffle for a fundraiser to support a referendum on the upcoming April 2, 2019 election ballot for Hinsdale District 86. The fundraiser will be held at Madison’s Pub & Grill, 7611 Madison Street, Willowbrook, Illinois on Thursday, January 17, 2019.

#### ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.)

This is the first application for this organization.

**ACTION PROPOSED:** Approve Application to hold a Raffle.



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

## LICENSE TO HOLD A RAFFLE

### Mayor

Frank A. Trilla

1. The name of the Licensee:

G'Nee Andrulis

### Village Clerk

Leroy R. Hansen

2. The aggregate retail value of all prizes or merchandise awarded by the licensee in a single raffle.

\$1,000.00

Proceeds to benefit "D86 Vote Yes for Referendum to Save our Schools."

### Village Trustees

Sue Berglund

3. The maximum retail value of each prize awarded by the licensee in a single raffle.

\$200.00

4. The maximum price which may be charged for each raffle chance issued or sold.

N/C

5. The maximum number of days during which chances may be issued or sold.

One Day

### Village Administrator

Tim Halik

6. The date on which the drawing is to be held.

Thursday, January 17, 2019

### Chief of Police

Robert Schaller

7. The place at which the drawing is to be held.

Madison's Pub & Grill

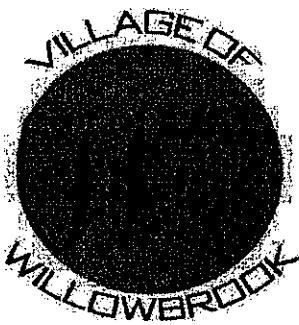
7611 S. Madison Street, Willowbrook, IL

APPROVED BY THE MAYOR AND BOARD OF TRUSTEES AT THEIR REGULAR MEETING HELD ON THE 14<sup>th</sup> DAY OF January, 2019.

Leroy R. Hansen  
Village Clerk



Proud Member of the  
Illinois Route 66 Scenic Byway



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5594

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

## APPLICATION FOR LICENSE TO HOLD A RAFFLE

### Mayor

Frank A. Trilla

1. Name, age and address of the applicant in the case of an individual or in such other case of the duly authorized representative of the applicant, the date of incorporation of any corporation, the date of formation of any other organization, the object for which an organization or corporation was formed, the names and addresses of the officers and directors of any organization or corporation.

### 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

Name G'nee Andrusi's Address 301 Somerset Rd Age 50  
for WILLOWBROOK IL  
D86 Vote Yes for  
Referendum to Save our Schools  
Date of incorporation, if corporation: \_\_\_\_\_  
Date of formation of organization: \_\_\_\_\_  
Object for which organization or corporation was formed:  
fundraise to support D86 referendum

2. The area or areas within the Village in which raffle chances will be sold or issued and the time period during which raffle chances will be sold or issued.

Madison Pub & Grill  
7611 S. Madison, WI

3. The date on which the drawing is to be held

1/17/2019

4. The place at which the drawing is to be held.

Madison Pub & Grill

5. Has the applicant ever been convicted of a felony and been disqualified to receive a license by reason of any matter or thing contained in Chapter 3-17 of the Village of Willowbrook Code of Ordinances, laws of the State or of the United States of America.

Yes: \_\_\_\_\_

No:

If yes, explain: \_\_\_\_\_



Proud Member of the  
Illinois Route 66 Scenic Byway

6. The aggregate retail value of all prizes or merchandise awarded by the licensee in a single raffle.

\$1,000 donated signed Blackhawk items  
item value subjective

7. The maximum retail value of each prize awarded by the licensee in a single raffle.

\$200

8. The maximum price which may be charged for each raffle chance issued or sold.

No charge - Chance given based  
on attendance

9. Has a previous license issued by any state or subdivision thereof or by the Federal government ever been revoked:

Yes: \_\_\_\_\_

No: X

If yes, state reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Affirm that the applicant will not violate any of the laws of the State or of the United States or any ordinances of this Village in the conduct of raffles.

Affirmed - will not violate any laws.

11. Affirm that the applicant will not allow gambling devices or gambling on the premises where the drawing will be held.

facility has gambling devices unrelated  
to our event.

12. Attach a sworn statement attesting to the not-for-profit character of the prospective licensee organization signed by the presiding officer and secretary of that organization.

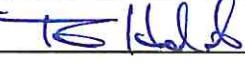
this is a Pac.

Signature:

Sree Aul  
Date 11/7/19

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

<b>ITEM TITLE:</b> AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR A 3,716 SQUARE FOOT RESTAURANT IN TENANT SPACE 800 IN THE WILLOWBROOK PLAZA SHOPPING CENTER (PREVIOUSLY WINGREN PLAZA).	<b>AGENDA NO.</b> <b>10</b> <b>AGENDA DATE:</b> <u>01/14/19</u>
<b>STAFF REVIEW:</b> Ann Choi, Planning Consultant	SIGNATURE: 
<b>LEGAL REVIEW:</b> Tom Bastian, Village Attorney	SIGNATURE: <u>THOMAS BASTIAN -TBL</u>
<b>RECOMMENDED BY:</b> Tim Halik, Village Administrator	SIGNATURE: 
<b>REVIEWED &amp; APPROVED BY COMMITTEE:</b>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

### ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

The attached ordinance will grant a special use on the property for a 3,716 square foot restaurant to operate in tenant space 800 in the Willowbrook Plaza Shopping Center.

### ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

The applicant proposes to develop a 3,716 square foot vacant tenant space within Willowbrook Plaza into a restaurant that will offer wine tastings, painting parties, live acoustic music on the weekends, and video gaming. The proposed restaurant will offer hot/cold deli food, meat/cheeses sold by the pound, salads, wine and local craft beers, and is envisioned to be a venue where patrons are able to eat, drink, and socialize and stay a while, as opposed to a grab-and-go deli cafe. The restaurant will accommodate over 90 patrons and the 650-square-foot video gaming area will provide five (5) video gaming terminals, one (1) redemption terminal, and one (1) player rewards kiosk, and will be confined to the rear of the space.

A general maintenance inspection of the shopping center was performed by planning staff. Items including landscaping, lighting, and the current condition of the asphalt parking facilities were discussed with the property manager. Although upgrades to these items were not included as conditions of approval of this application, it was agreed that upgrades should be considered in the near future as the shopping center continues to be leased out. If the maintenance condition of these items continues to degrade, the Village will be forced at some point to initiate code enforcement action. Plan Commissioner Ruffalo expressed concern regarding the deteriorating conditions of the parking lot and encouraged that planning staff work with the property owner to make improvements. The building department agreed to conduct a site visit and further evaluate the current condition of the parking lot.

