

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, SEPTEMBER 23, 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. PLEDGE OF ALLEGIANCE
4. VISITORS' BUSINESS - Public Comment is Limited to Three Minutes Per Person
5. OMNIBUS VOTE AGENDA:
 - a. Waive Reading of Minutes (APPROVE)
 - b. Minutes - Regular Board Meeting - September 9, 2019 (APPROVE)
 - c. Minutes - Special Board Meeting - September 12, 2019 (APPROVE)
 - d. Warrants - \$381,970.90 (APPROVE)
 - e. Motion - Board Authorization for Staff to Process Current Delinquent Water Bills in Accordance with Past Practices (PASS)
 - f. RESOLUTION - A Resolution Approving and Authorizing the Execution of an Agreement with MiTechs, Inc. to Provide an E-mail Security Protection System to the Village of Willowbrook (ADOPT)
 - g. RESOLUTION - A Resolution Proclaiming Red Ribbon Week in the Village of Willowbrook (ADOPT)
 - h. RECEIVE PLAN COMMISSION RECOMMENDATION - A Public Hearing Case 19-08: Text Amendment adding Adult-Use Cannabis Dispensing Organization as a Special Use in the OR Office Research, LOR Limited Office Research, M1 Light Manufacturing Zoning Districts (RECEIVE)

NEW BUSINESS

6. ORDINANCE - An Ordinance Amending Chapter 3, Entitled "Municipal Hotel Tax," of Title 11, Entitled "Taxes", of the Willowbrook Municipal Code of the Village of Willowbrook, DuPage County, Illinois (PASS)
7. RESOLUTION - A Resolution Approving and Authorizing the Mayor and Village Clerk to Execute an Agreement with N.J. Ryan & Tree Landscaping, LLC. To Conduct the 2019 Village Wide Fall Brush Collection Program (ADOPT)

PRIOR BUSINESS

8. TRUSTEE REPORTS
9. ATTORNEY'S REPORT
10. CLERK'S REPORT
11. ADMINISTRATOR'S REPORT
12. MAYOR'S REPORT
13. CLOSED SESSION
14. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES
OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, SEPTEMBER 9, 2019 AT
THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, VILLAGE OF
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

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

2. ROLL CALL

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

ABSENT: None.

Also present were Village Attorney Thomas Bastian, Village Administrator Brian Pabst, Director of Finance Carrie Dittman, Chief Robert Schaller, Assistant Village Administrator Michael Mertens, Deputy Chief Lauren Kaspar, Superintendent of Public Works Joe Coons and Deputy Clerk Christine Mardegan.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Superintendent of Public Works Joe Coons to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None Presented.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Board Meeting - August 26, 2019 (APPROVE)
- c. Warrants - \$237,695.84 (APPROVE)
- d. Monthly Financial Report - August 2019 (APPROVE)
- e. Motion - A Motion Approving the Expenditure for the DuPage County Children's Center for Fiscal Year 2019/2020 (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. ORDINANCE - An Ordinance Amending Chapter 3, Entitled "Municipal Hotel Tax," of Title 11, Entitled "Taxes", of the Willowbrook Municipal Code of the Village of Willowbrook, DuPage County, Illinois (PASS)

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to postpone the Ordinance until the September 23, 2019 Village Board Meeting.

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

MOTION DECLARED CARRIED

7. ORDINANCE - An Ordinance Amending Section 6-8-5 Entitled "Bills:" and Section 6-8-8 Entitled "Nonpayment:" of Chapter 8 Entitled "Water System" of Title 6 Entitled "Health and Sanitation" of the Municipal Code of Ordinances of the Village of Willowbrook (PASS)

MOTION: Made by Trustee Kelly and seconded by Trustee Neal to adopt Resolution No. 19-O-24 as presented.

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

MOTION DECLARED CARRIED

8. RESOLUTION - A Resolution of the Village of Willowbrook Determining the Lowest Responsible Bidder for the Village Hall Permeable Brick Lot Awarding a Contract to Abbey Paving Company, Inc. in an Amount Not-to-Exceed \$236,088.97. (ADOPT)

Trustee Oggerino stated he discussed item #8 with Trustee Kelly at the previously held Municipal Services Committee and would like to table the Resolution until the Special Village Board Meeting on Thursday, September 12, 2019.

MOTION: Made by Trustee Oggerino and seconded by Trustee Berglund to postpone the Resolution until the Special Village Board Meeting on September 12, 2019.

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

MOTION DECLARED CARRIED

9. TRUSTEE REPORTS

Trustee Kelly had no report.

Trustee Neal had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi related that he will be unable to attend the Special Village Board Meeting on Thursday, September 12, 2019.

Trustee Oggerino had no report.

10. ATTORNEY'S REPORT

Attorney Bastian had no report.

11. CLERK'S REPORT

Clerk Hansen had no report.

12. ADMINISTRATOR'S REPORT

Administrator Pabst had no report.

13. MAYOR'S REPORT

Mayor Trilla stated that State Representative Jim Durkin is trying to pass a House Bill #3885 for a special ban against ethylene oxide. If passed, this Bill would give The Village of Willowbrook Specific Home Rule power to ban the use of ethylene oxide.

14. CLOSED SESSION

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

15. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund, to adjourn the Regular Meeting at the hour of 6:39 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.

_____, 2019.

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES
OF THE VILLAGE OF WILLOWBROOK HELD ON THURSDAY, SEPTEMBER 12,
2019 AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET,
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at the hour of 6:00 p.m. by Mayor Frank Trilla.

2. ROLL CALL

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

ABSENT: Village Clerk Leroy Hansen and Trustee Umberto Davi.

Also present were, Village Administrator Brian Pabst, Assistant Village Administrator Michael Mertens, Director of Finance Carrie Dittman, Chief Robert Schaller and Superintendent of Public Works Joe Coons.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented.

5. DISCUSSION - FINANCIAL UPDATE

Director Dittman thanked the Mayor and Board for joining us this evening. Due to Mayor Trilla and Village staff receiving questions and requests for additional information regarding certain items that have recently been presented to the Village Board, staff prepared this evening's presentation to give information to the Village Board on the current state of the Village's finances in order to assist the Board in their decision making process. As this presentation was compiled in a very short amount of time, there are likely areas which the Board may have additional questions on or want further information, and staff is happy to complete further research as requested.

Tonight's presentation encompasses three parts:

Part I - Budget Recap - a look back at the projected financial state of the Village's General Fund when the FY 19/20 budget was adopted by the Village Board in April 2019.

Part II - Financial Projections - an update of the finances of the General Fund thus far in the current fiscal year (May - August).

Part III -a look ahead to next year and into the future.

Director Dittman discussed the General Fund as it was adopted by the Board for FY 19/20, and projections of the next 4 years at that time. Our current fiscal year 19/20 included a planned drawdown of General Fund balance of \$1.7 million. This was projected to yield a fund balance at 4/30/2020 of about \$3.5 million, which is 136 reserve days. 120 reserve days is the minimum target set by the Board years ago. Each future year showed deficit spending and the General Fund balance was projected to drop below the 120-target minimum in FY 21/22.

When the 19/20 budget was adopted, the anticipated drawdown was mostly driven by approved expenditures within the Administration, Police, and Public Works departments. Expenditure increases in those departments contributed the greatest to the planned drawdown. The increased expenditures occurred largely because of events that took place in the middle of FY 18/19 that had not been included in the 18/19 budget, but needed to be added to the 19/20 budget. These expenditures can be further broken down into operating expenditures and capital expenditures.

Director Dittman continued with the overview of operating expenditures. Crisis management expense was not budgeted in FY 18/19 as it was an unknown event when the 18/19 budget was adopted. The news of Sterigenics was released in August 2018, about 4 months into the fiscal year, and therefore was not part of the budget for that year. Because the Village spent roughly \$562,000 on crisis management from August 2018-April 2019, in this budget year (19/20), \$300,000 was added for continuing expenses.

Trustee Mistele asked how much did we incur in the 18/19 budget for that? Director Dittman responded that the Village spent roughly \$562,000 which included testing, legal and other costs.

The former Village Administrator's retirement payout of accumulated vacation and sick time was another new expenditure for 19/20 of approx. \$92,000. \$46,365 added to Administration dept. salary expense, \$23,183 added to Public Works, and \$23,183 added to Water Fund. The split was due to the prior Village

Administrator's dual positions that he held, one as Village Administration and the other as Director of Municipal Services. Beginning in FY 19/20, our new Administrator's salary is charged 100% to Administration.

In Police, the largest increase was due to the police pension contribution, which increased about \$116,000. The total annual contribution to the police pension fund is just short of \$1.0 million. Also, the police budget includes \$33,846 for police body cameras.

In Public Works there was \$30,000 added for remediation work on the trees around Saw Mill Creek. The Superintendent of Public Works position was created upon the announcement of Tim Halik's retirement. Joe Coons was hired in November 2018 to assume many of the duties that were formerly allocated to Tim in his role as Director of Municipal Services. FY 19/20 is the first year this position's salary and benefits have been budgeted, 50% in Public Works and 50% in the Water Fund.

Lastly, a large non-recurring expenditure in the Planning Department was the re-budgeting of \$45,000 for the south sub-area planning study, however this funding may be applied to the Executive Plaza drainage study.

On the capital side, when the Special Recreation Park Tax levy was calculated and adopted, it was assumed at that point that the CRC interior renovation would occur in FY 19/20. As such, a portion of restricted SRA tax dollars previously received plus a small amount of the new levy totaling \$95,000 was budgeted for the ADA related improvements in the CRC - handicapped washrooms, doorways, accessible entrances and sidewalk type amenities. As that project isn't going to occur this year, the related \$95,000 won't be spent this year.

3 Police vehicles have already been purchased.

2 Public works vehicles have been ordered.

Discretionary items that were approved by the Board at the March board budget workshop include:

Village Hall Pylon wall - repairs compete.

Permeable paver parking lot - has been tabled to tonight's meeting. Mike Mertens can provide additional comments on the status.

Village entrance signs - are not yet done.

\$300,000 budgeted for air scrubbing type HVAC units for the Village Hall, Police Dept. and CRC have not yet been purchased.

Garfield Ave sidewalks - this project is on hold due to issues with residents in the Village of Burr Ridge.

Director Dittman explained that each subsequent year included in the 5-year budget included fixed debt payments, 2% annual increases for the sworn police officers, 5% increases for IMRF and health insurance, 10% increases for police pension contributions and 3% increases for most other expenditures. Line items that do NOT have budgeted increases are salaries for all non-sworn employees, capital purchases, crisis management, IT consulting and red light camera fees.

Given the parameters just discussed, when the budget was adopted last April, the future General Fund reserve days in FY 21/22 fall to the 120-day minimum reserve amount, and in FY 25/26 fall into a negative fund balance position.

Director Dittman proceeded to present Part II, Financial Projections for FY 19/20, beginning with revenue projections. Sales taxes (exclusive of the Business District which is restricted and reported in a separate fund), are projected at \$4.47 million. This represents unrestricted, spendable dollars. This includes the effect of the opening of the new Pete's Fresh Market development and the Marshall's/Skechers stores. Utility tax is projected to come in under budget. Income tax, red light fines, places of eating tax and building permits are projected to come in above budget.

On the expenditures side by department, based on a department head staff meeting held this past Monday, Director Dittman updated the projected expenditures for the fiscal year, which is included in the third column. The detail by line item is also presented as additional information in the packet.

The Administration dept. is expected to go over budget by \$322,222. Of this, \$200,000 is related to crisis management expenditures.

from increasing the line item from \$300,000 to \$500,000. Another line item projected to go over is legal expense.

Planning - where planning consultant expense is charged. Expected to go over due to ordinance updates, text amendments, and unusual large projects.

Finance - expected to go over on the IT consulting budget by \$12,500. There is no specific IT dept in the Village, but rather a line item in the Finance Dept. for consulting. Each time an employee has a computer issue, regardless of what dept they are in, the Finance Dept. recognizes the expense for the labor of the IT consultant to diagnose and fix the problem. This also includes work to set up the new servers. A discussion on IT costs for next year ensued.

Building and Zoning are over for same reasons as Planning.

After updating the 19/20 projected actual for the revenue increases and the expenditure increases, this is where we expect to end up at 4/30/20: \$4.0 Million fund balance and 154 days reserves. This assumes that the capital projects budgeted for this year 19/20 (parking lot, vehicles, etc.) would continue as planned, and are included in the projected actual amounts.

Trustee Neal asked if the projects that have not been completed are in the draw down column. Director Dittman responded yes.

Director Dittman then moved on to Part III of the presentation, a look ahead to FY 2020/21 and beyond. A major operating cost that we have discussed in previous budget presentations is the contribution for police pension costs. From 2006 to 2020, the annual contribution has gone from about \$300,000 to approx. \$1.0 million. You can see spikes, such as 2010 to 2011 where retirements occurred.

From next year's contribution of nearly \$1.1 million, by 2030 we could see an annual contribution of \$2.5 million based on 10% annual increases. This year's increase was 13.29% and next year's increase is 8.9%. The Village does not have a dedicated revenue source to pay this; unlike most towns that levy a property tax specifically for this, in Willowbrook this comes from non-specified General Fund sources.

Director Dittman moved on to discuss future fixed debt costs. Our one existing bond is the Series 2015 bond, issued in April 2015 for approximately \$4.9 Million. \$3.6 million was new money for the police dept renovation and one water tank repainting, and the rest refunded the old 2008 bonds at a lower interest rate.

Trustee Kelly asked if we have the ability to refund the 2015 bonds? Dittman replied there is a 10-year call provision.

Principal amount currently outstanding is \$4,360,000. Next year's payment is \$347,050, of which \$279,851 will come from the General Fund.

In the next slide, for purposes of illustration of the entire picture, the existing future year projections are shown plus items that are typically considered and approved by the Village Board on an annual basis.

A 3% salary increase for non-union employees were added (increases for union police officers were already included); capital items as outlined in the Capital Improvement Plan; and annual contingency expense of \$300,000 for each of the next 4 years.

The Capital Improvement Plan, which is included in the packets for reference, is updated annually with input from each department on what their future capital needs are. Items are reviewed annually and decided each year whether they are necessary or discretionary. For illustrative purposes, the full amount each year is included based on each department's wishes.

Revenues have escalations of 1% for taxes and 2% for all other sources, with the exception of utility taxes, that is budgeted to decrease 2% each year (due to declining telecom tax).

Trustee Mistele asked why under revenues there is a decrease; Dittman stated future years exclude a one-time grant and DEA monies. This is also comparing current projected actual to next year budgeted.

When factoring in these items, the Village falls below the target 120-day reserve threshold next year. The Village would have a negative General fund balance in FY 2023.

Director Dittman went on to discuss possible revenue sources that could be implemented to close the gap with the least impact on Village residents. Hotel tax, which is now unrestricted under home-rule status, generates about \$250,000 annually from the 3 open hotels and will be about \$325,000 when the 4th hotel opens. Increasing the tax 1% would generate about \$65,000. Trustee Kelly asked for the current balance in the Hotel/Motel Tax Fund. Dittman responded it is upwards of \$500,000.

Another option is implementing a local gas tax as a percentage or a flat tax per gallon. A \$.05/gallon tax would generate about \$336,000 annually, mostly from out-of-town drivers travelling along Route 83 where 5 of the 6 gas stations are located. Impact studies have also shown that increases are typically absorbed by the gas distributor and not reflected at the pumps.

A third revenue opportunity is to increase video gaming fees and related liquor licenses. Currently the Village charges \$25 annual fee/terminal, max 5 terminals per establishment. 5 businesses each have 5 terminals = \$625 paid to Village. The business's share (35%) of gaming profit last year was \$356,355. The Village could increase the fee to \$1,000 per terminal, and allow 6 terminals per business = \$30,000 revenue to Village (for 5 businesses). Also, the Village could establish a first-time application fee of \$1,500 and set video gaming establishment liquor license fee at \$5,000 annually (currently \$2,500).

Director Dittman explained a fourth possible new revenue source, a potential Recreational Cannabis Dispensary. Based upon 2018 State of Colorado annual sales of \$1,120,248,500, projected Illinois annual sales (based on population) = \$2,475,749,185. Annual sales per IL dispensary (185) = \$13,382,428. The 3% cannabis tax would yield \$401,473 annually (estimated).

Sales based on the Illinois Economic Policy Institute are \$1.616 billion, which would yield \$350,000 annually per dispensary. This assumes all dispensaries sell the same amount, and does not factor in proximity to densely populated areas.

Director Dittman gave a summary of implementing the new revenues. Hotel/Motel Tax increase, new local gas tax, and increases to the video gaming fees/licenses would yield about \$767,875 annually. Recreational cannabis could add an additional \$350,000 to \$401,473 annually, as a conservative estimate. Director Dittman also provided information from the Illinois Department of Revenue on other sources of revenue that the Village has NOT contemplated at

this time. Director Dittman provided information on Willowbrook's neighboring communities and the extent to which they rely on general property taxes, which Willowbrook does not currently impose.

Finally, information was obtained from one financial advisor on what the current market looked like if the Village needed to go to the debt market to fund future public improvements. A 5% interest rate is a worse-case scenario to entice bond buyers to purchase a longer-term bond (30 years) and it might be closer to 4%. Annual debt service payments could be between \$553,000 to \$1.1 million for \$10 - \$20 million projects. We are getting additional numbers from a second advisor for comparison. We want to get ahead of the curve and have as much info up front as possible, in the event the Board decides to use bonds for some future public improvement.

6. NEW BUSINESS

RESOLUTION - A Resolution of the Village of Willowbrook Determining the Lowest Responsible Bidder for the Village Hall Permeable Brick Paver Parking Lot and Awarding a Contract to Abbey Paving Company, Inc. in an Amount Not-to-Exceed \$236,088.97 (ADOPT)

MOTION: Made by Trustee Kelly, second by Trustee Neal. A discussion ensued on the project and the Village's financial status. The consensus was not to proceed with this project.

