

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, APRIL 22, 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 - Special Board Meeting (Budget Review) - March 18, 2019 (APPROVE)
 - c. Minutes - Public Hearing on the Proposed Appropriation Ordinance - April 8, 2019 (APPROVE)
 - d. Minutes - Regular Board Meeting - April 8, 2019 (APPROVE)
 - e. Warrants - \$217,661.03 (APPROVE)
 - f. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Enter into an Agreement with BKD LLP for Audit Services for Fiscal Year 2018/19 (ADOPT)
 - g. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Enter into an Agreement with Sikich LLP for Human Resources On Demand Support Services for FY 2019/20 (ADOPT)
 - h. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Accept a Proposal to Conduct the 2019 Village-Wide Spring Brush Collection Program - N.J. Ryan Tree & Landscape, LLC (ADOPT)
 - i. Resolution - A Resolution Approving a Plat of Easement - 750 67th Place (ADOPT)

- j. Resolution - A Resolution Proclaiming May 15, 2019 Police Officers Memorial Day and the Week of May 12-18, 2019 as Police Week in the Village of Willowbrook (ADOPT)
- k. Motion - Motion to Approve - Community Resource Center/Village Council Chambers Renovation Project: Payout #5 - Partial Payment, L.J. Morse Construction Company (PASS)
- l. Motion - Board Advice and Consent to Mayor's Appointments to Fill Vacancies in the Parks & Recreation Commission, Plan Commission, Board of Police Commissioners, and Police Pension Fund Board (PASS)
- m. Mayor's Appointments to Committees of the Board of Trustees for 2019 and Beyond (PASS)
- n. Motion - Board Authorization for Staff to Process Current Delinquent Water Bills in Accordance with Past Practices (PASS)
- o. Plan Commission Recommendation - Public Hearing 19-01: Beyond Self Storage, Illinois Route 83 (Kingery Highway) Frontage Road and 79th Street (RECEIVE)

NEW BUSINESS

- 7. MOTION - TO APPROVE THE FISCAL YEAR 2019/20 BUDGET
- 8. MOTION - TO RECLASSIFY THE POSITION OF BUILDING INSPECTOR TO BUILDING OFFICIAL, SET AT PAY GRADE 10 WITHIN THE VILLAGE SALARY PLAN, AND TO APPROVE THE PROMOTION OF CURRENT BUILDING INSPECTOR ROY GIUNTOLI TO THE NEWLY CREATED POSITION OF BUILDING OFFICIAL EFFECTIVE MAY 1, 2019
- 9. MOTION - TO CREATE THE NEW POSITION OF POLICE ACCREDITATION MANAGER/ADMINISTRATIVE SECRETARY, SET AT PAY GRADE 6 WITHIN THE VILLAGE SALARY PLAN, AND TO APPROVE THE PROMOTION OF CURRENT POLICE SECRETARY NANCY TURVILLE TO THE NEWLY CREATED POSITION OF POLICE ACCREDITATION MANAGER/ADMINISTRATIVE SECRETARY EFFECTIVE MAY 1, 2019

PRIOR BUSINESS

- 10. COMMITTEE REPORTS

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11. ATTORNEY'S REPORT
12. CLERK'S REPORT
13. ADMINISTRATOR'S REPORT
14. MAYOR'S REPORT
15. CLOSED SESSION
16. ADJOURNMENT

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY MARCH 18, 2019 AT 4:40 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Mayor Trilla at 4:40 p.m.

2. ROLL CALL

Those present at roll call were Mayor Trilla, Trustees Sue Berglund, Umberto Davi, Terrence Kelly, Michael Mistele, Gayle Neal and Paul Oggerino.

Also, present were Village Administrator Timothy Halik, Director of Finance Carrie Dittman, Police Chief Robert Schaller, Deputy Chief of Police Lauren Kasper, Superintendent of Public Works Joe Coons and Deputy Clerk Christine Mardegan.

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Village Administrator Timothy Halik to lead everyone in saying the Pledge of Allegiance.

4. VISITOR'S BUSINESS

None Presented.

5. DISCUSSION- FISCAL YEAR 2019/20 DRAFT BUDGET

Director Dittman thanked the board for attending the meeting this evening, we have progressed to the Board Budget Workshop #1 tonight, where we will present updated budget figures to the Board. Tonight's presentation will include information on balances of the major Village funds calling attention to significant changes that were made since the Joint Committee Presentation on February 25. We will also take a close look into several discretionary spending items that will be presented in the latter part of tonight's presentation. Finally, we will conclude with a closed session to discuss employee compensation.

Director Dittman continued that although we will not go through them this evening, the detail of revenues and expenditures by fund, department and line item are included in the packet following the presentation slides. These are provided for your additional reference.

At the conclusion of tonight's presentation, if the Board considers it necessary, we can hold a second Board Budget Workshop on April 8. Otherwise, any discussion items from tonight's meeting will be incorporated into a final budget document that will be adopted at the April 22 board of trustees meeting.

Lastly, after the final budget is adopted, we will prepare the comprehensive budget for consideration of the GFOA's Distinguished Budget Presentation Award. We recently received notice that the Village was awarded this prestigious award for our current May 1, 2018 - April 30, 2019 budget document. This was our 17th consecutive award!

Director Dittman noted that the proposed budget maintains all existing services and programs. The proposed days of operating expense reserves in the General Fund as of 4/30/20 are projected at 170 days and \$4,246,869, and the projected cost of one day to operate the General Fund is \$25,032.

The drawdown from the joint committee presentation was projected at \$679,719, so it has declined about \$240,000 to \$919,718 for reasons we will discuss shortly.

No changes have been made to the health insurance or pension contribution figures from what was included in the joint committee presentation.

The General Fund balance drawdown slide has been revised to show the new drawdown amount by General Fund dept. Changes have been made to the total revenues, BOPC, Administration and Planning & Economic Development Departments.

Regarding personnel/staffing, as presented in February, we have not included any wage increases for any class of employee, union or non-union. That discussion will occur in closed session this evening.

We do have one more full-time position over last year, for the Supt of Public Works, which brings the total full-time employee total to 39 for 2019.

The health insurance rate increase is included at 4.9%, which was IPBC's anticipated increase as of February. The IPBC has indicated that the increase will actually be 3.9% which will be voted on by the IPBC at the end of this week. Once approved, we will adjust the health insurance amounts accordingly. If the increase is only 3.9%, we will reduce the insurance budget by about \$5,400. The Village contribution amounts by premium tier are noted in the slide. The Village pays 100% of the employee premium and 80% towards each of the other three tiers.

The police pension contribution is \$986,858 which is the actuary's recommended amount, which was requested by the Police Pension board last October. The amount budgeted is based on 100% funding by 2040, however 90% is the minimum contribution by IL state statute. If the board opts to pay the statutory minimum contribution, it would be \$677,066. This would lower our funded status, however (we are currently about 71% funded).

Our next valuation will be performed as of 4/30/19, and will include 1 additional beneficiary for Sgt Drake's disability pension. A total of 18 beneficiaries (15 retirees, 2 non-duty disabilities and 1 duty disability pension). The former surviving spouse beneficiary passed away in May 2018. This assumes no additional officers retire before April 30, 2019.

The IMRF contribution for CY 2019 decreased to 12.23%, a decrease of 2.51% or \$21,735. We do not know what CY 2020's employer contribution rate will be so we have used 12.23% as the rate for the entire fiscal year. IMRF's contribution rate has been steadily decreasing the last several years.

Financial Overview:

Major changes to the budget made since the Joint Committee Presentation:

General Fund:

- Income tax reduction of 5% or -\$35,000 is per the info learned in Gov. Pritzker's state of the state address. In February, the Village received a \$220k building permit for ROC Willowbrook (storage facility at 7605 Quincy St.) so expected permit revenue for FY 18/19 has been increased.
- The South Suburban Area plan will not be performed during this fiscal year; the total project cost of \$45,000 was moved over to next year's budget. Also, crisis management expense for Sterigenics in FY 19/20 that had been budgeted at \$150,000 was doubled to \$300,000.

Water Fund:

- DuPage Water Commission announced tentative increase in water rates from \$4.94 to \$4.97/1,000 gal; this increased water purchase costs from \$1,729,000 to \$1,739,500 (i.e., additional \$10,500)
- The ending balance (net assets) decreased \$ 637 to \$ 4,797,545, fund is drawing down net assets in FY 19/20 by \$ 328,511 (due to \$400,000 transfer to Water Capital Fund).

Director Dittman continued the discussion with a summary of the revenues for each fund. FY 2019-20 General Fund Revenues = \$8,706,638. Sales tax is the largest percentage at 46%, followed by utility tax at 10% and income tax at 9%.

- Director Dittman then described the expenditure summary by fund. FY 2019-20 General Fund Expenditures = \$9,626,356. The police department has the largest share at 55%, followed by Public Works and Administration, both at 13%.

The General Fund summary over the next 5 years is depicted in a table. The first column is the current year projection of total revenues, total expenditures and ending fund balance. The # of reserve days is projected to be 216. The ending fund balance of \$5.1 million then becomes the starting point for the next budget year, our Year 1.

- Subsequent years (2-5) generally have 1.0% revenue increases and 3.0% expenditure increases in most line items, except for non-recurring capital.
- In red: Deficit spending every year over next 5 years. Significant capital expenditures are not included in future years, nor are any salary increases.
- At very bottom, you can see the projected # days reserves over the coming 5-year period.
- Per our financial advisor, one of the key benchmarks that the bond rating agencies want to see is high General Fund's fund balance sustained over time. Ideal balance to get a notch up in rating is 75%. Bare minimum to keep our current rating (among other factors) is 30% of expenditures. In Year 3 it is 36%, then 34%, then 26%.

The graphical depiction of General Fund's fund balance over the next 5 years was discussed. At the February committee presentation, we had projected an FY 18/19 deficit of \$120,707, so we've actually turned that around by about \$240,000 to end with a projected surplus of \$118,081 at April 30, 2019.

- Since the February committee presentation, the Water Fund has only changed slightly; working capital for 19/20 dropped about \$600 and 1 reserve day. MFT projected fund balances increased \$1,000 over previously projected due to interest earnings.
- Water Fund summary next 5 years: first column is the current year projection of total revenues, total expenses and ending net assets. The # of reserve days is projected to be 199. The ending net assets of \$5.1 million then becomes the starting point for the next budget year, our Year 1. The deficit spending in Years 1-5 is completely controllable as they include annual transfers to the Water Capital Fund of \$400,000 each year and were included merely as a placeholder. The future year projections (Year 2-5) will be updated so that the annual transfer amount will be reduced to a level to maintain the reserve days at the target of 90.
- Director Dittman explained that at April 30, 2020, the General Fund total is projected to be \$4,246,869 (170 reserve days). This is an excess over the 120-day minimum target of 50 days, or \$1,243,029. The Water Capital Fund balance is projected to be \$781,794 at April 30, 2020, and could be transferred back to the Water Fund if necessary.
- LAFER residual balance of \$8,572 expected after the conclusion of the CRC exterior work this year.
- Hotel/Motel Tax Fund - the fund balance is currently NOT available for general spending, it is restricted to attracting overnight hotel stays. However, if the Village is granted home rule status in the upcoming April election, the balance of that fund could be transferred to the General Fund for any unrestricted use. At 4/30/19, there would be about \$500,000 available.

If the board decides to go that direction, the Hotel/Motel Tax Fund budget would need to be revised prior to the budget adoption and a decision would need to be made on the continuance of the relationship with the DuPage Convention & Visitors Bureau, which handles the advertising currently.

Discretionary Items:

Administrator Halik began a discussion of the discretionary items. Items for consideration are:

- 1) Year 2 of CRC building (estimated cost: \$767,600)
- 2) Ridgemoor Park renovation (estimated cost with escalation: \$180,000)

- 3) Village Hall parking lot replacement, recommended to defer project (estimated cost after applying DuPage County grant: \$231,066)
- 4) Garfield Ave. sidewalk connection with Burr Ridge (estimated cost with escalation: \$55,000)
- 5) Repair of Village Hall front pylon wall (estimated cost: \$24,420)
- 6) Village Hall and Police Dept HVAC improvements (no cost known at this time)

A general discussion regarding the above items took place. The consensus of the board was to pass on items 1 and 2. However, the board agreed to add \$20,000 for CRC architectural fees. The board agreed to proceed with items 3, 4, 5 and 6, with an estimate of \$300,000 added to the budget for item 6 (\$100,000 for each building for HVAC). Trustee Oggerino commented that he would like to see better signage at the entrances to the Village on Rt. 83. The board discussed and agreed to add \$100,000 to the budget for 3 monument type signs, one at each entrance on Rt. 83 and one at the Village Hall. The total cost of the above discretionary items approved is \$730,486, and will be added to the budget. This will cause the fund balance drawdown to be \$1,650,204 and will bring the April 30, 2020 General Fund balance down to \$3,516,383.

6. CLOSED SESSION

Mayor Trilla adjourned into closed session at 6:00 pm.

7. ADJOURNMENT

The board returned to open session at 6:25 pm. Motion to adjourn was made by Mayor Trilla.

The meeting was adjourned at 6:25 p.m.

(Minutes transcribed by: (Christine Mardegan and Carrie Dittman)

MINUTES OF THE PUBLIC HEARING ON THE PROPOSED APPROPRIATION ORDINANCE BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, APRIL 8, 2019, AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

6c

1. CALL TO ORDER

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

2. ROLL CALL

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

Also, present were Village Attorney Thomas Bastian, Village Administrator Timothy Halik, Director of Finance Carrie Dittman, Police Chief Robert Schaller, Police Deputy Chief Lauren Kaspar, and Deputy Clerk Christine Mardegan.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Clerk Hansen to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

There was no visitor's business.

5. PUBLIC HEARING - FY 2019/2020 APPROPRIATION ORDINANCE

Mayor Trilla opened up the hearing for questions or comments from the Village Board.

Trilla then opened up the hearing for questions or comments from the public.

Mayor Trilla asked Clerk Hansen, "Have we received any written comments of the proposed appropriation?" Clerk Hansen responded, "No written comments have been received."

Mayor Trilla declared the public hearing closed.

6. ADJOURNMENT

Motion to Adjourn made by Trustee Umberto Davi and seconded by Trustee Sue Berglund. Motion Carried. The meeting was closed at the hour of 6:34 p.m.

Minutes transcribed by Christine Mardegan.

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES
OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, APRIL 8, 2019 AT THE
WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET,
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

6d

1. CALL TO ORDER

The meeting was called to order at the hour of 6:35 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, Terrence Kelly, Michael Mistele, Gayle Neal, and Paul Oggerino.

ABSENT: None.

Also present were Village Attorney Thomas Bastian, Village Administrator Timothy Halik, Director of Finance Carrie Dittman, Chief of Police Robert Schaller, Deputy Chief Lauren Kasper and Christine Mardegan.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Saying the Pledge of Allegiance was waived, since it was already said at the start of the previous meeting.

4. VISITORS' BUSINESS

Several residents spoke about issues and concerns relating to Home Rule, Sterigenics, and congratulated Trustee Neal, Trustee Oggerino and Trustee Berglund on winning the election.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - March 25, 2019 (APPROVE)
- c. Warrants - \$284,560.01 (APPROVE)
- d. Monthly Financial Report - March 31, 2019 (APPROVE)
- e. Ordinance - An Ordinance Amending Title 3, Chapter 12, Section 3-12-5(B) of the Village Code - Classifications: Class B License (PASS)

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

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

6. Resolution - A RESOLUTION AUTHORIZING THE MAYOR TO ACCEPT AND EXECUTE AN EMPLOYEE LEASING AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK AND GOVTEMPSUSA, LLC TO PROVIDE AN INTERIM VILLAGE ADMINISTRATOR WORKING AS AN INDEPENDENT CONTRACTOR

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

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

7. COMMITTEE REPORTS

Trustee Neal had no report. Trustee Neal related her appreciation for all the voters. Trustee Neal stated that now that the election is over, she is hopeful that some of the inaccurate and offensive rhetoric that has been posted on social media can end.

Trustee Kelly had no report. Trustee Kelly concurred with Trustee Neal.

Trustee Mistele had no report. Trustee Mistele was in agreement with Trustee Neal stating that the comments were absurd. He said members have been as open and as transparent as can be for the past 30 years.

Trustee Berglund had no report. Trustee Berglund agreed with Trustee Neal.

Trustee Davi had no report. Trustee Davi thanked Mayor Trilla for appointing him to the committee and congratulated all the Trustees that won. He is in agreement with Trustee Neal.

Trustee Oggerino had no report. Trustee Oggerino thanked Trustee Neal for her comment.

8. ATTORNEY'S REPORT

Attorney Bastian had no report.

9. CLERK'S REPORT

Clerk Hansen had no report.

10. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

11. MAYOR'S REPORT

Mayor Trilla related that on April 2, 2019 the voters from the Village of Willowbrook approved the Home Rule status with the uncertified votes of 1227 (for) and 944 (against). Once the certified election results are received, the Village Clerk shall file a statement with the office of the Illinois Secretary of State showing the results of the referendum. The certification must be filed in 45 days or by May 18th, 2019. The certification is to be filed with the public record division of the office of the Secretary of State. The official results are certified by the DuPage County election commission within 21 days after the election or by April 23, 2019. As a result, of the referendum passage, we have reactivated our Village Laws and Ordinances Committee. Trustee Kelly and Trustee Davi have been appointed to this committee, and Trustee Kelly will chair the committee.

Trustee Kelly commented that he and Trustee Davi will work with the Mayor, fellow Trustees, the Village Administrator, the Village Attorney, other Village officers, departments, agencies and residents to recommend new ordinances based on the Home Rule status and make changes to our existing ordinances. We will attempt to

be as transparent as possible. Residents will have the opportunity to comment in public or in writing on all zoning code changes

12. CLOSED SESSION

a. Consideration of the Appointment, Employment, Compensation, Performance of a Specific Village Employees Pursuant to Chapter 5 ILCS 120/2(c)(1)

ADJOURN INTO CLOSED SESSION

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to adjourn into Closed Session at the hour of 6:56 p.m.

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

MOTION DECLARED CARRIED

14. ADJOURNMENT

MOTION: Made by Trustee Oggerino and seconded by Trustee Neal, to adjourn the Regular Meeting at the hour of 7:23 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

April 22, 2019.

Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.

W A R R A N T S

6e

April 22, 2019

GENERAL CORPORATE FUND	-----	\$75,181.45
WATER FUND	-----	131,290.58
CAPITAL PROJECT FUND	-----	11,189.00
 TOTAL WARRANTS	-----	 \$217,661.03

Carrie Dittman, Director of Finance C.D.

APPROVED:
Frank A. Trilla, Mayor

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
 CHECK DATE FROM 04/10/2019 - 04/23/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
			FUND: 01 GENERAL FUND				
04/23/2019	APCH	93959	FENSKY JOHN	CHILDRENS SPECIAL EVENTS - OTHER	585-150	20	28.05
04/23/2019	APCH	93961	FUN ONES	FAMILY SPECIAL EVENT - RACE	585-154	20	1,884.85
04/23/2019	APCH	93963	HOME DEPOT CREDIT SERVICES	OPERATING SUPPLIES & EQUIPMENT	710-401	35	10.98
				STREET & ROW MAINTENANCE	750-328	35	409.99
				STREET & ROW MAINTENANCE	750-328	35	30.00
				CHECK APCH 93963 TOTAL FOR FUND 01:			450.97
04/23/2019	APCH	93964	HP PRODUCTS	BUILDING MAINTENANCE SUPPLIES	466-351	10	564.66
				BUILDING MAINTENANCE SUPPLIES	466-351	10	691.23
				CHECK APCH 93964 TOTAL FOR FUND 01:			1,255.89
04/23/2019	APCH	93965	HR SIMPLIFIED	HEALTH/DENTAL/LIFE INSURANCE	455-141	10	100.00
04/23/2019	APCH	93966*#	IL DEPT OF COMMERCE & ECONOMIC O	CONTINGENCIES	490-799	10	449.95
04/23/2019	APCH	93967	IMPACT NETWORKING LLC	OFFICE SUPPLIES	455-301	10	370.80
				OFFICE SUPPLIES	455-301	10	108.00
				CHECK APCH 93967 TOTAL FOR FUND 01:			478.80
04/23/2019	APCH	93968	INDUSTRIAL ELECTRICAL SUPPLY	BUILDING MAINTENANCE SUPPLIES	466-351	10	162.80
04/23/2019	APCH	93969	JAVIER JARA	RED LIGHT FINES	310-503	00	100.00
04/23/2019	APCH	93970	JOLIET-MANS	FIRING RANGE	630-245	30	600.00
04/23/2019	APCH	93971	KEVRON PRINTING & DESIGN INC	PRINTING & PUBLISHING	455-302	10	408.05
04/23/2019	APCH	93972	KING CAR WASH	FUEL/MILEAGE/WASH	630-303	30	325.00
04/23/2019	APCH	93973	KLINE'S LANDSCAPING, LAWNS	FEES - SPECIAL ATTORNEY	470-241	10	924.20
04/23/2019	APCH	93974#	KONICA MINOLTA BUSINESS SOLUTION	COPY SERVICE	455-315	10	347.63
				COPY SERVICE	630-315	30	168.89
				COPY SERVICE	630-315	30	80.66
				COPY SERVICE	630-315	30	112.17
				CHECK APCH 93974 TOTAL FOR FUND 01:			709.35
04/23/2019	APCH	93976	LAURIE SCHMITZ	FUEL/MILEAGE/WASH	630-303	30	23.90
04/23/2019	APCH	93977	LOGSDON OFFICE SUPPLY	OFFICE SUPPLIES	455-301	10	104.31
04/23/2019	APCH	93978	LORI RINELLA	FUEL/MILEAGE/WASH	630-303	30	110.20

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOMBROOK
 CHECK DATE FROM 04/10/2019 - 04/23/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
04/23/2019	APCH	93979	LUCY FRAISER TOXICOLOGY CONSULTI	CRISIS MANAGEMENT	475-367	10	2,280.00
04/23/2019	APCH	93981	MICHAEL NORSEN	RED LIGHT FINES	310-503	00	100.00
04/23/2019	APCH	93982	MIDCO	PHONE - TELEPHONES	455-201	10	50.00
				PHONE - TELEPHONES	455-201	10	(17.00)
				PHONE - TELEPHONES	455-201	10	1,015.00
				CHECK APCHK 93982 TOTAL FOR FUND 01:			<u>1,048.00</u>
04/23/2019	APCH	93983	MOTOROLA SOLUTIONS INC	PHONE - TELEPHONES	630-201	30	102.00
04/23/2019	APCH	93984#	NICOR GAS	NICOR GAS (835 MIDWAY)	466-236	10	277.33
				NICOR GAS (825 MIDWAY)	570-235	20	99.49
				NICOR GAS (7760 QUINCY)	630-235	30	493.04
				NICOR GAS	725-415	35	491.87
				CHECK APCHK 93984 TOTAL FOR FUND 01:			<u>1,361.73</u>
04/23/2019	APCH	93985	ORKIN EXTERMINATING	MAINTENANCE - BUILDING	466-228	10	95.67
04/23/2019	APCH	93986	PAPER DIRECT	OFFICE SUPPLIES	455-301	10	47.98
04/23/2019	APCH	93987	PCS INTERNATIONAL	EDP EQUIPMENT/SOFTWARE	615-212	25	710.05
04/23/2019	APCH	93988*#	PETTY CASH C/O TIM HALIK	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	14.96
				SCHOOLS/CONFERENCES/TRAVEL	630-304	30	24.00
				POSTAGE & METER RENT	630-311	30	18.82
				TELEPHONES	710-201	35	29.99
				OFFICE SUPPLIES	810-301	40	6.72
				CHECK APCHK 93988 TOTAL FOR FUND 01:			<u>94.49</u>
04/23/2019	APCH	93989#	RAGS ELECTRIC, INC	CONTRACTED MAINTENANCE	570-281	20	160.06
				CONTRACTED MAINTENANCE	570-281	20	367.50
				MAINTENANCE - PW BUILDING	725-418	35	469.75
				MAINTENANCE - STREET LIGHTS	745-223	35	105.50
				MAINTENANCE - STREET LIGHTS	745-223	35	105.50
				MAINTENANCE - STREET LIGHTS	745-223	35	238.50
				CHECK APCHK 93989 TOTAL FOR FUND 01:			<u>1,446.81</u>
04/23/2019	APCH	93990	RAY O'HERRON CO., INC.	FIRING RANGE	630-245	30	48.46
				UNIFORMS	630-345	30	60.35
				UNIFORMS	630-345	30	47.99
				UNIFORMS	630-345	30	14.99

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOMBROOK
 CHECK DATE FROM 04/10/2019 - 04/23/2019

Fund: 01 GENERAL FUND

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
04/23/2019	APCH	93991#	SATELLITE PHONE STORE	UNIFORMS UNIFORMS	630-345 630-345	30 30	14.99 (47.60)
04/23/2019	APCH	93992	SERAFIN & ASSOCIATES INC	PHONE - TELEPHONES PHONE - TELEPHONES	455-201 630-201	10 30	65.76 65.76
04/23/2019	APCH	93993	SERVICE SANITATION INC	CRISES MANAGEMENT	475-367	10	1,875.00
04/23/2019	APCH	93994*#	SHERIDAN PLUMBING & SEWER	CONTRACTED MAINTENANCE ADA PARK MAINTENANCE	570-281 590-519	20 20	139.75 189.00
04/23/2019	APCH	93995#	STAPLES	CHECK APCHK 93993 TOTAL FOR FUND 01:			328.75
04/23/2019	APCH	93996	T.P.I.	JET CLEANING CULVERT	750-286	35	1,350.00
04/23/2019	APCH	93997*	TAMELING GRADING	OFFICE SUPPLIES OFFICE SUPPLIES COMMISSARY PROVISION OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	455-301 455-301 455-355 710-301 710-301 810-301	10 10 10 35 35 40	241.16 (33.19) 54.59 156.90 (20.76) 2.96
04/23/2019	APCH	93997*	TAMELING INDUSTRIES	CHECK APCHK 93995 TOTAL FOR FUND 01:			401.66
04/23/2019	APCH	93997*	LANDSCAPE MAINTENANCE SERVICES STREET & ROW MAINTENANCE	PLAN REVIEW - BUILDING CODE REIMB. PLAN REVIEW - BUILDING CODE REIMB. PLAN REVIEW - BUILDING CODE REIMB. PART TIME - INSPECTOR PLUMBING INSPECTION REIMB	820-258 820-258 820-258 830-109 830-115	40 40 40 40 40	3,354.45 8,043.00 1,176.00 3,381.00 2,250.00
04/23/2019	APCH	93997*	CHECK APCHK 93996 TOTAL FOR FUND 01:				18,204.45
04/23/2019	APCH	93998*#	STREET & ROW MAINTENANCE	565-342 750-328	20 35	810.00 3,375.00	4,185.00
04/23/2019	APCH	93998*#	CHECK APCHK 93998 TOTAL FOR FUND 01:				944.09

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
 CHECK DATE FROM 04/10/2019 - 04/23/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept.	Amount
04/23/2019	APCH	93999	TERESA ESQUEDA	UNIFORMS	630-345	30	55.00
04/23/2019	APCH	94000	THE EAGLE UNIFORM CO	UNIFORMS	630-345	30	135.90
04/23/2019	APCH	94001	THOMSON REUTERS - WEST	FEES/DUES/SUBSCRIPTIONS	630-307	30	163.61
04/23/2019	APCH	94002	THYSSENKRUPP ELEVATOR CORP	MAINTENANCE - BUILDING	466-228	10	382.00
04/23/2019	APCH	94003	TOM & JERRY'S SHELL SERVICES	MAINTENANCE - VEHICLES	735-409	35	3,401.97
04/23/2019	APCH	94004	UNIFIRST	MAINTENANCE - PW BUILDING	725-418	35	111.25
			MAINTENANCE - PW BUILDING	MAINTENANCE - PW BUILDING	725-418	35	111.25
			CHECK APCH 94004 TOTAL FOR FUND 01:				222.50
04/23/2019	APCH	94005*	VERIZON WIRELESS	PHONE - TELEPHONES	410-201	05	55.97
			PHONE - TELEPHONES	PHONE - TELEPHONES	455-201	10	69.51
			PHONE - TELEPHONES	PHONE - TELEPHONES	630-201	30	978.97
			TELEPHONES	TELEPHONES	710-201	35	231.34
			TELEPHONES	TELEPHONES	810-201	40	141.33
			CHECK APCH 94005 TOTAL FOR FUND 01:				1,477.12
04/23/2019	APCH	94006	WAREHOUSE DIRECT	OFFICE SUPPLIES	630-301	30	58.96
			OFFICE SUPPLIES	OFFICE SUPPLIES	630-301	30	84.04
			OFFICE SUPPLIES	OFFICE SUPPLIES	630-301	30	7.52
			OFFICE SUPPLIES	OFFICE SUPPLIES	630-301	30	27.60
			OFFICE SUPPLIES	OFFICE SUPPLIES	630-301	30	253.32
			OPERATING EQUIPMENT	OPERATING EQUIPMENT	630-301	30	284.30
			OPERATING EQUIPMENT	OPERATING EQUIPMENT	630-401	30	17.99
			CHECK APCH 94006 TOTAL FOR FUND 01:				109.53
			PLAN REVIEW - PLANNER				843.26
04/23/2019	APCH	94007	WBK ENGINEERING LLC		520-257	15	14,693.44
04/23/2019	APCH	94008#	WESTERN FIRST AID & SAFETY	OFFICE SUPPLIES	630-301	30	21.40
			MAINTENANCE - PW BUILDING	MAINTENANCE - PW BUILDING	725-418	35	28.69
			CHECK APCH 94008 TOTAL FOR FUND 01:				50.09
04/23/2019	APCH	94009	WESTOWN AUTO SUPPLY COMPANY	MAINTENANCE - VEHICLES	735-409	35	8.99
04/23/2019	APCH	94010	WILD GOOSE CHASE INC	CONTRACTED MAINTENANCE	570-281	20	960.00
04/23/2019	APCH	94011	WILL COUNTY CLERK	FEES/DUES/SUBSCRIPTIONS	630-307	30	10.00