Planning consultant, Ann Choi, requested to amend the seven conditions listed in the staff report to add Condition No. 8 that was originally excluded in the Staff Report to read: 8. A "Do Not Block Driveway" sign shall be provided at westbound 75th Street at the site access. This condition would reduce the impact of westbound queuing on 75th Street at Route 83 during the weekday evening peak hour.

The Plan Commission discussed the special use petition at the December 5, 2018 regular meeting of the Plan Commission and voted unanimously 7-0 to forward a positive recommendation to the Village Board. Their motion included eight (8) conditions of approval to mitigate the impacts of a "restaurant with alcohol sales and video gaming" on the surrounding area. Commissioner Kopp's recommendation to encourage the property owner to maintain and repair any deteriorating areas within the shopping center's parking lot(s) is reflected in Section 3, Item No. 9 of the Ordinance.

**ACTION PROPOSED:** Pass attached Ordinance.

ORDINANCE NO. 19-\_\_\_\_\_

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR A  
3,716 SQUARE FOOT RESTAURANT IN TENANT SPACE 800  
IN THE WILLOWBROOK PLAZA SHOPPING CENTER  
(PREVIOUSLY WINGREN PLAZA)

PASSED AND APPROVED BY THE  
PRESIDENT AND BOARD OF TRUSTEES  
THIS 14<sup>TH</sup> DAY OF JANUARY, 2019

ORDINANCE NO. 19-\_\_\_\_\_

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR A  
3,716 SQUARE FOOT RESTAURANT IN TENANT SPACE 800  
IN THE WILLOWBROOK PLAZA SHOPPING CENTER  
(PREVIOUSLY WINGREN PLAZA)

---

**WHEREAS**, on or about June 5, 2018, SS and JK Enterprises LLC (Joseph M. Kirby), as applicant ("APPLICANT") for Lucky Bernie's, with approval of property owner, Willowbrook Plaza, LLC, filed an application with the Village of Willowbrook, requesting that the Village grant a special use permit with respect to the property legally described in Exhibit "A" attached hereto, which is, by this reference, incorporated herein ("SUBJECT REALTY"); and

**WHEREAS**, Applicant specifically requested the Village grant the special use permit for a restaurant in Tenant Space 800 of the Subject Realty, as identified in Exhibit "B" attached hereto, which is, by this reference incorporated herein ("SUBJECT TENANT SPACE"); and

**WHEREAS**, Notice of Public Hearing on said application was published on or about November 15, 2018 in a newspaper having general circulation within the Village, to-wit, the Doings newspaper, all as required by the statutes of the State of Illinois and the ordinances of the Village; and

**WHEREAS**, pursuant to said Notice, the Plan Commission of the Village of Willowbrook conducted a Public Hearing on or about December 5, 2018, all as required by the statutes of the State of Illinois and the ordinances of the Village; and

**WHEREAS**, at said Public Hearing, the Applicant presented testimony in support of said application and all interested parties had an opportunity to be heard; and

**WHEREAS**, the Plan Commission forwarded its recommendation, attached hereto as Exhibit "C", including its Findings of Fact, attached hereto as Exhibit "D" to the Mayor and Board of Trustees on or about December 17, 2018, which is, by this reference, made a part hereof.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, as follows:

**SECTION 1:** That the Zoning Map of the Village of Willowbrook be amended to reflect the granting of a special use permit in SUBJECT TENANT SPACE UNIT 800 on the SUBJECT REALTY, pursuant to Sections 9-14-5 and 9-6B-2 of the Zoning Ordinance of the Village of Willowbrook, to allow the operation of a restaurant.

SECTION 2: That the Findings of Fact made by the Plan Commission in its recommendation attached hereto as Exhibit "D" are hereby adopted by the Mayor and Board of Trustees.

SECTION 3: That the relief granted in Section One of this Ordinance is expressly conditioned upon the SUBJECT TENANT SPACE and SUBJECT REALTY at all times being constructed, used, operated and maintained in accordance with all of the following conditions:

1. The special use permit for the proposed development shall be null and void if construction for the proposed use is not commenced within eighteen (18) months of the date of any approval of the Special Use by the Village Board.
2. The special use granted herein only applies to the 3,716 square foot space in Unit 800 located on the Subject Realty.
3. A separate sign permit shall be obtained for any future proposed building and ground signage, pursuant to the Village Code.
4. All dumpsters shall be enclosed pursuant to Section 9-12-11 of the Municipal Code.
5. The proposed development shall provide the required number of standard and handicap accessible parking spaces.
6. Accessible (handicap) parking spaces shall comply with current applicable codes.
7. A "Do Not Block Driveway" signage shall be provided on westbound 75th Street at the site access.
8. The asphalt parking facilities within the Willowbrook Shopping Center are subject to inspection by the Village of Willowbrook. If at any time it is determined by the Village that the asphalt parking facilities are in violation of the property maintenance code per Section 4-2-31(H), items determined to be deteriorated and/or in a state of disrepair shall be repaired and maintained by the Owner to the satisfaction of the Director of Municipal Services or his designee.

**SECTION 4:** That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

**SECTION 5:** That this Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED and APPROVED this 14th day of January, 2019.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Village Clerk

ROLL CALL VOTE:      AYES: \_\_\_\_\_

                          NAYS: \_\_\_\_\_

                          ABSTENTIONS: \_\_\_\_\_

                          ABSENT: \_\_\_\_\_

EXHIBIT "A"