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

7. ADJOURNMENT

MOTION: Made by Trustee Mistele second by Trustee Berglund to adjourn the Special Meeting at the hour of 7:39 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

_____, 2019.

Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.

WARRANTS

September 23, 2019

GENERAL CORPORATE FUND	-----	\$199,650.60
WATER FUND	-----	\$179,950.30
HOTEL/MOTEL TAX FUND	-----	\$2,370.00
TOTAL WARRANTS	-----	\$381,970.90

Carrie Dittman, Director of Finance

C.D.

APPROVED:
Frank A. Trilla, Mayor

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 09/11/2019 - 09/24/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
09/13/2019	APCH	94686*#	FIRST NATIONAL BANK OMAHA	PRINTING & PUBLISHING	455-302	10	17.09
				COMMISSARY PROVISION	455-355	10	72.93
				EDP EQUIPMENT/SOFTWARE	615-212	25	94.25
				SELF INSURANCE - DEDUCTIBLE	645-273	30	13.00
				CHECK APCHK 94686 TOTAL FOR FUND 01:			197.27
09/16/2019	APCH	94687	CURRIE MOTORS COMMERCIAL CENTER	NEW VEHICLES VIN 1137	680-625	30	37,044.10
09/24/2019	APCH	94688	3 CORNERS DG INC	SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	50.00
09/24/2019	APCH	94689	ARROWHEAD SCIENTIFIC INC	OPERATING EQUIPMENT	630-401	30	202.76
09/24/2019	APCH	94691	AXON ENTERPRISE, INC	OPERATING EQUIPMENT	630-401	30	1,350.00
09/24/2019	APCH	94692	BARNWOOD SPORTS DESIGN	OPERATING EQUIPMENT	630-401	30	225.00
09/24/2019	APCH	94693	BLACK GOLD SEPTIC	MAINTENANCE - PW BUILDING	725-418	35	350.00
09/24/2019	APCH	94694*#	CALL ONE INC	PHONE - TELEPHONES	455-201	10	786.35
				PHONE - TELEPHONES	630-201	30	651.39
				CHECK APCHK 94694 TOTAL FOR FUND 01:			1,437.74
09/24/2019	APCH	94695	CAR REFLECTIONS	FURNITURE & OFFICE EQUIPMENT	630-405	30	485.00
				NEW VEHICLES - SQUAD 51	680-625	30	1,625.00
				CHECK APCHK 94695 TOTAL FOR FUND 01:			2,110.00
09/24/2019	APCH	94696#	CHICAGO SUN-TIMES, INC	PRINTING & PUBLISHING	510-302	15	131.40
				PRINTING & PUBLISHING	710-302	35	32.12
				CHECK APCHK 94696 TOTAL FOR FUND 01:			163.52
09/24/2019	APCH	94697	CHOICE OFFICE EQUP & SUPPLIES IN	COPY SERVICE	455-315	10	669.61
09/24/2019	APCH	94698#	CHRISTOPHER B. BURKE	PLAN REVIEW - ENGINEER - REIMB	520-254	15	248.11
				FEES - ENGINEERING	720-245	35	6,007.50
				FEES - ENGINEERING	720-245	35	5,460.59
				FEES - ENGINEERING	720-245	35	1,189.47
				FEES - ENGINEERING	720-245	35	220.00
				PLAN REVIEW - CIVIL ENGINEER	820-254	40	440.00
				PLAN REVIEW - CIVIL ENGINEER	820-254	40	176.29
				PLAN REVIEW - CIVIL ENGINEER - REIMB	820-254	40	330.00
				PLAN REVIEW - CIVIL ENGINEER - REIMB	820-254	40	110.00
				PLAN REVIEW - CIVIL ENGINEER - REIMB	820-254	40	304.10

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
 CHECK DATE FROM 09/11/2019 - 09/24/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
09/24/2019	APCH	94699	CINTAS CORPORATION NO 2	PLAN REVIEW - CIVIL ENGINEER - REIMB	820-254	40	110.00
				PLAN REVIEW - CIVIL ENGINEER - REIMB	820-254	40	110.00
				CHECK APCHK 94698 TOTAL FOR FUND 01:			14,706.06
09/24/2019	APCH	94699	CINTAS CORPORATION NO 2	MAINTENANCE - PW BUILDING	725-418	35	74.66
09/24/2019	APCH	94700*	COMED	RED LIGHT - COM ED	630-248	30	43.67
				RED LIGHT - COM ED	630-248	30	43.67
				RED LIGHT - COM ED	630-248	30	36.56
				ENERGY - STREET LIGHTS	745-207	35	375.02
				ENERGY - STREET LIGHTS	745-207	35	43.05
				CHECK APCHK 94700 TOTAL FOR FUND 01:			541.97
09/24/2019	APCH	94701	DAN LEHMAN	SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	12.50
09/24/2019	APCH	94702	DATAMATION IMAGING SERVICES	DOCUMENT STORAGE/SCANNING	460-267	10	600.00
09/24/2019	APCH	94703	DENNIS KOWSKI	SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	72.00
09/24/2019	APCH	94704#	DISCOVERY BENEFITS SIMPLIFY	EMP DED PAY - FSA FEE	210-221	00	48.70
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	1.30
				CHECK APCHK 94704 TOTAL FOR FUND 01:			50.00
09/24/2019	APCH	94705	DON MARTINA	SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	180.00
09/24/2019	APCH	94706#	DUPAGE COUNTY PUBLIC WORKS	SANITARY (835 MIDWAY)	466-251	10	22.81
				SANITARY USER CHARGE - PARKS	570-278	20	4.16
				SANITARY (7760 QUINCY)	630-250	30	313.68
				SANITARY USER CHARGE	725-417	35	18.23
				CHECK APCHK 94706 TOTAL FOR FUND 01:			358.88
09/24/2019	APCH	94707	DUPAGE COUNTY TREASURER	EDP LICENSES	640-263	30	750.00
09/24/2019	APCH	94708	DUPAGE JUV OFCRS ASSN	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	65.00
09/24/2019	APCH	94709	Elanar Construction	BROW18-010 - PB18-227	210-109	00	6,000.00
09/24/2019	APCH	94711	FEDERAL EXPRESS CORP.	POSTAGE & METER RENT	630-311	30	10.03
09/24/2019	APCH	94712#	FOX TOWN PLUMBING INC	MAINTENANCE - BUILDING	466-228	10	99.00
				MAINTENANCE - BUILDING	466-228	10	475.90
				MAINTENANCE - BUILDINGS - PD URINAL	630-228	30	159.00
				MAINTENANCE - BUILDINGS - HVAC	630-228	30	396.00
				MAINTENANCE - PW BUILDING	725-418	35	297.00

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 09/11/2019 - 09/24/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
09/24/2019	APCH	94713	GERALD W LOMBARDI	CHECK APCHK 94712 TOTAL FOR FUND 01:			1,426.90
				SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	50.00
09/24/2019	APCH	94715*#	HINSDALE NURSERIES, INC.	STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	23.10
				STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	9.90
				CHECK APCHK 94715 TOTAL FOR FUND 01:			33.00
09/24/2019	APCH	94716#	HOME DEPOT CREDIT SERVICES	MAINTENANCE SUPPLIES	570-331	20	42.82
				OPERATING EQUIPMENT	630-401	30	59.95
				MAINTENANCE - EQUIPMENT	740-411	35	394.24
				STREET IMPROVEMENTS	765-685	35	79.24
				CHECK APCHK 94716 TOTAL FOR FUND 01:			576.25
09/24/2019	APCH	94717	HR SIMPLIFIED	HEALTH/DENTAL/LIFE INSURANCE	455-141	10	100.00
09/24/2019	APCH	94718	I.A.F.S.M.	SCHOOLS/CONFERENCES/TRAVEL	710-304	35	30.00
09/24/2019	APCH	94719	I.R.M.A.	SELF INSURANCE - DEDUCTIBLE	645-273	30	4,974.88
09/24/2019	APCH	94720	ILLINOIS HOMICIDE INVESTIGATORS	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	450.00
09/24/2019	APCH	94721	JASON PERGANDE	SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	100.00
09/24/2019	APCH	94722	JIM ARTESE	SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	36.00
09/24/2019	APCH	94723	JOHN J. HANDZIK	UNIFORMS	630-345	30	106.92
09/24/2019	APCH	94724	JOSEPH LAVALLE	UNIFORMS	630-345	30	117.96
09/24/2019	APCH	94725	JUSTIN FRAIT	SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	225.00
09/24/2019	APCH	94726	KAREN GRANT	SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	50.00
09/24/2019	APCH	94727	KATHERINE HAYS	PARK PERMIT FEES	310-814	00	100.00
09/24/2019	APCH	94728	KENDALL NORRIS	SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	50.00
09/24/2019	APCH	94729	KING CAR WASH	FUEL/MILEAGE/WASH	630-303	30	325.00
09/24/2019	APCH	94730#	KONICA MINOLTA BUSINESS SOLUTION	COPY SERVICE	630-315	30	423.03
				COPY SERVICE	630-315	30	61.76
				COPY SERVICE	810-315	40	390.06
				CHECK APCHK 94730 TOTAL FOR FUND 01:			874.85
09/24/2019	APCH	94731	LAKEHORE RECYCLING SYSTEM	STREET IMPROVEMENTS	765-685	35	1,158.00
09/24/2019	APCH	94732	LARRY DENZ	SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	72.00

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 09/11/2019 - 09/24/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
09/24/2019	APCH	94733	LAW ENFORCEMENT RECORDS MNGRS IL	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	75.00
09/24/2019	APCH	94734	LAW ENFORCEMENT TRAINING LLC	FEES/DUES/SUBSCRIPTIONS	630-307	30	1,380.00
09/24/2019	APCH	94735	LAW OFFICES STORINO RAMELLO&DURK	FEES - VILLAGE ATTORNEY	470-239	10	13,478.89
				FEES - LABOR COUNSEL	470-242	10	376.20
				CRISIS MANAGEMENT	475-367	10	14,021.29
				CHECK APCHK 94735 TOTAL FOR FUND 01:			27,876.38
09/24/2019	APCH	94736	MAILFINANCE	POSTAGE & METER RENT	455-311	10	408.24
09/24/2019	APCH	94737	MARIJA BEKAVAC	PARK PERMIT FEES	310-814	00	100.00
09/24/2019	APCH	94738	MARK CAPOSIEÑO	SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	36.00
09/24/2019	APCH	94739	MEL KREJCI	SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	72.00
09/24/2019	APCH	94740	METRO REPORTING SERVICE LTD.	FEES - COURT REPORTER	520-246	15	439.00
09/24/2019	APCH	94742	MIKE KREJCI	SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	252.00
09/24/2019	APCH	94743	MOTOROLA SOLUTIONS INC	PHONE - TELEPHONES	630-201	30	102.00
09/24/2019	APCH	94744	MUNICIPAL CLERKS OF DUPAGE CNTY	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	30.00
09/24/2019	APCH	94746	NCPERS GROUP LIFE INSURANCE	EMP DED - SUPPLEMENTAL LIFE INSURANCE	210-213	00	80.00
09/24/2019	APCH	94747	PAMELA ROHRBACHER	SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	125.00
				SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	50.00
				CHECK APCHK 94747 TOTAL FOR FUND 01:			175.00
09/24/2019	APCH	94748	PAPA PASSEROS INC	SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	50.00
09/24/2019	APCH	94749	PHIL MRZLAK	SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	125.00
09/24/2019	APCH	94750	PUBLIC SAFETY DIRECT INC	MAINTENANCE - VEHICLES -56	630-409	30	137.59
09/24/2019	APCH	94751	PURE PRAIRIE ORGANICS	LANDSCAPE MAINTENANCE SERVICES	565-342	20	3,814.00
				LANDSCAPE MAINTENANCE SERVICES	565-342	20	3,814.00
				LANDSCAPE MAINTENANCE SERVICES	565-342	20	3,814.00
				CHECK APCHK 94751 TOTAL FOR FUND 01:			11,442.00
09/24/2019	APCH	94752	RATHS, RATHS & JOHNSON, INC.	PLAN REVIEW - STRUCTURAL -REIMB	820-255	40	5,415.00
09/24/2019	APCH	94753	RAY O'HERRON CO., INC.	UNIFORMS	630-345	30	18.00
				UNIFORMS	630-345	30	172.79
				UNIFORMS	630-345	30	94.99

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CHECK DATE FROM 09/11/2019 - 09/24/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
09/24/2019	APCH	94754	RMD Construction	CHECK APCHK 94753 TOTAL FOR FUND 01:			285.78
09/24/2019	APCH	94755	ROBERT SCHALLER	BROW18-002 - PB17-402	210-109	00	2,000.00
09/24/2019	APCH	94756	RON SNEED	FEES/DUES/SUBSCRIPTIONS	630-307	30	80.00
				SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	12.50
09/24/2019	APCH	94757#	SATELLITE PHONE STORE	PHONE - TELEPHONES	455-201	10	65.76
				PHONE - TELEPHONES	630-201	30	65.76
				CHECK APCHK 94757 TOTAL FOR FUND 01:			131.52
09/24/2019	APCH	94758	STAPLES	COMMISSARY PROVISION	455-355	10	56.99
09/24/2019	APCH	94759	STRATEGIA CONSULTING, LLC	CRISIS MANAGEMENT	475-367	10	1,187.50
09/24/2019	APCH	94760	T.P.I.	PLAN REVIEW - BUILDING CODE - REIMB	820-258	40	12,494.10
				PLAN REVIEW - BUILDING CODE - REIMB	820-258	40	12,182.00
				PART TIME - INSPECTOR - REIMB	830-109	40	3,717.00
				PLUMBING INSPECTION - REIMB	830-115	40	900.00
				CHECK APCHK 94760 TOTAL FOR FUND 01:			29,293.10
09/24/2019	APCH	94761*#	TAMELING GRADING	BALLFIELD MAINTENANCE/SUPPLIES	570-280	20	450.00
				COURT IMPROVEMENTS	595-693	20	450.00
				PARK IMPROVEMENTS - NEIGHBORHOOD PARK	595-695	20	180.00
				STREET & ROW MAINTENANCE	750-328	35	6,775.00
				STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	1,500.00
				CHECK APCHK 94761 TOTAL FOR FUND 01:			9,355.00
09/24/2019	APCH	94762*#	TAMELING INDUSTRIES	PARK LANDSCAPE SUPPLIES	565-341	20	91.35
				PARK LANDSCAPE SUPPLIES	565-341	20	28.80
				STREET & ROW MAINTENANCE	750-328	35	57.60
				STREET & ROW MAINTENANCE	750-328	35	57.60
				STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	221.40
				CHECK APCHK 94762 TOTAL FOR FUND 01:			456.75
09/24/2019	APCH	94763#	TEMPERATURE ENGINEERING INC	MAINTENANCE - BUILDING	466-228	10	325.00
				MAINTENANCE - BUILDINGS - HVAC	630-228	30	1,384.13
				CHECK APCHK 94763 TOTAL FOR FUND 01:			1,709.13
09/24/2019	APCH	94764	THOMPSON ELEV. INSPECT. SERVICE	ELEVATOR INSPECTION	830-117	40	860.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
09/24/2019	APCH	94765	THOMSON REUTERS - WEST	ELEVATOR INSPECTION	830-117	40	129.00
				CHECK APCHK 94764 TOTAL FOR FUND 01:			989.00
				FEES/DUES/SUBSCRIPTIONS	630-307	30	173.43
09/24/2019	APCH	94766	TIM COLLINS	SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	150.00
				SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	50.00
				CHECK APCHK 94766 TOTAL FOR FUND 01:			200.00
09/24/2019	APCH	94767	TOM & JERRY'S SHELL SERVICES	MAINTENANCE - VEHICLES	630-409	30	200.00
09/24/2019	APCH	94768	ULINE	OPERATING EQUIPMENT	630-401	30	90.40
09/24/2019	APCH	94770*#	VERIZON WIRELESS	PHONE - TELEPHONES	410-201	05	56.62
				PHONE - TELEPHONES	455-201	10	47.20
				PHONE - TELEPHONES	630-201	30	1,131.29
				TELEPHONES	710-201	35	141.55
				TELEPHONES	810-201	40	72.22
				CHECK APCHK 94770 TOTAL FOR FUND 01:			1,448.88
09/24/2019	APCH	94772#	WAREHOUSE DIRECT	OFFICE SUPPLIES	455-301	10	19.90
				COMMISSARY PROVISION	455-355	10	16.88
				COMMISSARY PROVISION	455-355	10	53.06
				OPERATING SUPPLIES	630-331	30	23.85
				CHECK APCHK 94772 TOTAL FOR FUND 01:			113.69
09/24/2019	APCH	94773#	WBK ENGINEERING LLC	CRISIS MANAGEMENT	475-367	10	102.00
				PLAN REVIEW - PLANNER	520-257	15	7,794.60
				PLAN REVIEW - PLANNER - REIMB	520-257	15	459.00
				PLAN REVIEW - PLANNER - REIMB	520-257	15	484.50
				PLAN REVIEW - PLANNER - REIMB	520-257	15	153.00
				PLAN REVIEW - PLANNER	520-257	15	127.50
				PLAN REVIEW - PLANNER - REIMB	520-257	15	1,989.00
				PLAN REVIEW - PLANNER	520-257	15	5,763.00
				PLAN REVIEW - PLANNER - REIMB	520-257	15	1,356.00
				PLAN REVIEW - PLANNER	520-257	15	612.00
				CHECK APCHK 94773 TOTAL FOR FUND 01:			18,840.60
09/24/2019	APCH	94774	WEST CENTRAL MUNICIPAL CONF.	FEES/DUES/SUBSCRIPTIONS	455-307	10	1,950.00
09/24/2019	APCH	94775#	WESTOWN AUTO SUPPLY COMPANY	OPERATING EQUIPMENT	630-401	30	656.46