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 04/10/2019 - 04/23/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
				Fund: 01 GENERAL FUND			
04/23/2019	APCH	94012	WILLOWBROOK FORD INC.	MAINTENANCE - VEHICLES	630-409	30	134.95
				MAINTENANCE - VEHICLES	630-409	30	361.52
				CHECK APCHK 94012 TOTAL FOR FUND 01:			496.47
04/23/2019	APCH	94013*#	WLBK BURR RIDGE CHAMBER OF COM	SCHOOLS/CONFERENCES/TRAVEL	455-304	10	30.00
				SCHOOLS/CONFERENCES/TRAVEL	630-304	30	150.00
				SCHOOLS/CONFERENCES/TRAVEL	810-304	40	30.00
				CHECK APCHK 94013 TOTAL FOR FUND 01:			210.00
				Total for fund 01 GENERAL FUND			75,181.45

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOMBROOK
 CHECK DATE FROM 04/10/2019 - 04/23/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
			Fund: 02 WATER FUND				
04/23/2019	APCH	123 (E)	DUPAGE WATER COMMISSION	PURCHASE OF WATER	420-575	50	120,096.34
04/23/2019	APCH	93945	41 NORTH CONTRACTORS LLC	WATER DEPOSIT REFUND	280-131	00	434.95
04/23/2019	APCH	93948*#	CALL ONE INC	PHONE - TELEPHONES	401-201	50	233.51
04/23/2019	APCH	93954*#	COMED	ENERGY - ELECTRIC PUMP ENERGY - ELECTRIC PUMP	420-206 420-206	50 50	1,179.80 1,090.78
			CHECK APCHK 93954 TOTAL FOR FUND 02:				<u>2,270.58</u>
04/23/2019	APCH	93957	ETP LABS INC	SAMPLING ANALYSIS	420-362	50	90.00
04/23/2019	APCH	93960	FOX TOWN PLUMBING INC	NEW METERING EQUIPMENT	435-461	50	370.90
04/23/2019	APCH	93962	H AND R CONSTRUCTION INC.	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	4,410.00
04/23/2019	APCH	93975	LA FASTENERS INC	PUMP INSPECTION REPAIR MAINTAIN STA	420-491	50	170.56
04/23/2019	APCH	93980	METROPOLITAN INDUSTRIES INC	EDP LICENSES	417-263	50	138.00
04/23/2019	APCH	93988*#	PETTY CASH C/O TIM HALIK	SCHOOLS CONFERENCE TRAVEL	401-304	50	40.00
04/23/2019	APCH	93994*#	SHERIDAN PLUMBING & SEWER	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	2,320.00
04/23/2019	APCH	93997*#	TAMELING GRADING	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	440.00
04/23/2019	APCH	93998*#	TAMELING INDUSTRIES	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	14.40
04/23/2019	APCH	94005*#	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	231.34
04/23/2019	APCH	94013*#	WLBK BURR RIDGE CHAMBER OF COM	SCHOOLS CONFERENCE TRAVEL	401-304	50	30.00
			Total for fund 02 WATER FUND				131,290.58

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 04/10/2019 - 04/23/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 10 CAPITAL PROJECT FUND							

04/23/2019	APCH	93966*	IL DEPT OF COMMERCE & ECONOMIC O DEFERRED REVENUE		220-101	00	11,189.00
				Total for fund 10 CAPITAL PROJECT FUND			11,189.00
			TOTAL - ALL FUNDS				217,661.03
			'*' - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND				
			'#' - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT				

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ENTER INTO AN AGREEMENT WITH BKD FOR AUDIT SERVICES FOR FISCAL YEAR 2018/19	AGENDA NO. 6f
	AGENDA DATE: <u>4/22/2019</u>

STAFF REVIEW: Carrie Dittman, Director of Finance **SIGNATURE: C. Dittman**

LEGAL REVIEW: Thomas Bastian, Village Attorney **SIGNATURE: THOMAS BASTIAN TH**

RECOMMENDED BY VILLAGE ADMIN.: Tim Halik **SIGNATURE: TH Tim Halik**

REVIEWED & APPROVED BY COMMITTEE: YES 4/8/2019 NO N/A

ITEM HISTORY (ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY, ETC.)

In FY 2010, the Village approved a three year contract with the accounting firm of Wolf & Company to provide audit services for the Village and its TIF Fund. The change in auditors was needed as the prior audit firm of Sikich LLP could not provide both Interim Village Administrator services and audit services in the same audit period. After FY 2012, Wolf (which was merged into another firm called BKD in 2015) continued to conduct the Village's annual audit on a year-to-year basis at the following fees:

FY 2012: \$24,100 (last year of contract)
FY 2013: \$24,800 (2.9% increase)
FY 2014: \$25,300 (2.0% increase)
FY 2015: \$25,800 + \$1,700 GASB 67 = \$27,500
FY 2016: \$25,500 + \$3,400 GASB 68 (Village & Police Pension) = \$28,900
FY 2017: \$29,750 + \$750 GASB 72 = \$30,500
FY 2018: \$30,940 base audit fee

The Village's prior audit partner and manager stayed with BKD, and BKD has submitted a one year engagement letter to perform the Village audit for the year ended April 30, 2019 at a fee of \$32,180. This represents an overall increase of \$1,240 or 4.0% over last year's total fee. The additional fee to implement GASB S-75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, will be between \$1,500-\$3,500 depending upon complexity.

The following fees, if applicable, would be additional:

1. Audit of Village's Consolidated Year End Financial Report (CYEFR) – new state requirement - \$1,250
2. Single audit of federal funds - \$3,500

The one year engagement letter was discussed and approved at the Finance and Administration Committee meeting on April 8, 2019.

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

The Village has continued to receive a Certificate of Achievement for Excellence in Financial Reporting award from the GFOA each year BKD/Wolf has been the auditor. In addition, Village staff has not had issues with BKD or their employees assigned to the audit engagement. Therefore, staff would recommend that the Village accept the attached engagement letter with BKD for a one-year auditing services agreement for Fiscal Year 2018/19.

ACTION PROPOSED

Adopt the Resolution.

RESOLUTION NO. 19-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK
TO ENTER INTO AN AGREEMENT WITH BKD LLP FOR AUDIT
SERVICES FOR FISCAL YEAR 2018/19

NOW, THEREFORE, 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 to enter into an Audit Services Agreement between the Village of Willowbrook and BKD LLP, in substantially the form attached hereto and incorporated herein as Exhibit "A".

ADOPTED and APPROVED this 22nd day of April, 2019.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

April 3, 2019

Mr. Tim Halik, Village Administrator
Village of Willowbrook
835 Midway Drive
Willowbrook, Illinois 60527

We are pleased to confirm the arrangements of our engagement and the nature of the services we will provide to **VILLAGE OF WILLOWBROOK, ILLINOIS** (Village).

ENGAGEMENT OBJECTIVES AND SCOPE

We will audit the basic financial statements of the Village as of and for the year ended April 30, 2019, and the related notes to the basic financial statements.

Our audit will be conducted with the objectives of:

- Expressing an opinion on the financial statements.
- We will provide an in relation opinion for the Village's CYEFR required to be submitted in accordance with the Grant Accountability and Transparency Act (GATA).

OUR RESPONSIBILITIES

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Those standards require that we plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by fraud or error. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's

Mr. Tim Halik, Village Administrator
Village of Willowbrook
April 3, 2019
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internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Also, in the future, procedures could become inadequate because of changes in conditions or deterioration in design or operation. Two or more people may also circumvent controls, or management may override the system.

We are available to perform additional procedures with regard to fraud detection and prevention at your request, subject to completion of our normal engagement acceptance procedures. The actual terms and fees of such an engagement would be documented in a separate letter to be signed by you and BKD.

Scott Termine, partner, is responsible for supervising the engagement team and authorizing the signing of reports.

We will issue a written report upon completion of our audit of the Village's financial statements. Our report will be addressed to the Village's Board of Trustees. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph(s), or withdraw from the engagement. If we discover conditions that may prohibit us from issuing a standard report, we will notify you as well. In such circumstances, further arrangements may be necessary to continue our engagement.

We will also express an opinion on whether the following supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

- Combining and individual fund statements and schedules
- Supplemental information for the Village's CYEFR required to be submitted in accordance with the Grant Accountability and Transparency Act (GATA)

YOUR RESPONSIBILITIES

Our audit will be conducted on the basis that management and those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
3. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and

Mr. Tim Halik, Village Administrator
Village of Willowbrook
April 3, 2019
Page 3 of 8

- c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and those charged with governance written confirmation acknowledging certain responsibilities outlined in this engagement letter and confirming:

- The availability of this information
- Certain representations made during the audit for all periods presented
- The effects of any uncorrected misstatements, if any, resulting from errors or fraud aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole

With regard to supplementary information:

- Management is responsible for its preparation in accordance with applicable criteria
- Management will provide certain written representations regarding the supplementary information at the conclusion of our engagement
- Management will include our report on this supplementary information in any document that contains this supplementary information and indicates we have reported on the supplementary information
- Management will make the supplementary information readily available to intended users if it is not presented with the audited financial statements

OTHER SERVICES

We will provide you with the following nonattest services:

- Preparing a draft of the financial statements and related notes

In addition, we may perform other services for you not covered by this engagement letter. You agree to assume full responsibility for the substantive outcomes of the services described above and for any other services that we may provide, including any findings that may result. You also acknowledge that those services are adequate for your purposes and that you will establish and monitor the performance of those services to ensure that they meet management's objectives. Any and all decisions involving management responsibilities related to those services will be made by you, and you accept full responsibility for such decisions. We understand that you will designate a management-level individual to be responsible and accountable for overseeing the performance of those services, and that you will have determined this individual is qualified to conduct such oversight.

Mr. Tim Halik, Village Administrator
Village of Willowbrook
April 3, 2019
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ENGAGEMENT FEES

The fee for our services is listed below. We will waive our standard administrative fee of 4% to cover items such as copies, postage and other delivery charges, supplies, technology-related costs such as computer processing, software licensing, research and library databases and similar expense items.

- Comprehensive Annual Financial Report - \$32,180
- Village's Consolidated Year End Financial Report (CYEFR) to be submitted in accordance with the Grant Accountability and Transparency Act (if required) - \$1,250
- Additional fees for audit work related to implementation of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, if applicable - \$1,500 - \$3,500
- Single Audit (if required) - \$3,500

Our fees are based upon the understanding that your personnel will be available to assist us. Assistance from your personnel is expected to include:

- Preparing audit schedules to support all significant balance sheet and certain other accounts
- Responding to auditor inquiries
- Preparing confirmation and other letters
- Pulling selected invoices and other documents from files
- Helping to resolve any differences or exceptions noted

We will provide you with a detailed list of assistance and schedules required and the date such assistance and schedules are to be provided before the audit begins. All schedules should be provided in electronic form unless indicated otherwise.

Our timely completion of the audit depends on your timely and accurate schedule and analyses preparation and on the availability of your personnel to provide other assistance. If there are inaccuracies or delays in preparing this material, or if we experience other assistance difficulties that add a significant amount of time to our work, our fees will increase.

Our pricing for this engagement and our fee structure are based upon the expectation that our invoices will be paid promptly. We will issue progress billings during the course of our engagement, and payment of our invoices is due upon receipt. Interest will be charged on any unpaid balance after 30 days at the rate of 10% per annum, or as allowed by law at the earliest date thereafter, and highest applicable rate if less than 10%.

Our estimate of fees does not include any time that may be required to address a restatement of the previous audited financial statements. Accordingly, any such work will be billed based on our quoted hourly rates.

Mr. Tim Halik, Village Administrator
Village of Willowbrook
April 3, 2019
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The Village may be involved in certain new transactions or events that may require additional work that is not included in our engagement fee and could result in additional charges.

The following new accounting standard is effective for your fiscal year ending April 30, 2019. The impact of these standards on your financial statements will depend on your facts and circumstances. You should evaluate the effect of these standards well in advance of your fiscal year to obtain any additional information necessary and effectively implement them. The new standards effective beginning for April 30, 2019, are as follows:

- GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, issued in June 2015, replaces the requirements of GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. GASB Statement No. 75 requires governments to report a liability on the face of the financial statements, in accordance with the following:
 - Employers that are responsible only for OPEB liabilities for their own employees and that provide OPEB through a defined benefit OPEB plan administered through a trust that meets specified criteria will report a net OPEB liability (the difference between the total OPEB liability and the assets accumulated in trust to make the benefit payments).
 - Employers that participate in a cost-sharing OPEB plan that is administered through a trust that meets specified criteria will report a liability equal to the employer's proportionate share for the collective OPEB liability for all employers participating in the plan.
 - Employers that provide OPEB, but not through a trust that meets specified criteria, will report the total OPEB liability for their own employees. GASB Statement No. 75 requires more extensive note disclosures and required supplementary information about the OPEB liabilities.

GASB Statement No. 75 is effective for fiscal years beginning after June 15, 2017. Therefore, the Statement will be effective for the Village's year ending April 30, 2019.

Our fees do not include time to assist you with implementing these standards. Should you require assistance, we will bill you at our standard hourly rates.

The Village may be involved in certain new transactions or events that may require additional work that is not included in our engagement fee and could result in additional charges.

Our engagement fee does not include any time for post-engagement consultation with your personnel or third parties, consent letters and related procedures for the use of our reports in offering documents, inquiries from regulators or testimony or deposition regarding any subpoena. Charges for such services will be billed separately.

Our fees may also increase if our duties or responsibilities are increased by rulemaking of any regulatory body or any additional new accounting or auditing standards.

If our invoices for this or any other engagement you may have with BKD are not paid within 30 days, we may suspend or terminate our services for this or any other engagement. In the event our work is suspended or terminated as a result of nonpayment, you agree we will not be responsible for any consequences to you.

Mr. Tim Halik, Village Administrator
Village of Willowbrook
April 3, 2019
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OTHER ENGAGEMENT MATTERS AND LIMITATIONS

BKD is not acting as your municipal advisor under Section 15B of the *Securities Exchange Act of 1934*, as amended. As such, BKD is not recommending any action to you and does not owe you a fiduciary duty with respect to any information or communications regarding municipal financial products or the issuance of municipal securities. You should discuss such information or communications with any and all internal or external advisors and experts you deem appropriate before acting on any such information or material provided by BKD.

Our workpapers and documentation retained in any form of media for this engagement are the property of BKD. We can be compelled to provide information under legal process. In addition, we may be requested by regulatory or enforcement bodies to make certain workpapers available to them pursuant to authority granted by law or regulation. You agree that we have no legal responsibility to you in the event we provide such documents or information.

You agree to indemnify and hold harmless BKD and its personnel from any claims, liabilities, costs and expenses relating to our services under this agreement attributable to false or incomplete representations by management, except to the extent determined to have resulted from the intentional or deliberate misconduct of BKD personnel.

You agree that any dispute regarding this engagement will, prior to resorting to litigation, be submitted to mediation upon written request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The American Arbitration Association will administer any such mediation in accordance with its Commercial Mediation Rules. The results of the mediation proceeding shall be binding only if each of us agrees to be bound. We will share any costs of mediation proceedings equally.

In the event BKD or its affiliates or their employees, partners, shareholders, officers or directors (collectively "BKD Parties") are requested or authorized by the Village or are required by government regulation, subpoena, order or other legal process to produce documents or to provide testimony as witnesses with respect to any services rendered pursuant to this engagement or any other work or services provided by BKD Parties, the Village will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests, order, subpoenas or legal process.

The Village and BKD Parties agree that no claim or cause of action against BKD Parties arising in whole or in part out of services performed or to be performed under this engagement shall be filed more than two years after (i) the date of the report issued by BKD Parties pursuant to this engagement or (ii) the date of this engagement letter if no report has been issued. The Village and BKD Parties further agree that the maximum liability of BKD Parties for any and all claims and causes of action which may be asserted by the Village arising in whole or in part from any aspect of this engagement is limited to three times the total amount of fees paid by the Village to BKD Parties for services rendered under this engagement letter. The Village waives any claim or cause of action for punitive or exemplary damages against BKD Parties.

Either of us may terminate these services at any time. Both of us must agree, in writing, to any future modifications or extensions. If services are terminated, you agree to pay us for time expended to date. In addition, you will be billed travel costs and fees for services from other professionals, if any, as well as an

Mr. Tim Halik, Village Administrator
Village of Willowbrook
April 3, 2019
Page 7 of 8

administrative fee of 4% to cover items such as copies, postage and other delivery charges, supplies, technology-related costs such as computer processing, software licensing, research and library databases and similar expense items.

If any provision of this agreement is declared invalid or unenforceable, no other provision of this agreement is affected and all other provisions remain in full force and effect.

We may from time to time utilize third-party service providers, *e.g.*, domestic software processors or legal counsel, or disclose confidential information about you to third-party service providers in serving your account. We remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information. In the event we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider.

We will, at our discretion or upon your request, deliver financial or other confidential information to you electronically via email or other mechanism. You recognize and accept the risk involved, particularly in email delivery as the internet is not necessarily a secure medium of communication as messages can be intercepted and read by those determined to do so.

You agree you will not modify these documents for internal use or for distribution to third parties. You also understand that we may on occasion send you documents marked as draft and understand that those are for your review purpose only, should not be distributed in any way and should be destroyed as soon as possible.

This engagement letter represents the entire agreement regarding the services described herein and supersedes all prior negotiations, proposals, representations or agreements, written or oral, regarding these services. It shall be binding on heirs, successors and assigns of you and BKD.

The entity may wish to include our report on these financial statements in an exempt offering document. The entity agrees that the aforementioned auditor's report, or reference to our firm, will not be included in any such offering document without notifying us. Any agreement to perform work in connection with an exempt offering document, including providing agreement for the use of the auditor's report in the exempt offering document, will be a separate engagement.

Any exempt offering document issued by the entity with which we are not involved will clearly indicate that we are not involved by including a disclosure such as, "BKD, LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. BKD, LLP, also has not performed any procedures relating to this offering document."

You agree to notify us if you desire to place these financial statements or our report thereon along with other information, such as a report by management or those charged with governance on operations, financial summaries or highlights, financial ratios, etc., on an electronic site. You recognize that we have no responsibility as auditors to review information contained in electronic sites.

Mr. Tim Halik, Village Administrator
Village of Willowbrook
April 3, 2019
Page 8 of 8

Any time you intend to reference our firm name in any manner in any published materials, including on an electronic site, you agree to provide us with draft materials for our review and approval before publishing or posting such information.

BKD is a registered limited liability partnership under Missouri law. Under applicable professional standards, partners of **BKD, LLP** have the same responsibilities as do partners in a general accounting and consulting partnership with respect to conformance by themselves and other professionals in BKD with their professional and ethical obligations. However, unlike the partners in a general partnership, the partners in a registered limited liability partnership do not have individual civil liability, directly or indirectly, including by way of indemnification, contribution, assessment or otherwise, for any debts, obligations or liabilities of or chargeable to the registered limited liability partnership or each other, whether arising in tort, contract or otherwise.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities. If the signed copy you return to us is in electronic form, you agree that such copy shall be legally treated as a "duplicate original" of this agreement.

BKD, LLP

BKD, LLP

Acknowledged and agreed to on behalf of

VILLAGE OF WILLOWBROOK

BY _____
Name and Title - Member of Those
Charged With Governance

DATE _____

VILLAGE OF WILLOWSBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ENTER INTO AN AGREEMENT WITH SIKICH FOR HR ON DEMAND SUPPORT SERVICES FOR FY 2019-2020	AGENDA NO. 6g AGENDA DATE: 4/22/2019
STAFF REVIEW: Carrie Dittman, Director of Finance	SIGNATURE: 
LEGAL REVIEW: Thomas Bastian, Village Attorney	SIGNATURE: 
RECOMMENDED BY: Timothy Halik, Village Administrator	SIGNATURE: 
REVIEWED & APPROVED BY COMMITTEE: YES <input checked="" type="checkbox"/> 4/8/19 NO <input type="checkbox"/> N/A <input type="checkbox"/>	
ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)	
<p>The Village of Willowbrook does not have a dedicated Human Resource (HR) professional on staff, and has supplemented Finance staff's knowledge of HR laws and regulations by outsourcing some of this function to Sikich's HR division. The Village first began using Sikich's HR subscription service in June 2014. At that time, the Village paid an annual fee of \$2,500 for unlimited phone calls to Sikich's HR staff to answer a variety of personnel related questions. The annual fee was lowered to \$2,340 for FY 2016/17, 2017/18 and 2018/19. Our current agreement expires on April 30, 2019.</p>	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.)	
<p>The Village received a proposal (attached) on March 12, 2019 from Sikich for the next fiscal year 2019/20, however, they have modified their agreement to bill on an <u>hourly basis</u> rather than a flat fee. The hourly rate is \$295.00/hour, billed in ¼ hour increments with monthly billing. Any large HR project would be quoted separately as its own engagement. Staff estimates that they have used Sikich for approximately 10-15 hours per year. If that trend continues, the Village would pay \$2,950-\$4,425 for these services next year.</p>	
ACTION PROPOSED: ADOPT THE RESOLUTION	

RESOLUTION NO. 19-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK
TO ENTER INTO AN AGREEMENT WITH SIKICH FOR HR ON
DEMAND SUPPORT SERVICES FOR FISCAL YEAR 2019/20

NOW, THEREFORE, 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 to enter into a Human Resources On-Demand Support Agreement between the Village of Willowbrook and Sikich, in substantially the form attached hereto and incorporated herein as Exhibit "A".

ADOPTED and APPROVED this 22nd day of April, 2019.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

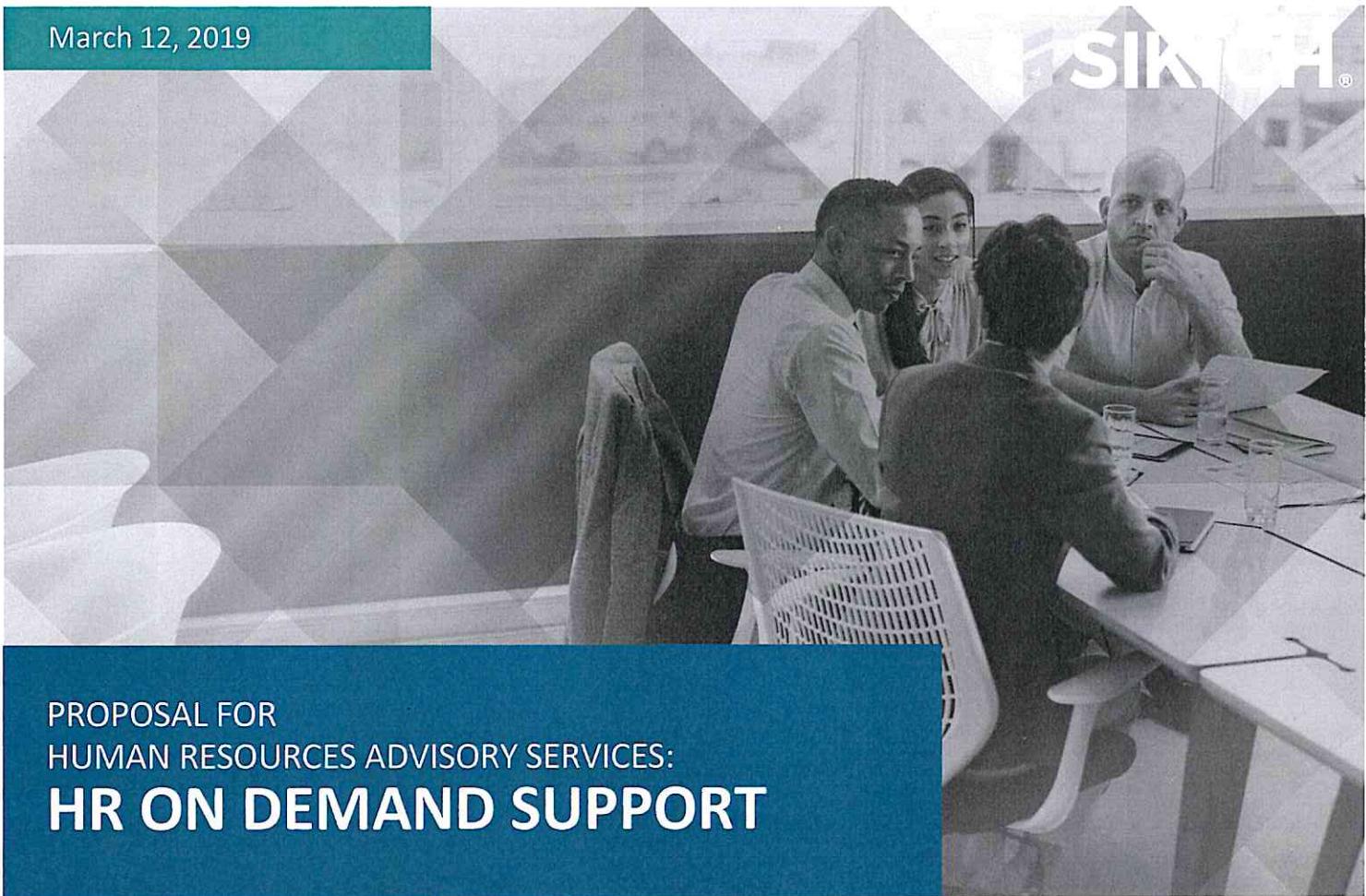
AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

March 12, 2019



PROPOSAL FOR
HUMAN RESOURCES ADVISORY SERVICES:
HR ON DEMAND SUPPORT

PREPARED FOR:

VILLAGE OF WILLOWBROOK

SUBMITTED BY:

Sikich Human Resources Advisory Services

Karlie Hinman, SHRM-CP

Human Resources Consultant

1415 West Diehl Rd., Suite 400

Naperville, IL 60563

630.566.8400

Karlie.hinman@sikich.com

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EXECUTIVE SUMMARY

Engaging with Sikich on Human Resources (HR) Advisory Services is different because we never take a one-size-fits-all approach; we form strategic partnerships with clients to present customized and innovative solutions to the HR issues they face.

Sikich HR consultants help your organization focus on strengthening your core business process; our HR experts hit the ground running and can offer you a highly developed start-up process that positions your organization to make effective choices about HR priorities.

HIGH-TOUCH ADVANTAGE ensures that all supervisors and employees will have access to real people with in-depth knowledge of your organization and industry, as well as a custom solution structured to your needs.

PROFESSIONAL SERVICES INTEGRATION. Sikich's depth of professional service lines and geographic footprint, in addition to the collaborative nature of the firm, allow us to incorporate experts from other service lines and locations when their knowledge can add value to the search.

A TRANSPARENT APPROACH. We engage clients throughout, which allows us to serve as a true strategic partner.

PERSONALIZED SOLUTIONS will enable you to drive success through your core business practices without the worry of back-office operations.

DEFINING YOUR BEST POSSIBLE SOLUTIONS

Sikich has worked with a multitude of organizations like Village of Willowbrook to successfully meet similar objectives. Based on that success, we have determined several key strategies, which we would deploy to benefit Village of Willowbrook and its employees when it comes to facing your challenges and meeting your goals:

- Direct access to Sikich partners
- One provider with experts and solutions to cover all your HR needs
- Timely completion of professional services
- Fair pricing with added value in the form of thought leadership
- Broad knowledge base related to HR and best practices

DEFINING YOUR FUTURE SUCCESS

Additional details around these strategies and our HR-specific capabilities are included in the Scope of Services section. These strategies will not only fulfill your current needs, but will undoubtedly drive long-term growth for Village of Willowbrook.