LEGAL DESCRIPTION

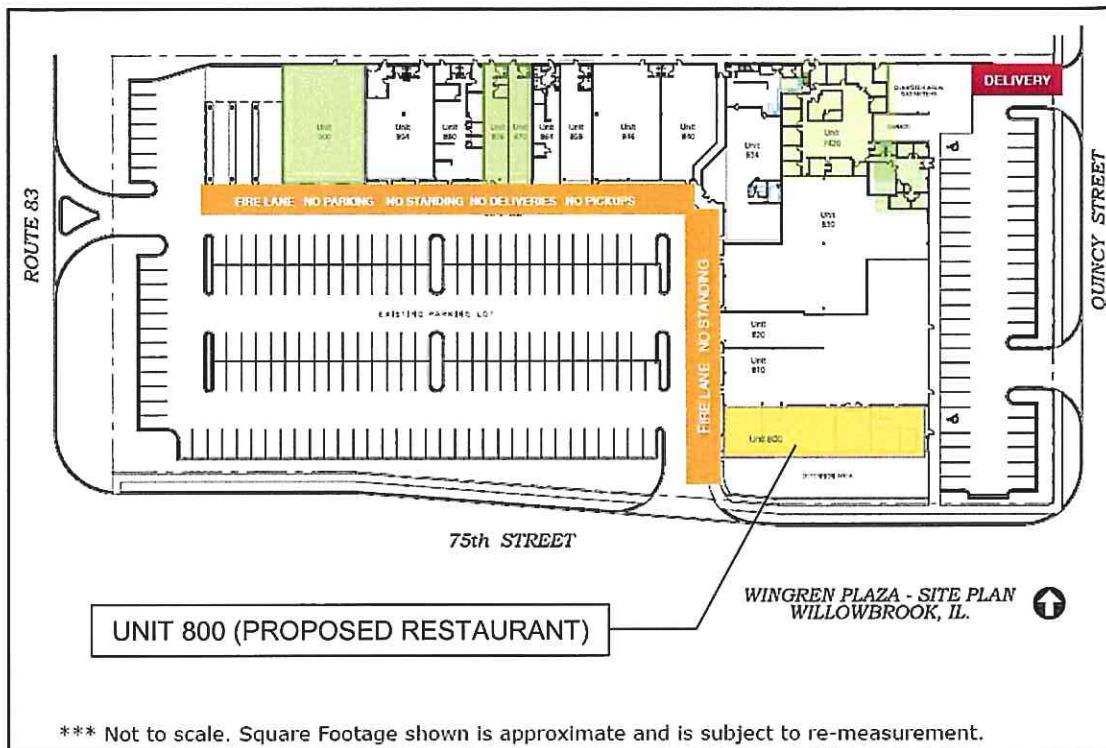
LOT 1 IN WINGREN PLAZA SUBDIVISION, BEING A RESUBDIVISION OF LOT 11 AND PART OF LOT 12 IN E.J. CHLUMSKY'S SUBDIVISION OF PART OF THE WEST HALF OF THE NORTHEAST QUARTER OF SECTION 26, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT OF WINGREN PLAZA SUBDIVISION RECORDED DECEMBER 5, 1989 AS DOCUMENT R89-152944, IN DUPAGE COUNTY, ILLINOIS.

COMMON ADDRESS: 800 75<sup>th</sup> Street, Willowbrook IL 60527.

PIN: 09-26-202-014

**EXHIBIT "B"** (Page 1 of 2)

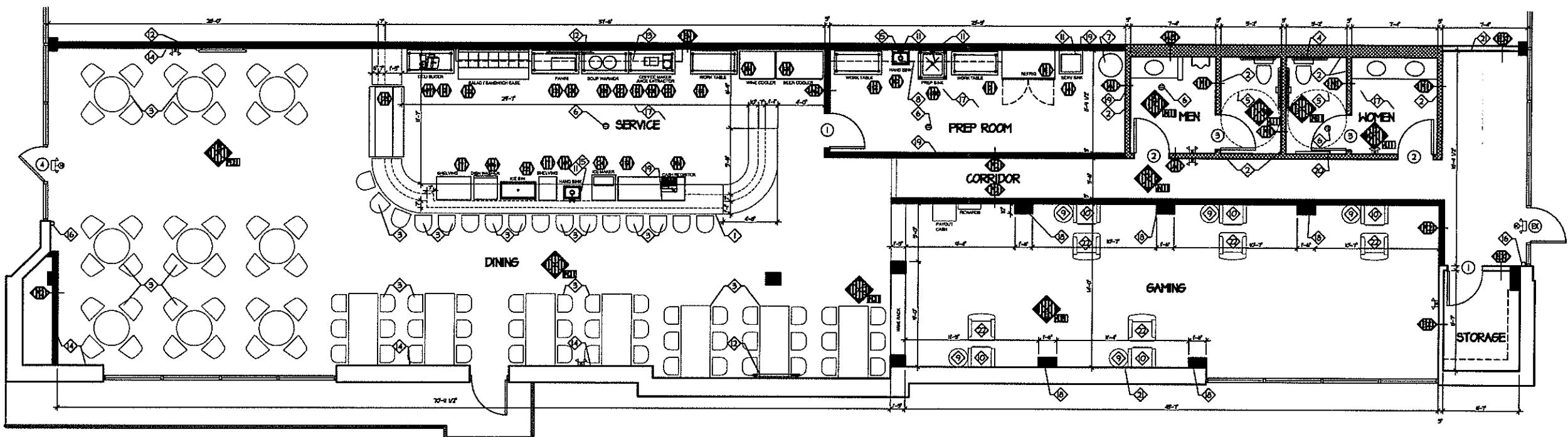
SUBJECT TENANT SPACE



Unit	Tenant Name	Size (Sq.Ft.)
900	(Vacant)	3,943
894	Orange Theory	3,063
880	Chiropractic	2,274
876	Elite Tutoring Place	1,110
870	(Vacant)	1,125
864	Papa John's	1,300
858	Kabob-Q	1,504
846	Sky Salon Suites	3,101
840	Pilates Studio	2,235
834	Revitalized Nails & Spa	4,600
830	Fedex	7,260
820	Black Tie Formal Wear	1,260
810	Club Champion	5,061
800	Lucky Bernie's	3,716
7420	(Vacant)	8,290

EXHIBIT "B" (Page 2 of 2)

INTERIOR LAYOUT



A compass rose is positioned on the left, with the letter 'N' at the top. To its right, the words 'FLOOR PLAN' are written in a large, bold, sans-serif font. Below this, the text 'SCALE 3/16" - 1'-0"' is written in a smaller, regular font.