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
09/24/2019	APCH	94776	WIGHT & CO.	MAINTENANCE - VEHICLES	735-409	35	351.80
09/24/2019	APCH	94777	WILD GOOSE CHASE INC	CHECK APCHK 94775 TOTAL FOR FUND 01:			1,008.26
				SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	50.00
				LANDSCAPE MAINTENANCE SERVICES	565-342	20	960.00
09/24/2019	APCH	94778	WILLOWBROOK FORD INC.	MAINTENANCE - VEHICLES -VIN 0878	630-409	30	100.00
				MAINTENANCE - VEHICLES - SQUAD 57	630-409	30	135.00
				CHECK APCHK 94778 TOTAL FOR FUND 01:			235.00
09/24/2019	APCH	94779	WONG, TONY & LISA	BTC019-001 - PB17-402	210-109	00	2,500.00
09/24/2019	APCH	94780	ZAZZO'S PIZZA AND BAR	SUMMER PROGRAM MATERIALS & SERVICES	575-119	20	50.00
				Total for fund 01 GENERAL FUND			199,650.60

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
 CHECK DATE FROM 09/11/2019 - 09/24/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND							
09/13/2019	APCH	94686*#	FIRST NATIONAL BANK OMAHA	EDP EQUIPMENT/SOFTWARE	417-212	50	112.98
09/24/2019	APCH	143(E)	DUPAGE WATER COMMISSION	PURCHASE OF WATER			** VOIDED **
09/24/2019	APCH	144(E)	DUPAGE WATER COMMISSION	PURCHASE OF WATER	420-575	50	169,059.52
09/24/2019	APCH	94690	ASSOCIATED TECHNICAL SERV. LTD.	LEAK SURVEYS	430-276	50	638.50
09/24/2019	APCH	94694*#	CALL ONE INC	PHONE - TELEPHONES	401-201	50	233.72
09/24/2019	APCH	94700*#	COMED	ENERGY - ELECTRIC PUMP	420-206	50	613.88
09/24/2019	APCH	94710	ETP LABS INC	SAMPLING ANALYSIS	420-362	50	90.00
09/24/2019	APCH	94714	H AND R CONSTRUCTION INC.	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	2,940.00
09/24/2019	APCH	94741	MID AMERICAN WATER	MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	627.00
09/24/2019	APCH	94745	NANCE, HOLLY & BLAIR	CUSTOMER OVERPAYMENT	280-135	00	102.95
09/24/2019	APCH	94761*#	TAMELING GRADING	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	589.00
09/24/2019	APCH	94762*#	TAMELING INDUSTRIES	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	151.20
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	43.20
				CHECK APCHK 94762 TOTAL FOR FUND 02:			194.40
09/24/2019	APCH	94769	UNDERGROUND PIPE & VALVE, CO.	MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	4,005.00
09/24/2019	APCH	94770*#	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	141.55
09/24/2019	APCH	94771	VIKING CHEMICAL COMPANY	MATERIALS & SUPPLIES- STANDPIPE/PUMPH	425-475	50	601.80
				Total for fund 02 WATER FUND			179,950.30

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 03 HOTEL/MOTEL TAX FUND							
09/24/2019	APCH	94715**	HINSDALE NURSERIES, INC.	LANDSCAPE BEAUTIFICATION	435-316	53	2,370.00
				Total for fund 03 HOTEL/MOTEL TAX FUND			2,370.00
							381,970.90

***-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

August 26, 2019

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**

Brian Pabst

Chief of Police

Robert Schaller

**Director of
Finance**

Carrie Dittman



Proud Member of the
Illinois Route 66 Scenic Byway



415 79TH ST

WILLOWBROOK, IL 60527-2405

Re: Account

PIN #:

Delinquent Water Bill

Dear Owner/Resident/Tenant,

Please be advised that your water bill is now delinquent in the amount of \$ 169.57. 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 September 20, 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, please contact the billing office at 630-920-2238. If you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact the Village Deputy Clerk at 630-920-2234 or in writing to 835 Midway Dr., Willowbrook, IL 60527 no later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact one of the options listed above, your water service will be automatically terminated.

Sincerely,

Village of Willowbrook



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

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Chief of Police

Robert Schaller

**Director of
Finance**

Carrie Dittman

[REDACTED]
326 SHERIDAN DR APT 2C
WILLOWBROOK, IL 60527-2599

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

Dear Owner/Resident/Tenant,

Please be advised that your water bill is now delinquent in the amount of \$ 187.25. 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 September 20, 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, please contact the billing office at 630-920-2238. If you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact the Village Deputy Clerk at 630-920-2234 or in writing to 835 Midway Dr., Willowbrook, IL 60527 no later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact one of the options listed above, your water service will be automatically terminated.

Sincerely,

Village of Willowbrook



Proud Member of the
Illinois Route 66 Scenic Byway



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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Carrie Dittman



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Illinois Route 66 Scenic Byway

[REDACTED]
7627 ARLENE AVE
WILLOWBROOK, IL 60527-2310

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

Dear Owner/Resident/Tenant,

Please be advised that your water bill is now delinquent in the amount of \$ 283.92. 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 September 20, 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.

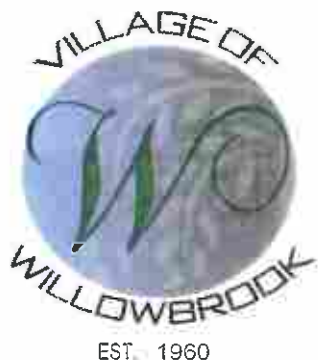
You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, please contact the billing office at 630-920-2238. If you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact the Village Deputy Clerk at 630-920-2234 or in writing to 835 Midway Dr., Willowbrook, IL 60527 no later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact one of the options listed above, your water service will be automatically terminated.

Sincerely,

Village of Willowbrook



Willowbrook

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Willowbrook, IL 60527-5549

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Carrie Dittman



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Illinois Route 66 Scenic Byway



320 SHERIDAN DR APT 1D
WILLOWBROOK, IL 60527-2596

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

Dear Owner/Resident/Tenant,

Please be advised that your water bill is now delinquent in the amount of \$ 132.76. 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 September 20, 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.

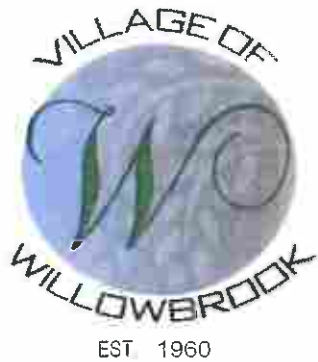
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If you have any questions concerning your water bill, please contact the billing office at 630-920-2238. If you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact the Village Deputy Clerk at 630-920-2234 or in writing to 835 Midway Dr., Willowbrook, IL 60527 no later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact one of the options listed above, your water service will be automatically terminated.

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Village of Willowbrook



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Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

**Village
Administrator**

Brian Pabst

Chief of Police

Robert Schaller

**Director of
Finance**

Carrie Dittman

[REDACTED]
320 SHERIDAN DR 1C
WILLOWBROOK, IL 60527

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

Dear Owner/Resident/Tenant,

Please be advised that your water bill is now delinquent in the amount of \$ 115.35. 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 September 20, 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, please contact the billing office at 630-920-2238. If you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact the Village Deputy Clerk at 630-920-2234 or in writing to 835 Midway Dr., Willowbrook, IL 60527 no later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact one of the options listed above, your water service will be automatically terminated.

Sincerely,

Village of Willowbrook



Proud Member of the
Illinois Route 66 Scenic Byway



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

August 26, 2019

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**

Brian Pabst

Chief of Police

Robert Schaller

**Director of
Finance**

Carrie Dittman



Proud Member of the
Illinois Route 66 Scenic Byway

334 SHERIDAN DR APT 2A
WILLOWBROOK, IL 60527-2664

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

Dear Owner/Resident/Tenant,

Please be advised that your water bill is now delinquent in the amount of \$ 219.38. 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 September 20, 2019, will result in the immediate termination of your water service.

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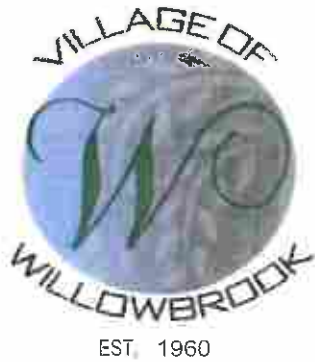
You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

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If you do not satisfy the bill or contact one of the options listed above, your water service will be automatically terminated.

Sincerely,

Village of Willowbrook



Willowbrook

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Willowbrook, IL 60527-5549

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Finance**

Carrie Dittman



Proud Member of the
Illinois Route 66 Scenic Byway

[REDACTED]
7544 CLARENDON HILLS RD 2E
WILLOWBROOK, IL 60527-4

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

Dear Owner/Resident/Tenant,

Please be advised that your water bill is now delinquent in the amount of \$ 115.35. 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 September 20, 2019, will result in the immediate termination of your water service.

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Sincerely,

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**Village
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Brian Pabst

Chief of Police

Robert Schaller

**Director of
Finance**

Carrie Dittman

[REDACTED]
334 SHERIDAN DR APT 1A

WILLOWBROOK, IL 60527-2664

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

Dear Owner/Resident/Tenant,

Please be advised that your water bill is now delinquent in the amount of \$ 129.87. 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 September 20, 2019, will result in the immediate termination of your water service.

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Sincerely,

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Robert Schaller

**Director of
Finance**

Carrie Dittman



Proud Member of the
Illinois Route 66 Scenic Byway

[REDACTED]
7637 BLACKBERRY LN
WILLOWBROOK, IL 60527-2330

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

Dear Owner/Resident/Tenant,

Please be advised that your water bill is now delinquent in the amount of \$ 306.79. 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 September 20, 2019, will result in the immediate termination of your water service.

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Sincerely,

Village of Willowbrook

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH MITECHS, INC. TO PROVIDE AN E-MAIL SECURITY PROTECTION SYSTEM TO THE VILLAGE OF WILLOWBROOK

AGENDA NO. 5.f.

AGENDA DATE:
09/23/19

STAFF REVIEW: Carrie Dittman, Finance Director

SIGNATURE: C. Dittman / man

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: T. Bastian / man

RECOMMENDED BY: Mike Mertens, Asst. Village Administrator

SIGNATURE: M. Mertens

REVIEWED & APPROVED BY COMMITTEE: YES ☒ NO ☐ N/A ☐

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

In recent months, units of local government have been subjected to malicious cyberattacks on their computer systems (see attached article). While this is not a new development, it seems to be occurring with more regularity. The Village already has multiple layers of cyber protection in place; however, staff has been exploring ways to further enhance security. One such mechanism is to enhance security of our email system, and staff has received proposals to detect malware, backup our email, and educate our employees about not clicking on suspicious links in emails and ways of recognizing phishing emails.

The system proposed uses a Vade Secure Predictive Email Defense service that provides Real-time, Time-of-Click Anti-Phishing; Banner-Based Anti-Spear Phishing and Behavioral-Based Anti-Malware. Additionally, proposed is the Datto SaaS Protection backup and recovery for our e-mail system to recover un-encrypted emails and files.

The attached brochures explain the features offered by the email products in more detail.

STAFF RECOMMENDATION

This item was presented for discussion and recommendation at the September 9, 2019 Finance and Administration Committee. The Committee discussed the proposal and recommended the item for formal consideration by the Village Board on September 23, 2019.

The cost for the service is \$9.00 per e-mail user on a monthly basis plus an installation and configuration fee of \$150.00. Total cost for the Village is estimated at \$6,090.00 per year.

ACTION PROPOSED: Adopt Resolution.

The New York Times

Ransomware Attacks Are Testing Resolve of Cities Across America

By Manny Fernandez, David E. Sanger and Marina Trahan Martinez

Aug. 22, 2019

HOUSTON — At the public library in Wilmer, Tex., books were checked out not with the beeps of bar code readers but with the scratches of pen on notebook paper. Out on the street, police officers were literally writing tickets — by hand. When the entire computer network that keeps the small town's bureaucracy afloat was recently hacked, Wilmer was thrown into the digital Dark Ages.

"It's weird," said Jennifer Dominguez, a library assistant. "We've gone old school."

This has been the summer of crippling ransomware attacks. Wilmer — a town of almost 5,000 people just south of Dallas — is one of 22 cities across Texas that are simultaneously being held hostage for millions of dollars after a sophisticated hacker, perhaps a group of them, infiltrated their computer systems and encrypted their data. The attack instigated a statewide disaster-style response that includes the National Guard and a widening F.B.I. inquiry.

More than 40 municipalities have been the victims of cyberattacks this year, from major cities such as Baltimore, Albany and Laredo, Tex., to smaller towns including Lake City, Fla. Lake City is one of the few cities to have paid a ransom demand — about \$460,000 in Bitcoin, a cryptocurrency — because it thought reconstructing its systems would be even more costly.

In most ransomware cases, the identities and whereabouts of culprits are cloaked by clever digital diversions. Intelligence officials, using data collected by the National Security Agency and others in an effort to identify the sources of the hacking, say many have come from Eastern Europe, Iran and, in some cases, the United States. The majority have targeted small-town America, figuring that sleepy, cash-strapped local governments are the least likely to have updated their cyberdefenses or backed up their data.

Beyond the disruptions at local city halls and public libraries, the attacks have serious consequences, with recovery costing millions of dollars. And even when the information is again accessible and the networks restored, there is a loss of confidence in the integrity of systems that handle basic services like water, power, emergency communications and vote counting.

"The business model for the ransomware operators for the past several years has proved to be successful," said Chris Krebs, the director of the Department of Homeland Security's Cybersecurity and Infrastructure Security Agency, which has the primary responsibility for aiding American victims of cyberattacks.

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"Years of fine-tuning these attacks have emboldened the actors, and you have seen people pay out — and they are going to continue to pay out," he said, despite warnings from the F.B.I. that meeting ransom demands only encourages more attacks.

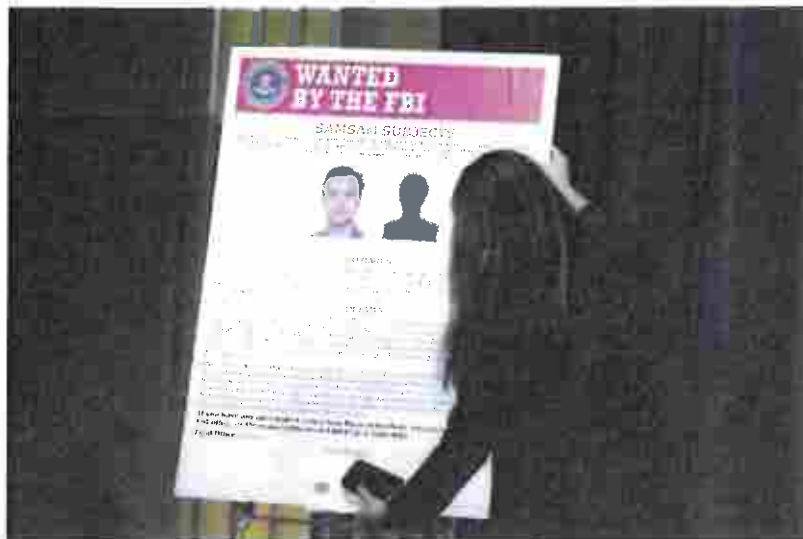
In Georgia alone in recent months, the tally of victims has been stunning: the city of Atlanta. The state's Department of Public Safety. State and local court systems. A major hospital. A county government. A police department for a city of 30,000 people.

The Department of Public Safety was hit particularly hard and continues to feel the effects of an attack discovered on July 26. The computer network remains down. Every device, including laptops and tablets, is being examined and reconfigured. Much of the email system cannot be entered. State troopers are unable to use computer systems in their patrol cars; like their colleagues in Wilmer, they are writing out tickets.

An F.B.I. warning sent to key players in the American cyberindustry on Monday left unclear who was responsible for the malware afflicting Texas, a strain first seen in April and named Sodinokibi. On Wednesday, the Department of Homeland Security issued a warning about a "Ransomware Outbreak," cautioning cities and towns to "back up your data, system images and configurations" and keep them offline. It urged them to update their software — something Baltimore had failed to do.

Ransomware is hardly new, but it is in fashion.

A decade ago the most prevalent type of cybercrime was intellectual property theft — the stealing of industrial designs or military secrets. The American-Israeli attacks on Iran's nuclear centrifuges brought a different kind of attack to the fore: destruction of infrastructure, which has taken many forms in recent years. But ransomware is different because it does not destroy data or equipment. It simply locks it up, making it inaccessible without a complex numeric key that is provided only to those who pay the ransom.



Two Iranian hackers were charged in November in connection with a ransomware attack that targeted hospitals and cities including Atlanta. Jose Luis Magana/Associated Press

Two years ago such attacks were still relatively rare. But now they are far more targeted, and as companies and towns have shown an increased willingness to pay ransoms, criminals have turned to new and more powerful forms of encryption and more ingenious ways of injecting the code into computer networks. Only this summer did the United States begin to see multiple simultaneous attacks, often directed at government websites that are ill-defended.

In the 22 Texas attacks, according to several experts who have been called in, the pathway appeared to be through a once-trusted communications channel often used by law enforcement agencies, and managed by a private **systems-management** firm. Getting inside a channel shared by so many Texas localities meant the hackers had to target only one system, which ushered them into municipal networks across the state. Once inside, it was fairly easy to deploy software that encrypts a town's data.

Fearing the worst, cities like Lake City, Fla., have bought cyberinsurance, and an insurer paid most of its ransom this summer. But some experts think that is only worsening the problem. Kimberly Goody, a manager of financial crimes analysis for FireEye, a major cybersecurity firm, said she expected in the future to “see some evidence that there is specific targeting of organizations that have insurance.” FireEye has responded to twice as many ransomware attacks this year compared with 2018, she said.