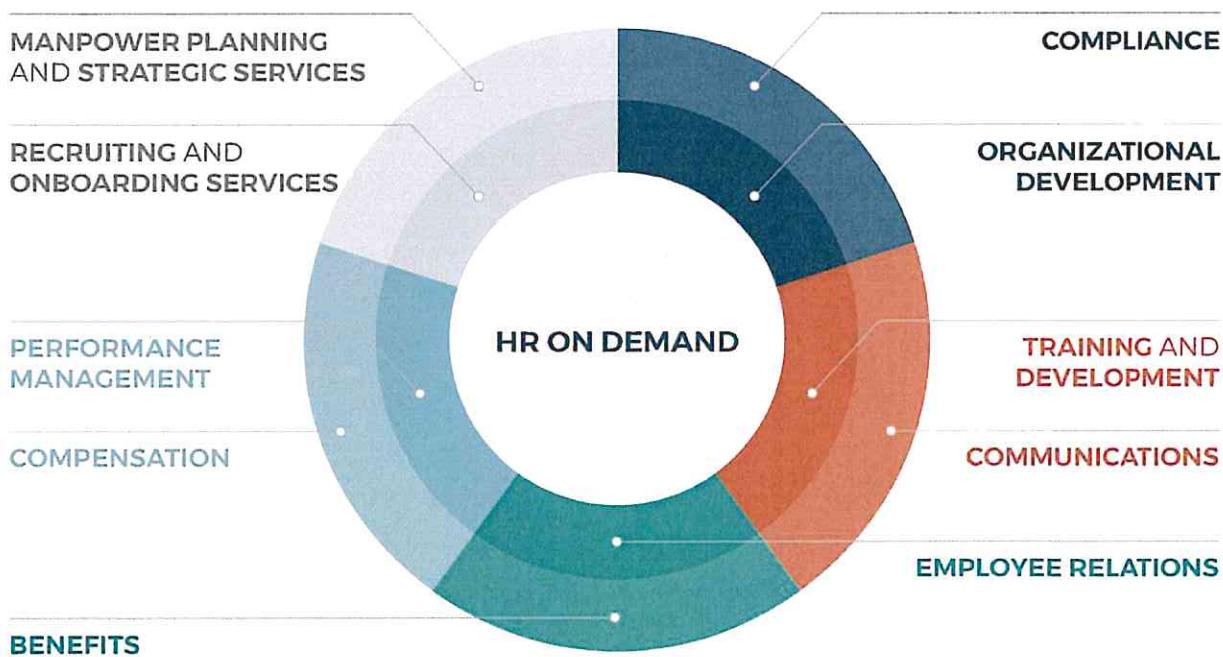
Throughout the following paragraphs, you will find summaries of each section within this proposal. We encourage you to review each section in its entirety to gain a detailed understanding of how we can help you build your bottom-line and achieve success.

SCOPE OF SERVICES FOR VILLAGE OF WILLOWBROOK

We appreciate the opportunity to present Village of Willowbrook with a proposal to provide HR on Demand advisory services. We believe our qualifications and experience are well-suited for this type of engagement as Sikich excels in helping clients overcome the organizational challenges they face by streamlining processes, minimizing risks, and providing tailored services to meet their unique needs. With on-demand help, Sikich HR consultants will blend in and help your organization focus on strengthening your core business process.

This proposal is being presented at the request of Village of Willowbrook, based on your need for HR on Demand services, and your main objective to consult with Sikich on any HR topic as needed. Sikich HR Advisory Services is pleased to present this proposal based on our understanding of the current HR needs of the organization. First, by partnering with Sikich, Village of Willowbrook will benefit with the “high touch” advantage, which ensures that all supervisors and employees will have access to real people with in-depth knowledge of your organization and industry, as well as a custom solution structured to your needs. This personalized solution will enable you to drive success through your core business practices without the worry of back-office operations. Secondly, HR on Demand service positions your organization to make effective choices about HR priorities with expert help to guide you and complete what can be the most complex and tedious tasks. It can become the strong foundation your organization needs.

By working with Sikich, Village of Willowbrook has the opportunity to enjoy a high level of human resource knowledge and experience while developing individuals to take on a greater role in the management and growth of people within the organization. It also allows Village of Willowbrook to have access to senior level human resource expertise without the cost of a full-time salary and benefits.



Sikich will provide HR Advisory services to Village of Willowbrook on an hourly, on-demand basis. We expect to serve as a resource for questions and guidance on HR and employment matters as needed. If questions turn into a more detailed project, we can provide alternative pricing options for those projects, or complete at the established hourly rate.

DELIVERY OF SERVICES

Human Resources Advisory Services can begin at the discretion of the client upon receipt of the signed engagement letter.

ASSUMPTIONS

- Village of Willowbrook will be responsible for any costs related to printing, mailing, or distribution of the materials or HR materials to employees and other potential resources.
- Village of Willowbrook will be responsible for direct costs related to travel including but not limited to: air and/or ground transportation and meals. Sikich will bill Village of Willowbrook for any travel expenses incurred by Sikich. These expenses will be billed on a pass-through basis with appropriate documentation in the month following the month in which expenses were incurred.
- This agreement does not include any services related to the Affordable Care Act (ACA); services related to the ACA will be the subject of a separate engagement letter and will be billable under a separate hourly rate structure than the services provided hereunder.
- This agreement does not include any services related to payroll. If Village of Willowbrook is interested in utilizing Sikich for payroll preparation or execution, that will be the subject of a separate engagement letter and will be billable under a separate hourly rate structure than the services provided hereunder.
- This agreement does not include any services related to affirmative action or adheres to such requirements if applicable.
- Sikich confirms that the firm carries Errors and Omissions insurance coverage.

ACCEPTANCE OF THE PROPOSAL

Village of Willowbrook will need to provide Sikich with requested, relevant information in a timely fashion. Sikich is not responsible for any delays in advice or counsel due to delays on behalf of Village of Willowbrook. Thank you for allowing Sikich to submit a proposal for human resources advisory services. Should you have any questions, please contact Jenny Andrews at 630.210.3063 or jenny.andrews@sikich.com.

The foregoing proposes Sikich's professional services to be provided to Village of Willowbrook. This further constitutes our entire working agreement which is subject to changes or additions only if both parties agree to modifications. Your acceptance of this engagement letter is authorized by signing and returning the Terms and Investments pages.

TERMS AND INVESTMENT FOR VILLAGE OF WILLOWBROOK

The foregoing proposes Sikich's professional services to be provided to Village of Willowbrook. Village of Willowbrook is responsible for management decisions and functions; for designating a management-level individual with suitable skills, knowledge, and experience to oversee the services Sikich is providing and for evaluating the adequacy and results of those services and accepting responsibility for them.

These services will not satisfy any requirements for an audit in accordance with auditing standards generally accepted in the United States of America. We are accepting this engagement as consultants rather than auditors. Therefore, we request that you do not record this as an audit engagement in your minutes and other memoranda.

The professional investment to provide the services of HR support are as follows:

- The professional fees to provide the services described for the client will be \$295 per hour based on the expertise required to provide an appropriate level of service. These items will be billed monthly detailing an overview of how HR Advisory time was spent each month. Time spent on client work is recorded and billed in 1/4-hour increments.
- Additional work not quoted in the project proposal will be priced separately. Professional fees quoted in this proposal will remain in effect for 30 days. After 30 days, Sikich reserves the right to modify pricing.

Village of Willowbrook agrees to pay to Sikich the amount stated earlier, plus any and all other costs incurred as outlined. Sikich's philosophy on additional fees and/or billings is based on an understanding between Sikich and Village of Willowbrook on the scope of the work to be performed. Invoices not paid within 30 days are assessed a finance charge of 1½% per month (18% annual rate). In accordance with our firm policies, work may be suspended if your account balance becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed the services. You will be obligated to compensate us for all time expended and to reimburse us for all reasonable out-of-pocket expenditures through the date of termination.

PAYMENT METHOD OPTIONS

Remit Payment to:

SIKICH LLP
1415 W. Diehl Rd. Suite 400
Naperville, IL 60563-2349

Employer Identification Number (EIN): 36-3168081

Sikich also offers three quick and easy online payment options:

1. **Electronic Funds Transfer:** Pay your invoice online with our bank-transfer payment option. Transfer funds directly from your bank with no additional fees.
2. **Credit Card – One Time Charge:** Pay your invoice online with our credit card payment option. A 3% processing fee will be applied to all credit card transactions.
3. **Payment Plan – 12 Monthly Payments:** QuickFee offers an easy, no hassle way for you to spread the cost of your invoice(s) totaling \$2,000 or more over 12 monthly payments. (Interest applies. Please call for shorter term options. No early payout/termination fees. If you have received Audit or Attest services, you may not use the 12 month QuickFee Financing Option to pay existing invoices. Please contact our office for shorter terms or questions.)

Client understands and agrees that (i) the advice provided by Sikich is based upon commonly accepted HR practices consistent with applicable Federal and State employment laws as commonly understood by HR professionals as of the date of the consultation, (ii) Sikich assumes no obligation to supplement or modify its advice to Client if any applicable laws change after the date of the consultation, (iii) Sikich assumes no obligation to provide advice to anyone other than the individuals authorized to receive services hereunder, (iv) the personnel at Sikich are not attorneys licensed to practice law, (v) the advice provided by Sikich is not intended to replace qualified legal counsel and Client is encouraged to seek such legal counsel, (vi) in no event shall the liability of Sikich under any circumstances exceed the amounts actually paid to it by Client for rendering services hereunder and (vii) in no event shall Sikich liable for any incidental, indirect, punitive, special or consequential damages related to the services provided under this engagement. Furthermore, you agree to indemnify and hold Sikich, our partners and employees, harmless against any damages, costs, expenses or fees arising out of any claims by third parties related to our provision of services under this engagement agreement, provided that the Client will have no indemnity obligation to the extent that a court of competent jurisdiction finds that any third party liability was caused by Sikich's gross negligence or willful misconduct in connection with the services performed hereunder.

Prepared by:

Karlie Hinman, SHRM-CP
Human Resources Consultant
Human Resources Advisory Services
Phone: 630.210.3077
Karlie.hinman@sikich.com

If you agree with the terms of the engagement as described above and intend to be legally bound thereby, please sign the enclosed copy and return it to us.

March 12, 2019

Date

Joy J. Duce

Signature of Authorized Representative of Sikich LLP

Date _____ Signature of Authorized Representative of Village of Willowbrook

ABOUT SIKICH

Sikich LLP, a leading professional services firm specializing in accounting, technology, and advisory services, has more than 750 employees throughout the country. Founded in 1982, Sikich now ranks as one of the country's Top 27 Certified Public Accounting firms and is among the top one percent of all enterprise resource planning solution partners in the world. From corporations and not-for-profits to state and local governments, Sikich clients can use a broad spectrum of services and products that help them reach long-term, strategic goals.



HERE'S WHAT CLIENTS HAVE TO SAY ABOUT

"Great personnel – from the partner to the staff."

"I've never had audits go smoother."

"We have no concerns about recommending Sikich (to others)."

"They look for opportunities that we were not aware of."

*On referring Sikich to others – "We would not hesitate. We don't say this often. You have to earn this. We demand **best in class providers** – service, accountability, etc."*

Qualities most often mentioned by clients that differentiate Sikich from our competition:

- The people
- Continuity of the team; they know us
- Professional
- Reliable and dependable
- Full-service and service-oriented
- Helpful
- Friendly, comfortable
- Local; location is key
- Trustworthy
- Easy to communicate with; easy to work with
- Open and honest lines of communication
- Technical knowledge and functional expertise
- Thorough, focused

SIKICH LOCATIONS**AKRON, OH**

274 White Pond Dr.
Akron, OH 44320
Phone: 330-864-6661
Fax: 330-864-6918

ATLANTA, GA

4080 McGinnis Ferry Rd.
Suite 1003
Alpharetta, GA 30005
Phone: 770-226-9374
Fax: 770-226-9376

BOSTON, MA

225 Cedar Hill St.
Suite 331
Marlborough, MA 01752
Phone: 508-485-5588

CHICAGO, IL*

200 W. Madison St.
Suite 3200
Chicago, IL 60606
Phone: 312-648-6666

COLUMBUS, OH

1030 Dublin Rd.
Suite 107
Columbus, OH 43215
Phone: 614-633-5270

DALLAS, TX

6860 North Dallas Pkwy
Suite 200
Plano, TX 75024
Phone: 496-906-2257

DECATUR, IL

132 South Water St.
Suite 300
Decatur, IL 62523
Phone: 217-423-6000
Fax: 217-423-6100

DENVER, CO

6021 S. Syracuse Way
Suite 200
Greenwood Village, CO 80111
Phone: 720-200-0142
Fax 720-488-5601

FORT WAYNE, IN

1910 St. Joe Center Rd.
Suite 35
Fort Wayne, IN 46825
Phone: 260-485-0665

HOUSTON, TX

2000 W. Sam Houston Pkwy
S.
Suite 850
Houston, TX 77042
Phone: 832-831-3549
Fax: 713-230-8188

INDIANAPOLIS, IN

8555 N. River Rd.
Suite 300
Indianapolis, IN 46240
Phone: 317-842-4466
Fax: 317-577-7724

KANSAS CITY, MO

1201 NW Briarcliff Pkwy
Suite 217
Kansas City, MO 64116
Phone: 816-673-7534

LOS ANGELES, CA

330 N. Brand Blvd.
Suite 870
Glendale, CA 91203
Phone: 310-315-9660
Fax: 330-864-6918

MILWAUKEE, WI

13400 Bishops Ln.
Suite 300
Brookfield, WI 53005
Phone: 262-754-9400
Fax: 262-754-9401

MINNEAPOLIS, MN

11670 Fountains Dr.
Suite 200
Minneapolis, MN 55369
Phone: 763-445-2632
Phone: 884-458-5018

NAPERVILLE, IL

1415 W. Diehl Rd.
Suite 400
Naperville, IL 60563
Phone: 630-566-8400
Fax: 630-566-8401

ROCKFORD, IL

401 W. State St.
Suite 509
Rockford, IL 61114
Phone: 815-282-6565
Fax: 815-282-6666

SPRINGFIELD, IL

3201 W. White Oaks Dr.
Suite 102
Springfield, IL 62704
Phone: 217-793-3363
Fax: 217-793-3016

ST. LOUIS, MO

12655 Olive Blvd.
Suite 200
St. Louis, MO 63141
Phone: 314-275-7277
Fax: 314-275-2341

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO CONDUCT THE 2019 VILLAGE-WIDE SPRING BRUSH COLLECTION PROGRAM – N.J. RYAN TREE & LANDSCAPE, LLC	AGENDA NO. 6h AGENDA DATE: <u>4/22/19</u>
STAFF REVIEW: Tim Halik, Village Administrator	SIGNATURE: <u>T. Halik</u>
LEGAL REVIEW: Thomas Bastian, Village Attorney	SIGNATURE: <u>THOMAS BASTIAN TH.</u>
RECOMMENDED BY: Tim Halik, Village Administrator	SIGNATURE: <u>T. Halik</u>
REVIEWED & APPROVED BY COMMITTEE:	YES <input checked="" type="checkbox"/> on April 8, 2019 NO <input type="checkbox"/> N/A <input type="checkbox"/>

ITEM HISTORY (ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY, ETC.)

This past fall, the Village's regular tree maintenance contractor, NJ Ryan Tree & Landscape, LLC, completed the Village-wide Fall Brush Collection Program. The program included curb-side collection of piled brush throughout town. The program was completed on-time and without incident, and the Village also received several compliments from residents commenting on the good site clean-up practices of the contractor. The spring program will also consist of a curb-side chipping program, with the resulting chips hauled away. Staff solicited proposals from local landscape maintenance contractors with a deadline of April 2, 2019 to submit proposals.

NJ Ryan Tree & Landscape offered the low a proposal of \$15,900 to perform the program this spring, which includes two (2) crews working 40 hours each. NJ Ryan has successfully completed several tree maintenance programs for the Village including our Emerald Ash Borer (EAB) abatement program, parkway tree trimming program, and prior spring and fall brush collection programs. Their quality of work is high, their clean-up practices are good, and they have been very responsive to resident concerns.

It should also be noted that NJ Ryan's proposal price is approximately \$6,100 higher than prices offered last year. This is due to an inordinate volume of brush that was placed out for collection last fall. At that time, lot-clearing of several locations was performed resulting in enormous amounts of brush being piled on the parkway. This program is intended for regular annual tree maintenance purposes and not lot-clearing from construction activities. As a result, we have surveyed the policies of surrounding towns and there will be newly enforced limits this year on the amount of brush that can be placed out for collection.

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

The total cost of the spring collection program will be \$15,900. The F.Y. 2019/20 Budget includes the following funding to conduct both the Spring and Fall Brush Collection Programs:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>
PW – Street Maint.	01-35-755-284	Reimb. Exp. – Brush Pick-Up	\$20,000

ACTION PROPOSED:

Adopt resolution. The Spring Brush Program will occur the week of May 13th thru May 17th, 2019. A postcard mailer will be sent directly to detached single-family residences along with notification on the Village's website.

RESOLUTION NO. 19-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO
ACCEPT A PROPOSAL TO CONDUCT THE 2019 VILLAGE-WIDE SPRING
BRUSH COLLECTION PROGRAM – N.J. RYAN TREE & LANDSCAPE, LLC

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 N.J. Ryan Tree & Landscape, LLC on a time and material
basis to complete the 2019 Spring Brush Collection Program in the not to exceed amount of
\$15,900.00 as set forth in the proposal attached hereto as Exhibit "A" which is, by this reference,
expressly incorporated herein.

ADOPTED and APPROVED this 22nd day of April, 2019

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

NJ RYAN TREE & LANDSCAPE LLC

Estimate

17271 IL ROUTE 23
DEKALB, IL 60115

Date	Estimate #
4/1/2019	131

Name / Address



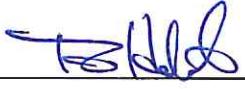
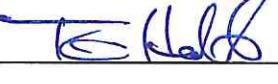
Customer Signature

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: Resolution – A Resolution Approving a Plat of Easement – 750 67 th Place	AGENDA NO. 6i AGENDA DATE: <u>4/22/19</u>
-------------------------------------------------------------------------------------------------------	--------------------------------------------------------

STAFF REVIEW: Tim Halik, Village Administrator	SIGNATURE: 
LEGAL REVIEW: Thomas Bastian, Village Attorney	SIGNATURE: <u>THOMAS BASTIAN</u>
RECOMMENDED BY: Tim Halik, Village Administrator	SIGNATURE: 
REVIEWED & APPROVED BY COMMITTEE: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	

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

The Village has adopted the DuPage County Countywide Storm Water and Floodplain Ordinance, with local amendments, for stormwater and floodplain management within town. The Ordinance requires that all drainage swales, storm sewers, and detention/retention areas on private properties are located upon easements. Therefore, upon a development of a property where re-grading work or other storm sewer installation occurs, new easements must be dedicated if they do not already exist.

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

The existing residence located at 750 67th Place has been razed and a new residence will be constructed in its place. The project will require re-grading of the property to establish positive drainage to serve the new residence. The re-grading will ensure that drainage from the property does not sheet flow onto adjacent properties. In accordance with the above mentioned code requirement, new easements are required, since code compliant easements do not already exist. The owner's engineer has prepared a Plat of Easement dedicating new public utility and drainage easements for this purpose.

ACTION PROPOSED:

Adopt the Resolution.

RESOLUTION NO. 19-R-_____

Resolution – A Resolution Approving a Plat of Easement – 750 67th Place

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, as follows:

SECTION ONE: That the Plat of Easement, as prepared by Studnicka and Associates, Ltd., Order No. 18-10-74POE, consisting of one (1) sheet, dated November 2, 2018, attached hereto and incorporated herein as Exhibit "A", be and the same, is hereby approved and that the Mayor, Village Clerk and all other necessary and appropriate officers of the Village are authorized to execute said Plat.

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

SECTION THREE: That this Resolution shall be in full force and effect from and after its adoption and approval as provided by law.

ADOPTED and APPROVED this 22nd day of April, 2019.

APPROVED:

Mayor

ATTEST:

Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A RESOLUTION PROCLAMING MAY 15 th , 2019 POLICE OFFICERS MEMORIAL DAY AND THE WEEK OF MAY 12 th – 18 th , 2019 AS POLICE WEEK IN THE VILLAGE OF WILLOWBROOK	AGENDA NO. <u>6j</u>
	AGENDA DATE: <u>04/22/2019</u>

STAFF REVIEW: Robert Schaller	SIGNATURE: 
LEGAL REVIEW: Tom Bastian	SIGNATURE: 
RECOMMENDED BY VILLAGE ADMIN.: Tim Halik	SIGNATURE: 
REVIEWED & APPROVED BY COMMITTEE: 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 PERTINENT HISTORY)

The President of the United States of America is authorized to proclaim May 15th of each year as Police Officers Memorial Day and the calendar week of each year during which such May 15th occurs as Police Week. With this national campaign, the Village of Willowbrook and the Willowbrook Police Department will be participating in the program through the adoption of this resolution and making the public aware of this campaign.

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

The Village Staff recommends that the Mayor and Board of Trustees adopt the attached Resolution proclaiming May 15th, 2019 Police Officers Memorial Day and the week of May 12th – 18th, 2019 as Police Week.

ACTION PROPOSED:

ADOPTION OF THE RESOLUTION.

RESOLUTION NO. 19-R- _____

A RESOLUTION PROCLAIMING MAY 15th, 2019 AS POLICE OFFICERS MEMORIAL DAY AND THE WEEK OF MAY 12th - 18th, 2019 AS POLICE WEEK IN THE VILLAGE OF WILLOWBROOK

WHEREAS, The Congress and President of the United States have designated May 15th as Peace Officers' Memorial Day, and the week in which May 15th falls as National Police week; and

WHEREAS, the members of the law enforcement agency of Willowbrook play an essential role in safeguarding the rights and freedoms of Willowbrook; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men and women of the law enforcement agency of Willowbrook unceasingly provide a vital public service;

NOW, THEREFORE BE IT RESOLVED that the Village of Willowbrook, call upon all citizens of Willowbrook to observe May 15th, 2018, as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes; and

THEREFORE BE IT RESOLVED that the Village of Willowbrook, call upon all citizens of Willowbrook and upon all patriotic, civic and educational organizations to observe the week of May 12th - 18th, 2019, as Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

ADOPTED and APPROVED this 22nd day of April, 2019.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

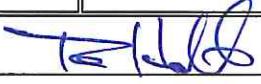
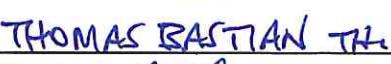
NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: MOTION TO APPROVE – COMMUNITY RESOURCE CENTER/VILLAGE COUNCIL CHAMBERS RENOVATION PROJECT: PAYOUT #5 – PARTIAL PAYMENT, L.J. MORSE CONSTRUCTION COMPANY	AGENDA NO. 6k
STAFF REVIEW: Tim Halik, Village Administrator	SIGNATURE: 
LEGAL REVIEW: Thomas Bastain, Village Attorney	SIGNATURE: 
RECOMMENDED BY: Tim Halik, Village Administrator	SIGNATURE: 
REVIEWED & APPROVED BY COMMITTEE:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>

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

At its regular meeting on October 8, 2018, the Village Board awarded a construction contract in the amount of \$353,500 to L.J. Morse Construction Company to complete Phase I of the renovation of the Community Resource Center/Council Chambers building located at 825 Midway Drive. Construction work began on October 22, 2018 and, since that time, various work has occurred including the demolition of the prior mansard roof and exterior stone veneer, construction of new building façade including metal panels, the new TPO roof is completed, the top coping installed, new stone veneer installed, the placement of the roof-top HVAC mechanical units are complete, and the exterior façade brick has been stained to match the other two (2) buildings within the municipal campus. To date, there have been two (2) project change order extras which have been accepted in the total amount of \$4,118 making the new contract sum \$357,618.

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

Given the completion of this work, we have received a request from the general contractor for partial payment for work completed to date. The request was forwarded to the Architect of Record for review and approval. We would recommend approval of a partial payout in the amount of \$25,737.89. Partial waivers of lien from the general contractor, trailing waivers from sub-contractors, and copies of certified payroll accounting for the current time period will be obtained prior to the release of the payment check. Trailing waivers of lien for this work, from sub-contractors, will be obtained on the next payout request. A complete copy of the Application and Certification for Payment for Payment #5 – Partial Payment Request is attached. It should also be noted that since the majority of the work is now complete, the required retainage amount for the project was allowed to be reduced from 10% to 5%.

Staff would recommend that the Mayor and Board of Trustees authorize Payout #5 – Partial Payment to L.J. Morse Construction Company in the amount of \$25,737.89. The authorized payment amount would be expended from the following fund:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>UNEXPENDED</u>
L.A.F.E.R.	14-75-930-412	CRC Remodel	\$69,000.75

ACTION PROPOSED: Approve motion.

Application and Certificate for Payment

To Owner: Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527

Project: Willowbrook Board/CommunityCtr
835 Midway Drive
Willowbrook, IL 60527

Application No: 5
Period To: 4/3/2019
Contract For: General Construction

From Contractor: L.J. Morse Construction Co.
128 S. Broadway
Aurora, IL 60505

Via Architect:

RECEIVED

APR 10 2019

Contract Date: 10/11/2018
Project Nos:

VILLAGE OF
WILLOWBROOK

CONTRACTOR'S APPLICATION FOR PAYMENT

1) ORIGINAL CONTRACT SUM.....	\$353,500.00
2) Net change by Change Orders.....	\$4,118.00
3) CONTRACT SUM TO DATE	\$357,618.00
4) TOTAL COMPLETED & STORED TO DATE	\$357,618.00
5) Retainage:	
a. Completed Work	\$17,880.91
b. Stored Material.....	\$0.00
Total Retainage.....	\$17,880.91
6) Total Earned less Retainage	\$339,737.09
7) Less Previous Certificates for Payment.....	\$313,999.20
8) CURRENT PAYMENT DUE.....	\$25,737.89
9) Balance to Finish, including Retainage	\$17,880.91

CHANGE ORDER SUMMARY

	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	4,118.00	0.00
Total approved this Month	0.00	0.00
TOTALS	4,118.00	0.00
NET CHANGES by Change Order	4,118.00	

AMOUNT CERTIFIED	\$ 25,737.89
<i>(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)</i>	

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

By: Simon Batiatich Date: 04/08/19
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: Simon Batiatich Date: 04/08/19
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



CONTINUATION SHEET**AIA DOCUMENT G703**

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,
 Containing Contractor's signed Certification, is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

Application No: 5
 Application Date: 4/3/2019
 Period To: 4/3/2019
 Architect's Project No:

A	B	C	D	E	F	G	H	I
ITEM NO.	DESCRIPTION	WORK COMPLETED				STORED MATERIALS	TOTAL	%
		SCHEDULED VALUE	PREVIOUS	THIS PERIOD	0.00			
1	General Conditions/LJM	16,646.00	16,646.00	0.00	0.00	16,646.00	100	0.00
2	Demolition/LJM	25,200.00	25,200.00	0.00	0.00	25,200.00	100	0.00
3	Masonry/Piazza	58,000.00	58,000.00	0.00	0.00	58,000.00	100	0.00
4	Brick Staining/Nawkaw	8,730.00	0.00	8,730.00	0.00	8,730.00	100	0.00
5	Steel/Hillstone	5,665.00	5,665.00	0.00	0.00	5,665.00	100	0.00
6	Carpentry/LJM	26,030.00	26,030.00	0.00	0.00	26,030.00	100	0.00
7	Composite Panels/Langlois	41,500.00	41,500.00	0.00	0.00	41,500.00	100	0.00
8	Roofing/Langlois	70,500.00	70,500.00	0.00	0.00	70,500.00	100	0.00
9	Exterior framing and Gypsum/LJM	17,960.00	17,960.00	0.00	0.00	17,960.00	100	0.00
10	Plumbing/Hall & Oneil	1,874.00	1,874.00	0.00	0.00	1,874.00	100	0.00
11	HVAC/RJ O'Neil	38,000.00	38,000.00	0.00	0.00	38,000.00	100	0.00
12	Electrical/Design	19,000.00	19,000.00	0.00	0.00	19,000.00	100	0.00
13	Bonds	3,500.00	3,500.00	0.00	0.00	3,500.00	100	0.00
14	OH/P	20,895.00	20,895.00	0.00	0.00	20,895.00	100	0.00

CONTINUATION SHEET**AIA DOCUMENT G703**

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,
Containing Contractor's signed Certification, is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No: 5
Application Date: 4/3/2019
Period To: 4/3/2019
Architect's Project No:

A	B	C	D	E	F	G	H	I
ITEM NO.	DESCRIPTION	WORK COMPLETED			STORED MATERIALS	TOTAL	%	BALANCE
		SCHEDULED VALUE	PREVIOUS	THIS PERIOD				
15	CE #1 Replace Flashing	0.00	0.00	0.00	0.00	0.00	***	0.00
16	CE #2 Exterior outlets & plumbing	797.90	797.90	0.00	0.00	797.90	100	0.00
17	CE #3 Metal Plate Changes	3,320.10	3,320.10	0.00	0.00	3,320.10	100	0.00
								166.01
		\$ 357,618.00	\$ 348,888.00	\$ 8,730.00	\$ 0.00	\$357,618.00	100	\$0.00
							%	\$ 17,880.91

VILLAGE OF WILLOWBROOK

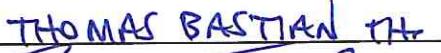
BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

MOTION – BOARD ADVICE AND CONSENT TO MAYOR'S APPOINTMENTS
TO FILL VACANCIES IN THE PARK & RECREATION COMMISSION, PLAN
COMMISSION, BOARD OF POLICE COMMISSIONERS, AND
POLICE PENSION FUND BOARD

AGENDA NO.
61
AGENDA DATE: 4/22/19
STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: 
LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: 
RECOMMENDED BY: Mayor Frank Trilla

SIGNATURE: 
REVIEWED & APPROVED BY COMMITTEE:
YES **NO** **N/A**
ITEM HISTORY / COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

Appointments to Village commissions and the Police Pension Fund Board are made by the Mayor with the advice and consent of the Board of Trustees. The following appointments are hereby made:

Park & Recreation Commission (2 Year Term, Total 7 Members)

Candidate:	Appointment Status:	New Term Expires:
Doug Stetina	Reappointment	4/30/21
Carol Lazarski	Reappointment	4/30/21
Ron Kanaverskis	Reappointment	4/30/21
Catherine Kaczmarek	Reappointment	4/30/21

Plan Commission (4 Year Term, Total 7 Members)

Candidate:	Appointment Status:	New Term Expires:
James Soukup	Reappointment	4/30/23
Maciej Walec	Reappointment	4/30/23

Board of Police Commissioners (3 Year Term, Total 3 Members)

Candidate:	Appointment Status:	New Term Expires:
Mark Astrella	Reappointment	4/30/22

Police Pension Fund Board (2 Year Term, 2 Members)

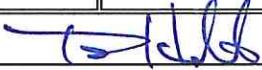
Candidate:	Appointment Status:	New Term Expires:
Umberto Davi (Chairman)	Reappointment	4/30/21

ACTION PROPOSED:

Pass a Motion confirming the above appointments.