## Floor Plan Notes

- CARPENTER-BUILT BAR - REFER TO INTERIOR ELEVATIONS, SHEET A3 AND SECTION ON SHEET A4.
- 1 1/2" SOUND ATTENUATION BATTs IN PARTITION - TYPICAL WHERE SHOWN
- FURNITURE BY TENANT
- REMOVE GYPSUM BOARD AND PROVIDE FURRING AND HSH 5/8" GYPSUM BOARD AS REQUIRED TO INSTALL NEW PLUMBING.
- 5'-0" CLEAR TURNING RADIUS
- FLOOR DRAIN - REFER TO PLUMBING DRAWINGS
- WATER HEATER REFER TO PLUMBING DRAWINGS
- NSF SHELVING MOUNTED TO WALL ABOVE FIXTURES, TOP OF SHELF 7'-0" A.F.F. PROVIDE SHEET METAL BACKING AT FASTENER LOCATIONS.
- MOVEABLE TABLE ON ARM ATTACHED TO WALL. PROVIDE BLOCKING AT FASTENER LOCATIONS. TABLE PROVIDED BY TENANT, INSTALLED BY CONTRACTOR.
- VIDEO GAMING MACHINE AND STAND. PROVIDED BY OPERATOR. PROVIDE DATA AND POWER AT EACH STATION
- COORDINATE SINK LOCATIONS WITH TENANT.
- INSTALL 8" HIDE, MIN 4'-0" LONG SHEET METAL BACKING, FASTENED TO STUDS OR FURRING AT TV RECEPTACLE LOCATIONS. REFER TO INTERIOR ELEVATIONS. COORDINATE WITH ELECTRICAL CONTRACTOR AND TV BRACKET.
- CARPENTER-BUILT NINE RACK - REFER TO INTERIOR ELEVATIONS SHEET A3. PROVIDE SOLID BLOCKING WHERE FASTENED TO WALL.
- STONE HANSCOT. REFER TO INTERIOR ELEVATIONS.
- PROVIDE BACKING OR HANGERS AS REQUIRED FOR INSTALLATION OF HALL HUNG LAVATORY OR SINK.
- BRACKET MOUNTED KOLD ABC FIRE FIRE EXTINGUISHER LOCATION.
- PROVIDE 14 HOLES WITH EPOXY EMBEDDED AT 24" O.C. INTO EXISTING SLAB WHEN RE-POURING SLAB AT TRENCHES.
- GYPSUM BOARD OVER 2x STUD DECORATIVE COLUMN FROM FLOOR TO CEILING GRID. REFER TO DETAIL SHEET A3.
- FRP ON WALLS PER FINISH SCHEDULE.
- FOLDABLE CHANGING TABLE IN WOMENS ACCESSIBLE STALL.
- PATCH & REPAIR EXISTING WALLS WHERE DEMOLITION IS REQUIRED TO INSTALL EQUIPMENT PIPING AND DEVICES REFER TO MEP SHEETS. V.I.F.
- GAMING CHAIR.

**EXHIBIT "C"**

PLAN COMMISSION RECOMMENDATION

**M E M O R A N D U M**

MEMO TO: Frank A. Trilla, Mayor  
Board of Trustees

MEMO FROM: Chairman Daniel Kopp, Plan Commission

DATE: December 6, 2018

SUBJECT: Zoning Hearing Case 18-07: Lucky  
Bernie's Restaurant, 800 75th Street,  
Willowbrook, Illinois. Consideration of  
a petition requesting approval of a  
Special Use Permit for a 3,716 square  
foot restaurant with alcohol sales and  
video gaming in the B-2 Zoning  
District.

At the regular meeting of the Plan Commission held on December 5, 2018, the above referenced application was discussed and the following motion was made:

MOTION: Made by Commissioner Remkus seconded by Commissioner Ruffolo that based on the submitted petition and testimony provided, I move that the Plan Commission approve and adopt the Standards for Special Use outlined in the Staff Report prepared for PC 18-07 for the December 5, 2018 Plan Commission meeting; and that the Plan Commission recommend to the Village Board approval of a Special Use for a Restaurant with Alcohol Sales and Video Gaming subject to the following "Conditions of Approval" listed in the Staff Report prepared for PC 18-07 for the December 5, 2018 Plan Commission meeting:

1. The special use permit for the proposed development shall be null and void if construction for the proposed use is not commenced within eighteen (18) months of the date of any approval of the special use by the Village Board.

2. The special use granted herein only applies to the 3,716 square foot space in Unit 800.
3. The special use be approved only if the applicant agrees to submit Plans for Occupancy to the Willowbrook Building Department.
4. A separate sign permit shall be obtained for any future proposed building and ground signage, pursuant to the Village Code.
5. All dumpsters shall be enclosed pursuant to Section 9-12-11 of the Municipal Code.
6. The proposed development shall provide the required number of standard and handicap accessible parking spaces.
7. Accessible (handicap) parking spaces shall comply with current applicable codes.
8. A "Do Not Block Driveway" signage shall be provided on westbound 75th Street at the site access.

ROLL CALL: AYES: Chairman Kopp, Vice Chairman Wagner, Commissioners Kaucky, Remkus, Ruffolo, Soukup and Walec; NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

Should any member of the Board have any questions regarding this matter, please do not hesitate to contact me.

DK:jp

**EXHIBIT "D"**

Findings of Fact

Section 9-14-5(B) of the Willowbrook Zoning Ordinance establishes seven (7) standards that must be evaluated by the Plan Commission and Village Board. Recommendations may include conditions of approval if appropriate to mitigate any negative impacts created by the special use. A list of the special use standards is provided below, along with the proposed findings to be incorporated in the Plan Commission's recommendation and the Village Board's ordinance if approved.

- (1) That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

Finding: The special use will allow a restaurant/cafe with licensed liquor sales and licensed video gaming, in an established shopping center with a mix of retail tenants. The tenant/operator has positive experience with this concept in other locations in DuPage County and neighboring counties. The proposed use will improve the underperforming property and aide in its value appreciation in the future. The operation of this restaurant/cafe will not be detrimental to or endanger the public health, safety, moral, comfort or general welfare.

- (2) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

Finding: The use will fill a vacant space in the existing shopping center. The landlord is supportive of the use and believes it will enhance overall occupancy and sales at the shopping center. Increased occupancy and foot traffic will provide additional customers to both adjacent businesses and surrounding land owners. The operation of the restaurant/cafe will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values in the neighborhood.

(3) That the establishment of the restaurant will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

Finding: The use will fill a vacant space in the shopping center. It will be consistent and supportive with the existing tenants/uses in the shopping center, and will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

(4) That adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided.

Finding: The use will not require any new infrastructure. Adequate utilities, access road, drainage and/or other necessary facilities have already been provided.

(5) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

Finding: No change is necessary to the existing ingress and egress to the shopping center. Adequate measures have already been taken to provide ingress and egress designed to minimize traffic congestion in the public streets.