According to government and private experts, the ransomware business is now proving so lucrative that the hackers are pouring some of their profits back into their own research and development, making their attacks more precise, and more wily.

“We are seeing more ransomware attacks because they work,” said Eli Sugarman, who directs the Hewlett Foundation’s cybersecurity program. “Cities are struggling to secure their complex and oftentimes outdated systems, and when attacked some choose to pay.” And, he noted, there is “notoriety that comes from each successful attack.”

When companies are hit with ransomware attacks they often cover it up. But cities cannot — as Atlanta learned in March 2018, in one of the most serious cyberattacks against an American municipality. Attackers demanded roughly \$51,000 in Bitcoin but, according to The Atlanta Journal-Constitution, the city refused to pay the ransom. A document leaked to local news outlets showed that responding to the attack could cost the city \$17 million. At the time, Mayor Keisha Lance Bottoms called the attack “a hostage situation,” and threat researchers working on the response blamed a hacking crew called SamSam.

Two Iranians, Faramarz Shahi Savandi and Mohammad Mehdi Shah Mansouri, were indicted on a charge in that attack last year, and there has been no major recurrence of SamSam attacks since. But new, more targeted malware has appeared.

The hackers who disabled Baltimore city computers in May demanded about \$76,000 in Bitcoin to release the city’s files and allow employees to regain access to their computers. The mayor, Bernard Young, said the city would not pay the ransom, in part because there was no guarantee the files would be unlocked.

In the nearly four months since, the city has brought systems back online one by one, spending more than \$5.3 million on computers and contractors brought on to help recover from the attack. An early estimate put the combination of lost revenue and city expenditures at more than \$18 million.

Lester Davis, a spokesman for the mayor, said some lost revenue had been recouped and that it was impossible to quantify how much money the city lost by lack of productivity and missing payments. Baltimore issued water bills in recent weeks for the first time since the hacking, meaning many residents are facing payments three times as much as normal.

Five states — California, Connecticut, Michigan, Texas and Wyoming — appear to have laws that refer specifically to “ransomware” or computer extortion, although other states have laws that prohibit extortion and computer crimes such as malware or computer trespass, according to the National Conference of State Legislatures.

Because most of the ransomware laws have been in place for only a few years, prosecutors, court officials and lawmakers say prosecutions have been nearly nonexistent.

Municipal records in a vault in Lake City, Fla., which paid a ransom of about \$460,000 because reconstructing its systems might have been more expensive.
Eve Edelheit for The New York Times

Steve Stafstrom, House Chairman of the Connecticut General Assembly’s Judiciary Committee, said the state had enacted its ransomware law in 2017.

While no one in the state has been charged with the crime, Mr. Stafstrom said the law gave prosecutors the ability to pursue either traditional extortion charges or those specifically related to ransomware. Those convicted would face up to three years in prison.

The coordinated attack in Texas began on Friday morning. State officials said a “single threat actor,” which could be a group, was behind the cyberattack, but they declined to elaborate or discuss details about how the virus spread, referring questions to the F.B.I. office in Dallas, which also declined to release details of its investigation.

Four of the 22 towns have a total of about 31,000 residents. Such small city governments, which often use motley collections of vintage software and lack the budget and sophistication for strong cyberdefense, have become a favorite target for ransomware attacks.

Last year, hackers based in Ukraine hit Allentown, Pa., a city of 121,000 residents, with a malware package that shut down the city government’s computers for weeks. No explicit ransom demand was made, but the attack played out like many that target cities, said Matthew Leibert, Allentown’s longtime chief information officer.

When an Allentown city employee took a laptop with him while traveling, it missed software updates that might have blocked the malware. The employee unwittingly clicked on a phishing email, and when he returned to the office, the malware spread rapidly.

The attack cost about \$1 million to clean up, Mr. Leibert said. Improved defenses are costing Allentown about \$420,000 a year, squeezing the city’s budget. He said one frustration was the scattershot targeting that happened to hit Allentown. “There are warehouses of kids overseas firing off phishing emails,” Mr. Leibert said.

Although some of the Texas towns’ computer systems are now back online, others are being restored by teams of state and federal cybersecurity experts and investigators, including those with the National Guard in Texas. In Wilmer, a team of National Guard specialists arrived Friday, dressed in T-shirts in the August heat and using the police station as its headquarters. They continue to work restoring the network and recovering data.

In Kaufman, located more than 30 miles southeast of Dallas, city employees were forced to conduct business manually instead of through computers. City staff members used their cellphones because the phone system was disabled.

8/23/2019

Ransomware Attacks Are Testing Resolve of Cities Across America - The New York Times

Mike Slye, Kaufman's city manager, said he was not permitted to discuss details of the attack, including how it was discovered.

Such a response is typical in the aftermath of small-town cyberattacks. Some local leaders are embarrassed, while others fear that by discussing the attack, they will invite future ones or will expose a weakness in their cyberdefenses.

Officials in Wilmer hoped to have the city's systems fully operational in two to three weeks. The mayor, Emmanuel Wealthy-Williams, issued a statement as well.

It was neatly handwritten, on notebook paper.

Manny Fernandez reported from Houston; David E. Sanger from Weston, Vt.; and Marina Trahan Martinez from Wilmer, Tex. Reporting was contributed by Scott Shane from Allentown, Pa.; David Montgomery from Austin, Tex.; Richard Fausset from Atlanta; Timothy Williams and Nicholas Bogel-Burroughs from New York; and Frances Robles from Florida.

A version of this article appears in print on Aug. 22, 2019, Section A, Page 1 of the New York edition with the headline: Hackers Cripple Dozens of Cities, Hunting Ransom

[READ 547 COMMENTS](#)

RESOLUTION NO. 19-R-_____

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION
OF AN AGREEMENT WITH MITECHS, INC. TO PROVIDE AN E-MAIL SECURITY
PROTECTION SYSTEM TO THE VILLAGE OF WILLOWBROOK**

WHEREAS, MiTechs, Inc. (hereinafter “MiTechs”) has developed a program and software to enhance the security of the Village’s e-mail system;

WHEREAS, MiTechs and the Village wish to enter into an Agreement to provide e-mail security and back-ups for Outlook 365 at a monthly recurring charge to the Village of Four Hundred Ninety-Five Dollars (\$495.00), plus a one-time installation fee of One Hundred Fifty Dollars (\$150.00).

WHEREAS, it is in the best interests of the Village to enter into said Agreement with MiTechs, Inc..

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

Section 1: That the Agreement by and between MiTechs, Inc. and the Village of Willowbrook, a copy of which Agreement is attached hereto and made a part hereof, is hereby approved.

Section 2: That the Village Administrator is hereby authorized to execute said Agreement on behalf of the Village of Willowbrook and to take all necessary steps to effectuate the terms thereof.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Section 3: This Resolution shall be in full force and effect upon its passage and approval in accordance with law.

ADOPTED and APPROVED this 23rd day of September, 2019.

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen, Village Clerk

ROLL CALL VOTE: AYES: _____
 NAYS: _____
 ABSTENTIONS: _____
 ABSENT: _____

Exhibit “A”



ESTIMATE

Email Security

MiTechs Inc
360 West Schick Road
23172
Bloomington, IL 60108
United States

Phone: 630 446 0204
Mobile: 630 842 0204
mitechsinc.com

BILL TO
Village Of Willowbrook
Carrie Dittman
835 Midway Drive
Willowbrook, Illinois 60527
United States

6303238215

Estimate Number: 40223
Estimate Date: August 20, 2019
Expires On: September 4, 2019
Grand Total (USD): \$645.00

Items	Quantity	Price	Amount
Email Security & Backups Malware, Security and backups of Outlook Office365. (recurring monthly)	55	\$9.00	\$495.00
Install & Configure Setup Accounts and security parameters	1	\$150.00	\$150.00
Total:			\$645.00
Grand Total (USD) :			\$645.00

Notes

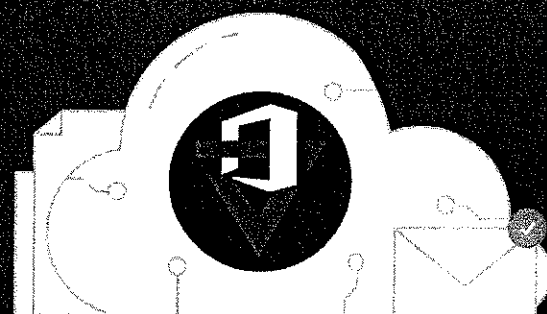
By signing this estimate you authorize MiTechs Inc. to purchase equipment listed. a 50% deposit is required to move forward and balance due upon completion of the project.
Thank you!

** Please sign the estimate: _____



Vade Secure for Office 365

API-Based Predictive Email Defense for Office 365



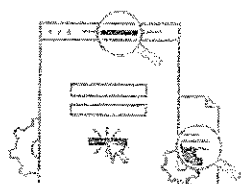
While native Office 365 security capabilities (e.g. EOP) catch most spam and known threats, organizations are increasingly taking a layered approach to protect against advanced threats. That's why Gartner predicts that 50 percent of Office 365 clients will rely on third-party solutions by 2020.

Protect your users—and business—from advanced phishing, spear phishing, and malware attacks with Vade Secure for Office 365. Integrated seamlessly in your email environment, Vade Secure augments Office 365 security with AI-based predictive email defense—without requiring your employees to change their behavior or use an additional interface.

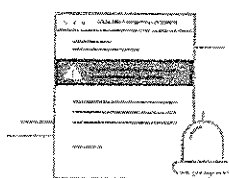
ARTIFICIAL INTELLIGENCE TO DETECT UNKNOWN, HIGHLY TARGETED ATTACKS

Vade Secure for Office 365 blocks advanced attacks from the first email thanks to machine learning models that perform real-time behavioral analysis of the entire email, including any URLs and attachments. Vade Secure leverages data from the 500 million inboxes it protects to continually fine-tune these models and ensure a high precision rate.

As a result, Vade Secure provides best-in-class defense against the most dangerous threats:



Real-time, Time-of-Click Anti-Phishing – Vade Secure crawls the URL and page in real time, following any redirections in order to determine whether the final page is fraudulent. In addition to the content, we analyze the context of the URL/page—when the message is received and any time a user clicks. Admins can receive alerts when users click on links even after they've been warned they're malicious.



Banner-Based Anti-Spear Phishing – Vade Secure builds an anonymous profile that establishes normal communication patterns for each of your employees. Upon detecting anomalies, such as spoofing attempts using hard-to-detect cousin domains, a fully customizable banner is displayed within the email alerting the user.



Behavioral-Based Anti-Malware – Going beyond scanning attachments, machine learning algorithms perform a comprehensive analysis of the origin, content, and context of emails and attachments. As a result, the solution detects malware and ransomware attacks well before antivirus and sandboxing technologies.

API-BASED FOR A NATIVE OFFICE 365 USER EXPERIENCE

The architecture of cloud email security gateways requires you to update your MX record and reroute your email flow. As a result, you have to disable certain native Office 365 security features, as they wouldn't function properly anyway.

Vade Secure integrates seamlessly with Office 365 via an API-based architecture. Rather than disrupting your email flow, the solution performs passive analysis on a copy of each message, taking action in real time based on the verdict from its filtering engine.

This approach offers several advantages:



Complete Office 365 Security – Augment native Office 365 security (e.g. EOP), rather than displacing it.



Instant Deployment – Get up and running in just a few clicks—with no MX record changes or waiting period.



Native User Experience – Allow end users to continue using the familiar Office 365 interface, without a separate quarantine.



Insider Threat Protection – Prevent attacks originating within your organization by scanning internal emails.



Scalability and Security – Benefit from the scalability and security of the Microsoft Azure cloud platform, where Vade Secure for Office 365 is hosted.

Additional Capabilities:



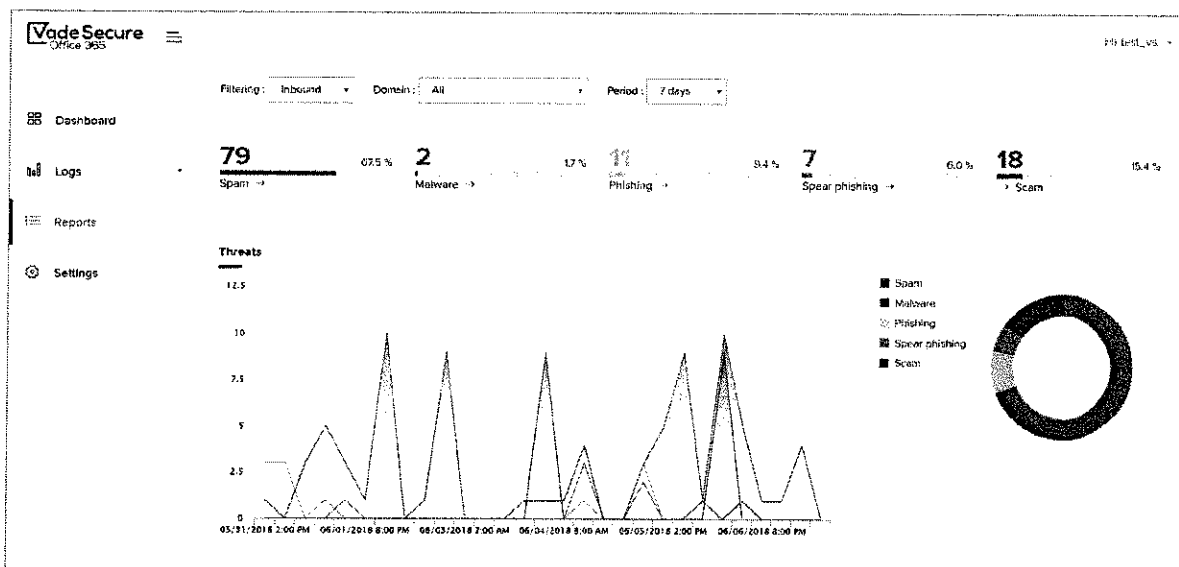
Graymail Management – Improve user productivity by classifying low-priority messages (e.g. newsletters, notifications, etc.) using existing Office 365 folders.



Reporting – Gain visibility into your email flow with dashboards, reports, and real-time logs.



Human Intelligence – Rest assured, knowing Vade Secure's 24/7 Security Operations Centers continuously monitor email traffic and remediate new threats.



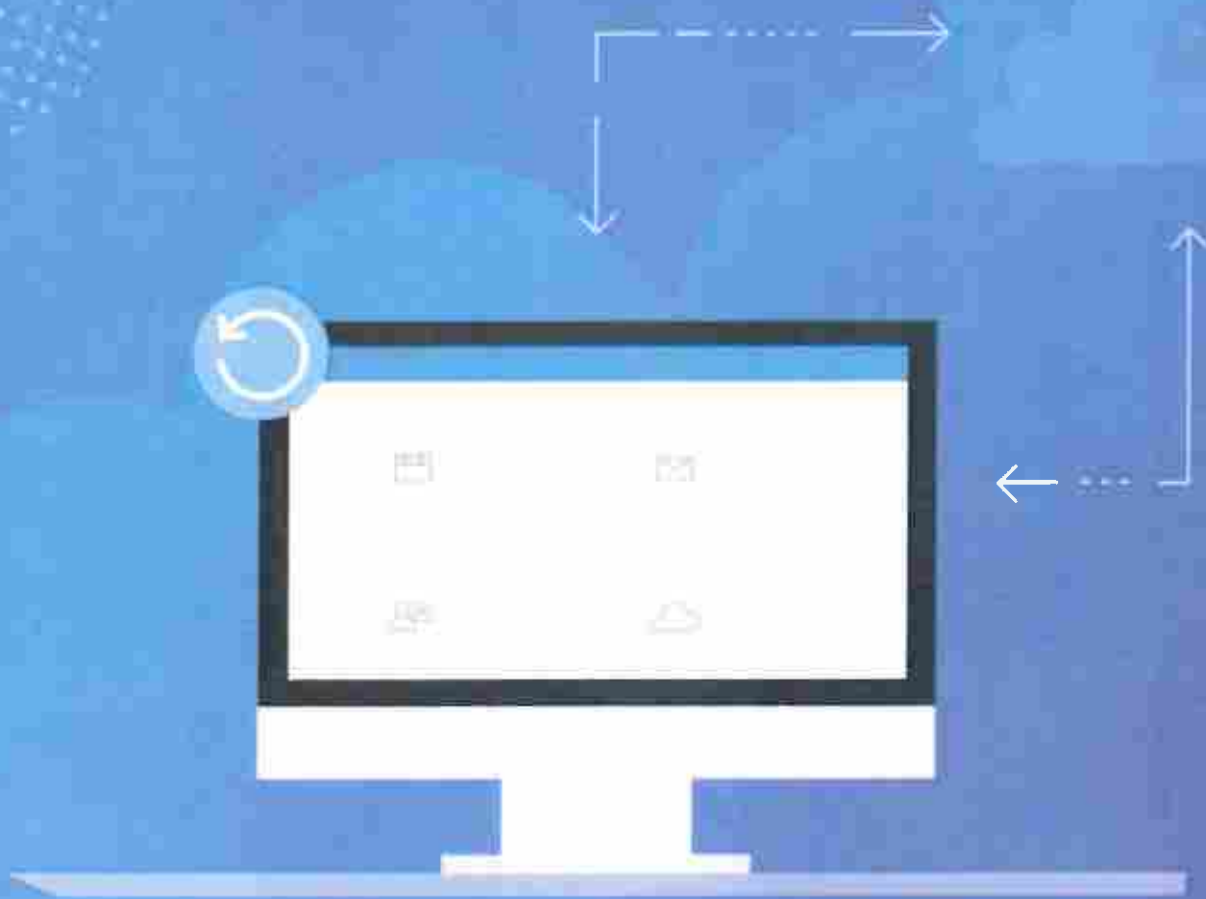
500M
protected mailboxes

76
countries

more than
5,000
customers

95%
customer
renewal rate

datto | SAAS PROTECTION



Total SaaS Backup



Datto SaaS Protection

Datto SaaS Protection helps you recover quickly from data loss in Office 365 or G Suite associated with accidental or malicious deletion, departing employees, external hackers and ransomware attacks. Easy to use, automated, and secure at both the application and infrastructure level, it's no wonder SaaS Protection backs up over 3.5 million users. Setup takes minutes and point in time backups are created automatically across each user's apps three times a day.