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: MAYOR'S APPOINTMENTS TO COMMITTEES OF THE BOARD OF TRUSTEES FOR 2019 AND BEYOND	AGENDA NO. 6m AGENDA DATE: <u>4/22/19</u>
STAFF REVIEW: Tim Halik, Village Administrator LEGAL REVIEW: Thomas Bastian, Village Attorney RECOMMENDED BY: Mayor Frank Trilla	SIGNATURE:  SIGNATURE:  SIGNATURE: 
REVIEWED & APPROVED BY COMMITTEE:	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

ITEM HISTORY / COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

Appointments to Village Committees are made by the Mayor. Said appointments shall be made on or about May 1st of every odd numbered year. Such appointments shall be for a term of two (2) years and until a successor has been appointed (Section 1-14-3 of the Village Code of Ordinances).

Mayor Trilla hereby makes the following Committee appointments:

Public Safety Committee		
	Appointment Status:	Term Expires:
Trustee Gayle Neal	Chairperson	2021
Trustee Umberto Davi	Member	2021

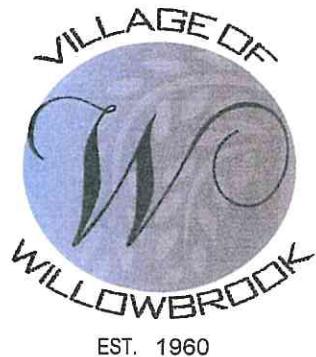
Municipal Services Committee		
	Appointment Status:	New Term Expires:
Trustee Paul Oggerino	Chairman	2021
Trustee Terry Kelly	Member	2021

Finance & Administration Committee		
	Appointment Status:	New Term Expires:
Trustee Sue Berglund	Chairperson	2021
Trustee Michael Mistele	Member	2021

Laws & Ordinances Committee		
	Appointment Status:	New Term Expires:
Trustee Terry Kelly	Chairman	2021
Trustee Umberto Davi	Member	2021

ACTION PROPOSED:

None required.



6n

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

March 26, 2019

Mayor

Frank A. Trilla

BUSTAMANTE, HECTOR DR.
456 KINGSWOOD CT
WILLOWBROOK, IL 60527-5410

Village Clerk

Leroy R. Hansen

Re: Account ~~2019-03-000~~
PIN #: ~~100252a~~
Delinquent Water Bill

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 254.17. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 22, 2019, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

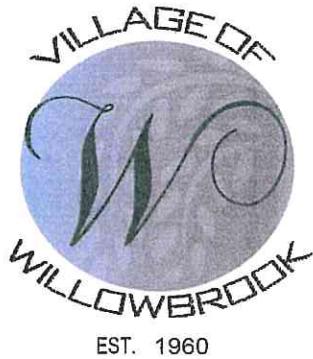
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services





Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

March 26, 2019

Mayor

Frank A. Trilla

CIASTKO, LESLIE
6543 S STOUGH ST
WILLOWBROOK, IL 60527-5335

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman

Re: Account 250320-006
PIN #: 920E698
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 168.77. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 22, 2019, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

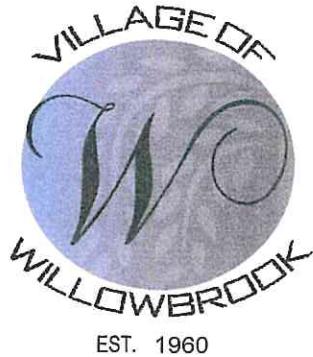
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services





Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

March 26, 2019

Mayor

Frank A. Trilla

HADI, MAHMOOD
6618 SHEFFIELD LN
WILLOWBROOK, IL 60527-5427

Village Clerk

Leroy R. Hansen

Re: Account ~~00000000000000000000~~
PIN #: ~~42189015~~
Delinquent Water Bill

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 109.75. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 22, 2019, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

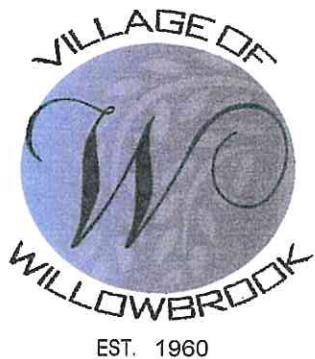
If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services



Proud Member of the
Illinois Route 66 Scenic Byway



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

March 26, 2019

Mayor

Frank A. Trilla

LABABIDY, SALAH
5622 CHILDS AVE
HINSDALE, IL 60521

Village Clerk

Leroy R. Hansen

Re: Account XXXXXXXXXX
PIN #: XXXXXXXXXX
Delinquent Water Bill

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 679.29. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 22, 2019, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

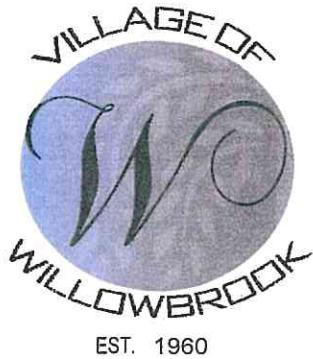
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services





Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

March 26, 2019

Mayor

Frank A. Trilla

MOSTAFA, JIM
857 WILLOW LN
WILLOWBROOK, IL 60527

Village Clerk

Leroy R. Hansen

Re: Account ~~2019050101~~
PIN #: ~~123456~~
Delinquent Water Bill

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 140.35. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 22, 2019, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

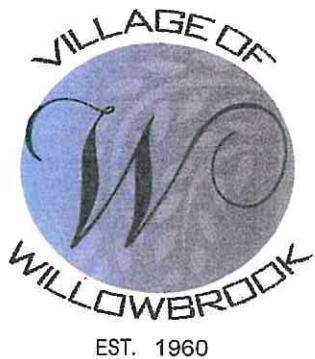
If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

A handwritten signature in black ink that reads "T. J. Halik".

Timothy J. Halik
Director of Municipal Services





Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

March 26, 2019

Mayor

Frank A. Trilla

SCHWERTFEGER, GEORGE
6306 MARTIN DR
WILLOWBROOK, IL 60527-5328

Village Clerk

Leroy R. Hansen

Re: Account ~~250075-000~~
PIN #: ~~250075-000~~
Delinquent Water Bill

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 228.71. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 22, 2019, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

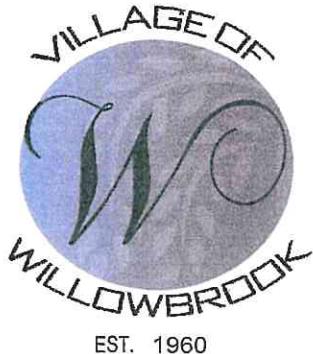
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services





Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

March 26, 2019

Mayor

Frank A. Trilla

STAHULAK, KELLY
528 RIDGEMOOR DR
WILLOWBROOK, IL 60527

Village Clerk

Leroy R. Hansen

Re: Account [REDACTED]
PIN #: [REDACTED]
Delinquent Water Bill

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 140.35. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 22, 2019, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

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If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services



Proud Member of the
Illinois Route 66 Scenic Byway



Willowbrook

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Willowbrook, IL 60527-5549

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March 26, 2019

Mayor

Frank A. Trilla

WALSH, TRACY
133 CHAUCER CT
WILLOWBROOK, IL 60527-8418

Village Clerk

Leroy R. Hansen

Re: Account ~~250570001~~
PIN #: ~~JHR2PBG~~
Delinquent Water Bill

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 229.15. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 22, 2019, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

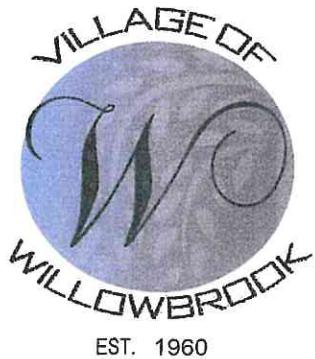
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services





Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

March 26, 2019

Mayor

Frank A. Trilla

ZENNER, RICHARD
125 WATERFORD DR
WILLOWBROOK, IL 60527-5458

Village Clerk

Leroy R. Hansen

Re: Account ~~200850.00~~
PIN #: ~~123456~~
Delinquent Water Bill

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 186.89. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before April 22, 2019, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services



VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: <p>Receive Plan Commission Recommendation – Public Hearing 19-01: Consideration of a petition for a map amendment to rezone the subject property from the B-3 Zoning District to the M-1 Zoning District, a petition for approval of a Preliminary and Final Plat of Subdivision to consolidate the two-lot property, and consideration of other such relief, exceptions, and variations from Title 9 and Title 10 of the Village Code. – Beyond Self Storage, Illinois Route 83 Frontage Road and 79th Street.</p>	AGENDA NO. 60
STAFF REVIEW: Ann Choi, Planning Consultant	SIGNATURE: <i>Ann Choi /cm</i>
LEGAL REVIEW: Tom Bastian, Village Attorney	SIGNATURE: <i>THOMAS BASTIAN TH.</i>
RECOMMENDED BY: Tim Halik, Village Administrator	SIGNATURE: <i>Tim Halik</i>
REVIEWED & APPROVED BY COMMITTEE:	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 Plan Commission first saw concepts for this project back in February of 2019 and was generally supportive of the proposed map amendment, rezoning, and use. The petitioner submitted plans in February 2019, which were presented before the Plan Commission at a public hearing at the April 3, 2019 Plan Commission meeting, where the Plan Commission made a positive recommendation to the Village Board.

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

The applicant wishes to develop a three-story, 138,705 square-foot, Class A, all indoor, 100% climate controlled self-storage facility, accessible to customers with a security code from the hours 6am to 10pm. The subject property, which is vacant and has been on the market for a long time, is located at the northeast corner of Frontage Road and 79th Street, just south of Willowbrook Inn and west of the EconoLodge.

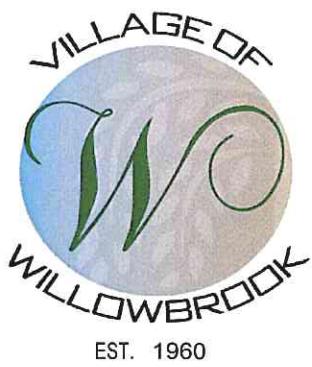
Only one resident provided public testimony at the public hearing. He was generally supportive of the new use but raised concerns regarding the zone change. He inquired if the zoning approval would be specific to the proposed development or if the zone change would run with the land. He pointed out that adult uses are permitted by-right in the M-1 zoning district, and if the self-storage facility were to fail, future potential uses, such as adult uses, would be permitted at the proposed site. The resident inquired if the zone change could be conditioned to apply to the petitioner and not run with the land. The Plan Commission indicated that the zone change would run with the land, but assured the resident that any future uses would need to comply with the Village's zoning requirements. Planner Choi also reminded the Plan Commission that R-2 zoned lots are located directly across IL Route 83 Kingery Highway, and gave assurance that adult uses are restricted from being sited within 750 feet of any residential zones.

During the public hearing, Planner Choi requested to amend Condition No. 4 listed in the staff report to read:

4. The petitioner shall obtain all necessary permits from IDOT prior to performing any work within the Frontage Road/79th Street right-of-way. The petitioner shall provide a copy of IDOT's review of the self-storage facility's plans (which include the subdivision improvements mentioned above) to Village Staff prior to the issuance of building permits.

The Plan Commission voted a unanimous vote of 5-0 of the members present to forward a positive recommendation to the Village Board. Their motion included sixteen (16) recommended conditions, including the revised condition, that must be met before final Village zoning approval or must be incorporated into the final ordinance granting zoning approval. These recommended conditions are listed in the Staff Report dated April 22, 2019.

ACTION PROPOSED: Receive Plan Commission Recommendation.



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

MEMORANDUM

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman

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

MEMO FROM: Dan Kopp, Chairman, Plan Commission

DATE: April 15, 2019

SUBJECT: **Zoning Hearing Case 19-01:** Beyond Self Storage Facility, Northeast corner of Route 83 Frontage Road and 79th Street. Consideration of a petition for a map amendment to rezone the subject property from the B-3 Zoning District to the M-1 Zoning District, a petition for approval of a Preliminary and Final Plat of Subdivision to consolidate the two-lot property, and consideration of other such relief, exceptions, and variations from Title 9 and Title 10 of the Village Code.

At the regular meeting of the Plan Commission held on April 3, 2019, the above referenced application was discussed and the following motion was made:

MOTION: Made by Kaucky and seconded by Walec that based on the submitted petition and testimony provided, I move that the Plan Commission approve and adopt the Standards for Variations outlined in the Staff Report prepared for PC 19-01 for the April 3, 2019 Plan Commission meeting; and that the Plan Commission recommend to the Village Board approval of a map amendment to rezone the subject property from the B-3 General Business Zoning District to the M-1 Light Manufacturing Zoning District, approval of a preliminary and final plat of subdivision, and approval of associated variations as listed as in the Staff Report prepared for PC 19-01 for the April 3, 2019 Plan Commission meeting, subject to the "Conditions of Approval" listed in the Staff Report prepared for PC 19-01 for the April 3, 2019 Plan Commission meeting, with the change to Condition No. 4, that the words "final zoning approval" be replaced with "issuance of building permits".

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

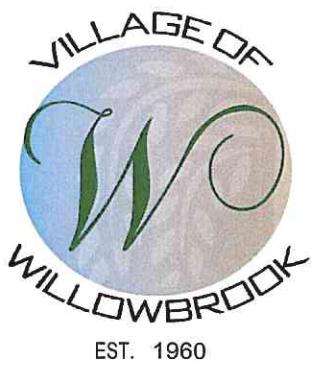
MOTION DECLARED CARRIED

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

DK:jp



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Willowbrook

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Willowbrook, IL 60527-5549

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

FINDINGS OF FACT

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman

Standards for Variations

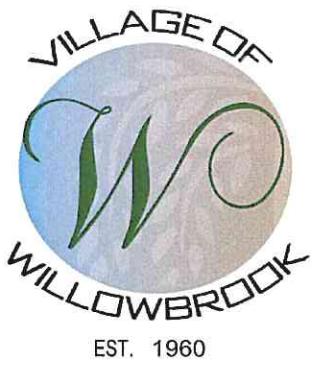
Section 9-14-4(E) of the Willowbrook Zoning Ordinance establishes seven (7) standards for variations that must be evaluated by the Plan Commission and Village Board. Recommendations may include conditions of approval if appropriate to mitigate any negative impacts created by the variation. A list of the Standards for Variations 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.

(A) The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations of the district in which it is located.

Finding: The subject property demonstrates a number of difficulties that have long prevented it from being developed, including the roadway configuration of Frontage Road and 79th Street, highly irregular lot shape, and specific setback requirements. In addition, the subject property contains soil stability issues, steep grades, and two existing high-pressure petroleum pipelines run along the west side of the subject property. Furthermore, there is no regional stormwater detention that serves the subject property and as a result, a significant portion of the subject property must be dedicated to stormwater management. The petitioner seeks to develop the irregular-shaped lot and make significant investment in the aesthetic and operational characteristics of the subject property. The proposed development would not yield a reasonable return if the subject property was required to be developed in strict compliance with the code in respect to the maximum FAR, the minimum parking requirements, and the minimum number of loading berths. After the application of the required setbacks and the dedication of a portion of the site to stormwater detention, whatever remains can be utilized for the building footprint, parking and loading. Strict conformance with the maximum floor area ratio standard of the M-1 zoning district would limit the leasable floor area. An increase in the maximum FAR from 0.80 to 0.93 would provide relief, making the proposed development economically feasible, and yield reasonable returns. If the subject property was required to be developed in strict conformance with the applicable parking standards, the ninety-three (93) code compliant vehicular spaces would occupy approximately 25% of the subject property and would require a significant decrease in the building footprint, resulting in a lowered rentable square footage. IDOT's recommendation for site access location conflicts with the Village's Ordinance, and therefore a variation is necessary. Due to the property's site constraints, development of the property would be difficult utilizing the Village's current zoning ordinances. The variations will provide relief for reasonable density, sufficient parking/loading, and site access without which the property could not yield a reasonable return.



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Illinois Route 66 Scenic Byway



Willowbrook

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Willowbrook, IL 60527-5549

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(B) The proposed variation will not merely serve as a convenience to the applicant, but will alleviate some demonstrable and unusual hardship which will result if the strict letter of the regulations were carried out and which is not generally applicable to property within the same district.

Finding: While the subject property appears to be large, a substantial amount of area is lost due to the property's unusual shape, existing roadway configuration, required setbacks, and stormwater detention requirements. The additional floor area that would be granted by the requested variation would accommodate efficiency in the required functions associated with the proposed self-storage facility. The proposed use is a low traffic-generating use and other similar facilities developed by the petitioner throughout the region and the United States receive an average of approximately 4 customers per hour. Other Beyond Self Storage facilities that are comparable in size and scope to the proposed development have included approximately 6 to 8 parking spaces, which have proven to be sufficient to accommodate a single employee and customer parking needs. The proposed development will provide a total of 12 outdoor parking spaces, almost double the amount of parking provided at their other facilities. If strict compliance with the parking requirements was enforced, a code compliant vehicular parking area would occupy over 25% of the site, thus resulting in a demonstrable and unusual hardship. A strict application of the loading requirement would impose a greater loading requirement than that which is required to serve the proposed use and would result in inefficient internal circulation and inadequate landscaping and stormwater management facilities.

Access to IL Route 83 Frontage Road is only granted at the discretion of and approval from the Illinois Department of Transportation (IDOT). Proposed site access was discussed and presented to IDOT. IDOT expressed the need to locate the site access as far north of the curve on Frontage Road as possible to avoid sight distance issues, which conflicts with the 70' minimum driveway centerline distance required by the Village Code.

Approval of the additional floor area, the reduction in parking and loading requirements, and the reduction in the minimum distance between the property and the centerline of the proposed driveway would facilitate a more efficient internal layout, programming and function of the proposed use and the subject property, efficient vehicular circulation, enhanced interior and perimeter landscaping, and sufficient stormwater management facilities. The above noted site constraints on this property are unique and would not be generally applicable to other vacant property within the same district.

(C) The alleged hardship has not been created by any person presently having a proprietary interest in the premises.

Village Administrator

Tim Halik

Chief of Police

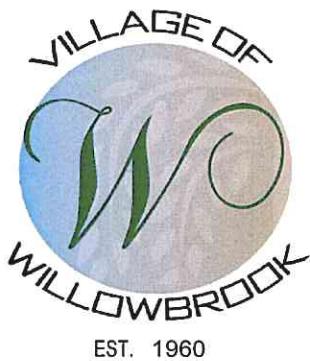
Robert Schaller

Director of Finance

Carrie Dittman



Proud Member of the
Illinois Route 66 Scenic Byway



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman



Proud Member of the
Illinois Route 66 Scenic Byway

Finding: The unusual shape of the subject property and its surrounding conditions were created by the existing street configuration and subdivision platting. The conditions that create the particular hardships and practical difficulties on the subject property as described were not created by any person having a proprietary interest in the premises.

(D) The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood.

Finding: The proposed variations will not be materially detrimental to the public welfare or injurious to other properties in the neighborhood. The existing and proposed landscaping will provide a buffer from neighboring uses and the proposed on-site directional signage will provide for convenient and safe vehicular movements. There will be no negative impact on surrounding properties.

(E) The proposed variation will not impair an adequate supply of light and air to adjacent property, substantially increase congestion in the public streets, increase the danger of fire, or endanger the public safety.

Finding: The requested variations do not create any negative impact on the adequate supply of light and air or increase the danger of fire or public safety.

(F) The proposed variation will not alter the essential character of the locality.

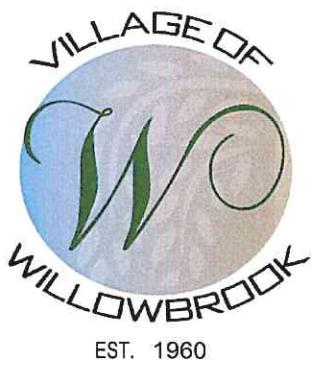
Finding: The surrounding area is characterized by other M-1 zoned lots and a mix of commercial uses with residential subdivisions to the west. The proposed use will be complimentary to residential uses that exist to the west. The requested variations will allow development that is consistent with the character of the neighborhood and will fill a key vacancy along the Frontage Road/79th Street with a proposed use that is compatible with the existing surrounding land uses. The proposed variation will not alter the essential character of the locality.

(G) The proposed variation is in harmony with the spirit and intent of this title. (Ord. 97-O-05, 1-27-1997).

Finding: The proposed variations are in harmony with the spirit and intent of this title. The granting of the requested variations will allow for underutilized lots to be developed, resulting in a benefit to surrounding residents and businesses.

Standards for Variation from Subdivision Regulations

Under Section 10-8-6 of the Willowbrook Zoning Ordinance, the Board of Trustees may authorize a variation from the subdivision regulations after review and recommendation by the Plan Commission when, in its opinion, undue hardship may result from strict compliance and provided the variation applies only to the



Willowbrook

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Willowbrook, IL 60527-5549

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Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

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Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman

requirements of this title. The Board may take such action only upon receipt from the Plan Commission of a written recommendation specifying the manner in which the findings required in this section have or have not been met by the facts pertinent to the requested variation.

No variation shall be granted unless the board of trustees finds:

(A) That there are special circumstances or conditions affecting said property, such that the strict application of the provisions of this title would deprive the applicant of the reasonable use of his land.

Finding: The current roadway system that comprises IL Route 83 Frontage Road (79th Street and Joliet Road) is currently a rural cross section for the vast majority of the roadway. The proposed variation to relieve the petitioner of the requirement to install curb and gutter will maintain the rural cross section and overall character of the roadway system.

(B) That the variation is necessary for the preservation and enjoyment of a substantial property right of the petitioner.

Finding: The variation to relieve the petitioner of the requirement to install curb and gutter will allow the property owner to maintain the successful stormwater drainage ditch along the property Frontage.

(C) That the granting of the variation will not be detrimental to the public welfare or injurious to other property in the area in which said property is located.

Finding: The proposed variation to relieve the petitioner of the requirement to install curb and gutter will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood. The absence of curb and gutter along the property's frontage will maintain the status quo of a rural cross section for the 79th Street/Joliet Road/Route 83 Frontage Road.

(D) The alleged hardship has not been created by any person having a present proprietary interest in the property. (Ord. 79-O-43, 11-26-1979)

Finding: The alleged hardship has not been created by any person presently having a proprietary interest in the premises.



Proud Member of the
Illinois Route 66 Scenic Byway



Village of Willowbrook Staff Report to the Village Board

Plan Commission Date:	February 6, 2019															
Plan Commission – Public Hearing Date:	April 3, 2019															
Village Board (Receive):	April 22, 2019															
Prepared By:	Ann Choi, Planning Consultant															
Case Title:	Beyond Self Storage															
Petitioner:	NorthPoint Development, LLC (and TCGC Property LLC as property owner) 12977 N. Outer Forty Road, Suite 203, St. Louis, MO 63141.															
Action Requested:	Consideration of a petition for approval of a map amendment to rezone the subject property from the B-3 Zoning District to the M-1 Zoning District, a petition for approval of a Preliminary and Final Plat of Subdivision to consolidate the two-lot property, and consideration of other such relief, exceptions, and variations from Title 9 and Title 10 of the Village Code.															
Purpose:	To develop a three-story, 138,705 square foot self-storage facility.															
Location:	7830-50 79 th Street. Northeast corner of Frontage and 79th, just south of the Willowbrook Inn.															
PINs:	09-26-402-029 and 09-26-402-018															
Existing Zoning:	B-3 General Business District															
Proposed Zoning:	M-1 Light Manufacturing District															
Existing Land Use:	Vacant															
Property Size:	3.42 Acres															
Surrounding Land Use:	<table><thead><tr><th></th><th>Use</th><th>Zoning</th></tr></thead><tbody><tr><td>North</td><td>Highway & Service Business (Willowbrook Inn)</td><td>B-4</td></tr><tr><td>South</td><td>Highway & Service Business (LaQuinta Hotel)</td><td>B-4</td></tr><tr><td>East</td><td>Light Manufacturing (Willowbrook Inn & EconoLodge)</td><td>B-4,M-1</td></tr><tr><td>West</td><td>Kingery Highway and Single-Family Residential</td><td>R-2</td></tr></tbody></table>		Use	Zoning	North	Highway & Service Business (Willowbrook Inn)	B-4	South	Highway & Service Business (LaQuinta Hotel)	B-4	East	Light Manufacturing (Willowbrook Inn & EconoLodge)	B-4,M-1	West	Kingery Highway and Single-Family Residential	R-2
	Use	Zoning														
North	Highway & Service Business (Willowbrook Inn)	B-4														
South	Highway & Service Business (LaQuinta Hotel)	B-4														
East	Light Manufacturing (Willowbrook Inn & EconoLodge)	B-4,M-1														
West	Kingery Highway and Single-Family Residential	R-2														

Necessary Action by

Receive Plan Commission Recommendation.



Documents Attached:

- Attachment 1:** Legal Description
- Attachment 2:** Business Narrative (1 Sheet)
- Attachment 3:** Site Plan, revised 3/27/19 (1 Sheet)
- Attachment 4:** Architectural, Elevation & Signage, revised 3/22/19 (4 Sheets)
- Attachment 5:** Landscape Plan, revised 3/27/19 (3 Sheets)
- Attachment 6:** Site Improvement Plans, revised 3/27/2019 (20 sheets)
- Attachment 7:** Traffic Control Plan
- Attachment 8:** Preliminary Plat of Subdivision, revised 3/27/19 (1 Sheet)
- Attachment 9:** Final Plat of Subdivision, revised 3/20/19 (2 Sheets)

Background

Description of Site

The subject property is located at the northeast corner of Frontage Road and 79th Street, just south of Willowbrook Inn and west of the EconoLodge. The subject property is currently located in the B-3 General Business Zoning District, but is adjacent on all sides by property located in the B-4 Highway and Service Business District. The 3.42-acre property consists of Lot 2 and Lot 4 in the Anvans Subdivision and is highly irregular in shape. The subject property demonstrates a number of challenges that have prevented development including soil stability, steep grades, and two existing high-pressure petroleum pipelines along the west side of the property.

Exhibit 1 Aerial of the Subject Property



Exhibit 2 Google 3D View of the Subject Property (Looking Northeast)





The subject property consists of vacant, previously cleared and graded parcels. Mass grading and clearing occurred in 1956 for the development of a small airport. By 1978, the airport had been removed and replaced with commercial structures. The central portion of the subject property is at a higher elevation and slopes westward, toward a roadside ditch located along the western boundary of the subject site. The subject property is bound by 79th Street to the south, IL Route 83 Frontage Road to the west, and B-4 and M-1 zoned lots to the east. The subject site is dotted with clusters of woody vegetation and dominated by grass. Currently, there are no curb cuts providing access into the subject property.

Surrounding Zones and Uses

Surrounding zoning and uses include a small hotel ("Willowbrook Inn") and associated parking lot in the B-4 zoning district to the north and east, an EconoLodge and associated parking lot in the B-4 zoning district to the southeast, a La Quinta Inn and House of Trucks in the B-4 zoning district to the south, and single-family residences in the R-2 zoning district to the west. The Comprehensive Plan designates the site for "Highway Commercial" uses, which corresponds to the B-3 General Business Zoning District.