(6) That the special use shall in all other respects conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the Village Board pursuant to the recommendation of the Plan Commission.

Finding: Other than requiring a special use permit to allow the above-described restaurant concept, no other regulations of the Village need to be modified. The proposed use in all other respects conforms to the applicable regulations of the district in which it is located.

(7) Conditions in the area have substantially changed, and at least one year has elapsed since any denial by the Village

Board of any prior application for a special use permit that would have authorized substantially the same use of all or part of the site. (Ord. 97-0-05, 1-27-1997)

Finding: Not applicable; no prior application for this use at this site.

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

### ITEM TITLE:

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL  
TO PROVIDE AMBIENT AIR SAMPLING FOR THE PRESENCE OF ETHYLENE OXIDE AT  
DESIGNATED LOCATIONS OVER A THIRTY DAY SAMPLING PERIOD - GHD SERVICES, INC.

AGENDA  
NO. **11**  
AGENDA  
DATE: 1/14/19

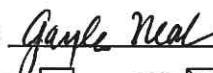
**STAFF REVIEW:** Tim Halik, Village Administrator

SIGNATURE: 

**LEGAL REVIEW:** Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH.

**RECOMMENDED BY:** Gayle Neal, Task Force Coordinator

SIGNATURE: 

**REVIEWED & APPROVED BY MUNICIPAL SERVICES COMMITTEE:** YES  NO  N/A

### ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

On September 24, 2018, the Village Board accepted a proposal from GHD Services, Inc. to perform an ambient air monitoring program for the presence of ethylene oxide (EtO) gas at eight (8) designated locations at a cost of \$32,000. The monitoring was performed on November 16<sup>th</sup> and 17<sup>th</sup>, 2018 and consisted of taking thirty-four (34) individual twenty-four (24) hour samples. The final monitoring report/sample results was received on December 11, 2018. A press release along with the full monitoring report was published on the Village website on December 12, 2018. The USEPA had also posted results of their first round of ambient air testing on December 7, 2018 which included results from their testing dates of November 13, 16 and 19, 2018. Although the EtO levels identified through Willowbrook's testing ranged from 5 to 10 times lower than the levels identified by the USEPA in May of 2018, a disparity was also noted between Willowbrook's testing results and the USEPA's testing results taken in November. Most notable was an outdoor EtO reading taken by the Village outside of the Village Hall of .576 ug/m<sup>3</sup> on November 16<sup>th</sup> compared to a reading obtained at the same location on November 19, 2018 of 6.21 ug/m<sup>3</sup> reported by the USEPA. This extreme fluctuation in EtO levels only days apart was unexpected. In addition to the disparity, Willowbrook's testing results also revealed generally higher levels of levels of EtO inside of structures than outside. The USEPA has not performed any inside testing. As a result, the Willowbrook Task Force further considered these issues and has recommended that Willowbrook perform additional testing for a longer duration.

### ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

GHD Services was again asked to submit a proposal to conduct an additional ambient air monitoring program, both indoor and outdoor as indicated below, at five (5) designated locations:

Test Site #	Building Address	Name/Facility Type	Indoor Sample	Outdoor Sample
1	7941 S. Madison Street	Gower Middle Elementary School		X
2	7650 Clarendon Hills Road	Gower West Elementary School		X
3	700 Willowbrook Cntr. Pkwy.	Willowbrook Public Works Facility		X
4	835 Midway Drive	Willowbrook Village Hall	X	X
5	7760 Quincy Street	Willowbrook Police Station	X	X

Sampling as indicated above will occur at each location on rotating intervals (i.e., For outside testing, sample canister deployment will occur every three days to match the USEPA's testing frequency. For inside testing, every day) for a period of thirty (30) days. The data obtained through this extended testing is expected to be more representative of normal operating conditions for Sterigenics. In addition, test sites no. 1, 2 and 3 are current USEPA 3-month test sites. These "co-located" samples would provide a further comparison regarding any disparity between the USEPA's monitoring and Willowbrook's monitoring, which are being handled by different testing laboratories. Indoor testing every day will provide additional data pertaining to the relationship between indoor EtO levels and outdoor EtO levels. The cost of this additional monitoring program is \$125,000.

**ACTION PROPOSED:** Adopt Resolution.

RESOLUTION NO. 19-R-\_\_\_\_\_

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO  
ACCEPT A PROPOSAL TO PROVIDE AMBIENT AIR SAMPLING FOR THE  
PRESENCE OF ETHYLENE OXIDE AT DESIGNATED LOCATIONS OVER A  
THIRTY DAY SAMPLING PERIOD - GHD SERVICES, INC.

---

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook,  
DuPage County, Illinois, that the Mayor and Village Clerk be and the same are hereby authorized  
and directed to accept the proposal from GHD Services, Inc. to perform ambient air sampling at  
designated locations over a period of thirty (30) days for the not to exceed amount of  
\$125,000.00 as set forth in the proposal attached hereto as Exhibit "A" which is, by this reference,  
expressly incorporated herein.

ADOPTED and APPROVED this 14<sup>th</sup> day of January, 2019

APPROVED:

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\_\_\_\_\_  
Mayor

ATTEST:

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\_\_\_\_\_  
Village Clerk

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_



RECEIVED

JAN - 9 2019

VILLAGE OF  
WILLOWBROOK

January 8, 2019

Reference No. 11183332

Tim Halik  
 Village Administrator  
 Village of Willowbrook  
 835 Midway Drive  
 Willowbrook, IL 60527

Dear Mr. Halik:

**Re: Proposal for Professional Industrial Hygiene and Risk Assessment Services  
 Hazard Assessment and Ambient Air Sampling – Ethylene Oxide  
 Village of Willowbrook, Illinois**

## 1. Introduction

GHD Services Inc. d/b/a GHD Environmental and Consulting Inc. (GHD) is pleased to submit this Proposed Scope of Work and Cost Estimate (Proposal) to provide additional indoor / outdoor air quality services for public sector properties located within the Village of Willowbrook, Illinois. The assessment of air quality within specified buildings and at locations outdoors shall be performed to evaluate the potential risk of exposure to ethylene oxide (EtO) aerosols. Specifically, GHD health professionals will collect ambient air samples for EtO from occupied spaces and outdoor locations. These services are requested on behalf of city officials for The Village of Willowbrook.