Why Do You Need Backup in the Cloud?

Today, 1 in 3 companies using SaaS applications have lost business-critical data, with 47% of that data loss caused simply by accidental deletion. Businesses face a significant liability if a user deletes or overwrites a file, an email, or a record unintentionally, or if an employee leaves the company and takes their files with them.

As businesses increasingly move data into cloud-based applications, many think that Microsoft or Google's native options are enough or that traditional best practices such as data backup are outdated. While a SaaS application is always available, accessible from anywhere, and highly redundant, it doesn't offer advanced protection against unexpected data loss.

Simple, Automated, and Secure backup of your cloud data

Datto's SaaS Protection backup and recovery solution unlinks your critical data from the user who created it and the application environment, and hands control back to your business. Engineered to be the one-stop-shop for SaaS application backup, SaaS Protection delivers reliable and easy backups, speedy recovery, and secured data for your compliance and regulatory needs.

Applications Supported:





What Datto SaaS Protection Enables

Fast Recovery from Data Loss

Your SaaS vendors have limited capabilities for recovery. If an employee accidentally deletes a critical spreadsheet from OneDrive or an entire folder of important emails passes the retention period in the Trash, Microsoft or Google will not be able to recover your data. Even if those files are within your retention period, locating and restoring lost data can cost you more time than you can afford. SaaS Protection has your data regardless of retention plan and allows your admins to easily recover your data fast. Reliable backups alongside effortless restore and export functions means businesses never have to worry about losing their SaaS data.

Cur Costs

Retaining critical user data if employees leave a company can be costly without a backup solution in place. SaaS Protection allows you to salvage departing employee data without having to pay for their vacated license, saving you hundreds or even thousands of dollars in annual fees.

Seamless Employee Lifecycle Management

Enable a smooth transition for employees as they cycle in and out of your business and maintain the data they created. SaaS Protection allows admins to restore departed employee data to a new account, download files directly, or simply archive a user's dataset until their replacement is hired.

Recover From Ransomware Attacks in the Cloud

Ransomware attacks - especially in the cloud - are on the rise. The question is no longer if an attack will happen, but when. Luckily, businesses can prevent such attacks from causing massive damage relatively easily. By backing up data with SaaS Protection at regular point-in-time intervals, you can roll back your data to a point in time before the infection occurred to recover un-encrypted emails and files.

Meet Industry Security and Compliance Needs

Datto SaaS Protection backs up data in compliance with Service Organization Control (SOC 1/ SSAE 16 and SOC 2) reporting standards and supports HIPAA and GDPR compliance needs. All data is encrypted both in transit and at rest in the Datto Cloud.



Key Product Features

- Automated backups 3X a day that capture point-in-time snapshots of each user's relevant app data, with the option to perform additional backups at any time
- Unlimited storage space within Datto's Private Cloud, purpose-built for maintaining backup data
- Easy setup that starts your initial backup in less than 5 minutes
- Main backup stats are easily visible at a glance within the main dashboard
- Detailed activity log with all administrator and user action records

Datto SaaS Protection for Office 365

Protect yourself where Microsoft doesn't - ensure you can recover should emails, files or folders go missing past Office 365's deleted item retention period. Spend more time on your business and less time managing backups.

Trusted backup for:



OneDrive



Contacts



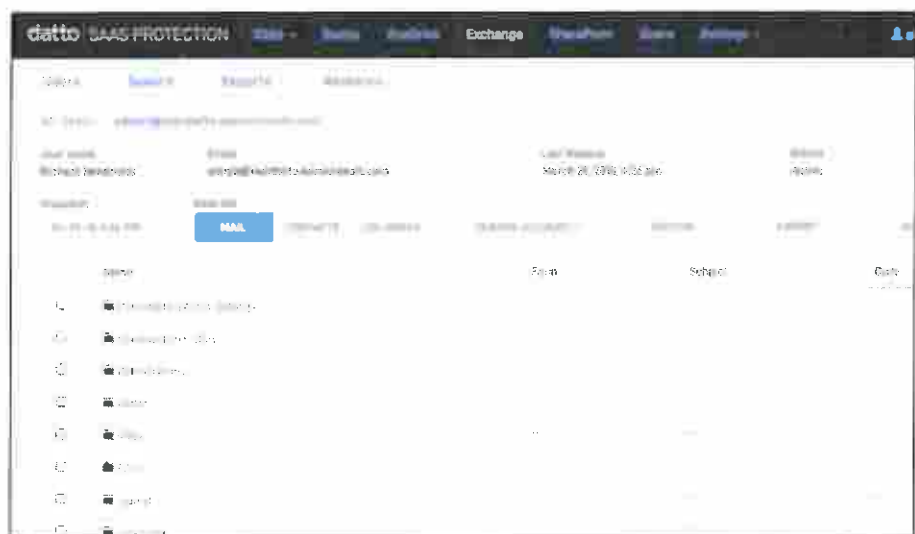
Calendar



Mail



SharePoint Online



VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

**A RESOLUTION PROCLAIMING RED RIBBON WEEK
IN THE VILLAGE OF WILLOWBROOK**

AGENDA NO. 5.g.

AGENDA DATE: 09/23/2019

STAFF REVIEW: Robert Schaller, Chief of Police

SIGNATURE: B. Schaller / rrs

LEGAL REVIEW: Tom Bastian, Village Attorney.

SIGNATURE: T Bastian / rrs

RECOMMENDED BY VILLAGE ADMIN.: Brian Pabst, V.A. **SIGNATURE:** B. Pabst / rrs

REVIEWED & APPROVED BY COMMITTEE: YES, X NO _____ N/A _____

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

Gower Elementary School District 62 and Holmes Elementary School District 60 are hosting the national "Red Ribbon" campaign during the week of October 23rd – 31st, 2019. This campaign is a community involvement for a Drug Free America.

The Public Safety Committee and the Village Staff recommend the Mayor and Board of Trustees adopt the attached Resolution proclaiming October 23rd – 31st, 2019 as "Red Ribbon Week".

ACTION PROPOSED:

Adopt Resolution.

RESOLUTION NO. 19-R-_____

**A RESOLUTION PROCLAIMING RED RIBBON WEEK IN
THE VILLAGE OF WILLOWBROOK**

WHEREAS, cities across America have been plagued by recurring issues and problems associated with alcohol, tobacco, and other drug use; and

WHEREAS, there is hope in winning the War on Drugs, and that hope lies in the hard work, vigilance and determination of our communities and the residents of the communities to create a drug free environment; and

WHEREAS, success will not occur overnight; our patience and continued commitment to drug education and prevention are imperative;

WHEREAS, the Red Ribbon Campaign was established by the United States Congress in 1988 to promote this belief and encourage a drug-free lifestyle and involvement in drug prevention efforts; and

WHEREAS, October 23rd – 31st, 2019, has been designated National Red Ribbon Week, calling on all Americans to show their support for a drug-free nation by wearing a red ribbon and participating in drug-free activities during Red Ribbon week;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois do hereby proclaim the week of October 23rd – 31st, 2019, as Red Ribbon Week in the Village of Willowbrook and encourage all citizens, businesses, public and private agencies to wear and display red ribbons and participate in drug-free activities throughout that week, joining the rest of the state and nation in promoting the Red Ribbon Celebration and a drug-free America.

ADOPTED AND APPROVED by the Mayor and Board of Trustees of the Village of Willowbrook on this 23rd day of September, 2019.

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen, Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

Receive Plan Commission Recommendation – Public Hearing Case 19-08: Consideration of a petition for a text amendment to amend Sections 9-2-2, 9-7B-2, 9-7C-2, 9-8-2, 9-7B-4(B), 9-7C-4(B), and 9-8-4(B) of the Zoning Title of the Village of Willowbrook regarding the regulation of adult-use cannabis.

AGENDA NO.

AGENDA DATE:
09/23/19

STAFF REVIEW: Ann Choi, Planning Consultant

SIGNATURE: Ann Choi

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: T. Bastian / mm

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst / mm

REVIEWED & APPROVED BY COMMITTEE: YES ☐ NO ☐ N/A ☒

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

The proposed text amendments were developed in order to define and regulate licensed adult-use cannabis dispensing organizations in compliance with the Cannabis Regulation and Tax Act, enacted by the State of Illinois which became law on June 25, 2019. Under the Act, local governments are permitted to establish reasonable zoning regulations that are not conflict with the Act.

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

The Village of Willowbrook, as petitioner, is requesting text amendments to address the recently enacted Cannabis Regulation and Tax Act (CRTA) and to amend or add to the Zoning Code, all in order to establish provisions for the sale of cannabis as a land use in the Village.

In 2014, the Village approved Ordinance No. 14-O-43 which defined and regulated licensed medical cannabis dispensaries and licensed medical cannabis cultivation centers in compliance with the Compassionate Use of Medical Cannabis Pilot Program Act. Under this state law, medical cannabis dispensaries were not permitted within 1,000 feet from schools and licensed daycare properties. The ordinance permitted medical cannabis dispensaries in the OR, LOR and M1 zoning districts and added an additional distance requirement of seventy feet (70') from a residential zoning boundary or use. Cultivation centers were permitted as a special use in the M-1 District only. Staff recommended that the regulation of adult-use cannabis dispensing organizations mirror the regulation of medical cannabis dispensaries within Willowbrook. Staff recommends that the OR, LOR and M1 zoning districts be expanded to include adult-use cannabis dispensing organizations to be permitted as a special use. As the CRTA did not enumerate a separation distance from sensitive uses and included only one state-mandated separation distance of 1,500 feet between dispensaries, staff recommended including a 1,000-foot buffer from schools/daycares and religious institutions.

The Village's petition was discussed at the September 4, 2019 special meeting of the Plan Commission. There were no members of the public that came forward in support or opposition of the proposed text amendments. The Plan Commission's vote was split with regard to whether the use should be allowed in the Village. The commissioners who were not in favor of the new use brought forward the following concerns: the 70-foot separation distance from residential was insufficient, sensitive uses such as a school or church may not be able to locate next to a dispensary after one was established, increases in crime, and impaired driving associated with the use. The commissioners who were in favor of the proposed use expressed that there could be economic benefits to the community. The Plan Commission voted 4-3 in favor of the proposed text amendments to forward a positive recommendation to the Village Board.

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

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

MEMO FROM: Dan Kopp, Chairman, Plan Commission

DATE: September 23, 2019

SUBJECT: **Zoning Hearing Case 19-08:** Village of Willowbrook, 835 Midway Drive, Willowbrook, Illinois. Consideration of a petition for a text amendment to amend Sections 9-2-2, 9-7B-2, 9-7C-2, 9-8-2, 9-7B-4(B), 9-7C-4(B), and 9-8-4(B) of the Zoning Title of the Village of Willowbrook regarding the regulation of adult-use cannabis.

At the special meeting of the Plan Commission held on September 4, 2019, the above referenced application was discussed and the following motion was made:

MOTION: Made by Remkus and seconded by Walec that based on the submitted petition and testimony presented, I move that the Plan Commission recommend to the Village Board approval of the text amendments presented on Page 5 of the Staff Report, and provides amendments that regulate said uses in the OR, LOR and M1 Zoning Districts as special uses, including the proposed change to add "religious institutions" to the list of uses that require a 1,000-foot buffer from adult-use cannabis dispensing organizations.

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

MOTION DECLARED CARRIED

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

DK:jp

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

Brian Pabst

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman



Proud Member of the
Illinois Route 66 Scenic Byway



Village of Willowbrook

Staff Report to the Village Board

Village Board Receive: September 23, 2019

Public Hearing Date: September 4, 2019

Prepared By: Ann Choi, Planning Consultant

Case Title: PC 19-08: Text Amendments that define and regulate recreational cannabis facilities in the Village of Willowbrook.

Petitioner: Village of Willowbrook

Action Requested by Applicant: Consideration and recommendation of text amendments to the Zoning Ordinance of the Village of Willowbrook.

Code Sections to be by Amended or Added: Title 9 – Zoning Section:

9-2-2	Definitions
9-7B-2	Special Uses
9-7B-4	Standards
9-7C-2	Special Uses
9-7C-4	Standards
9-8-2	Special Uses
9-8-4(B)	District Standards

Documents Attached:

1. Public Hearing Notice
2. Mapping Exhibit Indicating Eligible Sites in the OR, LOR and M1 Zoning Districts
3. Powerpoint Presentation to Plan Commission

Necessary Action by Village Board:

Receive Plan Commission Recommendation.



History & Discussion of Request

Public Act 101-0027 creates the Cannabis Regulation and Tax Act ("CRTA") and was signed into law by Governor JB Pritzker on June 25, 2019. Effective January 1, 2020, the CRTA legalizes the possession and private use of cannabis for Illinois residents over twenty-one (21) years of age. The CRTA also gives municipalities the ability to adopt and enforce local ordinances to regulate possession and public consumption of cannabis so long as the regulations and penalties are consistent with the CRTA.

The CRTA preserves local zoning authority and directly authorizes municipalities to prohibit (opt out) or significantly limit the location of cannabis businesses by ordinance. Municipalities have the authority to enact reasonable zoning regulations that are not in conflict with the CRTA. This would include the authority to opt out of either commercial production or distribution (dispensaries) of adult-use cannabis within their jurisdiction. Municipalities also may enact zoning ordinances and regulations designating the time, place, manner and number of cannabis business operations, including minimum distances between locations through special use permits. In addition to zoning authority, municipalities will have the authority to allow for or prohibit on-premise use of cannabis at locations to be determined locally. The CRTA anticipates that local authorities will engage in inspections of cannabis-related businesses.

In essence, the Village of Willowbrook ("Village") has the ability to ban the sale of recreational cannabis within the Village's limits, dictate the number of legal dispensaries within the Village, determine how cannabis businesses are operated (such as hours of operation), and dictate the location of cannabis businesses as they relate to points of interest such as schools, churches, government buildings, and liquor stores. Certain local communities have responded by identifying one or more zoning districts where these facilities can be located given the State's parameters, then deciding whether to list them as permitted uses or special/conditional uses. The Village must determine where these establishments can be located and how they should be regulated in order to comply with the State law.

In 2014, the Village approved Ordinance No. 14-O-43 which defined and regulated licensed medical cannabis dispensaries and licensed medical cannabis cultivation centers in compliance with the Compassionate Use of Medical Cannabis Pilot Program Act, enacted by the State of Illinois which became law on January 1, 2014. Under State Law, medical cannabis dispensaries were not permitted within 1,000 feet from schools and licensed daycare properties. The ordinance permitted medical cannabis dispensaries in the OR, LOR and M1 zoning districts and added an additional distance requirement of seventy feet (70') from a residential zoning boundary or use. Cultivation centers, on the other hand, were not possible in Willowbrook because the State Law required cultivation centers to be located more than 2,500 feet from a residential property. It was recommended by the Village's legal counsel that the cultivation center use be enumerated in the zoning code despite the 2500-foot distance requirement to be in compliance with the State law. Therefore, cultivation centers were permitted as a special use in the M-1 District only, even if one could not be located in the Village.

The focus of this staff report is limited to the regulation of adult use cannabis dispensing organizations. At this time, staff recommends that the regulation of adult use cannabis dispensing organizations mirror the regulation of medical cannabis dispensaries within Willowbrook. Staff has included a mapping exhibit in **Attachment 2** to determine possible locations for adult-use cannabis dispensing organizations ("dispensaries"). The attached map indicates in shaded grey solid and dashed lines, a 1,000-foot boundary from all schools, licensed daycare properties and religious institutions. As previously mentioned, the Village of Willowbrook has already approved medical cannabis dispensaries in the OR, LOR and M1 zoning districts and recommends that these zoning districts be expanded to include adult use cannabis dispensing organizations to be permitted as a special use.



The second part of this report is an evaluation of the State's requirements to determine whether the use might be regulated as a permitted use or a special use. Many highlights of the State law are provided below in a question and answer format in order to consolidate many pages of documents.

1. Who is Recreational Cannabis is available to?

As a result of new State legislation, the consumption of cannabis as of January 1, 2020, will be treated similarly to that of the purchase or consumption of alcohol with any Illinois resident, or non-resident, ages twenty-one (21) years or older.

2. What regulatory abilities, if any, do business owners and landlords have?

Any person, business, public entity, or landlord may prohibit the use of cannabis on private property.

3. If the sale of recreational cannabis was to be allowed in Willowbrook, how many licenses would be issued?

While many individual cities have a limitation on the amount of recreational cannabis facilities (dispensaries) that are allowed within their limits, the Village of Willowbrook is part of a larger Bureau of Labor Statistics Region within the state. Willowbrook is a part of the Chicago-Naperville-Elgin region. Illinois is allowing up to forty-seven (47) licenses within this region. The Village plays no role in the licensing process as it is left up to the Department of Financial and Professional Regulation to select and process those individuals attempting to obtain a license.

4. Should the Village permit dispensaries to open, how will the Village manage public safety at these locations?

The Willowbrook Police Department surveyed communities that currently contain a medical cannabis facility within its limits and found that there were limited calls to such facilities statewide. Public safety is the Village's top priority and any specific security concerns will be addressed.

5. Who can legally purchase and consume cannabis?

As a result of the new State legislation, the consumption of cannabis as of 1/1/2020, will be treated similarly to that of the consumption of alcohol with any Illinois resident, or non-resident, ages 21 or over, now being able to purchase and consume cannabis.