Exhibit 3 Zoning Map (B-3 General Business)



Existing Streets and Circulation

Route 83 is designated as a Regional Arterial and forms the western boundary of the site with a required right-of-way width of 200 feet. No site access points are proposed along this street.

Frontage Road/79th Street is designated as an Industrial Local road and forms the western and southern boundary of the subject property with a required right-of-way width of 60 feet. One site access point is proposed along this Frontage Road, at the northwest corner of the subject property.

Quincy Street is designated as an Industrial Local road and is located to the east of the subject property with a required right-of-way width of 60 feet. Quincy Road runs along a north-south and southeast-northwest direction.



Joliet Road is designated as an Industrial Local road and is located to the southeast of the subject property with a required right-of-way width of 60 feet. Joliet Road is a diagonal road that runs along a northeast to southwest direction.

Midway Drive is designated as an Industrial Collector road and is located to the north of the subject property with a required right-of-way width of 60 feet. Midway Drive runs along an east-west direction and terminates at Quincy Street.

History

Prior Zoning Request

In January 2017, the Chicago Gun Club requested a rezoning of the property from B-3 to B-4 and a special use approval for an indoor firing range to develop a 31,000 square foot "guntry club". Prior to this petition, the subject property was vacant and had been on the market for a long time. Numerous public hearings were held and the community voiced their opposition against the proposed development. Against a positive recommendation made by Planning Staff and the Plan Commission, the request was ultimately denied by the Village Board in May 2017, due to the highly controversial nature of the proposed development. As it stands today, the petitioner, NorthPoint Development, is currently in purchase negotiations with the property owner, TCGC LLC, to purchase the property and construct a three-story self-storage facility, the subject of this petition.

Under the recommendation of Village Staff, the petitioner requested a sketch plan review to gain feedback from the Plan Commission back in February 2019. A site plan and rendering were presented to the Plan Commission. The Plan Commission was generally supportive of the use and the proposed design layout on the site.

Willowbrook Executive Plaza

The subject property is located within a subdivision located north of 79th Street and Joliet Road, west of Madison Street and east of Route 83, known as Willowbrook Executive Plaza ("Willowbrook Executive Plaza"). Willowbrook Executive Plaza, composed of approximately 100 acres, was annexed into the Village and rezoned under Ordinance No. 75-O-11 on May 12, 1975. Pursuant to this ordinance, the subject property is currently zoned B-3 General Business. Ordinance No. 75-O-11 allows for a significant amount of zoning relief and is discussed in more detail under the Staff Analysis section of this report.

Overview

Development Proposal

The proposed development is a three-story, 138,705 square-foot, Class A, all indoor, 100% climate controlled self-storage facility. Beyond Self Storage is marketed to the segment of the population wishing to downsize into smaller residences as they enter the workforce, retire, or become empty-nesters. All loading and unloading activity would be contained inside the facility, with an internal drive-through. Customers will have a security access code to enter the drive-through lane, and park their vehicle inside to do their loading and unloading. Two centrally located elevators allow customers to load their belongings on carts and access units on the 2nd and 3rd floors. An on-site manager will be available 7 days a week during normal business hours to provide customer service in assisting new customers with their needs, including:

- Renting of available storage units
- Sales of moving, packing, and storage products
- Package acceptance on behalf of the customer
- Monitoring all activity going in and out of the building



Access & Hours of Operation

The proposed building is not a 24-hour facility. Access to the building is restricted via security code, and existing customers can only access the facility with their security code from 6:00 a.m. to 10:00 p.m. Office hours will be staffed by the manager on the following days and times:

- Mondays through Fridays, 9:00 a.m. to 6:00 p.m.
- Saturdays, 9:00 a.m. to 5:00 p.m.
- Sundays, 11:00 a.m. to 4:00 pm.

Vehicular Circulation

An interior drive-through loading area will accommodate indoor parking for a maximum of four vehicles and a moving truck at one time, while a pass-through lane would accommodate other vehicles entering/exiting the facility.

The petitioner's business narrative is included as **Attachment 2** for reference.

Summary of Requests:

1. Map Amendment to rezone the subject property from B-3 General Business to M-1 Light Manufacturing.
2. Consolidation of the subject property. Approval of a Preliminary and Final Plat of Subdivision.
3. Consideration of other such relief, exceptions, and variations from Title 9 and Title 10 of the Village Code.

Staff Analysis

Comprehensive Plan

The Comprehensive Plan recommends the maintenance and continued improvement of office, office research and industrial areas. The plan emphasizes the long-range development of the area south of Plainfield Road and west of Madison Street as the core office, research and industrial center for the Village. The Comprehensive Plan currently designates the subject property as "Highway Commercial", and states the purpose of the area should be to serve both the traveling public on the community's most traveled routes, as well as meet some local community retail and service needs. A self-storage use is not specifically a use that is listed in the B-3 zoning district, but the Village Code permits the "storage of materials, goods or products" in the M-1 zoning district. There is also interest and demand for non-traditional/non-industrial uses in Willowbrook.

The Comprehensive Plan provides general policies to guide improvement and development within office, research and industrial areas. Such general policies include recommendations for site improvements within industrial areas, and these improvements recommend high standards of design and coordination in order to help create a positive identity and visual image throughout the development area. Under these general policies, the proposed rezoning to M-1 will ensure appropriate standards and regulations are applied to accomplish the Comprehensive Plan's objectives when the properties are redeveloped or improved.

There are no specific references in the Comprehensive Plan to this vacant site, but staff has summarized the relevant industrial policies from the Comprehensive Plan for the Plan Commission's consideration. These policies and how they relate to the proposed self-storage facility are summarized in the following table:



Exhibit 4 Relevant Comprehensive Plan Goals & Policies

Relevant Comprehensive Plan Goals & Policies		
Item #	Plan Text	Relation to the Beyond Self Storage Facility
1	Limited new industrial and office research areas remain within the community. These areas are typically in close proximity to or adjoin less intensive uses or residential areas. The completion of the development of these areas must be undertaken in a manner which results in compatible land-use arrangements.	The proposed rezoning to the M-1 Light Manufacturing Zoning District is consistent with the zoning of adjacent properties in this area of Willowbrook. Adjacent lots include M-1 zoned properties to the east and north of the subject property.
2	New office research and industrial development should be undertaken in a planned manner to help ensure coordination of circulation systems, lot configuration, building design, parking and access facilities, and environmental amenities. Areas designated for office/research uses should be designed and developed as unified, well-landscaped "campus" environments, capable of attracting high-quality tenants.	A completed traffic impact study indicates that existing infrastructure will continue to operate at acceptable levels of services. The Landscape Plan provides attractive landscaping, meeting and exceeding the Village's landscaping requirements. A large naturalized detention area is proposed in the southern portion of the subject property. The Beyond Self Storage facility is known for offering high-quality service products for its customers. The facility design is both attractive and modern.
3	Major entrances into industrial, business and office research developments should be designated by attractive "gateway" features. Gateways should include special signage, landscaping and accent lighting. A common sculptural feature might also be considered at each industrial gateway.	The petitioner is proposing 13 new street trees and one attractive wall sign along Frontage Road. A new streetlight will be provided at the intersection of Frontage Road and 79 th Street.
4	Access to individual building sites within should be via an internal circulation system. Site access from peripheral arterial and collector streets should be limited to major entrances serving the overall development area. Industrial traffic and related conditions should not adversely affect nearby land use areas.	A completed traffic impact study indicates that existing infrastructure will continue to operate at acceptable levels of services. On-site signage directing outbound traffic to the south to access IL Route 83 will be provided to minimize illegal maneuvers (northbound to westbound left-turns) at the Frontage Road intersection with Midway Drive.
5	Major entry roads and industrial collectors should be attractively designed and visually distinctive. These roadways should have street trees and street lighting, with accent landscaping at key drives.	The petitioner is proposing 13 new street trees and one new street light along Frontage Road along Frontage Road/79 th Street.
6	Adequately screened off-street parking and loading facilities should be provided within all businesses and industrial sites, and the consolidation of parking areas and driveways serving two or more uses should be encouraged.	The Landscape Plan provides both adequate and attractive landscaping of off-street parking and loading facilities.
7	New office and industrial development areas should be designed to allow maximum flexibility, with larger land areas capable of being subdivided and developed according to specific market demand.	The proposed development is requesting a lot consolidation as part of this application but does not preclude a future resubdivision if there is a demand for smaller lots.
8	Site improvements within industrial and office research areas such as lighting, signage and landscaping should be well designed and coordinated in order to help create a positive identity and visual image throughout the development area.	The petitioner is proposing to install 13 new street trees and one new streetlight along Frontage Road, and fill in an existing sidewalk gap along the frontage of the subject property and install sidewalk just southeast of the Quincy Street and Joliet Road intersection. The petitioner is also proposing one attractive wall sign along Frontage Road.



Exhibit 4 Relevant Comprehensive Plan Goals & Policies (continued)

Relevant Comprehensive Plan Goals & Policies		
Item #	Plan Text	Relation to the Beyond Self Storage Facility
9	Compatible building design and setbacks should be encouraged. Building materials or structures incompatible with the image of a high-quality development, such as chain-link fences, outdoor storage facilities, etc., should be avoided.	The proposed development appears to respect the required setbacks. The proposed architectural elevations reveal clean, modern façades and appears to meet the requirements under Section 9-8-4(I) Building Façade Materials. The proposed building will utilize high-quality and durable materials such as insulated metal panels, brick, and prefabricated metal awnings in complementary, neutral colors. The west elevation is punctuated by large expanses of glass that allow natural light into the corridors. Chain link fences and outdoor storage are not proposed.
10	Particular attention should be given to screening and visual separation between business and industrial uses and other nearby uses. The periphery of industrial areas should be heavily landscaped and attractively designed. Where new industrial parks border commercial areas, residential neighborhoods or major roadways, landscaped earth berms should be considered as a buffer technique.	The periphery of the subject property will be heavily landscaped with a combination of shade and evergreen trees, deciduous and ornamental shrubs and grasses.
11	Uniform performance standards should be enforced to protect adjacent property and surrounding land uses from noise, dust, odor, air pollution and water pollution. Willowbrook should encourage those industries which meet these performance standards, or those which can eliminate objectionable negative impacts, to locate in its industrial areas.	The proposed development is considered a passive and low traffic-generating use and is not anticipated to be a huge contributor of noise, dust, odor, air pollution and water pollution. The proposed development will meet the requirements of Chapter 9 which deals with typical noise, vibration, glare, and odor issues that can accompany some industrial uses. The proposed development will also dedicate a significant portion of the site to stormwater management.
12	Office use areas along the communities major street corridors will be considered under the commercial area design policies described in the previous section.	The proposed development is not an office use.

Ordinance No. 75-O-11

The subject property is currently zoned in the B-3 Zoning District, and the petitioner is requesting to rezone the subject property into the M-1 Zoning District. As of its original development, the subject property was designated as being either in the M-1, O-R or B-3 Zoning Districts. Section 5 of the Ordinance provides in part that “the zoning classifications created by this Ordinance are intended to comply with the “Annexation Agreement” for the property”. The Annexation Agreement provides, in Section II.D., that the “Owners” of the entire property subject of the Agreement at the time it was signed, could initially develop the property through “floating zones,” which is the zoning district classification scheme laid out in the Ordinance. As the property in question was originally developed in the B-3 Zoning District, a rezoning would be needed for it to be in the M-1 Zoning District. A rezoning into the M-1 Zoning District would subject the property to the “special conditions” in Exhibit “C” to the Ordinance.

Appropriateness of Use

The applicant is requesting a rezoning of the property to M-1, which lists the following as a permitted use:

“Any production, manufacturing, assembling, processing, cleaning, servicing, testing, repair or storage of materials, goods or products and business offices accessory thereto, which conforms with the performance



standards set out in Chapter 9 of this Title." Chapter 9 mostly deals with typical noise, vibration, glare, and odor issues that can accompany some industrial uses. It is important to note that the M-1 District also includes the following standards under Section 9-8-4, which will apply to this development.

(A) **Outdoor storage:** All operations, activities and storage shall be conducted wholly inside a building or buildings. The outdoor storage of trucks, buses and other vehicle is expressly prohibited.

The Village interprets this to prohibit the outdoor storage of vehicles in the parking lot by lease holders or for storage of vehicles for the purpose of renting vehicles or trailers for moving purposes.

(B) **Retail Sales:** Except for medical cannabis dispensaries as provided in Section 9-8-2 of this chapter, no retail sales or services shall be permitted except as incidental or accessory to a permitted use.

The Village normally would interpret that the retail sales of boxes or other storage tanks on premises shall be limited to the requirements of vehicles necessary to the conduct of a permitted use.

(C) **Dispensing of Gasoline:** Dispensing of gasoline from underground storage tanks on premises shall be limited to the requirements of vehicles necessary to the conduct of a permitted use.

The dispensing of gasoline will not be allowed on this site.

(D) **Service of Vehicles:** Service and maintenance of vehicles shall be permitted only such as is necessary to the conduct of a permitted use.

The servicing of vehicles will not be allowed on this site.

(E) **Exterior lighting:** Exterior lighting fixtures shall be shaded wherever necessary to avoid casting excessive glare upon adjacent property, in compliance with the requirements of Section 9-9-8 of this title.

(F) **All Premises:** All premises shall be furnished with all weather, hard surface walks, and except for parking areas, the grounds shall be landscaped.

(G) **Residential District:** If the lot adjoins a residential district, screening shall be provided at the lot line sufficient to protect on a year-round basis the privacy of the adjoining residential uses.

(H) **Residential Purposes:** No building shall be used for residential purposes. (Ord. 97-O-05, 1-27-1997).

The proposed use will cater to the general public who have mostly home-based goods to store. Over the last few years there has been interest in properties in this area for non-traditional/non-industrial uses. Other traditional self-storage facilities exist in Willowbrook and they include the "Public Storage" facility located at 801 Joliet and the "Lock Up" storage facility in the Willowbrook Town Center. The "ROC" storage facility, which has not yet been built, but was granted zoning approval, is located at 7605 and 7645 Quincy Street (Buildings A & B). Despite the existence of other self-storage facilities in the area, there is still a demand for this type of use in the area. The proposed use will offer a high-end product that differs from what is already offered in Willowbrook, and it will fill a key vacancy along Frontage Road/79th Street. Rezoning to the M-1 district will be consistent with the surrounding neighborhood.

Building Elevations

The petitioner has submitted colored building elevations as seen in the following **Exhibit 5** for the proposed self-storage facility, and shown more extensively in **Attachment 4** "Architectural, Landscaping, Elevation &

Signage". Traditional storage facilities typically have very large footprints which result in long, monotonous facades. The proposed Beyond Self Storage facility avoids this monotony by providing variations in the choice of building materials and colors, and by introducing a sufficient number of breaks in the façade with material changes. The proposed building's facades are clean and modern. Proposed building materials on the main (west) elevation include a combination of insulated metal panels, brick, and prefabricated metal awnings in complementary, neutral colors such as polar white, varying shades of grey, teal and natural brown. Large expanses of glass punctuate the west elevation to allow natural light to filter into the long corridors of the proposed facility. Furthermore, the proposed building elevations will conform to the District Standards of the M-1 Zoning District under Section 9-8-4(I) Building Materials.

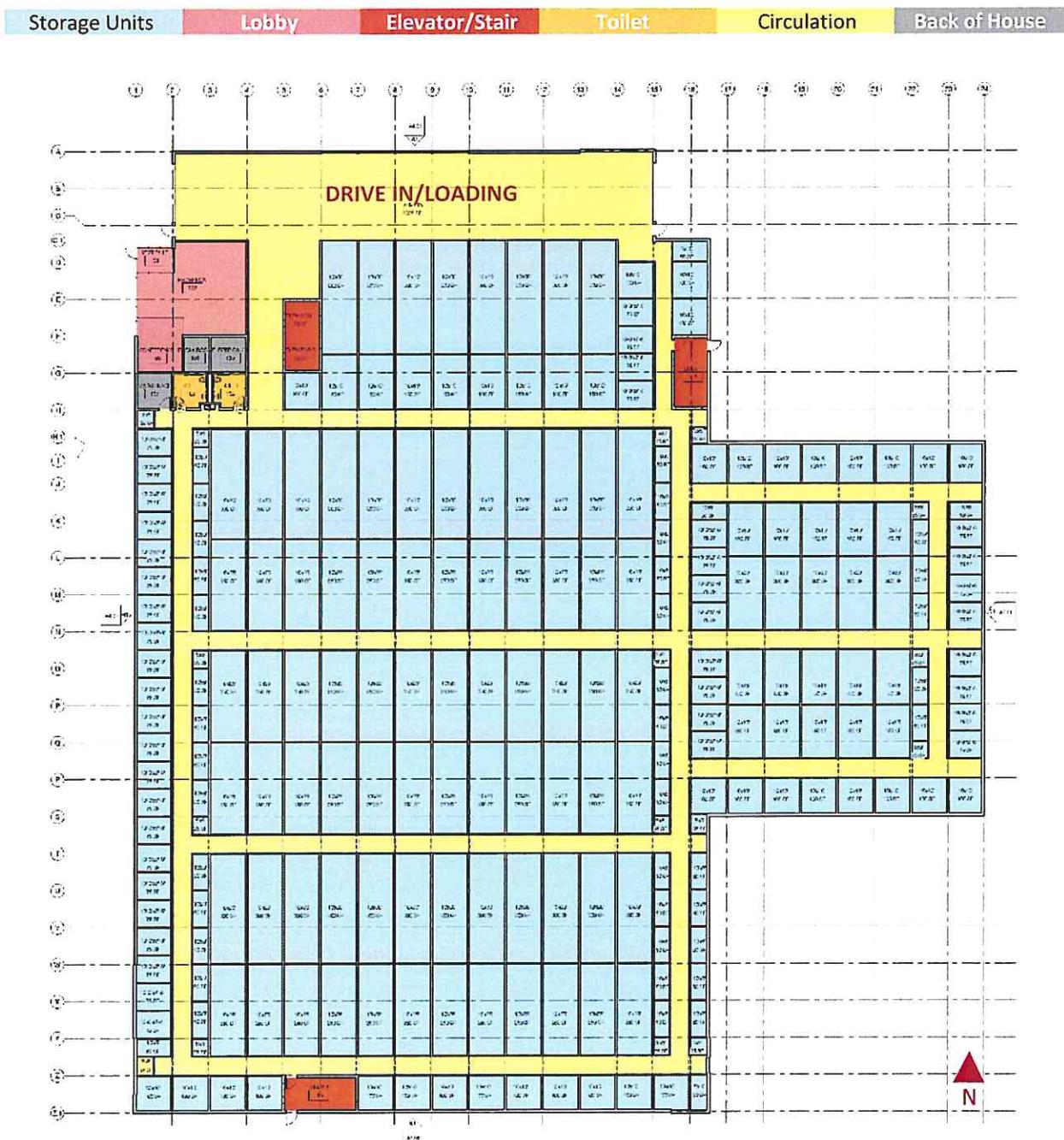
Exhibit 5 Building Elevations



Building Floor Plans

The proposed self-storage facility will be three-stories and approximately 138,705 gross square feet, located on Lot 2 and Lot 4 of the Anvan's Subdivision. The first floor will contain approximately 35,050 square feet of storage space and will consist of storage units, a lobby, conference room, toilets and some back-of-house/service rooms. The second floor will contain approximately 33,800 square feet of storage space and the third floor will contain approximately 36,250 square feet of storage space. A variety of storage unit sizes will be offered, ranging from 5'x5' storage units to 10'x30' storage units, and varying sizes in between. A color-coded breakdown of the facilities' first floor plan is shown below in **Exhibit 6**. Refer to **Attachment 4** for more detail.

Exhibit 6 Building First Floor Plan





Zoning Bulk Requirements

The petitioner is requesting to rezone the subject property from the B-3 General Business Zoning District to the M-1 Light Manufacturing Zoning District. A detailed discussion of important bulk exceptions and variations for the M-1 Zoning District is provided in **Exhibit 7** "M-1 Zoning District Compliance Table" shown below. As previously discussed in the History & Background section of this report, the subject property is further governed by Ordinance No. 75-O-11, which provides in some instances, significant zoning relief from the M-1 bulk regulations.

Exhibit 7 M-1 Zoning District Compliance Table

M-1 Zoning District				
Item	Code Section or Ordinance	Code Requirement	Proposed	Departure
Minimum Lot Area	9-8-3(A) 75-O-11(A)1	1 acre 1/2 acre	3.42 acres	None
Minimum Lot Width	9-8-3(B) 75-O-11(A)2	300' None required.	More than 300'	None
Minimum Lot Depth	9-8-3(C) 75-O-11(A)3	150' None required.	375.13'	None
Minimum Front Yard Setback	9-8-3(D)1 75-O-11(A)4(a)	40' 25'	100'	None
Minimum Interior Side Yard Setback (See Peripheral Setback)	9-8-3(D)2(a) 75-O-11(A)4(c)	20' 40'	More than 40'	None
Minimum Exterior Side Yard Setback	9-8-3(D)3(a) 75-O-11(A)4(a)	40' 25'	n/a	n/a
Minimum Rear Yard Setback	9-8-3(D)4(b) 75-O-11(A)4(a)	20' 25'	45'	None
Route 83 Setback	75-O-11(A)4(b)	100'	100'	None
Maximum Lot Coverage	9-8-3(E) 75-O-11(A)5	50% 80%	31.7%	None
Maximum Height	9-8-3(F) 75-O-11(A)6	40' 40'	40'	None
Maximum Floor Area Ratio	9-8-3(G) 75-O-11(A)7	0.60 0.80	0.93	Yes (authorized)
Maximum Transition Yard	9-8-3(H)	120'	n/a	None
Minimum Distance Between Buildings	75-O-11(A)8	40'	n/a	None

Lot Dimensions: The subject property has minimum lot area of approximately 148,971 square feet, or 3.42 acres, a lot width of over 300 feet, and a lot depth of approximately 375 feet. The subject property is in compliance with the minimum lot area, lot depth and lot width requirements of the M-1 Zoning District and Ordinance No. 75-O-11.

Setbacks: The required and proposed minimum setbacks are shown in **Exhibit 7**. The proposed minimum front yard, interior side yard, and rear yard setbacks are in compliance with the Village Zoning Ordinance. (The subject property includes two interior side yard setbacks and no exterior side yard setbacks due to its irregular shape.)

Building Height: The maximum height of a building in the M-1 Zoning District is forty feet (40'). The proposed building height for the self-storage facility is 40' and is in compliance with the Zoning Ordinance.

Density and Coverage: The maximum lot coverage (building coverage) in the M-1 Zoning District is 80% per Ordinance No. 75-O-11. The proposed self-storage facility has a building footprint of approximately 47,275 square feet. On a 3.42-acre lot, the building coverage is approximately 31.7% and is below the maximum 80%



threshold. As a three-story building, the floor area ratio (FAR) is approximately 0.93, which is above the minimum required 0.80 FAR. A variation is required to allow an increase from the required maximum FAR of 0.80 to 0.93. Staff recommends support of the variation with reasons stated in the **Findings of Fact** section of the report.

Parking & Loading

Required Parking: The petitioner's site plan proposes a total of twelve (12) parking spaces (including one handicap space) located on the west side of the building. Parking is not proposed on the north, east or south sides of the building. Required parking was calculated by using the parking formula outlined in Section 9-10-5(K) of the Village Code. Under the "Warehouse/storage" use, the zoning code requires 4 parking spaces plus 1 parking space for each 1,500 square feet of floor area over 4,500 square feet, or 1 parking space for each 1.5 employees as related to the working period when the maximum number of persons are employed on the premises, whichever is greater. Based on this requirement and the facility's gross floor area of 138,705 square feet, the proposed use is required to provide exactly ninety-three (93) parking spaces.

Exhibit 8 Required Parking

Required Parking Calculation						
Use	Square Footage	Employees	Code Section	Code Requirement	Req. Spaces	Proposed Spaces
Warehouse/ Storage	138,705	1 employee	9-10-5(K)	The greater of: 4 parking spaces + 1 parking space for each 1,500 SF of floor area over 4,500 SF feet OR 1 parking space for each 1.5 employees.	93*	12**

* Four (4) accessible space are required per Code Section 9-10-5(N).

** One (1) accessible space would be required based on a total of twelve (12) provided parking spaces.

The petitioner asserts that their existing facilities are a low traffic-generating use and on average their facilities see four (4) customers per hour. The petitioner has submitted a parking analysis and is included as **Exhibit 9** in this report. Each Beyond Self Storage Facility provides approximately 6-8 parking spaces at other locations which have been sufficient to accommodate a single employee and customer parking needs. The majority of unloading and loading activities occur inside the facility, where vehicles will park. The petitioner is requesting a variation from Section 9-10-5(K) to decrease the minimum parking requirement from 93 parking spaces to 12 parking spaces. Additionally, the proposed development is required to provide four (4) accessible parking spaces based on Section 9-10-5(N)1. Based on the twelve (12) total parking spaces proposed, a total of one (1) accessible parking space would be required. The petitioner is requesting a variation from Section 9-10-5(N)1 to decrease the minimum number of accessible parking spaces from four (4) accessible parking spaces to one (1) accessible parking space.

Other public storage facilities in Willowbrook were developed as Planned Unit Developments through a Special Use Permit since each facility included multiple buildings located on one zoning lot, and the proposed Beyond Self Storage facility is a standalone building. However, variations for reduced parking for the other storage facilities were granted. "The Lock Up Self Storage" was granted a reduction from 74 required parking spaces to 14 parking spaces, and the "ROC Storage" was granted a reduction from 94 required parking spaces to 71 parking spaces. Based on the parking analysis provided by the petitioner and the low parking needs of the other storage facilities in the area, Staff recommends approval of the requested variations.



Exhibit 9 Beyond Self Storage Parking Analysis

Required Parking Calculation						
Project Name	Building Footprint SF	Total Building SF	Number of Storage Units	Parking Interior	Parking Exterior	1 parking space per __# of units
Michigan						
Rochester Hills	36,400	109,200	660	8	4	55
Commerce	37,725	111,126	712	4	5	79
Sterling Heights	39,497	114,238	743	3	19	34
Macomb	44,091	131,560	824	3	11	59
Minnesota						
Eagan	32,312	122,210	755	3	9	63
Maplewood	38,250	114,721	744	4	7	68
Missouri						
Chesterfield	36,300	108,900	682	5	11	43
McCausland	40,100	120,300	743	8	8	46
Pennsylvania						
Robinson	35,286	106,170	704	5	8	54
Ross	30,553	90,109	564	3	7	56
Mount Lebanon	31,596	130,878	828	6	8	59
Illinois						
Arlington Heights	48,660	145,980	932	4	6	93
Des Plaines	35,275	141,100	911	3	9	76
	AVERAGE	118,961	754	5	9	60
PROPOSED						
Willowbrook	47,275	138,705	940	5	12	55

Pavement Setbacks: Pavement setbacks are regulated in the Parking Section of the Zoning Ordinance. The proposed site plan is in compliance with the pavement setback requirements required by the Village Code and Ordinance No. 75-O-11. Pavement setbacks are outlined in the following **Exhibit 10**.

Loading Facility: The petitioner provides two loading berths located within the interior of the building, along the northern portion of the facility. The proposed berths are each 12' wide and 55' long, with a clearance of 14'. The proposed berths comply with the length, width and clearance requirements under Section 9-10-4(B) of the Village Code. The petitioner is requesting a variation from Section 9-10-4(H) to reduce the minimum number of loading berths from three (3) loading berths to two (2) loading berths. Staff recommends approval of this variation due to the existing conditions and site constraints caused by a highly irregular-shaped lot and soil stability issues. The addition of a third loading berth would impede internal site circulation and turning maneuvers for trucks. The variation is discussed further in the **Findings of Fact** section of this report.

Driveway Centerline Distance: The driveway location on IL Route 83 Frontage Road requires a variation because it is not located seventy feet (70') from the northern lot line as required under Section 9-10-5(L)2(d) of the Village Code. The petitioner has presented the proposed development plan to IDOT, including the proposed



access location. IDOT's primary concerns include avoiding sight distance and visibility issues as a result of the curved configuration of Frontage Road/79th Street. IDOT requested that the proposed access point be located as far from the Frontage Road curve at the south of the site as was feasible in order to address traffic safety and visibility related concerns. The proposed location of the driveway is a compromise that satisfies both IDOT's concerns and the Village's code requirement, therefore Staff is supportive of this variation.