On July, 26, 2018 the Agency for Toxic Substances and Disease Registry (ATSDR) – Region 5, a division of the federal Department of Health and Human Services submitted a letter to the Director for Region 5 office for the Environmental Protection Agency (EPA) – Region 5 summarizing the health risk for residents potentially exposed to EtO. In this letter, the ATSDR references health assessment determinations (including air sampling data comparisons) related to EO emissions from the Sterigenics Corporation (Sterigenics) manufacturing facilities located in Willowbrook, Illinois. It is GHD's understanding that Sterigenics uses EtO as part of the sterilization processes for medical equipment and other devices. EtO is listed in the air permit for the Sterigenics – Willowbrook facility and is linked to adverse acute / chronic health effects in humans.

On November 16, 2018, GHD conducted air sampling for the Village of Willowbrook to assess the potential for exposures to Village workers and members of the community to EtO produced by the Sterigenics facilities in Willowbrook, Illinois. The sampling program for this assessment was designed to include public buildings, private residences, public parks, and schools, at locations upwind and downwind of the Sterigenics site. GHD evaluated the EtO concentrations inside buildings relative to the amounts of EtO outside buildings. The measured levels of EtO inside buildings were found to be higher than the outside at all locations sampled, with the exception of the Village Hall. This suggests possible indoor sources of EtO, which have been noted to be present in various household and consumer products such as cigarettes, auto products, cleaners, food which has been sterilized using EtO, and home maintenance products. Further research is needed to evaluate the potential adsorption of low levels of EtO to building

and indoor materials over time; for example, indoor sources such as those noted above could yield low levels of EtO indoors, which could temporarily accumulate until exchange with outdoor air.

GHD envisions the additional assessment services shall consist of two main tasks, as follows:

- Task 1 – Over a longer term testing period, quantify EtO concentrations inside occupied spaces and compare the air sampling data. Characterize indoor concentrations of EtO and otherwise provide guidance on the risk for occupancy.
- Task 2 – Quantify EtO concentrations from selected locations in outside ambient air within the Village of Willowbrook to assess potential impacts for recognized receptors and to compare to results received from indoor locations. Identify whether additional sources of EtO emissions within the immediate areas around the Sterigenics facility or other external influences are impacting sampling results.

## **2. Scope of Work**

GHD will rely on an experienced team of health professionals to meet the expectations for this project. The GHD team includes professionals from industry and regulatory agencies having a broad range of applicable industrial hygiene, risk assessment, chemical engineering, and toxicology experience. The on-site portion of the project will be conducted by GHD Certified Industrial Hygienists (CIH) with support from additional GHD resources.

It is GHD's understanding that five locations within the Village of Willowbrook have been identified for assessment based on the potential of exposures to EtO for building occupants. GHD proposes to collect a total of seven air samples at these locations over a thirty day sampling period. GHD shall collect outdoor air samples at each location on a rotating interval (i.e. air sample deployment every three days). Indoor air samples shall be collected daily from the identified indoor test sites. A list of the buildings / areas to be included in air quality assessment is included in Table 2.1.

**Table 2.1 List of Buildings / Areas for Assessment**

Test Site #	Name / Facility Type	Building Address	Sample Type	
			Indoor	Outdoor
1	Gower Middle Elementary School	7941 S. Madison Street		X
2	Gower West Elementary School	7650 Clarendon Hills Road		X
3	Willowbrook Public Works Building	701 75 <sup>th</sup> Street		X
4	Willowbrook Village Hall	835 Midway Drive	X	X
5	Willowbrook Police Station	7760 Quincy Street	X	X

GHD will perform the following field activities expected to be representative of normal operating conditions.

### **2.1 Area Airborne Sampling**

To determine the representative inhalation exposures for building occupants, GHD will collect area air samples for EtO inside the occupied spaces. The area air samples shall be collected at breathing zone height (approximately 5 to 6 feet) in an effort to simulate representative inhalation exposures for the affected occupants in each area. GHD anticipates collecting one area air sample in two selected buildings and five area air samples in selected outdoor locations during each sample period. Area air samples shall be collected using evacuated SUMMA canisters with 24-hour metered flow regulators. All air samples for shall

be collected according to the Environmental Protection Agency (EPA) Method TO-15 including the analysis for EtO. All samples shall be shipped under appropriate Chain of Custody (COC) procedures to SGS Galson Laboratory for analysis. Galson is accredited by the American Industrial Hygiene Association (AIHA) for the analysis of air samples. The laboratory results for the air samples will be relied on to identify any occupied areas where airborne EtO concentrations are present in greater concentrations compared to background.

## 2.2 Field Documentation

Appropriate field documentation will be collected including a daily activity log, sampling field forms, site observations, and other pertinent documentation. All sampling data and supporting documentation collected during this assessment shall be stored in a comprehensive on-Site electronic database. GHD shall use custom database application (i.e. mobile data collection and data management tools for field data collection, archiving and reporting) that upload field data directly to a secure GHD server.

## 2.3 Schedules and Deliverables

GHD will work with the Village of Willowbrook to set up a mutually agreeable schedule for the additional assessment activities. GHD understands that air sampling is scheduled for completion during the first quarter of 2019. To ensure that this deadline is met, GHD will make the necessary personnel and resources available for this project.

At the completion of the sampling activities, GHD will provide a written report to the Village of Willowbrook within twenty business days after receiving the laboratory results. The report will include the following:

- An executive summary
- A comparison of sampling results reported at indoors / outdoors locations
- A site plan presenting monitoring and sampling locations
- Determination on the occupancy for building occupants
- Conclusions and recommendations

## 3. Estimated Cost

This proposal describes the estimated cost for providing the services described above. Costs for any additional services or labor will be billed on a time and materials basis and will require prior approval by the Village of Willowbrook. We estimate the cost to provide these services will be approximately **\$125,000**. This figure includes the estimated costs for labor, expenses, travel, laboratory fees, and equipment usage and represents our good-faith attempt to approximate the cost to achieve the goals of this project and the deliverables noted above. For your consideration, GHD has divided the estimated costs accordingly.

**Table 3.1 Cost Estimate**

Description	Estimated Cost
Labor (travel, project coordination, on-site activities)	\$63,000
Labor (data review, reporting, conclusions)	\$20,000
Sample Analysis (equipment use and laboratory fees)	\$36,000
Expenses (travel, shipping, transportation)	\$6,000
<b>Total</b>	<b>\$125,000</b>

#### **4. Closing**

We appreciate the opportunity to submit this Proposal to the Village of Willowbrook and look forward to working with you. Please do not hesitate to contact us if you require further information or clarification regarding the Scope of Work and Cost Estimate presented herein.