6. Who can legally grow and sell recreational cannabis?

Only licensed businesses will be able to legally grow and sell cannabis. Medical cannabis patients will be allowed to grow up to five plants each within their home.

7. How much cannabis may an individual possess?

Illinois residents may possess up to:

- Thirty grams (30g), or just over one ounce of "flower"
- Five grams (5g) of cannabis concentrate
- Five hundred milligrams (500mg) of THC – the chemical that causes the "high" – in a cannabis infused product such as gummies, candy, other consumable products (referenced to as "edibles"), or tinctures, and lotions
- Non-Illinois residents may legally possess up to fifty percent (50%) of these amounts.

8. Will cannabis consumption be allowed in public spaces?

No, the consumption of cannabis in public will be considered unlawful.



9. Where will consumption be allowed?

The consumption of cannabis will be allowed on private property or potentially, specifically designated establishments such as dispensaries or smoking lounges. However, the Village Board has expressed a desire to prohibit any on-site consumption of cannabis at any dispensary.

10. How is cannabis taxed?

Sales taxes are summarized in the Table 1 below.

Taxes		
THC levels	State Sales Tax	Local "special" tax
35% or less	10%	Additional 3%
Over 35%	25%	
Cannabis infused products (ex: edibles)	20%	

The Village of Willowbrook may add a special tax of up to three percent (3%). Within the CRTA, any government proceeds associated with the sale of recreational cannabis was established as follows:

- Twenty percent (20%) to State mental health services and substance abuse programs
- Ten (10%) to pay unpaid State bills
- Thirty-five percent (35%) to State General Revenue Fund
- Two percent (2%) to public education and safety campaigns
- Eight percent (8%) to the Local Government Distributive Fund, for prevention and training for law enforcement
- Twenty-five percent (25%) for identified social equity programs

Currently the Village plans to utilize these funds for public improvement projects, funding of police pension liabilities and costs related to the Sterigenics issue.

The following section will discuss the proposed text amendments.



Proposed Text Amendments

1. DEFINITIONS

The following new definitions are proposed:

Add the following definition to Section 9-2-2:

ADULT-USE CANNABIS DISPENSING ORGANIZATION:

A facility operated by an organization or business that is licensed by the Illinois Department of Financial and Professional Regulation to acquire cannabis from licensed cannabis business establishments for the purpose of selling or dispensing cannabis, cannabis-infused products, cannabis seeds, paraphernalia or related supplies to purchasers or to qualified registered medical cannabis patients and caregivers, per the Cannabis Regulation and Tax Act, (P.A. 101-0027), as it may be amended from time-to-time, and regulations promulgated thereunder.

2. Add the following language to Section 9-7B-2 (as a special use in O-R zoning district), Section 9-7C-2 (as a special use in L-O-R zoning district), and Section 9-8-2 (as a special use in M-1 zoning district):

Adult-Use Cannabis Dispensing Organization, except when located seventy feet (70') or less from a residential district boundary or use or one thousand feet (1000') or less from the property line of a pre-existing public or private nursery school, preschool, primary or secondary school, day care center, day care home or residential care home, or a combination thereof, and in compliance with the State of Illinois Cannabis Regulation and Tax Act and meeting the parking requirements of Chapter 10 of this Title for 'Other Business and Commercial Establishments'.

3. The following amendments are necessary because "retail sales" as a principal use is not permitted in the O-R, L-O-R or M-1 Districts. The additional language allows for the retail sales associated with a dispensary as defined.

Amend 9-7B-4(B) as follows:

Retail Sales: Except for medical cannabis dispensaries and/or adult-use cannabis dispensing organizations, as provided in section 9-7B-2 of this article, no retail sales or services shall be permitted except as incidental or accessory to a permitted use.

Amend 9-7C-4(B) as follows:

Retail Sales: Except for medical cannabis dispensaries and/or adult-use cannabis dispensing organizations, as provided in section 9-7C-2 of this article, no retail sales or services shall be permitted except as incidental or accessory to a permitted use.

Amend 9-8-4(B) as follows:

Retail Sales: Except for medical cannabis dispensaries and/or adult-use cannabis dispensing organizations, as provided in section 9-8-2 of this article, no retail sales or services shall be permitted except as incidental or accessory to a permitted use.



Public Hearing and Recommendation

The Plan Commission conducted a public hearing on this petition at their September 4, 2019 meeting. The following members were in attendance: Chairman Dan Kopp, Vice Chairman Wagner, Commissioners Ruffalo, Kaucky, Soukup, Remkus and Walec. Police Chief Robert Schaller and Detective Lauren Kaspar were also in attendance to answer any questions regarding the potential impacts the new use may have on law enforcement. Village Administrator Pabst and Village Attorney Baugh were also in attendance. There were no members of the public that came forward with public comments.

Planner Choi acknowledged that there was an omission in the proposed text amendment, and noted that the second text amendment on page 5 of the staff report should have included “religious institutions” in the list of uses that require the 1000-foot distance restriction from adult use dispensaries.

The Plan Commission’s vote was split with regard to whether the use should be allowed in the Village. The commissioners who were not in favor of the new use brought forward the following concerns: the 70-foot separation distance from residential was insufficient, sensitive uses such as a school or church may not be able to locate next to a dispensary after one was established, increases in crime, and impaired driving associated with the use. The commissioners who were in favor of the proposed use expressed that there could be economic benefits to the community. Chairman Kopp expressed support for the proposed text amendments including the modification proposed by Planner Choi. The Plan Commission voted 4-3 in favor of the proposed text amendments to forward a positive recommendation to the Village Board.

Staff Recommendation

Staff believes the requirement of a special use for Adult-Use Cannabis Dispensing Organizations within the OR, LOR and M1 zoning districts to be the most appropriate process for consideration. This process will require notification of surrounding property owners and a public hearing before the Plan Commission. The Plan Commission would be able to recommend conditions to the proposed project before forwarding their recommendation to the Village Board for final approval. The intent of the special use process is to provide a transparent, public review process for land uses that, because of their widely varying design and operational characteristics, require case-by-case review in order to determine whether they will be compatible with surrounding uses and development patterns. Staff is confident that this process will provide for the most effective review and approval process for the regulation of Adult-Use Cannabis Dispensing Organizations in Willowbrook.

If additional time or testimony is needed, the Plan Commission may wish to continue this hearing and/or consideration of the amendment. If the Plan Commission’s work is completed, the following sample motion is provided for the Plan Commission’s use:

Zoning Case 19-08 Revised Sample Motion

Based on the submitted petition and testimony presented, I move that the Plan Commission recommend approval of the text amendments presented on Page 5 of the Staff Report, and provides amendments that regulate said uses in the OR, LOR, and M1 Zoning Districts as special uses, including the proposed change to add “religious institutions” to the list of uses that require a 1000-foot buffer from adult use cannabis dispensing organizations.



Motion

The following motion made by Remkus was seconded by Walec and approved on a 4-3 roll call vote of the members present:

Based on the submitted petition and testimony presented, I move that the Plan Commission **recommend** approval of the text amendments presented on Page 5 of the Staff Report, and provides **amendments** that **regulate** said uses in the OR, LOR, and M1 Zoning Districts as special uses, including the proposed change to add "religious institutions" to the list of uses that require a 1000-foot buffer from adult use cannabis **dispensing** organizations.



Attachment 1
Public Hearing Notice (2 Sheets)

NOTICE OF PUBLIC HEARING
ZONING HEARING CASE NO. 19-08

NOTICE IS HEREBY GIVEN that the Plan Commission of the Village of Willowbrook, DuPage County, Illinois, shall pursuant to 65 ILCS 5/11/13/14, conduct a public hearing on the 4th day of September, 2019 at the hour of 7:00 p.m. at the Village Hall, 7760 Quincy Street, Willowbrook, Illinois.

The purpose of this public hearing shall be to consider a petition for text amendments to the Title 9 of the Village Code (Zoning Ordinance) defining and regulating Recreational Cannabis Facilities in the Village of Willowbrook.

The applicant for this petition is the Village of Willowbrook, 835 Midway Drive, Willowbrook Illinois 60527.

A copy of the Village's petition is on file in the Office of the Village Planner, Village of Willowbrook, 835 Midway, Willowbrook, Illinois, and is available for public inspection.

Any individual with a disability requiring a reasonable accommodation in order to participate in any public meeting held under the authority of the Village of Willowbrook should contact Roy Giuntoli, Village of Willowbrook, 835 Midway, Willowbrook, IL 60527, or call (630) 920-2262, Monday through Friday, between 8:30 A.M. and 4:30 P.M., within a reasonable time before the meeting. Requests for sign language interpreters should be made a minimum of five working days in advance of the meeting.

All persons desiring to be heard in support or opposition to the application shall be afforded an opportunity and may submit their statements orally, in written form, or both. This hearing may be recessed to another date if not concluded on the evening scheduled.

/s/ Brian Pabst

Brian Pabst, Village Administrator

Published in the August 19, 2019 edition of *The Chicago Sun Times* Newspaper.

The contractor will be required to furnish certified copies of any and all Insurance Policies required in relation to this contract prior to CTA's execution.

Chicago Transit Authority hereby gives notice that it will affirmatively ensure that in regard to any contract entered into pursuant to this advertisement, disadvantaged Business Enterprises will be afforded full opportunity to submit responses to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

PLEASE NOTE: Where proposals are sent by mail, delivery service or delivered in-person to the CTA Bid Office, the bidders shall be responsible for their delivery only to the Bid Office before the advertised due date and hour for the proposals. The Bid Office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. Chicago time, except holidays.

The right is reserved to accept any proposal or to reject any and all proposals.

All inquiries should be directed to and copies of the documents obtained from the Bid Office - 2nd Floor, 567 West Lake Street, Chicago, Illinois 60661-1458.

CHICAGO TRANSIT AUTHORITY
By: Ellen McCormack
Vice President
Purchasing & Supply Chain
August 19, 2019
8/19/19 #1091351

that, final notice copy

Each respondent shall submit five (5) bound copies of their response in a clear, legible, and 8 1/2" x 11" format (unless otherwise indicated). Costly submissions are neither required nor encouraged. Submissions must be complete in all respects. Incomplete submissions will be returned without consideration at the sole discretion of the City. The submitter deadline is 4:00 p.m. CDT on August 30, 2019. Send to:

Attn: N. Paul Elue
CITY OF CHICAGO DEPARTMENT OF HOUSING
Preservation Division
121 North LaSalle Street, Room 1006
Chicago, Illinois 60602

Copies of the RFP will be available after August 12, 2019 and may be downloaded from the City of Chicago Department of Housing website beginning that date (<http://cityofchicago.gov/100>). The City of Chicago, Department of Housing, is an Equal Employment Opportunity/Affirmative Action Employer. If you need assistance regarding this invitation, please submit your questions in writing to N. Paul Elue at the above address or at the following email address: Paul.Elue@cityofchicago.org.

Key Dates
Request for Proposals Issued August 12, 2019
Response Due Date August 30, 2019



MARISA NOVAKA
COMMISSIONER
8/12, 8/14, 8/16, 8/19, 8/21, 8/23/19

LORI E. LIGHTFOOT
MAYOR
#1091008

publication of this notice and any claim not filed within that period is barred. Copies of any claim filed with the Clerk must be mailed or delivered to the representative and to the attorney within 10 days after it has been filed.

cc: John A. Zaleski
(Representative)
cc: Gary A. Lind
(Attorney)
8/12, 8/19, 8/26/19 #1091032

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YOUR DREAM
CAR READY
TO MOTOR.**

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NOTICE?**

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Public Hearings

Public Hearings

**NOTICE OF PUBLIC HEARING
ZONING HEARING CASE NO. 19-08**

NOTICE IS HEREBY GIVEN that the Plan Commission of the Village of Willowbrook, DuPage County, Illinois, shall pursuant to 60 ILCS 5/11/13/14, conduct a public hearing on the 4th day of September, 2019 at the hour of 7:00 p.m. at the Village Hall, 7760 Quincey Street, Willowbrook, Illinois.

The purpose of this public hearing shall be to consider a petition for text amendments to the Title 9 of the Village Code (Zoning Ordinance) defining and regulating recreational facilities in the Village of Willowbrook.

The applicant for this petition is the Village of Willowbrook, 835 Midway Drive, Willowbrook, Illinois 60527.

A copy of the Village's petition is on file in the Office of the Village Planner, Village of Willowbrook, 835 Midway, Willowbrook, Illinois, and is available for public inspection.

Any individual with a disability requiring a reasonable accommodation in order to participate in any public meeting held under the authority of the Village of Willowbrook should contact Roy Gargak, Village of Willowbrook, 835 Midway, Willowbrook, IL 60527, or call (830) 820-2252, Monday through Friday, between 8:30 A.M. and 4:30 P.M., within a reasonable time before the meeting. Requests for sign language interpreters should be made a minimum of five working days in advance of the meeting.

All persons desiring to be heard in support or opposition to the application shall be afforded an opportunity and may submit their statements orally, in written form, or both. This hearing may be recessed to another date if not concluded on the evening scheduled.

cc: Brian Pabel
Brian Pabel, Village Administrator

Published in the August 19, 2019 edition of The Chicago Sun Times Newspaper
8/19/19 #1091359

Public Notices

Public Notices

Public Notice
City of Chicago
Department of Housing
Tax Credit Allocation Plan

The City of Chicago Department of Housing ("DOH") is making available for public comment a draft of its 2019 Low Income Housing Tax Credit Allocation Plan. Copies of the draft plan are available on DOH's website at <http://Chicago.gov/DAP>.

A public hearing as required by Section 42(m)(1)(A) of the Internal Revenue Code of 1986, as amended, will be held on Wednesday, August 27, 2019 at 2:30 p.m. in conference room 1103, 121 North LaSalle Street, Chicago, Illinois 60602. To allow all interested individuals a reasonable opportunity to express their views, each person is to limit his/her oral remarks to a period of no longer than three minutes. If you are unable to attend the hearing, you may direct written comments to Bryan Esenberg, 121 North LaSalle, Room 1006, Chicago, Illinois 60602. Written comments should be received by Friday, August 30, 2019.

Equal Housing Opportunities
Marisa Novaka
Commissioner
Department of Housing

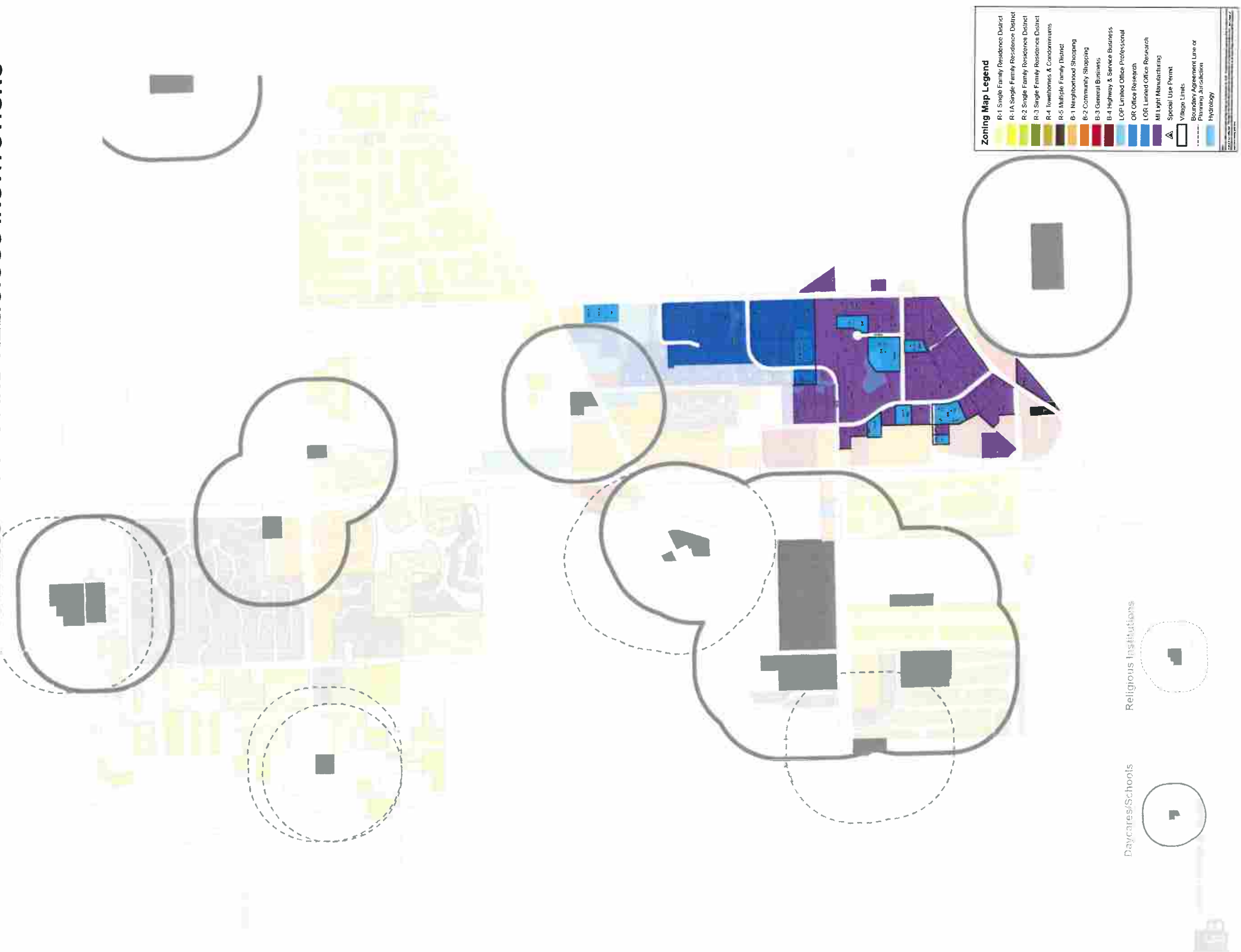
8/19 - 8/23/19

#1091215



Attachment 2
Map Exhibit Indicating Eligible Sites Within the OR, LOR and M1 Zoning Districts
(1 Sheet)

ADULT-USE CANNABIS DISPENSING ORGANIZATIONS IN INDUSTRIAL ZONING DISTRICTS LOCATED MORE THAN 70' FROM RESIDENTIAL USES AND MORE THAN 1000' FROM DAYCARES/SCHOOLS AND RELIGIOUS INSTITUTIONS





Attachment 3
Powerpoint Presentation
(18 Sheets)

ADULT USE CANNABIS DISPENSING ORGANIZATIONS

ANN CHOI

ZONING CASE NO. 19-08 TEXT AMENDMENT
VILLAGE OF WILLOWBROOK



Proposed Text Amendments

1. Amend Section 9-2-2 of the Zoning Code (Definitions) to establish the definition for adult use cannabis dispensing organization consistent with the definitions found in the Cannabis Regulation and Tax Act;
2. Amend Section 9-7B-2 of the Zoning Code to add “adult use cannabis dispensing organization” to the list of special uses in the OR Office and Research Zoning District;
3. Amend Section 9-7C-2 of the Zoning Code to add “adult use cannabis dispensing organization” to the list of special uses in the LOR Limited Office Research Zoning District;
4. Amend Section 9-8-2 of the Zoning Code to add “adult use cannabis dispensing organization” to the list of special uses in the M1 Light Manufacturing Zoning District;
5. Amend Section 9-7B-4(B) of the Zoning Code to allow for the retail sales associated with a dispensary in the OR Office and Research Zoning District;
6. Amend Section 9-7C-4(B) of the Zoning Code to allow for the retail sales associated with a dispensary in the LOR Limited Office Research Zoning District;
7. Amend Section 9-8-4(B) of the Zoning Code to allow for the retail sales associated with a dispensary in the M1 Light Manufacturing Zoning District.