Exhibit 10 Parking & Loading Compliance Table

Parking & Loading				
Item	Code Section	Code Requirement	Proposed	Departure
Loading Berth Screening	9-10-4(A) 75-O-11(B)4	<i>Screening wall (6'-8') or evergreen landscaping (6').</i> Not required.	Loading berths are located within the building.	None
Minimum Loading Berth Size	9-10-4(B)	12' width, 55' length	12' width, 55' length	None
Minimum Loading Berth Clearance	9-10-4(B)	14'	14'	None
Minimum Required Berths	9-10-4(H)	50,001 to 100,000 SF = 2 berths; each addt'l 100,000 SF > 100,000 SF = 1 addt'l berth. Total = 3 req'd.	2 berths	Yes (authorized)
Minimum Parking Interior Side & Rear Yard Setback	9-10-5(G) 75-O-11(B)3	10' 5'	11.26' interior, 9.85' rear	None
Minimum Parking Exterior Side & Front Yard Setback	9-10-5(G) 75-O-11(B)3	15' 5' exterior side, 25' front	45' front	None
Minimum End Parking Islands	9-10-5(G)3	9' width	9'	None
Minimum Intermediate Parking Islands	9-10-5(G)3	6', between every 20 spaces	n/a	None
Minimum Dividing Parking Islands	9-10-5(G)3	10' width between 3 parking bays	n/a	None
Minimum Parking Space & Aisle Dimension	9-10-5(L)1	9' x 18'	9' x 18'	None
Minimum Width of Driveway	9-10-5(L)2(a)(2)b	24'	31.7'	None
Minimum Radius Connecting Street Pavement Edge & Driveway Edge	9-10-5(L)2(b)(2)a	25'	25' and 36'	None
Minimum Angle at Intersection of Driveway & Street	9-10-5(L)2(c)	60 degrees	90 degrees	None
Minimum Distance of Driveway from nearest lot line	9-10-5(L)2(d)	70'	61.2'	Yes (authorized)
Minimum Spacing between separate driveway entrances	9-10-5(L)2(f) 9-10-5(L)2(g)	Not less than 400' or 500'	n/a	n/a
Parking Required (Warehouse/storage)	9-10-5(K)	93 spaces (see parking table)	12	Yes (authorized)
Accessible spaces required	9-10-5(N)	4 spaces	1 space	Yes (authorized)

Landscaping

Existing landscaping on the site is limited and scattered within the vacant lot. The petitioner proposes to remove approximately twenty-five (25) trees as the majority of these trees are located within the footprint of the proposed building. The petitioner is proposing abundant landscaping for the subject property that includes a variety of deciduous, evergreen, and ornamental trees and shrubs. The proposed landscaping effectively frames the property with deciduous and evergreen trees, establishes thirteen (13) new street trees along the property's frontage, and adds greenery to the self-storage facility's parking area. Refer to **Attachment 5** for the Landscape Plan.

The proposed plan is compliant with regard to foundation landscaping. Section 9-14-2(D)2(c)(4) of the Village Code requires a mix of deciduous and evergreen shrubs within a continuous 7-foot wide strip around the perimeter of the building except where building entrances are located. The proposed site plan includes the required 7-foot wide landscaped area and required border and foundation plantings around the perimeter of the self-story facility, except at the building entrance located at the northwest corner of the building and the entrance/exit doors for the loading area. The proposed landscaping conforms with the Village Zoning Ordinance.

Stormwater Management

No regional stormwater detention serves the subject property and as a result, a significant portion of the site must be dedicated to stormwater management. The petitioner is proposing one naturalized detention area to be located just south of the proposed building. The perimeter of the detention basin will be planted with low profile prairie seed mix and the interior of the detention basin will be planted with wet meadow seed mix and emergent plantings. No wetlands have been identified on the subject property, or within 100 feet of the site.

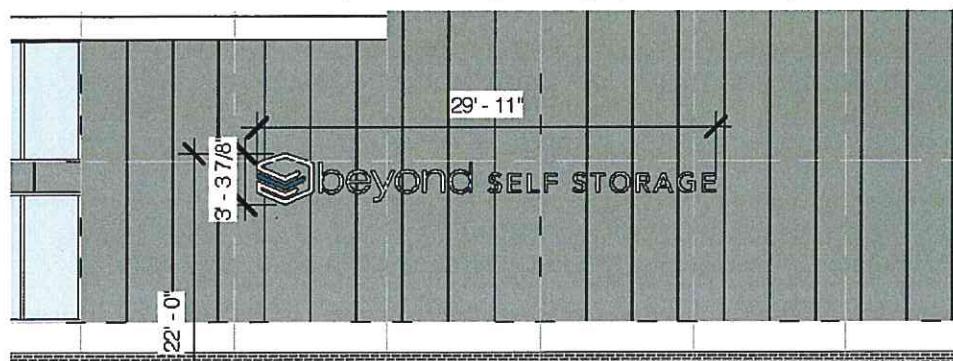
The Village Engineer has reviewed the latest Civil Engineering documents for compliance with the County Ordinance and is satisfied that conditions are met.

Signage

Building Wall Signage

The petitioner is proposing one wall sign on the west side of the building. The wall sign, shown below on the "West Elevation", will include the company logo and the name of the facility, "beyond SELF STORAGE" in a combination of lowercase and caps. Section 9-11-12(C)1(a) allows one square foot of sign surface area for each one foot of business site frontage up to a maximum of one hundred (100) square feet of sign surface area and Section 9-11-12(C)3(a)(2) requires that the wall sign shall be located below a height of forty feet (40') or lower. The proposed sign shows a sign surface area of approximately 99.72 square feet is located at a height of twenty-two feet (22') and therefore complies with the Village Code.

Exhibit 11 Proposed Building Wall Sign (West Elevation)

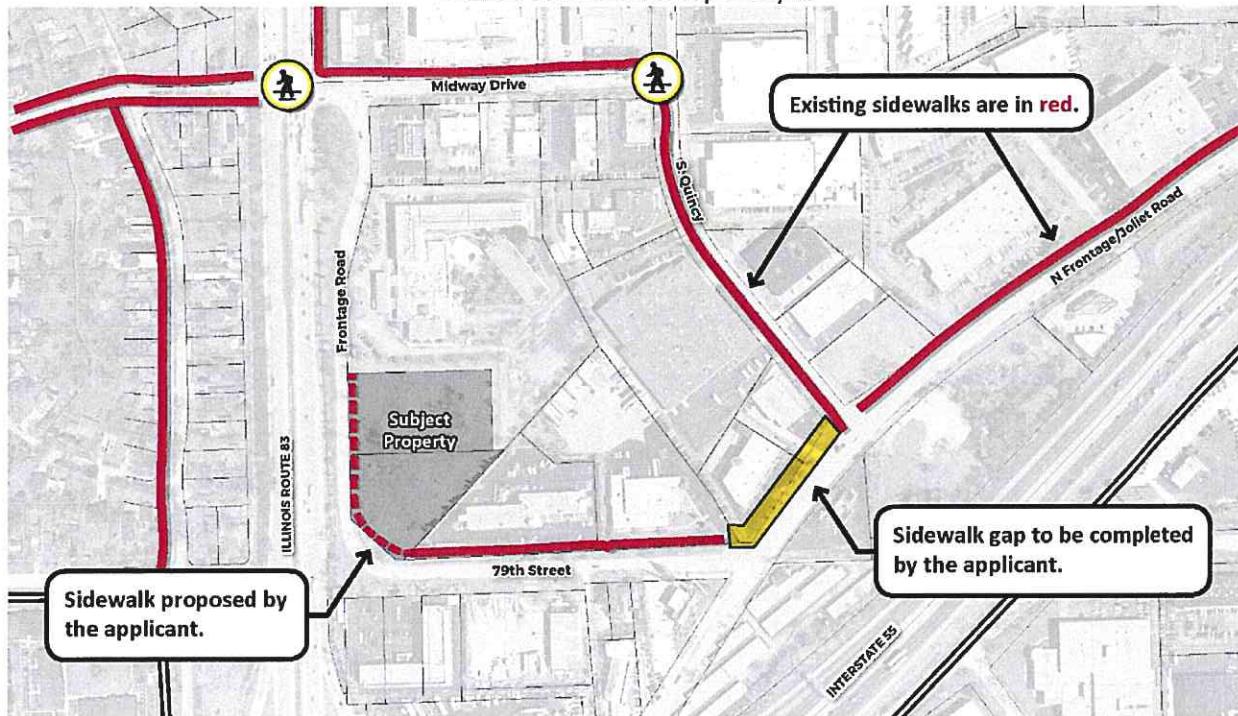


Subdivision Improvements

The installation of a public walkway, curb and gutter, and street lighting is required by Section 10-7-2(C), Section 10-7-4(A) and (B), and Section 10-7-4(D) of the Village Zoning Ordinance. The petitioner will be installing one streetlight at the corner of 79th Street and Frontage Road, the exact location to be determined by the Village Engineer, as well as a 5-foot sidewalk along the entire length of the property frontage. Staff recommends that the petitioner be granted relief from the subdivision regulations that require curb and gutter along their property's frontage since 79th Street/Frontage Road/Joliet Road is a mainly rural cross-section and does not contain curb and gutter along most of the roadway.

In lieu of installing curb and gutter along the length of the property's frontage, Staff recommends that the petitioner instead shall install sidewalk just southeast of the Quincy Street and Joliet Road intersection, as denoted in yellow in **Exhibit 12** below. The installation of sidewalk in this location will effectively close an existing sidewalk gap and create a continuous pedestrian route from the subject property to the Quincy Street/Joliet Road intersection, and beyond.

Exhibit 12 Sidewalk Gap Analysis



Frontage Road/79th Street is under Illinois Department of Transportation (IDOT) jurisdiction and an IDOT permit will be required for work within the right-of-way. The petitioner shall provide a copy of IDOT's review of the self-storage facility's plans (which include the subdivision improvements mentioned above) to Village Staff before final zoning approval.

Trash Enclosure

The petitioner is proposing a 7' trash enclosure on northeast portion of the site lot, to the east side of the building, within the area that allows trucks to turnaround. A trash enclosure plan and details were provided by the petitioner. Per Section 9-12-11 of the Village Code, the trash enclosure must be constructed to look like masonry and shall appear to the color and style of the building. Staff recommends that this be included as a condition for the Plan Commission's future recommendation to the Village Board.



As discussed previously, Ordinance No. 75-O-11 provides relief from some of the Village's regulations and only requires screening and landscaping along the northern boundary of the subject property if it is adjacent to a residential district. Since a hotel is located to the north of the subject property, Ordinance No. 75-O-11(B)4 is not applicable. However, the petitioner is proposing to preserve all trees located along the northern lot line, and the proposed trash enclosure is set back approximately 117 feet from the northern lot line. Staff feels this is an adequate distance and sufficient screening for the Willowbrook Inn parking area to the north.

Utilities

All existing and proposed utilities can be found on the "Utility Plan" in **Attachment 6** of this report. The property is serviced by an existing watermain along the frontage of the property, however, only the portion of the watermain on Lot 4 is located within a utility easement. The Final Plat of Subdivision indicates that the portion of the watermain on Lot 2 will be located within a utility easement. The proposed watermain includes backflow prevention at each point of connection. This is considered a private system and not part of the Village public system, and therefore it will be reviewed by the Building Department for compliance with the Illinois Plumbing Code. Although the Village will defer to that review, the Village Engineer has indicated that dead-end sections longer than 24" are not allowed. This issue must be addressed prior to the issuance of any building permits. Staff recommends that this be included as a condition for the Plan Commission's future recommendation to the Village Board. A permit from DuPage County Public Works will also be required for the proposed sanitary sewer connection.

Traffic Impact Study

The petitioner has submitted a Traffic Impact Study, prepared by Sam Schwartz Transportation Consultants (Sam Schwartz). The purpose of the Traffic Impact Study is to examine background traffic conditions in the proposed development area, assess the impact that the proposed development will have on traffic conditions in the area, and determine if any roadway or access improvements are necessary to accommodate traffic generated by the proposed development.

This Traffic Study has been reviewed by the Village's Transportation Engineer from Gewalt Hamilton Associates (GHA) who has confirmed that the following are true:

- No left-turn lane will be required to accommodate site access on Frontage Road and adequate operations can be expected with the proposed site geometry (single entry and exit lane), operating under Stop sign control.
- Intersections near the proposed development currently operate at acceptable levels of service and will continue to do so with the proposed self-storage facility.
- On-site signage directing outbound traffic to the south to access IL Route 83 should be provided. This will help to minimize illegal maneuvers (northbound to westbound left-turns) at the Frontage Road intersection with Midway Drive. A Traffic Control Plan has been included as **Attachment 7**.

Preliminary & Final Plat of Subdivision

The petitioner has submitted a preliminary and final plat of subdivision to consolidate Lot 2 and Lot 4 of the Anvans Subdivision. The Village recommended that the petitioner consolidate the two lots to eliminate the construction of a building over existing lot lines. The proposed consolidation can be seen in **Attachment 9**. As recommended by the Village, the petitioner has provided a sidewalk along the frontage of the subject property. Because the proposed sidewalk is located on private property and not in the public right-of-way, an easement allowing for public use and Village maintenance of the sidewalk will be required. The Village Engineer suggests that this easement be located from the property line to one foot beyond the sidewalk. The petitioner shall



provide revised Preliminary and Final Plats of Subdivision that includes this easement before final zoning approval.

Lighting

The petitioner has submitted a photometric plan for the proposed self-storage facility. The photometric plan has been reviewed by the Village's Engineer, and with the exception of street lighting, which was not included in the plans (but will be required in future revised plans), the plan appears to be in general compliance with the requirements of the Village Zoning Ordinance.

Tri-State Fire District Review

The Tri-State Fire District provided preliminary comments to the petitioner in February 2019. The Fire Marshall had the following comments related to the zoning review of the proposed facility.

1. **Tri-State Comment:** Future building construction or improvements may require improvements to the current access road and infrastructure.

Staff Comment: Noted.

2. **Tri-State Comment:** Add a fire hydrant that is 50' from the Fire Department connection and accessible to the Fire Department. Hydrant distance is greater than allowed. Fire Department is requesting the hydrant to be across from the front entrance by the proposed parking area.

Staff Comment: The petitioner submitted a revised Utility Plan, bearing a revision date of 3/27/2019, and located two fire hydrants near the proposed building. The first fire hydrant, "FH1", is located to the east of the proposed building, adjacent to the trash enclosure. The second fire hydrant, "FH2", is located at the end parking island near the entrance of the building. "FH2" is not within a public utility easement and is thus considered to be a private fire hydrant. "FH2" also conflicts with the location of a proposed shade tree within the end parking island. Staff recommends moving the fire hydrant within the public utility easement or within the public right-of-way, so the Village can maintain and test the hydrants as necessary. Fire hydrant quantities and locations must be approved by the Fire District.

Following the public hearing on April 3, 2019, Village Staff had a meeting with Tri-State on April 9, 2019 to coordinate the location and number of fire hydrants for the Beyond Self Storage facility. It was decided that the fire hydrant "FH1" located near the rear yard line should be eliminated, which also eliminates the need for the proposed water main looping around the facility. It was determined that the fire hydrant "FH2" currently located at the end parking island should be relocated further to the west, within the proposed 15' public utility easement and a minimum of 5' to 7' from the curb. The new FH2 would be used to cover the front of the facility in the event of a fire. An existing fire hydrant located within this easement, approximately 60 feet north of the newly proposed FH2, would be used to cover the rear of the building in case of fire. A hose would connect to this existing hydrant and act as Tri-State's water main since their hose has a reach of up to 1000 feet. Since both hydrants are located within the utility easement they would be maintained by the Village.

Based on the current Illinois plumbing code, regulations for potable water service and fire service configuration have been changed to prevent any dead-end piping. Tri-State prefers not to rely on private fire hydrants in the event of fire, and the Village does not want to take ownership of the proposed watermain loop on private property. The elimination and relocation of the hydrants have satisfied both agencies. The petitioner shall provide revised drawings reflecting these changes before final zoning approval.



Per Staff's recommendation, a condition to locate the fire hydrants in locations approved by the Fire Protection District and the Building Department has been included in the Plan Commission's recommendation to the Village Board as part of this report.

Findings of Fact

Standards for Variations

Section 9-14-4(E) of the Willowbrook Zoning Ordinance establishes seven (7) standards for variations 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 variation. A list of the Standards for Variations 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. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations of the district in which it is located.

Finding: The subject property demonstrates a number of difficulties that have long prevented it from being developed, including the roadway configuration of Frontage Road and 79th Street, highly irregular lot shape, and specific setback requirements. In addition, the subject property contains soil stability issues, steep grades, and two existing high-pressure petroleum pipelines run along the west side of the subject property. Furthermore, there is no regional stormwater detention that serves the subject property and as a result, a significant portion of the subject property must be dedicated to stormwater management. The petitioner seeks to develop the irregular-shaped lot and make significant investment in the aesthetic and operational characteristics of the subject property. The proposed development would not yield a reasonable return if the subject property was required to be developed in strict compliance with the code in respect to the maximum FAR, the minimum parking requirements, and the minimum number of loading berths. After the application of the required setbacks and the dedication of a portion of the site to stormwater detention, whatever remains can be utilized for the building footprint, parking and loading. Strict conformance with the maximum floor area ratio standard of the M-1 zoning district would limit the feasible floor area. An increase in the maximum FAR from 0.80 to 0.93 would provide relief, making the proposed development economically feasible, and yield reasonable returns. If the subject property was required to be developed in strict conformance with the applicable parking standards, the ninety-three (93) code compliant vehicular spaces would occupy approximately 25% of the subject property and would require a significant decrease in the building footprint, resulting in a lowered rentable square footage. IDOT's recommendation for site access location conflicts with the Village's Ordinance, and therefore a variation is necessary. Due to the property's site constraints, development of the property would be difficult utilizing the Village's current zoning ordinances. The variations will provide relief for reasonable density, sufficient parking/loading, and site access without which the property could not yield a reasonable return.

2. The proposed variation will not merely serve as a convenience to the applicant, but will alleviate some demonstrable and unusual hardship which will result if the strict letter of the regulations were carried out and which is not generally applicable to property within the same district.

Finding: While the subject property appears to be large, a substantial amount of area is lost due to the property's unusual shape, existing roadway configuration, required setbacks, and stormwater detention requirements. The additional floor area that would be granted by the requested variation would accommodate efficiency in the required functions associated with the proposed self-storage facility. The proposed use is a low traffic-generating use and other similar facilities developed by the petitioner throughout the region and the United States receive an average of approximately 4



customers per hour. Other Beyond Self Storage facilities that are comparable in size and scope to the proposed development have included approximately 6 to 8 parking spaces, which have proven to be sufficient to accommodate a single employee and customer parking needs. The proposed development will provide a total of 12 outdoor parking spaces, almost double the amount of parking provided at their other facilities. If strict compliance with the parking requirements was enforced, a code compliant vehicular parking area would occupy over 25% of the site, thus resulting in a demonstrable and unusual hardship. A strict application of the loading requirement would impose a greater loading requirement than that which is required to serve the proposed use and would result in inefficient internal circulation and inadequate landscaping and stormwater management facilities. Access to IL Route 83 Frontage Road is only granted at the discretion of and approval from the Illinois Department of Transportation (IDOT). Proposed site access was discussed and presented to IDOT. IDOT expressed the need to locate the site access as far north of the curve on Frontage Road as possible to avoid sight distance issues, which conflicts with the 70' minimum driveway centerline distance required by the Village Code.

Approval of the additional floor area, the reduction in parking and loading requirements, and the reduction in the minimum distance between the property and the centerline of the proposed driveway would facilitate a more efficient internal layout, programming and function of the proposed use and the subject property, efficient vehicular circulation, enhanced interior and perimeter landscaping, and sufficient stormwater management facilities. The above noted site constraints on this property are unique and would not be generally applicable to other vacant property within the same district.

3. The alleged hardship has not been created by any person presently having a proprietary interest in the premises.

Finding: The unusual shape of the subject property and its surrounding conditions were created by the existing street configuration and subdivision platting. The conditions that create the particular hardships and practical difficulties on the subject property as described were not created by any person having a proprietary interest in the premises.

4. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood.

Finding: The proposed variations will not be materially detrimental to the public welfare or injurious to other properties in the neighborhood. The existing and proposed landscaping will provide a buffer from neighboring uses and the proposed on-site directional signage will provide for convenient and safe vehicular movements. There will be no negative impact on surrounding properties.

5. The proposed variation will not impair an adequate supply of light and air to adjacent property, substantially increase congestion in the public streets, increase the danger of fire, or endanger the public safety.

Finding: The requested variations do not create any negative impact on the adequate supply of light and air or increase the danger of fire or public safety.

6. The proposed variation will not alter the essential character of the locality. (Ord. 77-O-4, 2-14-1977)

Finding: The surrounding area is characterized by other M-1 zoned lots and a mix of commercial uses with residential subdivisions to the west. The proposed use will be complimentary to residential uses that exist to the west. The requested variations will allow development that is consistent with the



character of the neighborhood and will fill a key vacancy along the Frontage Road/79th Street with a proposed use that is compatible with the existing surrounding land uses. The proposed variation will not alter the essential character of the locality.

7. The proposed variation is in harmony with the spirit and intent of this title. (Ord. 97-O-05, 1-27-1997)

Finding: The proposed variations are in harmony with the spirit and intent of this title. The granting of the requested variations will allow for underutilized lots to be developed, resulting in a benefit to surrounding residents and businesses.

Standards for Variation from Subdivision Regulations

Under Section 10-8-6 of the Willowbrook Zoning Ordinance, the Board of Trustees may authorize a variation from the subdivision regulations after review and recommendation by the Plan Commission when, in its opinion, undue hardship may result from strict compliance and provided the variation applies only to the requirements of this title. The Board may take such action only upon receipt from the Plan Commission of a written recommendation specifying the manner in which the findings required in this section have or have not been met by the facts pertinent to the requested variation.

No variation shall be granted unless the board of trustees finds:

- (A) That there are special circumstances or conditions affecting said property, such that the strict application of the provisions of this title would deprive the applicant of the reasonable use of his land.

Finding: The current roadway system that comprises IL Route 83 Frontage Road (79th Street and Joliet Road) is currently a rural cross section for the vast majority of the roadway. The proposed variation to relieve the petitioner of the requirement to install curb and gutter will maintain the rural cross section and overall character of the roadway system.

- (B) That the variation is necessary for the preservation and enjoyment of a substantial property right of the petitioner.

Finding: The variation to relieve the petitioner of the requirement to install curb and gutter will allow the property owner to maintain the successful stormwater drainage ditch along the property frontage.

- (C) That the granting of the variation will not be detrimental to the public welfare or injurious to other property in the area in which said property is located.

Finding: The proposed variation to relieve the petitioner of the requirement to install curb and gutter will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood. The absence of curb and gutter along the property's frontage will maintain the status quo of a rural cross section for the 79th Street/Joliet Road/Route 83 Frontage Road.

- (D) The alleged hardship has not been created by any person having a present proprietary interest in the property. (Ord. 79-O-43, 11-26-1979).

Finding: The alleged hardship has not been created by any person presently having a proprietary interest in the premises.



Summary of Zoning Requests

To establish the proposed self-storage facility on the subject property, Staff has identified the following zoning requests:

1. Approval of a Map Amendment to rezone the subject property from B-3 General Business to M-1 Light Manufacturing.
2. Approval of a Preliminary Plat of Subdivision.
3. Approval of a Final Plat of Subdivision.
4. Approval of a Variation from Ordinance No. 75-O-11 to increase the maximum FAR of 0.80 to 0.93.
5. Approval of a Variation from Section 9-10-5(K) to decrease the minimum parking requirements from ninety-three (93) parking spaces to twelve (12) parking spaces.
6. Approval of a Variation from Section 9-10-5(N)1 to decrease the minimum accessible parking requirements from four (4) parking spaces to one (1) parking space.
7. Approval of a Variation from Section 9-10-5(L)2(d) to decrease the driveway centerline distance from the north property line from 70 feet to 61.2 feet.
8. Approval of a Variation from Section 9-10-4(H) to reduce the minimum number of required loading berths from three (3) loading berths to two (2) loading berths.
9. Approval of a Variation to eliminate the requirement that the applicant construct curbs and gutters for the required street improvements along IL Route 83 Frontage Road and 79th Street.

Staff Recommendation

Based on the information submitted, the surrounding uses, and the proposed development's compliance with the Comprehensive Plan, Staff recommends that the Plan Commission conditionally approve the requested entitlements. The proposed project would replace marginally viable commercial land with a suitable, alternative use on parcels that have remained vacant for a long time. The proposed project is consistent with the goals and objectives of the Comprehensive Plan's "Office, Office/Research and Industrial Development Policies". The proposed project, as conditioned, will be desirable by replacing an underutilized site with a use found to be in high demand for residents in Willowbrook and the surrounding communities.

Staff supports the proposed map amendment to rezone the subject property from the B-3 Zoning District to M-1 Zoning District, which allows the self-storage use. The proposed business/zoning district is consistent with the Comprehensive Plan's "Office, Office/Research and Industrial Development Policies" as well as the zoning of adjacent M-1 properties.

Staff is supportive of the proposed petition and recommends approval of the proposed map amendment to rezone the subject property from the B-3 Zoning District to M-1 Zoning District, variations from Title 9 and Title 10 of the Village Code; and the Preliminary and Final Plat of Subdivision for the subject property as legally described in Attachment 1, subject to the following conditions:



Recommended Conditions of Approval

Based on plans submitted by the petitioner, Staff recommends the following conditions to be included in a motion for this case.

1. The trash enclosure shall be constructed to look like masonry and shall appear similar to the color and style of the building.
2. The petitioner shall install one (1) streetlight at the intersection of 79th Street and Frontage Road once the specific location has been provided by the Village Engineer. A revised photometric plan must be submitted and approved by the Village Engineer prior to final zoning approval from the Village Board.
3. The petitioner shall install a 5-foot sidewalk along the entire length of the property frontage and just southeast of the Quincy Street and Joliet Road intersection, as determined by Village Staff.
4. The petitioner shall obtain all necessary permits from IDOT prior to performing any work within the Frontage Road/79th Street right-of-way. The petitioner shall provide a copy of IDOT's review of the self-storage facility's plans (which include the subdivision improvements mentioned above) to Village Staff prior to the issuance of building permits.
5. The proposed building must be fire sprinklered and fully fire alarmed.
6. The petitioner shall gain approval from the Tri-State Fire Protection District that the building's sprinkler system is adequate for the proposed use.
7. The construction and use of the self-storage facility shall at all times be in substantial compliance with the Architectural floor plans submitted by the petitioner.
8. All landscaped areas shall be constructed and landscape material installed prior to the issuance of any permanent occupancy permit for the subject realty, or such earlier time, as is reasonably practical.
9. The proposed watermain and its connections shall be reviewed by the Building Department for compliance with the Illinois Plumbing Code.
10. A permit is required from the DuPage County Public Works for the sanitary sewer connection prior to the Village issuing a building permit.
11. Prior to the issuance of any final certificate of occupancy, the owner shall complete the improvements to the IL Route 83 Frontage Road along the frontage of the subject realty as shown in the engineering plans.
12. A separate sign permit shall be obtained for the proposed building signage, pursuant to the Village Code.
13. The petitioner shall provide on-site signage directing outbound traffic to the south to access IL Route 83 to minimize illegal maneuvers (northbound to westbound left-turns) at the Frontage Road intersection with Midway Drive.
14. The petitioner shall locate fire hydrant(s) in a location(s) approved by the Fire Protection District and the Building Department.
15. The petitioner shall revise the Preliminary and Final Plats of Subdivision to include an easement for public use and Village maintenance of the proposed sidewalk prior to final zoning approval.
16. All outstanding comments from the Village Engineer must be addressed prior to final zoning approval from the Village Board.

Plan Commission Hearing Summary and Recommendation

The Plan Commission conducted a public hearing on this petition at their April 3, 2019 meeting. The following members were in attendance: Chairman Dan Kopp, Vice Chairman Wagner, and Commissioners Kaucky, Ruffolo and Walec. Commissioners Remkus and Soukup were absent.

Testimony from the public is summarized as follows:



Zoltan Baksay:

Mr. Baksay expressed general support and favored the proposed development over the previous gun club petition. However, Mr. Baksay did have some concerns and wanted clarification from the Plan Commission regarding a couple of issues. As a resident of Willowbrook, Mr. Baksay lives on Eleanor Place and inquired if the zone change would carry over to any future potential property owners/users should the self-storage facility fail. Since the M-1 zoning district includes "adult uses", he expressed that he did not want any adult uses to be located within 500 feet of his residence. He inquired if it was possible to place a condition that the zone change apply only to the self-storage facility.

Vice Chairman Wagner responded by stating that the zone change would run with the land and a condition to restrict the zone change to the self-storage facility would not be placed on this particular petition, since this is not something the Plan Commission has traditionally done in the past. The Plan Commission understands Mr. Baksay's concerns regarding future uses on the site, since the Plan Commission has raised questions in the past surrounding the issue of parking. If the Plan Commission were to grant a variation for reduced parking for the self-storage facility, the site could experience a shortage of required parking and any potential future tenants would be severely underparked. Vice Chairman Wagner assured Mr. Baksay that if the self-storage facility were to fail and a new use would be proposed on the same site, the new use would need to comply with the requirements of that use.

To address Mr. Baksay's concern regarding the introduction of adult uses, Planner Choi pointed out that the residences located west of Kingery Highway are zoned R-2, and informed the Plan Commission and Mr. Baksay that adult uses are prohibited from being located within 750 feet of any residence in Willowbrook.