Sincerely,

GHD Services Inc.



Benjamin Chandler, M.S., CIH, CSP

BLC/lf/1/PR/Clt.

cc:   Renee Cipirano, Schiff Harden, LLC  
      Gayle Neal, Village of Willowbrook  
      Dyron Hamlin, GHD  
      Lucy Frazier, Lucy Frazier Consulting

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

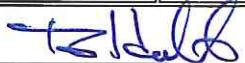
### ITEM TITLE:

A RESOLUTION OF THE VILLAGE OF WILLOWBROOK APPROVING AND AUTHORIZING  
THE EXECUTION OF A JOINT PROSECUTION AGREEMENT BY AND BETWEEN THE  
VILLAGE OF WILLOWBROOK, THE OFFICE OF THE ILLINOIS ATTORNEY GENERAL AND  
THE OFFICE OF THE DUPAGE COUNTY STATE'S ATTORNEY

AGENDA NO. **12**

AGENDA  
DATE: 1/14/19

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: 

LEGAL REVIEW: Thomas Bastian, Andrew Y. Acker, Village Attorneys SIGNATURES: T. BASTIAN A. ACKER

RECOMMENDED BY: Thomas Bastian, Village Attorney SIGNATURE: THOMAS BASTIAN

REVIEWED & APPROVED BY MUNI. SERV. COMMITTEE: YES  NO  N/A

### ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

On October 30, 2018, the Illinois Attorney General's Office and the DuPage County State's Attorney's Office filed litigation against Sterigenics International, Inc. in the case, *People of the State of Illinois v. Sterigenics U.S., LLC* (Case No. 2018CH001329) filed in DuPage County Circuit Court. On November 30, 2018, Willowbrook joined this lawsuit as an Intervening Petitioner. On December 5, 2018, attorneys for Sterigenics filed a Motion to remove the case to the Northern District of Illinois Federal Court (Case No. 18-cv-08010). On January 3, 2019, a Motion was filed by the Plaintiffs to remand the case back to State Court. Sterigenics U.S. must file their response by January 25, 2019 and the Plaintiffs may file a reply brief by February 8, 2019.

### ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

As the Plaintiffs in this case prepare the prosecution, the sharing of information by the employees, consultants, agents and respective counsel for the Office of the Attorney General, the Office of the State's Attorney of DuPage County, and the Village of Willowbrook will further the common goals of their claims, causes of action, and interest in the pending action and any other civil actions against Sterigenics. As such, all parties agree that a Joint Prosecution and Information Agreement is necessary since all parties have joint and overlapping claims, causes of action, and assertion of interest against Sterigenics. This Agreement will ensure that the privilege and confidentiality pertaining to this information extends to all parties.

### ACTION PROPOSED:

Adopt Resolution.

**RESOLUTION NO. 19-R-\_\_\_\_\_**

**A RESOLUTION OF THE VILLAGE OF WILLOWBROOK APPROVING AND  
AUTHORIZING THE EXECUTION OF A JOINT PROSECUTION AGREEMENT BY  
AND BETWEEN THE VILLAGE OF WILLOWBROOK, THE OFFICE OF THE  
ILLINOIS ATTORNEY GENERAL AND THE  
OFFICE OF THE DUPAGE COUNTY STATE'S ATTORNEY**

WHEREAS, there is currently pending and unresolved certain litigation involving Sterigenics U.S., LLC known as *People of the State of Illinois, ex rel. Lisa Madigan, Attorney General of the State of Illinois and ex rel. Robert Berlin, State's Attorney for the County of DuPage*, Plaintiffs vs. *Sterigenics U.S., LLC, a Delaware limited liability company*, Defendant and *Village of Willowbrook, an Illinois municipal corporation*, Intervening Petitioner, Case No. 2018 CH 001329; and

WHEREAS, the Village of Willowbrook, the Office of the Illinois Attorney General and the Office of the State's Attorney of DuPage County share close and common interests in pursuing claims against Sterigenics U.S., LLC and its facility located in the Village of Willowbrook; and

WHEREAS, the sharing of information by the employees, consultants, agents and respective counsel for the Office of the Illinois Attorney, the Office of the State's Attorney of DuPage County and the Village of Willowbrook will further the common goals of their claims, causes of action and interests in the pending action and any other civil actions, against Sterigenics; and

WHEREAS, all parties to a certain proposed Joint Prosecution and Information Sharing Agreement, a copy of which is attached to this Resolution and expressly made part hereof, agree that consultation and cooperation between the Village of Willowbrook, the Office of the Illinois Attorney General and the Office of the State's Attorney of DuPage County may lead to joint and overlapping claims, causes of action, and assertion of interests against Sterigenics; and

WHEREAS, the Office of the Illinois Attorney General, the Office of the State's Attorney of DuPage County, and the Village of Willowbrook recognize and agree that all written and oral communications related to the pending litigation are being made in anticipation of and relating to the litigation; and

WHEREAS, the Corporate Authorities of the Village of Willowbrook have determined that it is in the best interests of the Village and its residents that that certain Joint Prosecution and Information Sharing Agreement attached hereto be approved.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village

of Willowbrook, DuPage County, Illinois that the certain Joint Prosecution and Information Sharing Agreement attached hereto as Exhibit "A" be and is hereby approved.

BE IT FURTHER RESOLVED that the Village Attorneys for the Village of Willowbrook be and are hereby directed and authorized to execute said Agreement on behalf of the Village of Willowbrook.

This Resolution shall be in full force and effect upon its passage and approval, as required by law.

Passed and approved this 14<sup>th</sup> day of January, 2019 by a roll call vote as follows:

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED:

---

Frank A. Trilla, Mayor

ATTEST:

---

Leroy Hansen, Village Clerk

**JOINT PROSECUTION AND INFORMATION SHARING AGREEMENT**

1. This Joint Prosecution and Information Sharing Agreement ("Agreement") reflects the mutual understanding among the Illinois Attorney General's Office ("AGO") and the DuPage County State's Attorney's Office ("DuPage State's Attorney"), acting on behalf of the People of the State of Illinois, and the Village of Willowbrook ("Village"), with respect to privileges and protections that may be asserted in connection with various claims arising from Sterigenics U.S., LLC's ("Sterigenics") facilities located at 7775 South Quincy Street, Willowbrook, DuPage County, Illinois and 830 Midway Street, Willowbrook, DuPage County, Illinois, (together "Facility") at which Sterigenics conducts its ethylene oxide gas commercial sterilization operations.