Cannabis Regulation and Tax Act

Cannabis Regulation and Tax Act (410 ILCS 705) creates the financial and regulatory framework for the sale and use of cannabis in Illinois.

House Bill 1438 passed the Illinois General Assembly on June 4, 2019

Legislation signed by Gov. Pritzker on June 25, 2019, which is the Effective Date of the Act

“Trailer bill” anticipated as early as Fall 2019

Administrative Rules will be issued by state regulatory agencies charged with implementing the Act, which will further flesh out the details.



Personal Use: Possession

	Illinois Resident	Non-Illinois Residents
Cannabis flower	30 grams	15 grams
THC contained in cannabis-infused products	500 milligrams	250 milligrams
Cannabis concentrate	5 grams	2.5 grams

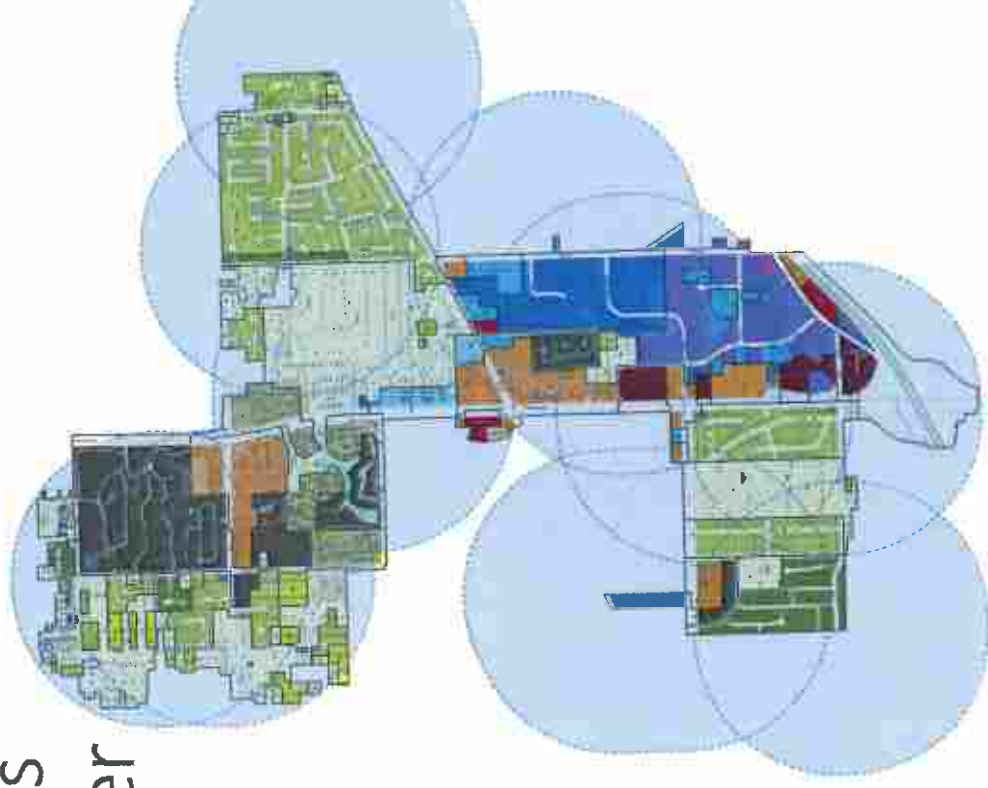
Timing

Existing Cultivation Centers (20) and dispensaries (56) can:

- Obtain “Early Approval” licenses to grow and sell to adult market from existing locations
 - “Early Approval” licenses not required to show zoning compliance
- Obtain “Secondary Location” licenses to sell to adult market
 - “Secondary Location” licenses required to show zoning compliance
- Potential “Day One” Retail Market: 112 dispensaries statewide

Medical Cannabis Cultivation Center 2014

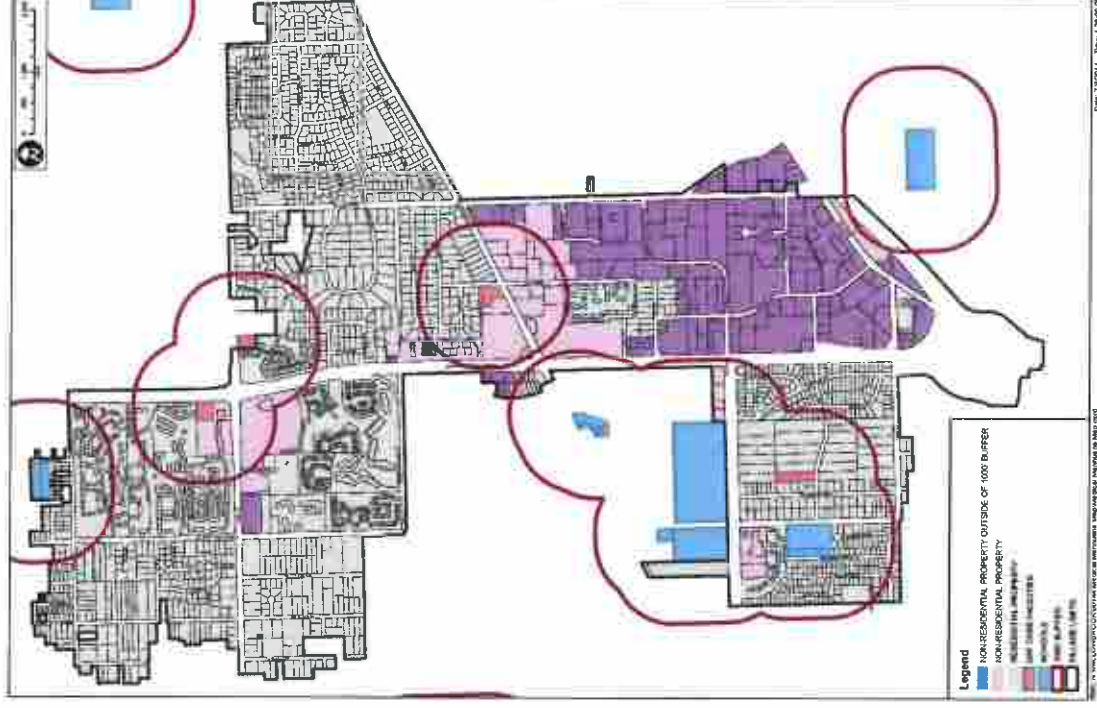
2,500-ft proximity to
residences



Medical Cannabis Dispensaries 2014

1,000-ft from
Schools/Daycares

No restrictive distance to
residences



OR Office and Research District

Permitted Uses:

Accessory uses and structures
Business and professional offices
Governmental office buildings
Medical and/or dental clinics
Mortuaries
Related commercial uses
Research laboratories
Additional related uses

Special Uses:

Daycare centers
Financial institutions and drive-in facilities
Hospitals
Medical cannabis dispensary
Planned unit developments
Recreational uses
Retail sale of liquor ancillary to related commercial uses
Sanitary sewerage and water treatment and supply facilities



LOR Limited Office and Research District

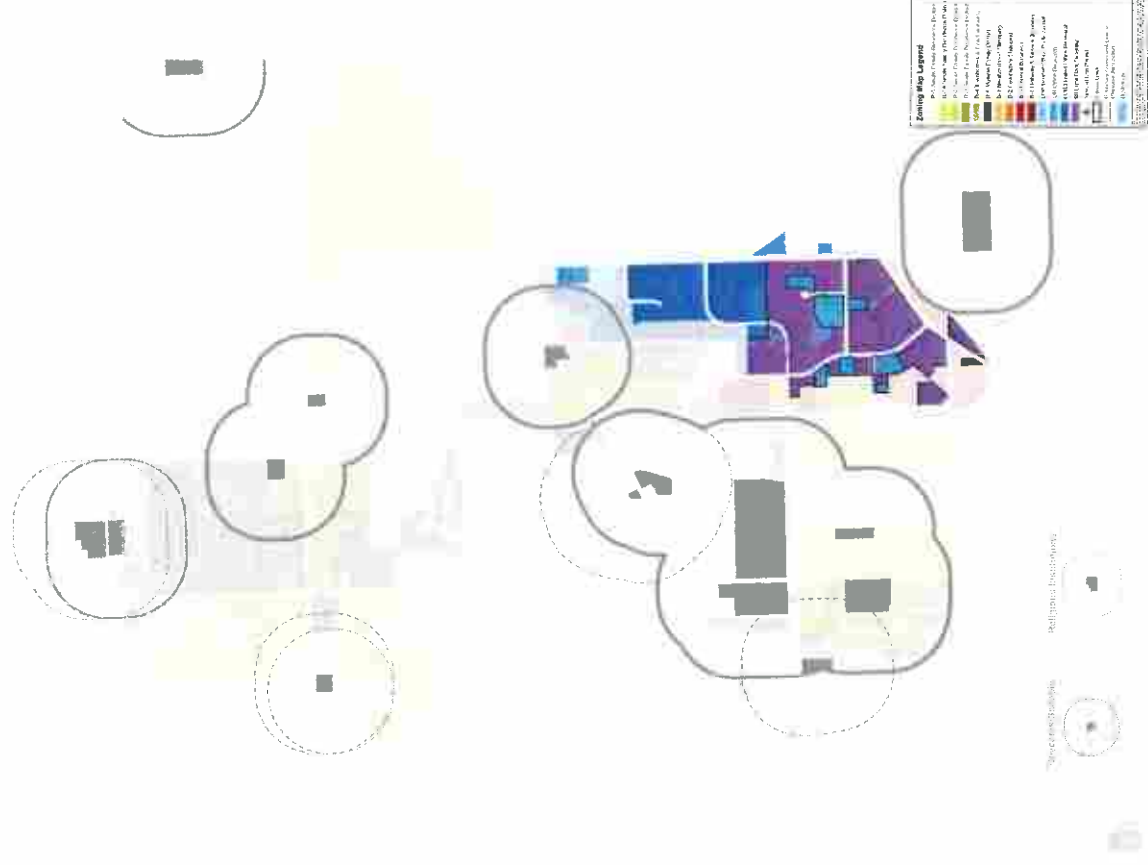
Permitted Uses: Accessory uses and structures; Any business or commercial establishment which provides supplies and/or services primarily to industrial, manufacturing and warehousing customers; Production, manufacturing, assembling, processing, cleaning, servicing, testing, repair or storage of materials, goods or products, and business offices; Business and professional offices; Governmental office buildings; Kitchen, washroom and sleeping quarters exclusively for the temporary use and occupancy of security personnel only, and only as essential to the conduct or the operation of a primary use within this district; Medical and/or dental clinics; Mortuaries; Public utility and public service uses; Related commercial uses; Research laboratories.

Special Uses: Financial institutions and drive-in facilities accessory thereto; Medical cannabis dispensary; Nurseries and greenhouses; Planned unit developments; Recreational uses; Sanitary sewerage and water treatment and supply facilities; Additional related uses.

M1 Light Manufacturing District

Permitted Uses: Accessory uses and structures; Adult business uses; Any business or commercial establishment which provides supplies and/or services primarily to industrial, manufacturing or warehousing customers; Any production, manufacturing, assembling, processing, cleaning, servicing, testing, repair or storage of materials, goods or products, and business offices accessory thereto; Business and professional offices; Governmental office buildings; Kitchen, washroom and sleeping quarters exclusively for the temporary use and occupancy of security personnel only, and only as essential to the conduct or the operation of a primary use within this district; Off street parking and loading; Public utility and public service uses; Signs.

Special Uses: Greenhouses and nurseries; Heliports; Indoor auto sales; Medical cannabis cultivation center; Medical cannabis dispensary; Physical culture and health service, gymnasium, and exercise salon; Planned unit developments; Production brewery taproom, authorizes the retail sale of beer produced on the premises for consumption on and off the premises; Recreational uses.

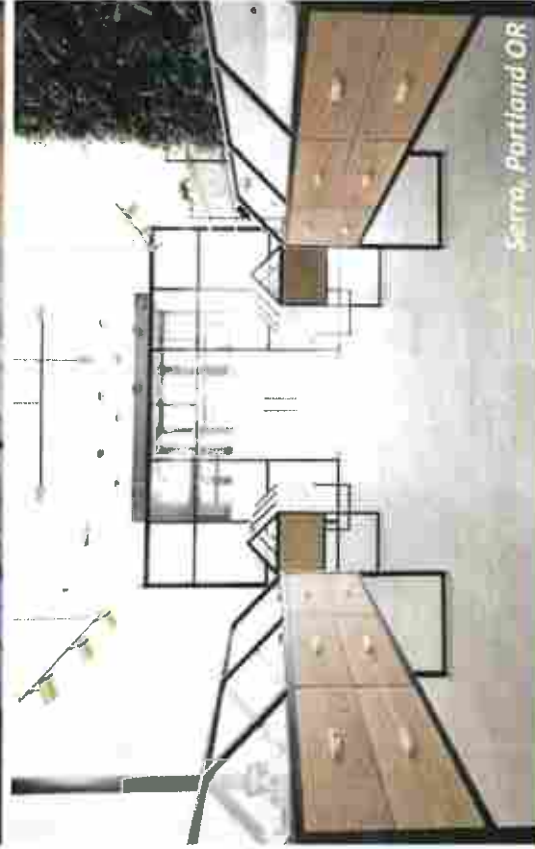




Bud and Bloom, Santa Ana CA



Farma, Portland OR



Serra, Portland OR



Velo, Seattle WA

1944

Responses by Other Communities

Burr Ridge

- Plan Commission hearing to be held on October 7 to discuss this issue. To date, no substantive opposition to these uses have been heard.

Clarendon Hills

- The Village Board will be hosting an open house week of September 3 (this week) to discuss Village options. The Board does not plan to make a decision until later in September at the earliest.

Darien

- Unknown.

Hinsdale

- Opted out.

Responses by Other Communities

La Grange

- Information-gathering mode. The Village Board plans to have an initial discussion at their September (9/23) meeting.

Lombard

- A public hearing was held on August 29, 2019 and the Plan Commission recommended allowing adult use cannabis dispensaries in the O=Office, I=Industrial, and B4A=Roosevelt Rd zoning districts as a permitted use; in the B1/B2=neighborhood commercial, B3/B4=corridor commercial zoning districts as a conditional use; and prohibiting them in the B5/B5A=downtown and downtown perimeter zoning districts.

Naperville

- City Council was reconsidering a ban on retail sales but as of yesterday evening, they opted out.

Westmont

- Staff is looking into possible regulations for discussion at a future September meeting (not a hearing). Westmont has not yet decided to opt-in or opt-out.



Future Village Considerations:

- On-premises consumption of cannabis as part of any permitted or special use
 - Create a new section in the zoning code to specifically address Cannabis Establishments?
 - Regulations to specifically exclude cultivation centers, craft growers, processing organizations and transporting organizations as a permitted or special use
 - Regulations to specifically preclude on-site consumption of cannabis as part of any permitted or conditional land use activity
- Hours of Operation
- More restrictive or less restrictive buffer requirements from sensitive uses
- Allowing cannabis in other zoning districts?

Thank You

Questions?



VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

AN ORDINANCE AMENDING CHAPTER 3 ENTITLED "MUNICIPAL HOTEL TAX" OF TITLE 11, ENTITLED "TAXES" OF THE WILLOWBROOK MUNICIPAL CODE OF THE VILLAGE OF WILLOWBROOK

AGENDA NO. 6.

**AGENDA DATE:
09/23/19**

STAFF REVIEW: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst /mm

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: T. Bastian /mm

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst /mm

REVIEWED & APPROVED BY COMMITTEE: YES ☒ NO ☐ N/A ☐

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

During the 2019/2020 budget process the Village Board approved a Village Budget that included a drawdown from Village reserves of \$1,722,288. This drawdown included items related to the ongoing Crisis Management situation, employee retirement adjustments, various capital improvements, and police pension increases.