After hearing all testimony, the Plan Commission concluded the public hearing. The Plan Commission then went on to discuss the proposed development. Chairman Kopp was originally opposed to allowing a self-storage facility at the proposed location since the proposed site is the entry to the Village, but after reviewing the drawings, he believed the building was well-designed and would be a good addition to Willowbrook. Vice Chairman Wagner inquired if the building materials were reviewed and met all requirements of the code. Staff confirmed that the proposed building materials had been reviewed and met the requirements of the code.

Motion

The following sample motion was provided in the staff report for the Plan Commission:

Based on the submitted petition and testimony provided, I move that the Plan Commission approve and adopt the Standards for Variations outlined in the Staff Report prepared for PC 19-01 for the April 3, 2019 Plan Commission meeting; and that the Plan Commission recommend to the Village Board approval of a map amendment to rezone the property located at 7830-7850 79th Street (located at the northeast corner of Frontage Road and 79th Street) from the B-3 General Business Zoning District to the M-1 Light Manufacturing Zoning District, a preliminary and final plat of subdivision, and associated variations as listed as in the Staff Report prepared for PC 19-01 for the April 3, 2019 Plan Commission meeting, subject to the "Conditions of Approval" listed in the Staff Report prepared for PC 19-01 for the April 3, 2019 Plan Commission meeting.

The following motion made by Kaucky was seconded by Walec and approved a **unanimous 5-0 roll call vote** of the members present:



Based on the submitted petition and testimony provided, I move that the Plan Commission approve and adopt the Standards for Variations outlined in the Staff Report prepared for PC 19-01 for the April 3, 2019 Plan Commission meeting; and that the Plan Commission recommend to the Village Board approval of a map amendment to rezone the property located at 7830-7850 79th Street (located at the northeast corner of Frontage Road and 79th Street) from the B-3 General Business Zoning District to the M-1 Light Manufacturing Zoning District, a preliminary and final plat of subdivision, and associated variations as listed as in the Staff Report prepared for PC 19-01 for the April 3, 2019 Plan Commission meeting, subject to the "Conditions of Approval" listed in the Staff Report prepared for PC 19-01 for the April 3, 2019 Plan Commission meeting, with the change to Condition No. 4, that the words "final zoning approval" be replaced with "issuance of building permits".

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

MOTION DECLARED CARRIED

Next Steps:

The next steps include the applicant's revision to the plans, after which staff will complete reviews and inform the applicant of additional modifications (if any), before the item is scheduled for consideration by the Village Board for a formal vote.



Attachment 1
Legal Description

PINS:
09-26-402-018
09-26-402-029

PARCEL 1:

LOT 4 IN ANVAN'S SUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTHEAST QUARTER OF SECTION 26, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 9, 1978 AS DOCUMENT R78-96734, IN DUPAGE COUNTY, ILLINOIS.

PARCEL 2:

LOT 2 IN ANVAN'S SUBDIVISION OF ALL OF LOTS 1, 2 AND 3 IN ANVAN'S FIRST ADDITION, BEING A RESUBDIVISION OF ANVAN'S SUBDIVISION, A SUBDIVISION OF PART OF THE SOUTH EAST QUARTER OF SECTION 26, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT OF SAID ANVAN'S RESUBDIVISION RECORDED MARCH 31, 1986 AS DOCUMENT R86-28791, IN DUPAGE COUNTY, ILLINOIS.



Attachment 2
Business Narrative (1 Sheet)

PROJECT NARRATIVE // BEYOND SELF STORAGE

NorthPoint Development launched Beyond Self Storage as a new brand initiative in 2016, with the goal to bring its new Class A, all indoor, 100% climate controlled concept for self storage to select markets across the country. We now have 18 facilities either open or under construction, and are excited for the opportunity to bring our newest facility to the Village of Willowbrook at the current vacant parcel of land located at 7830-7850 79th Street.

A few details of our proposed development and our operations:

Our facilities are located in areas of high storage demand due to changing demographics through population growth, new commercial development, or increased multi-family development. These trends follow people's desire to downsize into smaller residences as they enter the workforce, retire, or become "empty nesters" as examples of the drivers of demand for the increased need for storage space. We've conducted extensive market studies that identify where there is a strong need for our product within the communities where we pursue projects. It is our goal to accommodate that demand with the highest quality product and service.

Our proposed facility in Willowbrook would be a 3 story facility totaling approximately 138,705 gross square feet, with all loading/unloading activity being contained inside the facility, within an internal drive through. All of our existing customers will have a security access code to enter the drive thru lane, and park their vehicle inside to do their loading and unloading. Two centrally located elevators allow customers to load their belongings on carts and access units on the 2nd and 3rd floors.

Beyond Self Storage will have an on-site manager available 7 days a week during normal business hours to provide impeccable customer service in assisting new customers with all of their needs, including:

- Renting of available storage units
- Sales of moving, packing, and storage products
- Package acceptance on behalf of the customer
- Monitoring all activity going in and out of the building

Our facility is not a 24-hour facility. Access to the building is restricted via security code, and existing customers can only access the facility with their security code from 6:00am to 10:00 pm. Office hours will be staffed by the manager and are as follows: Monday through Friday: 9:00am to 6:00pm, Saturday: 9:00am to 5:00pm, Sunday: 11:00am to 4:00pm.

Our projects feature a state of the art security system. This includes over 30 cameras monitoring and recording activity on-site, with computerized access control (code required to enter building), surveillance cameras with DVR, and motion-detection lighting, in addition to being monitored by on-site management staff.

Our Beyond Self Storage is a low traffic generating use. On average, we see approximately 4 customers per hour at our facility. We generally have only approximately 6-8 parking spaces at our locations, which are more than sufficient to accommodate our single employee as well as customer parking needs for our facilities, due to the loading and unloading activities occurring inside the facility. Please see our separately provided parking summary for additional reference. Our drive thru facility as currently planned for Willowbrook would allow for up to 4 vehicles as well as a moving truck to be in the drive thru loading area at one time if needed, while the other side of the drive thru serves as a pass through lane for entering/exiting.

Not only are we the developer, but we are the owner of all our Beyond Self Storage facilities, and manage all the facilities with our own employees. Our Beyond Self Storage brand is not only built around our state-of-the-art facilities but also includes an experienced in-house management team that provides white glove customer service while promoting a positive culture. We look forward to being a long term active member of the community.

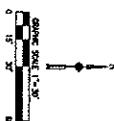
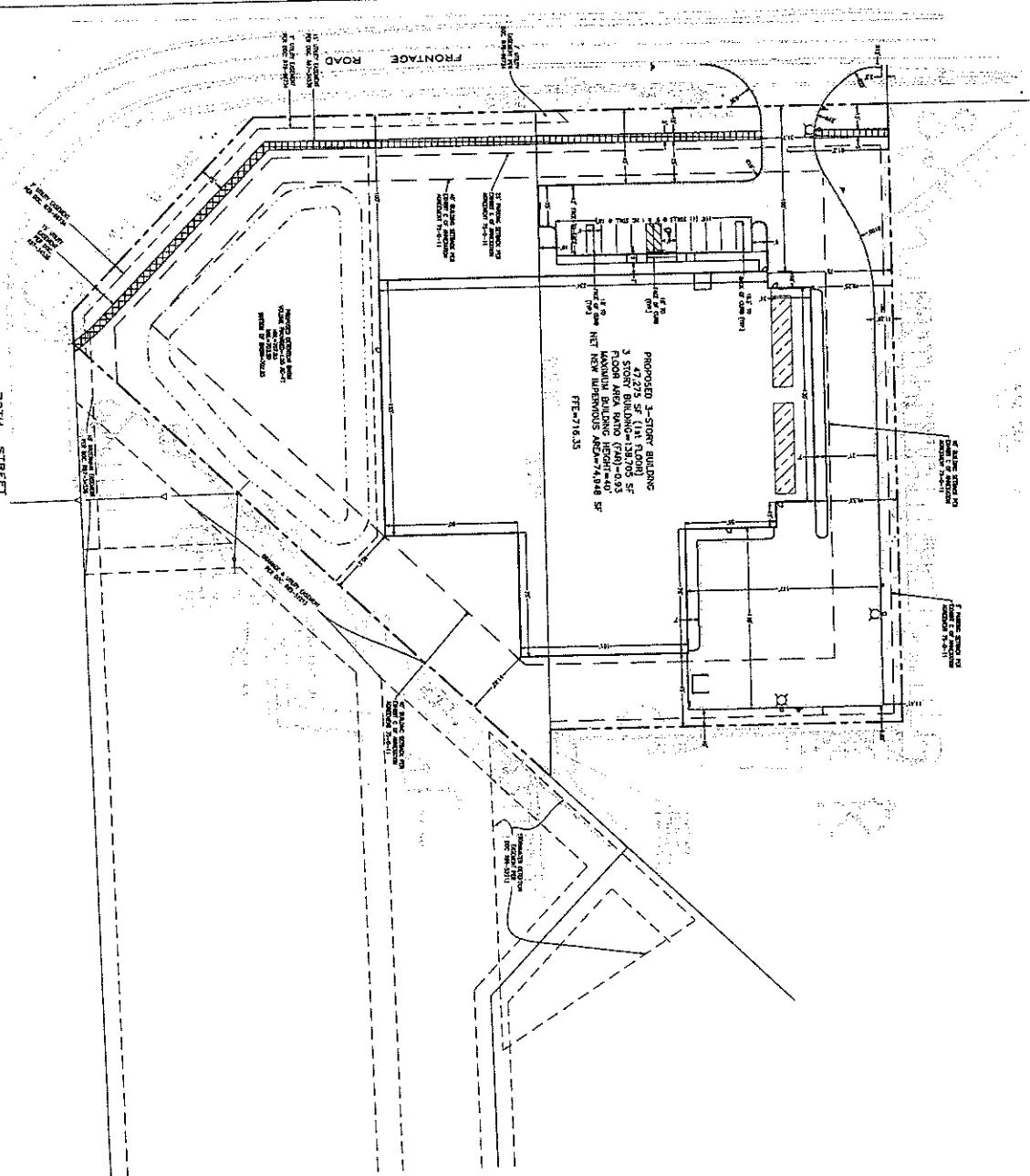


We look forward to becoming part of your community!



Attachment 3
Site Plan (1 Sheet)

ROBERT KINGERY HIGHWAY



1,10-301		JACOB & HEFNER ASSOCIATES
F579		1333 Butterfield Rd, Suite 100, Downers Grove, IL 60515 PHONE: (630) 962-4600, FAX: (630) 951-4601 www.jacobandhefner.com

SITE PLAN

SITE PLAN

7830-7850 79TH STREET
BEYOND SELF STORAGE
WILLOWBROOK, ILLINOIS

2 PER WILLOWBROOK COMMENTS	3/29/10
1 ORIGINAL PLAN DATE	3/29/10



Attachment 4
Architectural, Elevation & Signage (4 Sheets)



Attachment 5
Landscape Plan (3 Sheets)



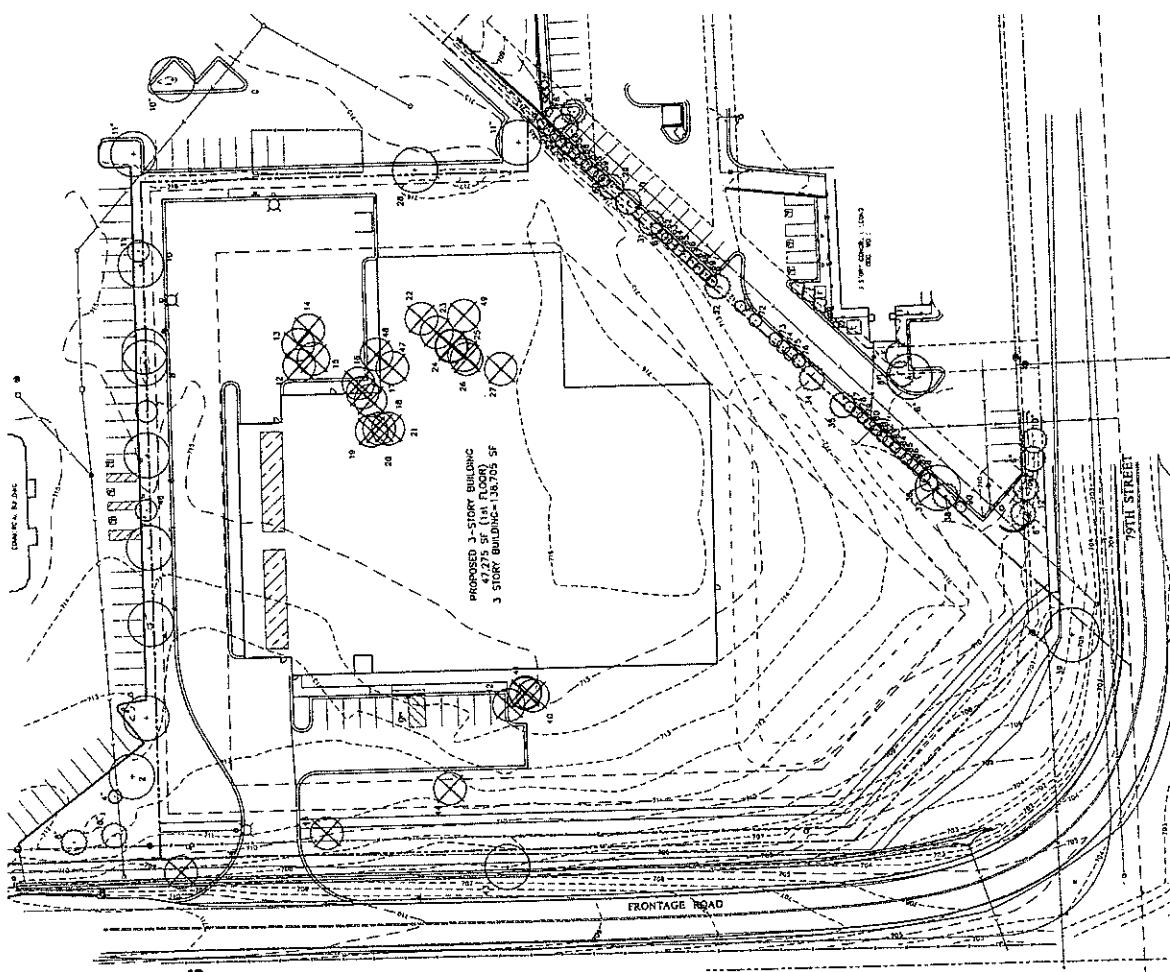
GARY R. WEBER
ASSOCIATES, INC.
LANDSCAPE ARCHITECTURE
ECOLOGICAL CONSULTING
#2100 LIBERTY DRIVE
SPRINGFIELD, ILLINOIS 62703
(217) 524-8515

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TREE PRESERVATION PLAN

MILLBROOK, ILLINOIS

BEYOND SELF STORAGE



NORTH



SCALE: 1" = 30'

0' 10' 20' 30'

50' 60' 70'

80' 90' 100'

110' 120'

130' 140'

150' 160'

170' 180'

190' 200'

210' 220'

230' 240'

250' 260'

270' 280'

290' 300'

310' 320'

330' 340'

350' 360'

370' 380'

390' 400'

410' 420'

430' 440'

450' 460'

470' 480'

490' 500'

510' 520'

530' 540'

550' 560'

570' 580'

590' 600'

610' 620'

630' 640'

650' 660'

670' 680'

690' 700'

710' 720'

730' 740'

750' 760'

770' 780'

790' 800'

810' 820'

830' 840'

850' 860'

870' 880'

890' 900'

910' 920'

930' 940'

950' 960'

970' 980'

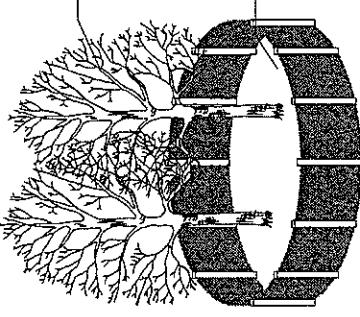
990' 1000'

LEGEND



TREE PRESERVATION NOTES

1. All trees marked with a plus sign (+) shall be retained in the event of construction. All trees marked with an 'X' shall be removed until the completion of construction.
2. All incidental damage to existing trees shall be repaired by the contractor. All trees marked with an 'X' shall be removed shall be properly located as required by the Illinois Department of Natural Resources, Division of Forestry, and the Illinois Department of Natural Resources, Division of Environmental Assessment, Landscaping.
3. Broken or badly twisted branches shall be preserved with a chain saw. If recommended by the professional Arborist, a professional Arborist, uprooted.
4. Care shall be exercised by the contractor to protect all trees from damage during the course of construction and from damage to the root system.
5. Contractors shall protect trees and vegetation against spills or discharge of salts, lubricating oils, hydraulic fluids, paint, oil, gasoline, and other materials. Contractors shall not use any materials which can be harmful.
6. When underground utilities are proposed within 5' of a preserved tree trunk, they must be mapped if possible.



TREE PRESERVATION DETAIL

NOT TO SCALE

TREE INVENTORY

TREE NO.	DISTANCE FROM COMBINATION LINE	COMMON NAME	TYPE	CONDITION	IMPERSONAL ACTION	CODE	COMBINATION	IMPERSONAL ACTION
1	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	1	Tree	Protect/Cultivate
2	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	2	Tree	Protect/Cultivate
3	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	3	Tree	Protect/Cultivate
4	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	4	Tree	Protect/Cultivate
5	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	5	Tree	Protect/Cultivate
6	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	6	Tree	Protect/Cultivate
7	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	7	Tree	Protect/Cultivate
8	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	8	Tree	Protect/Cultivate
9	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	9	Tree	Protect/Cultivate
10	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	10	Tree	Protect/Cultivate
11	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	11	Tree	Protect/Cultivate
12	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	12	Tree	Protect/Cultivate
13	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	13	Tree	Protect/Cultivate
14	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	14	Tree	Protect/Cultivate
15	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	15	Tree	Protect/Cultivate
16	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	16	Tree	Protect/Cultivate
17	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	17	Tree	Protect/Cultivate
18	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	18	Tree	Protect/Cultivate
19	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	19	Tree	Protect/Cultivate
20	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	20	Tree	Protect/Cultivate
21	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	21	Tree	Protect/Cultivate
22	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	22	Tree	Protect/Cultivate
23	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	23	Tree	Protect/Cultivate
24	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	24	Tree	Protect/Cultivate
25	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	25	Tree	Protect/Cultivate
26	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	26	Tree	Protect/Cultivate
27	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	27	Tree	Protect/Cultivate
28	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	28	Tree	Protect/Cultivate
29	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	29	Tree	Protect/Cultivate
30	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	30	Tree	Protect/Cultivate
31	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	31	Tree	Protect/Cultivate
32	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	32	Tree	Protect/Cultivate
33	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	33	Tree	Protect/Cultivate
34	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	34	Tree	Protect/Cultivate
35	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	35	Tree	Protect/Cultivate
36	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	36	Tree	Protect/Cultivate
37	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	37	Tree	Protect/Cultivate
38	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	38	Tree	Protect/Cultivate
39	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	39	Tree	Protect/Cultivate
40	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	40	Tree	Protect/Cultivate
41	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	41	Tree	Protect/Cultivate
42	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	42	Tree	Protect/Cultivate
43	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	43	Tree	Protect/Cultivate
44	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	44	Tree	Protect/Cultivate
45	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	45	Tree	Protect/Cultivate
46	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	46	Tree	Protect/Cultivate
47	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	47	Tree	Protect/Cultivate
48	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	48	Tree	Protect/Cultivate
49	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	49	Tree	Protect/Cultivate
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52	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	52	Tree	Protect/Cultivate
53	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	53	Tree	Protect/Cultivate
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55	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	55	Tree	Protect/Cultivate
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57	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	57	Tree	Protect/Cultivate
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77	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	77	Tree	Protect/Cultivate
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97	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	97	Tree	Protect/Cultivate
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102	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	102	Tree	Protect/Cultivate
103	0' 0"	Elm Tree	Elm	Tree	Protect/Cultivate	103	Tree	Protect/Cultivate
104	0'							



GARY R. WEBER
ASSOCIATES, INC.
 LAND PLANNING
 GEOLOGICAL CONSULTING
 LANDSCAPE ARCHITECTURE
 1610 WEST LIBERTY DRIVE
 WHEATON, ILLINOIS 60187
 PHONE: (312) 664-1197

DALE M. HOFER
JACOB & HOFER
ASSOCIATES, INC.
 1230 NORTHERN PLAZA, SUITE 200
 CHICAGO, ILLINOIS 60610

LANDSCAPE SPECIFICATIONS

BEYOND SELF STORAGE



Attachment 6
Site Improvement Plans (20 sheets)

GRADING PLAN

WHITEWORLD, ILLINOIS

7830-7850 79TH STREET

JACOB & HEFFNER

AS-50-CIAT-5

1000

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GRADE LINE 1'-0"

15'

30'

45'

60'

75'

90'

105'

120'

135'

150'

165'

180'

195'

210'

225'

240'

255'

270'

285'

300'

315'

330'

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915'

930'

945'

960'

975'

990'

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1050'

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1095'

1110'

1125'

1140'

1155'

1170'

1185'

1200'

1215'

1230'

1245'

1260'

1275'

1290'

1305'

1320'

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1350'

1365'

1380'

1395'

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1440'

1455'

1470'

1485'

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1605'

1620'

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1725'

1740'

1755'

1770'

1785'

1800'

1815'

1830'

1845'

1860'

1875'

1890'

1905'

1920'

1935'

1950'

1965'

1980'

2000'

2020'

2040'

2060'

2080'

2100'

2120'

2140'

2160'

2180'

2200'

2220'

2240'

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3860'

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3980'

4000'

4020'

4040'

4060'

4080'

4100'

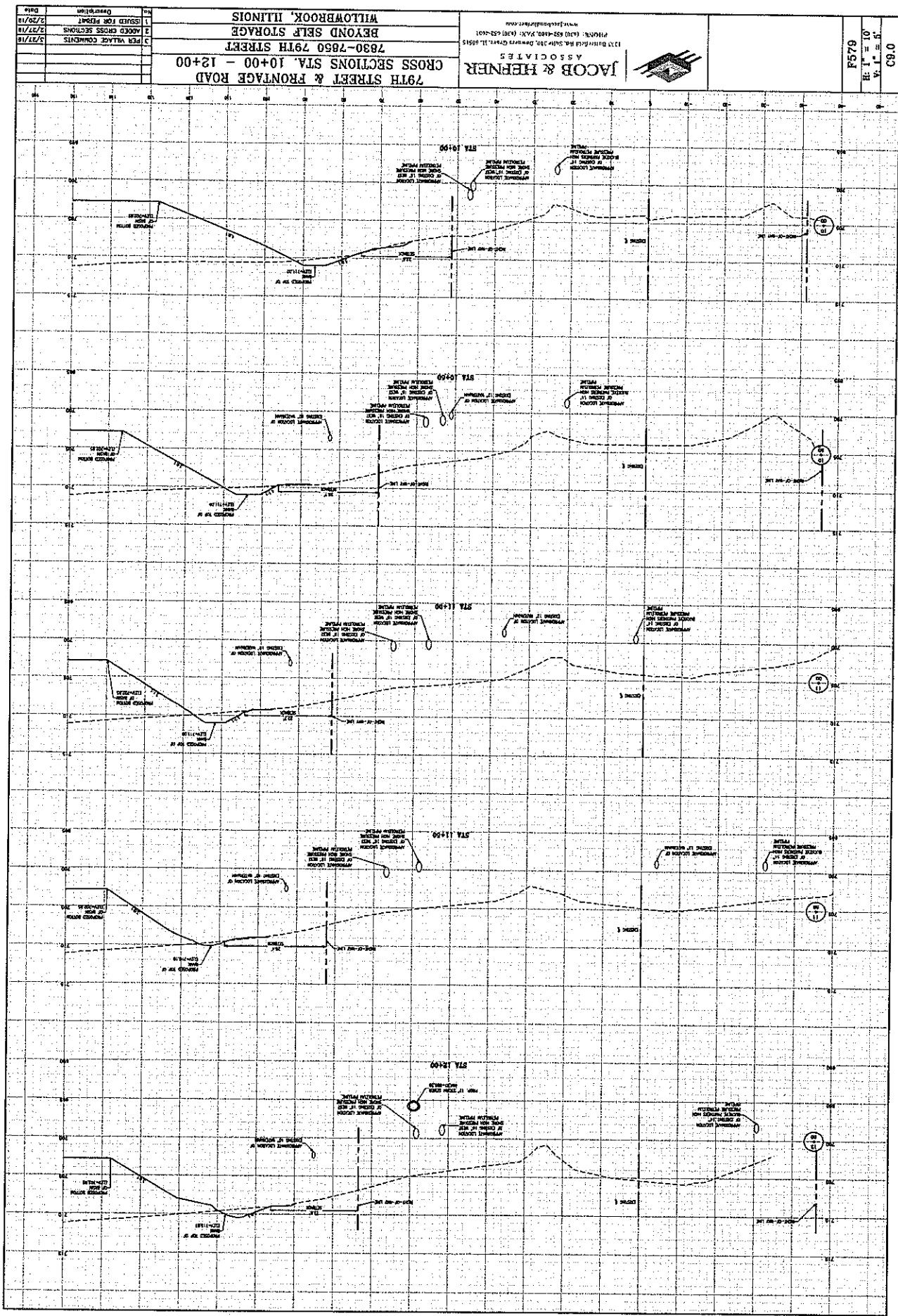
4120'

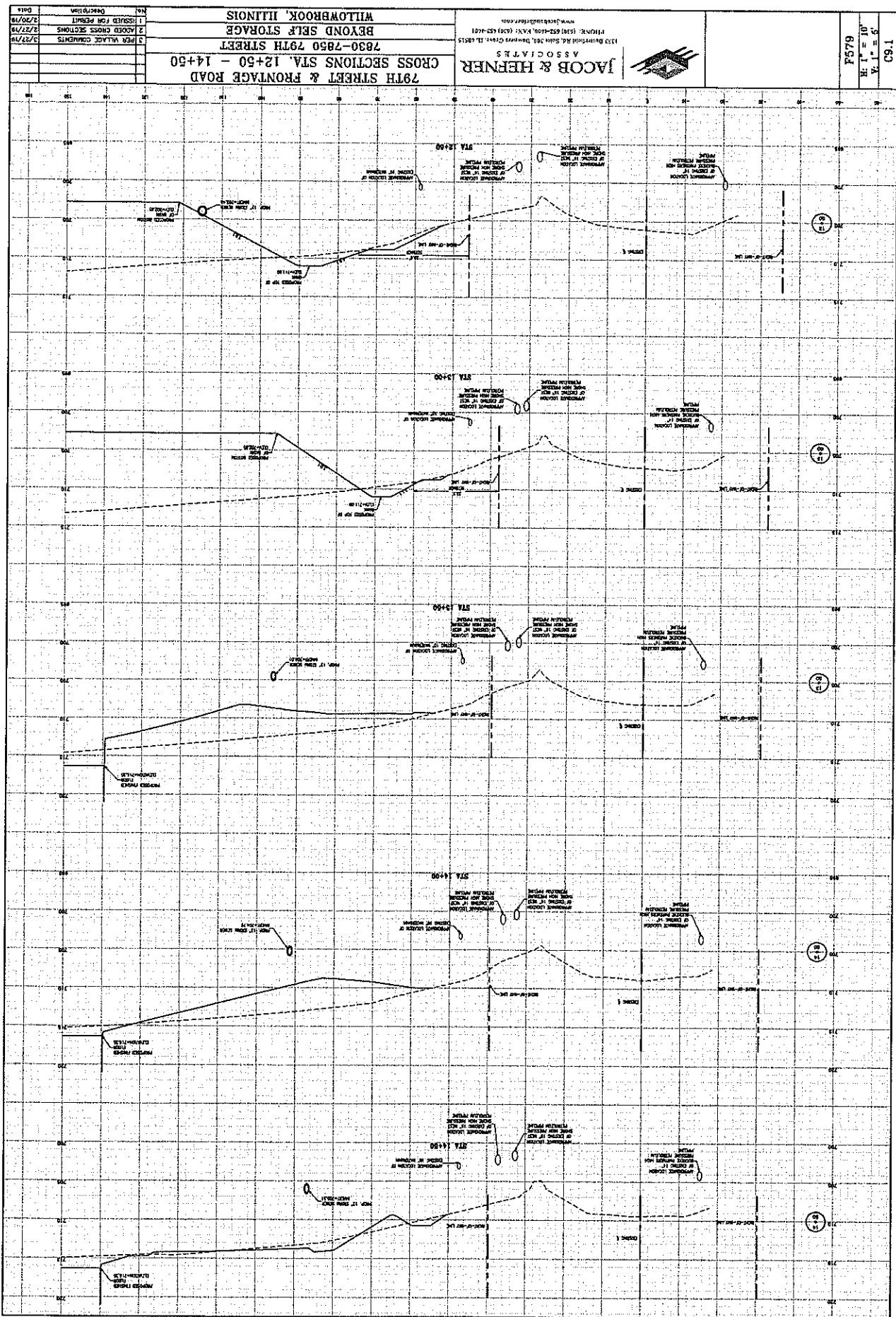
4140'