2. The AGO, DuPage State's Attorney and Village share close and common interests in pursuing claims against Sterigenics regarding its Facility. The AGO, DuPage State's Attorney and Village accordingly agree that the sharing of information by their employees, consultants, agents and counsel will further the common goals of their claims, causes of action, and interests in any civil actions. The AGO, DuPage State's Attorney and Village believe that this Agreement is desirable to facilitate consultation between them in furtherance of their common interest in their claims, causes of action, and interests against Sterigenics.

3. Specifically, the AGO, DuPage State's Attorney and Village have been and will be consulting with one another regarding the case of *People of the State of Illinois v. Sterigenics U.S., LLC* (Case No. 2018CH001329), which was filed on October 30, 2018 in the DuPage County Circuit Court, and which was removed on December 5, 2018 to the Northern District of Illinois federal court (Case No. 18-cv-08010) (the "Litigation"), and the AGO, DuPage State's Attorney and Village expect consultation regarding any other pleadings or negotiations to continue throughout the Litigation.

4. The AGO, DuPage State's Attorney and Village expect that this consultation may lead to joint or overlapping claims, causes of action, and assertion of interests against Sterigenics and potential settlement negotiations relating thereto.

5. The AGO, DuPage State's Attorney and Village recognize and agree that all written and oral communications related to the Litigation are being made in anticipation of, and relating to, litigation. The AGO, DuPage State's Attorney and Village agree that all documents or communications exchanged among them or their counsel related to their common interest in any claims against Sterigenics, as described in Paragraph 3 (above), shall be treated as privileged and confidential to the fullest extent permitted by law.

6. The AGO, DuPage State's Attorney and Village do not intend through their consultations, either before or after the initiation of litigation, to waive any privileges or protections, such as, but not limited to, attorney-client privilege, work product protection and the deliberative process privilege, which would otherwise attach to any information, documents, or communications shared among the parties. The AGO, DuPage State's Attorney and Village specifically intend that all such privileges and protections shall be preserved, and that privileged or protected information shall be protected from disclosure to Sterigenics or to any third party, except with respect to

disclosures agreed to by the AGO, DuPage State's Attorney and Village and disclosures which are otherwise mandated pursuant to the Illinois Freedom of Information Act or other applicable State or federal law, or an Order of Court.

7. The AGO, DuPage State's Attorney and Village agree that any information or documents shared pursuant to this Agreement may be exempt from public disclosure under 5 ILCS 140/1 *et seq.* due to the exemptions in 5 ILCS 140/7.

8. The AGO, DuPage State's Attorney and Village further agree to consult and notify each other in writing before producing any documents or communications relating to any judicial enforcement actions against Sterigenics, that is treated as privileged and confidential under the terms of this Agreement, if such production is made on a voluntary basis; however, if such production is made pursuant to the Illinois Freedom of Information Act, or pursuant to any other law, regulation, or Order of Court, the AGO, DuPage State's Attorney or Village shall notify the other parties at least 5 days prior to any mandated release of such record.

9. The AGO, DuPage State's Attorney and Village agree and acknowledge that the common interest privilege and confidentiality established by this Agreement is held jointly by each of the parties and that neither the AGO, DuPage State's Attorney nor Village is authorized to unilaterally waive the privilege or protection with respect to any information or documents shared pursuant to this Agreement.

10. The AGO, DuPage State's Attorney and Village agree that if documents and/or communications are exchanged that are otherwise privileged or protected, immune from disclosure, or subject to another legal claim of confidentiality, the party sending such documents shall identify the sender and stamp or otherwise mark each document as "privileged and/or protected and confidential," and the party receiving the documents shall take measures to ensure that the documents and communications remain confidential, including, but not limited to: (a) maintaining such documents in separate files, and; (b) restricting access to privileged and/or protected documents and information to the receiving party's attorneys or other legal or technical staff or consultants.

11. The AGO, DuPage State's Attorney and Village shall each take all necessary and appropriate measures to ensure that any person who is granted access to any confidential information or documents shared pursuant to this Agreement is familiar with the terms of this Agreement and complies with such terms as they relate to the duties of such person.

12. With respect to documents and communications exchanged prior to or during the pendency of this Agreement, the confidentiality obligations established by this Agreement shall remain in full force and effect, without regard to whether the Agreement is terminated pursuant to Paragraph 13 and without regard to whether the claims are terminated by final judgment or settlement.

13. The AGO, DuPage State's Attorney or Village may terminate this Agreement, subject to Paragraph 12, by providing the other parties 15 days written notice of the intent to withdraw from this Agreement.

14. This Agreement is intended to be executed on separate signature pages.

THE UNDERSIGNED PARTIES enter into this Joint Prosecution and Information Sharing Agreement among the Illinois Attorney General's Office, DuPage County State's Attorney's Office and Village of Willowbrook regarding Sterigenics U.S., LLC.

ON BEHALF OF THE STATE OF ILLINOIS

PEOPLE OF THE STATE OF ILLINOIS  
*ex rel.* LISA MADIGAN,  
Attorney General of the State of Illinois

MATTHEW J. DUNN, Chief  
Environmental Enforcement/Asbestos  
Litigation Division

BY: \_\_\_\_\_

\_\_\_\_\_  
Date

ELIZABETH WALLACE, Chief  
Environmental Bureau  
Assistant Attorney General  
69 W. Washington Street, 18<sup>th</sup> Floor  
Chicago, IL 60602  
(312) 814-5396

PEOPLE OF THE STATE OF ILLINOIS  
*ex. rel.* ROBERT B. BERLIN, State's Attorney  
for DuPage County, Illinois

BY: \_\_\_\_\_

\_\_\_\_\_  
Date

LISA SMITH  
Assistant State's Attorney  
DuPage County State's Attorney's Office  
503 N. County Farm Road  
Wheaton, Illinois 60187  
(630) 407-8206

ON BEHALF OF VILLAGE OF WILLOWBROOK

VILLAGE OF WILLOWBROOK

By: \_\_\_\_\_

\_\_\_\_\_  
Date

THOMAS BASTIAN  
ANDREW Y. ACKER  
Storino Ramello and Durkin  
9501 W. Devon Ave., 8<sup>th</sup> Floor  
Rosemont, IL 60018  
(847) 318-9500