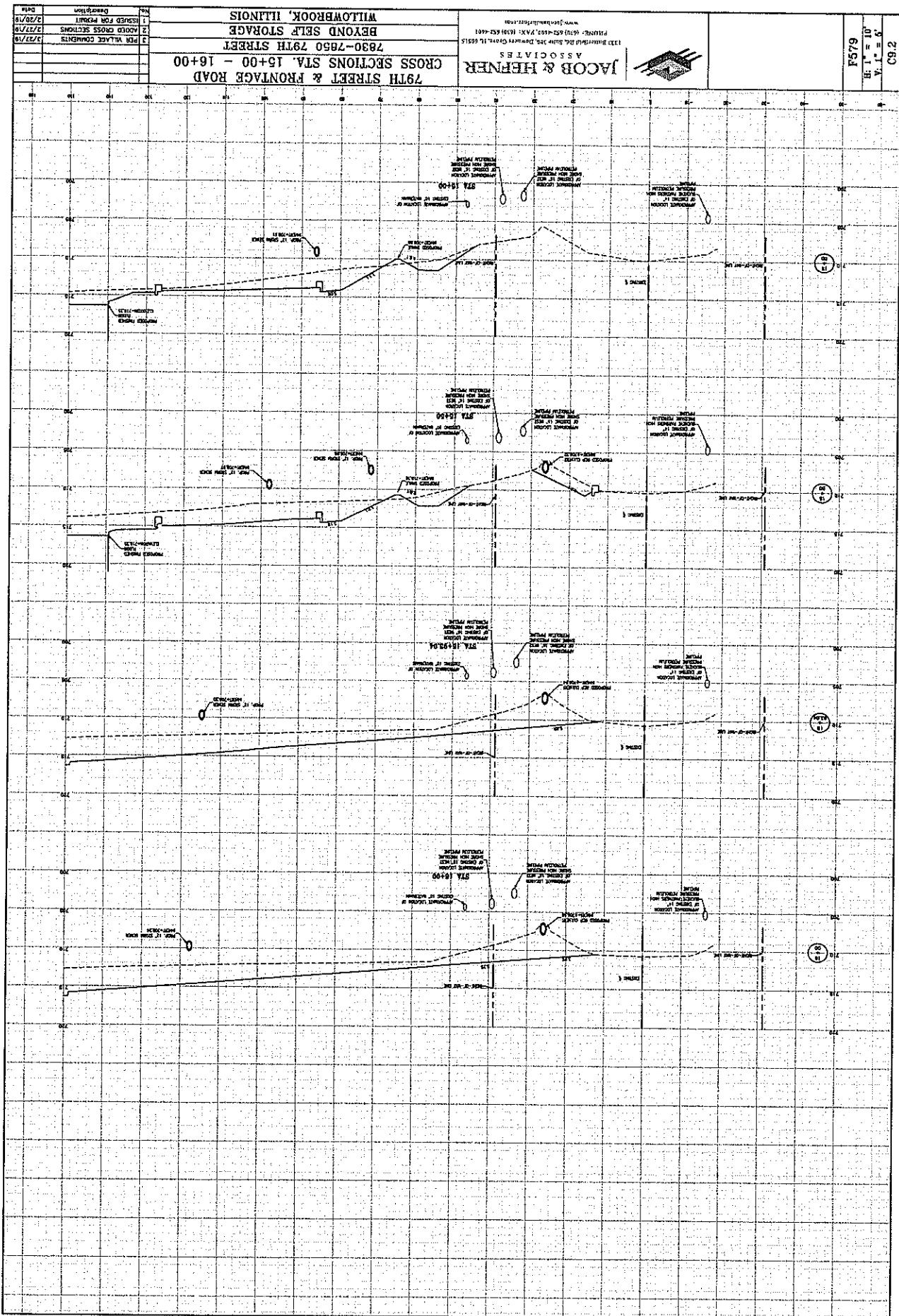
4160'

4180'

4200'









Attachment 7
Traffic Control Plan (1 Sheet)

TRAFFIC CONTROL PLAN

ROBERT KINGERY HIGHWAY
STATE ROUTE 83

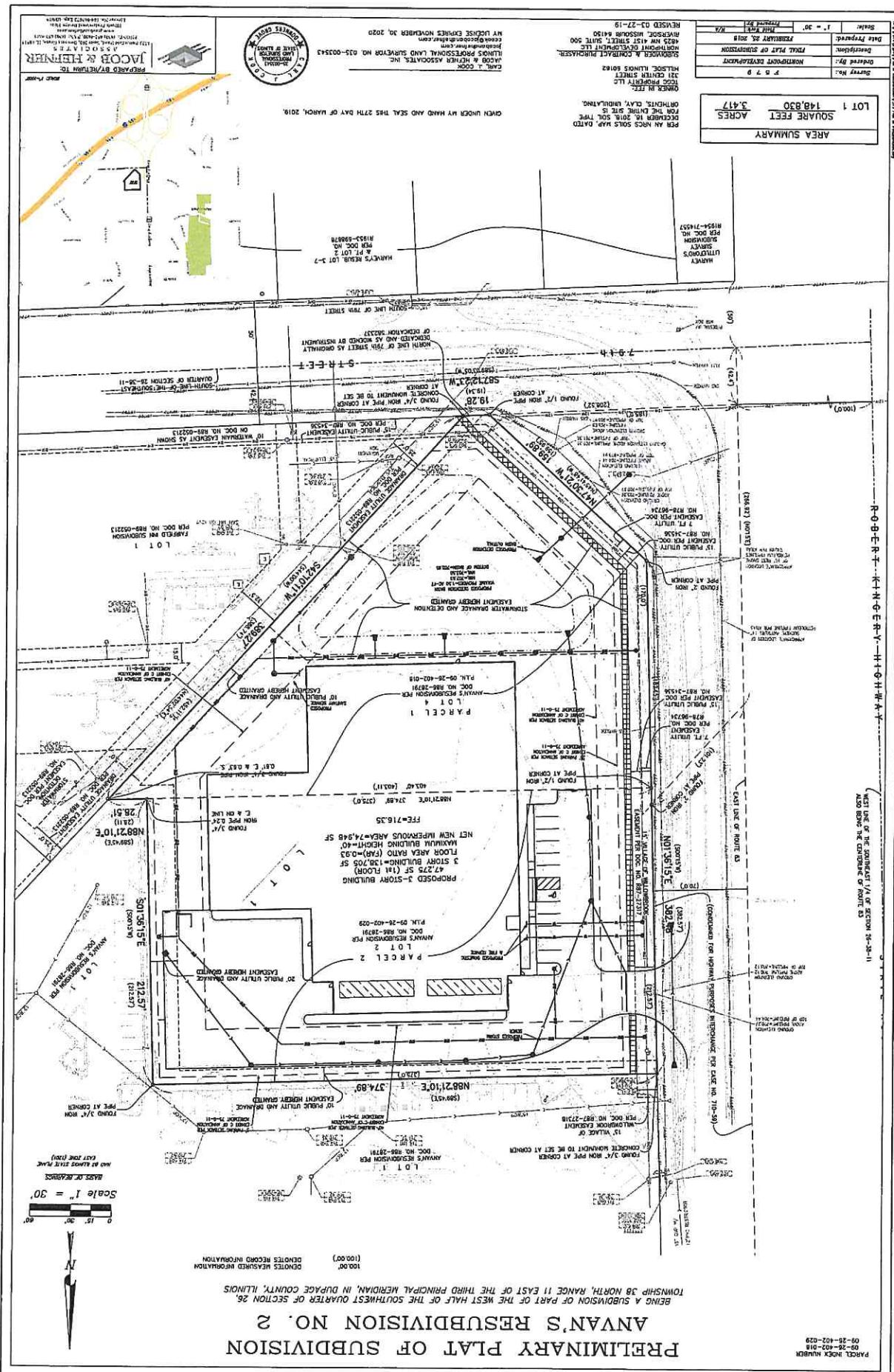
TCp
F579

PROPOSED 3-STORY BUILDING
47,275 SF (1st FLOOR)
3 STORY BUILDING = 18,705 SF
FLOOR AREA RATIO (FAR) = 0.93
MAXIMUM BUILDING HEIGHT = 40'
NET NEW IMPERVIOUS AREA = 74,948 SF
FTE = 716.35

PROPOSED 3-STORY BUILDING
47,275 SF (1st FLOOR)
3 STORY BUILDING = 158,705 SF
FLOOR AREA RATIO (FAR) = 0.83
MACHINERY BUILDING HEIGHT = 40'
1ST NEW IMPERVIOUS AREA = 7,948 SF
FTE = 716.35



Attachment 8
Preliminary Plat of Subdivision (1 Sheet)



2 ANVAN'S RESUBDIVISION NO. 2
A SUBDIVISION OF PART OF THE WEST HALF OF THE THIRD PRINCIPAL MERIDIAN, IN DUARCE COUNTY, ILLINOIS
38 NORTH, RANGE 11 EAST OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 20
38 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN DUARCE COUNTY, ILLINOIS

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: MOTION TO APPROVE - FY 2019-20 BUDGET	AGENDA NO. 7 AGENDA DATE: <u>04/22/2019</u>
STAFF REVIEW: Carrie Dittman, Director of Finance	SIGNATURE: <u>C. Dittman</u>
LEGAL REVIEW: Thomas Bastian, Village Attorney	SIGNATURE: <u>THOMAS BASTIAN TH.</u>
RECOMMENDED BY: Timothy Halik, Village Administrator	SIGNATURE: <u>T. Halik</u>
REVIEWED & APPROVED BY COMMITTEE: 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 PERTINENT HISTORY)

We are pleased to present the FY 2019-20 Budget for your approval. The final budget incorporates the discretionary items approved during the Board Budget Workshop held on March 18, 2019 along with subsequent budget related discussions. The Village's General Fund balance is projected to be at \$3,472,263 at April 30, 2020, which represents 136 days of operating reserves.

The Village is required to comply with the State Appropriation Act and each year must adopt an appropriation ordinance. While the appropriation ordinance provides the Village legal authority to expend funds, the annual budget represents the Village's spending plan for the year. The appropriation ordinance must be passed within the first quarter of the fiscal year and a copy must be filed with the DuPage County Clerk within thirty (30) days of passage of the ordinance. The FY 2019-20 Appropriation Ordinance will be placed on the Board's agenda within the first quarter for consideration.

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

Staff will be submitting the FY 2019-20 Budget to the Government Finance Officers Association (GFOA) as part of our application for the Distinguished Budget Presentation Award at a later date.

ACTION PROPOSED: APPROVE THE MOTION

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

MOTION – TO RECLASSIFY THE POSITION OF BUILDING INSPECTOR TO BUILDING OFFICIAL, SET AT PAY GRADE 10 WITHIN THE VILLAGE SALARY PLAN, AND TO APPROVE THE PROMOTION OF CURRENT BUILDING INSPECTOR ROY GIUNTOLI TO THE NEWLY CREATED POSITION OF BUILDING OFFICIAL EFFECTIVE MAY 1, 2019

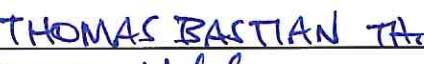
AGENDA NO. 8

AGENDA DATE: 4/22/19

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: 

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: 

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: 

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

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

During the FY 2019/20 Board Budget Workshop meeting held on March 18, 2019, the Village Board further discussed remaining personnel changes required to fully implement the succession plan for the pending retirement of the Village Administrator. In order to ensure the duties performed by the current administrator were adequately covered, administration staff's recommendation is that the current position of building inspector be reclassified to building official and that new position become responsible for the supervision of the building & zoning division of the municipal services department. Further, that current Building Inspector Roy Giuntoli be promoted to the newly created position of Building Official effective May 1, 2019.

Roy has been employed by the Village for the past 13.3 years as building inspector. He is an International Code Council (ICC) certified building inspector in both commercial and residential and is currently completing the examination process to become an ICC certified building official as recognized by the Council of American Building Officials (CABO). Roy is very familiar with Village codes and ordinances along with our development review process. He is part of our development review team and works closely with the planning consultant, civil engineering consultant, zoning attorneys, and the Village public works department. He also currently serves as the building department liaison to the plan commission.

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

It is recommended that the newly created position of Building Official be set at Pay Grade 10 within the Village's Salary Plan. For FY 2019/20, the Pay Range of Pay Grade 10 is \$75,637 to \$96,997. To provide an appropriate wage increase as part of this promotion, and to be commensurate with the new supervisory duties assigned to the position, it is also recommended that Roy's current position within Pay Grade 8 be used to establish his starting wage within Pay Grade 10. This has been the Village's past practice with regard to position reclassifications when the current employee is promoted to the newly created position. Therefore, Roy's new annual salary effective May 1, 2019 will be \$94,648, which is a 17% increase as compared to his current salary of \$80,781.

Attached is the formal Village job description for the newly created position of Building Official within the Municipal Services Department.

ACTION PROPOSED:

Pass Motion.



VILLAGE OF WILLOWBROOK

JOB DESCRIPTION: BUILDING OFFICIAL

DEPARTMENT: Municipal Services Department	WORK LOCATION: Village Hall	FLSA STATUS: Non-Exempt (Due to Emergency Call-Outs)
PAY GRADE LEVEL: 10	PENSION: IMRF	UNION: Non-Union
REPORTS TO: Village Administrator	LEVEL OF SUPERVISION RECEIVED: General Guidance and Direction	LICENSE/CERTIFICATE: Illinois Class D Drivers' License

PURPOSE OF POSITION:

The purpose of this position is to supervise Building & Zoning Division staff within the Municipal Services Department and oversee the inspection and plan review functions of the department, including enforcement of the building and zoning codes and ordinances of the Village. The work is performed under the minimal supervision of the Village Administrator.

The following requirements are normal for this position. These are not to be construed as exclusive or all-inclusive. Because it is in the best interest of the taxpayers to receive services at the lowest possible cost, other tasks as from time to time assigned shall be deemed to be included in this position description.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES
1.	INSPECTIONAL SERVICES 1. Responsible for the application of all construction regulations, building, fire, and property maintenance codes. 2. Coordinates the inspection of buildings under construction, alteration, or repair for compliance with building code requirements; inspects for adequacy of foundations, framing, or superstructure, and conformity of the entire structure with approved plans. 3. Oversees the activities of various outside contractors including the elevator inspection agency, and part-time plan review and inspection agency.

4. Receives complaints and makes inspections of possible defective systems or code violations upon properties; makes recommendations for compliance with applicable codes.
5. Assists in the inspection of all public improvements as requested; coordinates with and assists the Superintendent of Public Services and his subordinates in the inspection of all public improvements.
6. Investigates all drainage and flood related inquiries jointly with the Superintendent of Public Services and the Village Engineer; implements necessary remedies when needed in accordance with Village Codes and Ordinances.
7. Schedules and conducts pre-construction meetings with builders, developers, contractors, construction superintendents, project foremen, and property owners to discuss Village Code requirements and inspection process prior to the start of a construction project.
8. Administers the zoning ordinance as it relates to individual construction projects, accessory structures, and the day-to-day operations of both residential and commercial properties.
9. Performs all tasks in a manner conducive to the health and safety of oneself and others; follows appropriate safety practices and procedures while performing inspections.
10. Maintains records and provides information on construction and development occurring within the Village.

2. **PLAN REVIEW SERVICES**

1. Administers and enforces the provisions of the Building Code, making such determinations, interpretations, and orders as necessary; requires such plats, plans and other descriptive material in connection with applications for permits as are necessary to judge compliance with the Village Code.
2. Reviews building, site development plans, and elevation drawings and generates written plan review reports citing deficiencies of the adopted Village Codes.
3. Oversees the activities of several specialty plan review agencies.
4. Meets with architects, engineers, and contractors to discuss prevalent issues relating to construction projects and plans; communicates in a professional manner with developers, construction superintendents, project foremen, etc. to resolve plan review issues.
5. Meets with developers and property owners to identify initial issues relative to potential subdivisions of properties and generation of conceptual plans. Works with the Planning Consultant in the completion of full review and formal zoning process.
6. Reviews the efficiency of the permit application and plan review process; makes revisions to the process as needed to provide highest level of service to the community.
7. Processes all applications for signs, promotions, and special events received from the public. Applications reviewed and processed in a timely manner in accordance with Village Code.
8. Researches code changes as it relates to prevalent building trends; amends codes as necessary in accordance with legislative changes and to promote the ongoing safety and longevity of the built environment; interprets the Village Building Code as it pertains to the completion of construction projects.

3. **PROFESSIONAL REPRESENTATION**
 1. Provides secondary representation to the Plan Commission on subdivision and zoning related issues.
 2. Represents the Village in related professional organizations and municipal networking functions; attends seminars and workshops accordingly.
 3. Completes special projects as assigned, presents final reports/information to department heads and/or elected officials as requested; drafts reports for inclusion in Village Board/Committee agendas.
 4. Provides effective and efficient customer service and promotes and maintains responsive community relations; attends homeowner association meetings when requested to discuss relevant issues pertaining to proposed projects or matters at hand.
4. **CODE ENFORCEMENT SERVICES**
 1. Inspects existing structures for dangerous conditions; recommends condemnation or other corrective action; investigates housing and building code violations.
 2. Initiates code enforcement proceedings on property owners found to be in violation of adopted Village codes and ordinances; drafts notices of violation when necessary to gain compliance.
 3. Is assigned a police badge number, drafts and issues violation tickets, and appears in Field Court in conjunction with the Village Prosecuting Attorney upon bringing cases to court; provides Field Court testimony when required.
 4. Oversees the activities of the part-time property maintenance inspector.
5. **NETWORKING SERVICES**
 1. Promotes networking activities between all governmental bodies including, but not limited to: Fire Protection Districts, DuPage County Health Department, County of DuPage, and Flagg Creek Water Reclamation District; communicates regularly and cooperates effectively with all related departments and governmental agencies.
 2. Provides assistance in Village emergency situations and aides in carrying out related emergency response plans; provides input and technical expertise relating to the nature of the emergency situation and required response.
 3. Responds to requests for emergency call-outs and coordinates required response with all governmental bodies; compiles necessary information for generation of incident reports to keep the Village Administrator informed for possible comments to media outlets.

JOB CONTEXT

The Building Official position is a regular full-time position within the Municipal Services Department. The position reports directly to the Village Administrator. The individual employed as the Building Official receives minimal direct supervision and is expected to work independently while coordinating tasks and projects with various departments.

The physical demands described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, and crouch while making field inspections of work in progress. The employee must occasionally lift and/or move 25-50 pounds. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; and is occasionally exposed to wet and slippery surfaces, humid conditions, extreme cold and heat.

Safety is a fundamental element of day-to-day Village operations, and every effort must be taken to ensure a safe and healthy work environment. All Village employees are required to comply with those safety procedures.

JOB REQUIREMENTS

Knowledge:

1. Considerable knowledge of the principles and practices of building and construction safety, engineering principles, and practices.
2. Considerable knowledge of the methods, materials, and techniques involved in general building construction to recognize possible defects.
3. Considerable knowledge of applicable local and state building codes and standards.
4. Some knowledge of the principles and practices of civil engineering and survey work and related plans and specifications.
5. Accredited as a *Certified Building Official (CBO)* by the International Code Council, Inc. and Council of American Building Officials.
6. Accredited as a *Building Inspector* by the International Code Council, Inc.

Skills and Abilities:

1. Ability to read and interpret codes, laws, standards, and ordinances.
2. Ability to accurately read, understand, and interpret plans, diagrams, blueprints, and specifications and assess adherence to codes and standards.
3. Ability to apply the administration of codes and regulations firmly, tactfully, and impartially.
4. Ability to communicate effectively, both orally and in writing, and present ideas clearly and concisely.
5. Ability to work under pressure in potentially hectic environments with frequent interruptions.
6. Ability to operate a personal computer in a network environment.
7. Ability to make public presentations of Village material, recommendations, etc.
8. Ability to establish and maintain effective working relationships with property owners, business owners, operators, contractors, design professionals, other governmental bodies, and the public.
9. Ability to understand and work from engineering plans and specifications.
10. Ability to develop plans and specifications for project accomplishment.

11. Ability to read and follow complex oral and written instructions.
12. Ability to analyze complex matters, prioritize, plan, and schedule work.
13. Ability to manage multiple tasks and projects simultaneously.
14. Ability to read, understand, analyze, and synthesize written information within specific deadlines.
15. Ability to demonstrate a high degree of flexibility, creativity, and innovation in interacting with coworkers and the public to resolve issues.
16. Ability to read, write, speak, and comprehend the English language.

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

MOTION – TO CREATE THE NEW POSITION OF POLICE ACCREDITATION MANAGER/ADMINISTRATIVE SECRETARY, SET AT PAY GRADE 6 WITHIN THE VILLAGE SALARY PLAN, AND TO APPROVE THE PROMOTION OF CURRENT POLICE SECRETARY NANCY TURVILLE TO THE NEWLY CREATED POSITION OF POLICE ACCREDITATION MANAGER/ADMINISTRATIVE SECRETARY EFFECTIVE MAY 1, 2019

AGENDA NO.

9

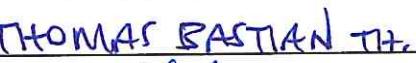
AGENDA DATE:

4/22/19

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: 

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: 

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: 

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

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

During the FY 2019/20 Board Budget Workshop meeting held on March 18, 2019, members of the Village Board suggested that consideration be given to creating a new position within the police department to be directly responsible for police accreditation duties, along with completing typical police secretary duties. After further discussion, the consensus among the Board was that such a position be created and that current Police Secretary Nancy Turville, currently assisting with the police accreditation duties, be promoted to the new position effective May 1, 2019.

Nancy began her employment with the Village on August 3, 2015 as a part-time records clerk. She was then promoted to full-time police secretary on June 4, 2018 when a vacancy was created by the retirement of another police secretary. Since that time, she has assisted with the police accreditation process and has shown an affinity for that type of work.

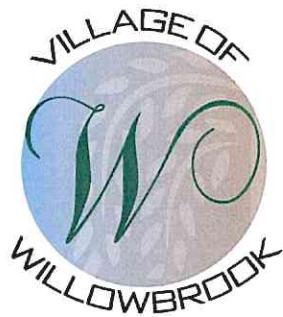
ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

The consensus of the Village Board is that the newly created position of Police Accreditation Manager/Administrative Secretary be set at Pay Grade 6 within the Village's Salary Plan. For FY 2019/20, the Pay Range of Pay Grade 6 is \$54,936 to \$77,127. To provide an appropriate wage increase as part of this promotion, it is also recommended that Nancy's current position within Pay Grade 3 be used to establish her starting wage within Pay Grade 6. This has been the Village's past practice with regard to position reclassifications when the current employee is promoted to the newly created position. Therefore, Nancy's new annual salary effective May 1, 2019 will be \$56,279, which is a 24% increase as compared to her current salary of \$45,517.

Attached is the formal Village job description for the newly created position of Police Accreditation Manager/Administrative Secretary within the Police Department.

ACTION PROPOSED:

Pass Motion.



VILLAGE OF WILLOWBROOK

JOB DESCRIPTION: POLICE ACCREDITATION MANAGER / ADMINISTRATIVE SECRETARY

DEPARTMENT: Police	WORK LOCATION: Police Department		FLSA STATUS: Non-Exempt
PAY GRADE LEVEL: 6	PENSION: IMRF	UNION: Non-Union	
REPORTS TO: Deputy Chief	LEVEL OF SUPERVISION RECEIVED: General Guidance and Direction		LICENSE/CERTIFICATE: Illinois Class D Drivers' License

PURPOSE OF POSITION:

This is a civilian position responsible for the Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation process for the Police Department. The position will be instrumental in assisting development, review, revision and managing the department's policies and forms to ensure compliance with accreditation standards and prepare the department for re-accreditation. Additionally, the position will be involved with quality control in regards to police reports and other police related documents. The responsibilities of the position include but are not limited to composing detailed internal reports, receiving and completing assignments, analyzing data, and identifying needs within the organization. As part of their job function, the position is expected to monitor changes in the accreditation process, and make sure that departmental policy and general orders are in compliance.

The Administrative Secretary is responsible for performing duties relating to the maintenance of the Police Department's records, including Red-Light Camera Administration and Police Pension Board Recording Secretary. The Deputy Chief will provide general supervision for this position. The position has specific responsibilities for maintaining and processing several different documents, files, and records. In addition to these job functions, other duties may be required and assigned.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES
1. Accreditation Manager	<ul style="list-style-type: none"> • Develop, update and maintain departmental operations for compliance with professional law enforcement accreditation standards. • Maintain departmental accreditation files; oversee the accreditation process, including assessments. • Maintain historical records of department policy and procedures. • Meet and/or report regularly with the Chief and Deputy Chief to identify needs and report progress on accreditation efforts. • Review and update department forms as needed. Maintain inventory of required print forms for department use. • Serve as liaison to the Commission on Accreditation for Law Enforcement Agencies, Inc. for all accreditation matters. • Attend CALEA meetings and local accreditation network meetings. • Stay informed concerning the accreditation process; including proposed changes or amendments to the standards, transition policies, or process changes. Evaluate the impact of these changes on agency policies and procedures. • Schedule reviews and on-site assessments to ensure agency has sufficient time and resources to achieve professional accreditation. • Attend professional workshops, training conferences, webinars and seminars related to professional standards and planning function. • Gather, compile, and analyze departmental statistics for administrative purposes. • Research and compile legislative updates applicable to law enforcement functions. • Respond to and investigate any request for information, survey request and research related inquiries, and disseminate the results of analytical reports to the affected organizational component. • Conduct research and compile information on special studies; prepare planning reports and make recommendations. • Prepare budget request items for planning and research function and CALEA accreditation. • Update and produce necessary flyers or brochures for public dissemination.

Red Light Camera Administration

- Answer violation inquiries
- Schedule hearings
- Prepare hearing documents
- Set-up hearing room
- Video requests
- Service calls for red light cameras
- Overpayment monitoring
- Interface with service provider to resolve customer issues

Police Pension Fund Board Recording Secretary

- Record and prepare minutes for meetings
- Prepare and disseminate meeting notices/agendas/packets
- Manage pension files
- Fulfill FOIA requests for Police Pension Board
- Prepare communications to pensioners
- Upload agendas and minutes to village website
- Facilitate Board elections

Village Website Administration

- Maintain Police Department section of website
- Make changes to home page to provide a more user-friendly experience for residents
- Post time-sensitive updates under the direction of the Village Administrator
- Upload agendas and minutes for Public Safety Committee

Compromise Ticket Administration

- Enter P-tickets into BS&A
- Process penalties and send out second notices
- Send unpaid tickets to collections agency and send notices to offenders
- Handle Requests for Review and communicate Deputy Chief's decision to requestor

Administrative duties

- Type letters and memos per shift Supervisors request.
- Process and classify all accident reports
- Maintain Department's copies of all IVC's and OV's
- Maintain and process all Willowbrook business liquor license background checks
- Maintain and process all records retention and disposal records
- Maintain procedural manuals and updates
- Enter data of arrest reports and incidents into CAPERS/DuPage system, which includes updating personal data, reviewing codes, auditing entries.
- Process record check requests
- Research Bankruptcy notices to determine if there are outstanding Red-Light Tickets or P-tickets
- Serves as Notary Public
- Willowbrook Burr Ridge Chamber of Commerce-Police Department representative
- Organize SWAC Senior Bingo event
- Facilitate Halloween Glow Necklace program

JOB CONTEXT

The Police Accreditation Manager/Administrative Secretary is a regular full-time position within the Police Department. The position reports directly to the Deputy Chief. The individual in this position receives regular direction from his/her direct supervisor; however, the individual must be able to work independently while coordinating tasks and projects within the Department. The equivalent of the completion of an Associate's degree (A.A.) from a two-year college and/or one to three years' experience in municipal government or police related work; or an equivalent combination of education and experience is required.

Safety is a fundamental element of day-to-day Village operations, and every effort must be taken to ensure a safe and healthy work environment. All Village employees are required to comply with those safety procedures.

JOB REQUIREMENTS

Knowledge:

1. Knowledge of typing and word processing methods.
2. Knowledge of assigned department and village policies and procedures.

Skills and Abilities:

1. Undergo training by CALEA in the operations of a CALEA manager, to include file management and all requirements of accreditation.
2. Read, write, and speak the English language.
3. Ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.
4. Ability to communicate effectively and exercise professional telephone etiquette.
5. Ability to work independently with minimal supervision.
6. Ability to operate general office equipment, including a computer and office-related software.
7. Ability to deal effectively with the public and other Village employees.
8. Ability to work independently within the framework of a given assignment.
9. Ability to communicate orally and in writing with village employees, residents, and the public.
10. Ability to exercise judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.
11. Ability to utilize a variety of reference, descriptive and/or advisory data and information such as technical operating manuals, statutes, procedures, guidelines, and non-routine correspondences.
12. Ability to operate, maneuver, and/or provide simple but continuous adjustment on office equipment such as computers, fax machines, copy machine, calculators, TTY, etc. used in performing essential functions.