The Village held a special Village Board meeting on September 12, 2019 to review the current Village General Fund revenues and expenses. During the presentation staff highlighted the future year budgets with projections on debt payments, sworn officers' salaries, health insurance, IMRF, police pension obligations and other expenses. Additionally, staff highlighted the items not included in the projections such as salaries for non-union staff, capital projects, crisis management and IT related items. Based on these budget projections, staff is estimating that the Village will drop below our Village Reserve Policy of 120 Days in the next Fiscal Year 2020/21 (Attachment #1). The Police Pension portion of these estimates is projected to increase 10% annually, from \$1,074,713 in 2020 to \$2,534,117 in 2030 (Attachment #2).

Based on these budget projections, staff was directed to review options to increase Village revenue that had the least impact on Village Residents. Items discussed for review are Hotel /Motel Tax, Local Gas Tax, Video Gaming and possible future Cannabis Dispensary revenue.

STAFF RECOMMENDATION

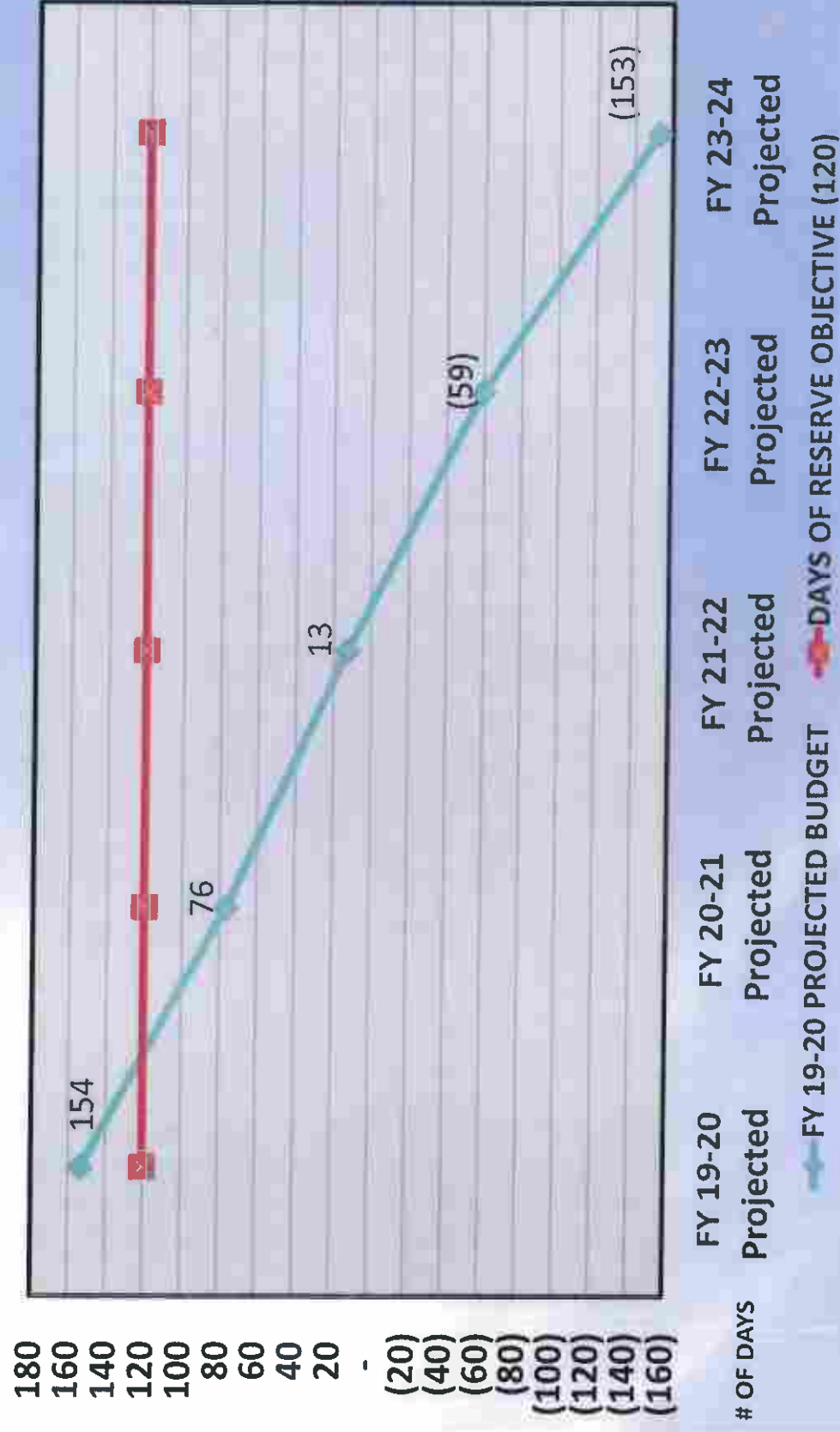
The Village of Willowbrook has a current Hotel/Motel Tax rate of 5%. This tax was last raised from 1% on June 1, 2015. The 5% tax yields approximately \$250,000 annually from the three (3) open hotels, an estimated \$325,000 total revenue is projected should the fourth hotel open in the near future. As a Home Rule community this revenue source is an unrestricted tax, except for a small amount previously budgeted for the DuPage County Visitor and Convention Bureau. This tax has a very limited impact on local residents as the hotel customers are normally visitors from outside of the community.

Staff has provided a comparable review (Attachment #3) of the surrounding communities' hotels and Hotel/Motel tax for your review and use.

Staff is recommending that the Village consider a 1% adjustment to the 5% Hotel Tax in Section 11-3-1 of Chapter 3 of Title 11 and bring the Village Hotel Tax to 6%. The 1% adjustment in Hotel Tax would bring in approximately \$65,000 in additional funds to the community annually from the four (4) Village Hotels.

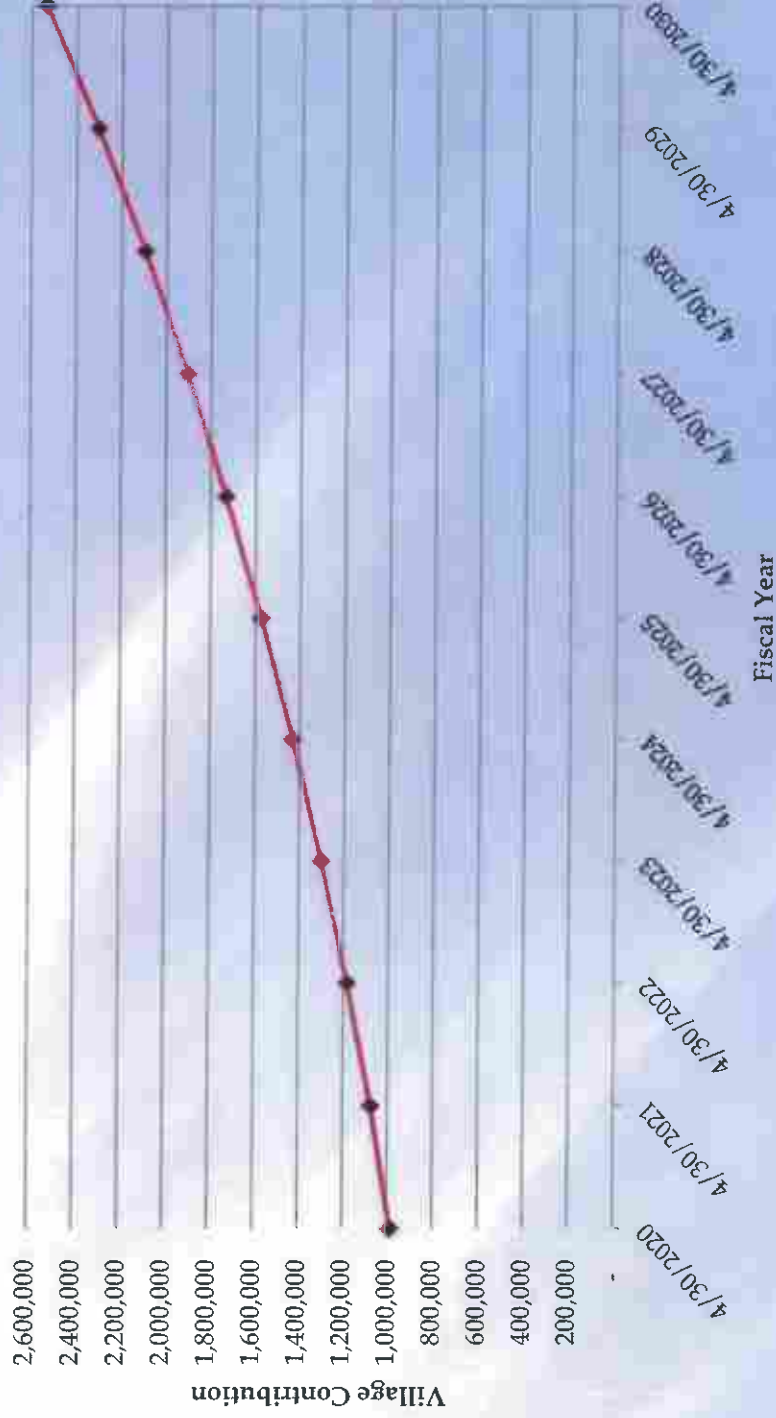
ACTION PROPOSED: Adopt Resolution.

General Fund Balance Reserves - Next 5 Years
Including Wage Increases, Capital &
Contingency



Pension Costs: Police Pension Projected Next 10 Years

- Next year's contribution (FY 20/21) is \$1,074,713 per actuary = \$87,855 increase from FY 19/20, or 8.9%
- Subsequent Years = 10% annual increase assumed
- 4/30/2030 contribution = estimated \$2,534,117



[illegible]

ORDINANCE NO. 19-O-__

**AN ORDINANCE AMENDING CHAPTER 3, ENTITLED “MUNICIPAL HOTEL TAX,”
OF TITLE 11, ENTITLED “TAXES”, OF THE WILLOWBROOK MUNICIPAL CODE
OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS**

BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1. That Section 11-3-1 of Chapter 3, entitled “Municipal Hotel Tax,” of Title 11, entitled “Taxes,” of the Willowbrook Municipal Code of the Village of Willowbrook, DuPage County, Illinois is hereby amended by deleting therefrom “five percent (5%) and inserting therefore “six percent (6%).”

SECTION 2. That Section 11-3-3, entitled “Definitions,” of Chapter 3, entitled “Municipal Hotel Tax,” of Title 11, entitled “Taxes,” of the Willowbrook Municipal Code of the Village of Willowbrook, DuPage County, Illinois is hereby amended by deleting therefrom the definition of “Hotel” and inserting therefore the following:

HOTEL: Any building or buildings in which the public may, for monetary consideration, obtain living quarters, sleeping, shelter, or housekeeping accommodations. The term includes hotels, motels, inns, tourist homes, courts, lodging houses, rooming houses, apartment houses, hostels, bed and breakfasts, and properties or portions thereof rented or leased through Airbnb or similar online marketplace or hospitality service brokerage.

SECTION 3. That Section 11-3-8, entitled “Application of Proceeds,” of Chapter 3, entitled “Municipal Hotel Tax,” of Title 11, entitled “Taxes,” of the Willowbrook Municipal Code of the Village of Willowbrook, DuPage County, Illinois is hereby deleted in its entirety.

SECTION 4. This Ordinance shall be in full force and effect on November 1, 2019.

SECTION 5. This Ordinance shall be after its passage, approval and publication, in pamphlet form, in the manner provided by law.

PASSED and APPROVED this 23rd of September, 2019.

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen, Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

Published in pamphlet form
this ____ day of _____, 2019.

Leroy R. Hansen, Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE AN AGREEMENT WITH N.J. RYAN TREE & LANDSCAPING, LLC TO CONDUCT THE 2019 VILLAGE-WIDE FALL BRUSH COLLECTION PROGRAM

AGENDA NO. 7.

AGENDA DATE:
09/23/19

STAFF REVIEW: Joe Coons, Superintendent of Public Works

SIGNATURE: J. Coons /mm

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: T. Bastian /mm

RECOMMENDED BY: Mike Mertens, Asst. Village Administrator

SIGNATURE: M. Mertens

REVIEWED & APPROVED BY COMMITTEE: YES ☒ NO ☐ N/A ☐

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

This past Spring, the Village's tree contractor, NJ Ryan Tree & Landscape, LLC, completed the Village-wide brush collection program. The program included curb-side collection of piled brush throughout town with the resulting chipped hauled away. The program is intended for regular annual tree maintenance purposes and not lot-clearing from construction activities. 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 Fall 2019 program will also consist of a curb-side chipping program. NJ Ryan Tree & Landscape, LLC. has offered a proposal to complete the program at the same price as the Spring program. Staff has attempted to solicit proposals from other local landscape maintenance contractors; however, they have been largely unresponsive, likely due to the fact that in the past they have been unable to come in lower than NJ Ryan's price. Therefore, the Village-wide Fall collection program can be completed by NJ Ryan for \$15,900.

STAFF RECOMMENDATION

The cost of the Fall brush collection program would be \$15,900. This includes two (2) chipping crews working 40 hours each to complete the collection. 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

This item was presented to the Municipal Services Committee on September 9, 2019 and recommended for Village Board consideration at the September 23, 2019 Village Board meeting. If approved by the Village Board a post card mailer will be sent to all single-family properties along with notification on our Village website, Facebook and Channel 6. The brush collection program is planned for the week of October 14th – 18th, 2019.

ACTION PROPOSED: Adopt Resolution.

RESOLUTION NO. 19-R-_____

**A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR AND VILLAGE
CLERK TO EXECUTE AN AGREEMENT WITH N.J. RYAN TREE &
LANDSCAPING, LLC TO CONDUCT THE 2019 VILLAGE-WIDE
FALL BRUSH COLLECTION PROGRAM**

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 execute the Agreement with N.J. Ryan Tree & Landscaping, LLC, on a time and material basis, to complete the 2019 Fall Brush Collection Program in the not to exceed amount of \$15,900.00 as set forth in the Agreement attached hereto as Exhibit "A", which Agreement is hereby approved.

ADOPTED and APPROVED this 23rd day of September, 2019.

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen, Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

**AGREEMENT BY AND BETWEEN THE VILLAGE OF WILLOWBROOK
AND N.J. RYAN TREE & LANDSCAPING, LLC
FOR FALL 2019 BRUSH PICK-UP**

THIS AGREEMENT ENTERED INTO THIS 23rd day of September, 2019 between N.J. Ryan Tree & Landscaping, LLC, an Illinois limited liability corporation ("Contractor"), and the Village of Willowbrook, a municipal corporation of the State of Illinois ("Village"), in consideration of the following and other valuable consideration the sufficiency of which is hereby acknowledged, the Village and Contractor agree as follows:

1. The Village of Willowbrook has found it to be in the best interests of the Village to contract for Fall 2019 Village-wide residential brush pick-up.
2. Contractor has submitted an acceptable proposal to the Village for Fall 2019 Village-wide residential brush pick-up. Such proposal, dated September 12, 2019, is expressly incorporated herein.
3. Contractor agrees to commence Village-wide residential brush pick-up no later than October 18, 2019. Contractor shall complete all such work in a good and workmanlike manner. All residential brush shall be placed in the Village parkway commencing October 13, 2019. Brush shall be defined, for purposes of this Agreement, as braches and trimmings from bushes and trees. Brush shall be loosely placed on the parkway; no items shall exceed eight (8') feet in length and no item may exceed eight (8") inches in diameter. Logs, stumps, grass clippings, flowers, weeds, plants, leaves and lumber shall not be collected.
4. The Contractor certifies that the Contractor is not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1.
5. Contractor certifies that it is not barred from bidding on state, municipal or other contracts by reason of Sections 33E-3 (bid rigging) or 33E-4 (bid totaling) of the Criminal Code

of 1961 (720 ILCS 5/33E-3 and 5/33E-4), and further certifies that it is not barred from bidding on State, municipal and other contracts by reason of conviction of State laws regarding bid rigging or bid rotation.

6. The Village of Willowbrook agrees to pay Contractor for the performance of the work completed in a good and workmanlike manner an amount estimated not to exceed Fifteen Thousand Nine Hundred and 00/100 Dollars (\$15,900.00). Payment shall be in conformance with the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 et. seq.).

8. Contractor agrees that it has, will have in place and will enforce a written sexual harassment policy in compliance with 775 ILCS 5/2-105(A)(4).

9. During the performance of this Agreement, the Contractor agrees as follows:

A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service; and, further, that he or she will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization.

B. That, if he or she hires additional employees in order to perform this Agreement or any portion of this Agreement, he or she will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the areas from which he or she may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.

C. That, in all solicitations or advertisements for employees placed by him or her or on his or her behalf, he or she will state that all applicants will be afforded equal opportunity

without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service.

D. That he or she will send to each labor organization or representative of workers with which he or she has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of the Contractor's obligations under the Act and the Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with the Contractor in his or her efforts to comply with the Act and Rules and Regulations, the contractor will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the Agreement.

E. That he or she will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Act and the Department's Rules and Regulations.

F. That he or she will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Act and the Department's Rules and Regulations.

G. That he or she will include verbatim or by reference the provisions of this clause in every subcontract that may be awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this Agreement, the Contractor will be liable for compliance with applicable provisions of this clause by subcontractors; and further it will

promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

In the event of the Contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Act or the Rules and Regulations of the Department, the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Agreement may be cancelled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

10. During the performance of its Agreement with the Village of Willowbrook, Contractor:

Will not maintain or provide for its employees any segregated facilities at any of its establishments, and not permit its employees to perform their services at any location, under its control, where segregated facilities' means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin because of habit, local custom, or otherwise. Contractor (except where it has obtained identical certifications from proposed subcontractors and material suppliers for specific time periods), obtain certifications in compliance with this subparagraph from proposed subcontractors or material suppliers prior to

the award of a subcontract or the consummation of material supply agreements, exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that Contractor will retain such certifications in its files.

11. Contractor agrees to assume all risk of loss and to indemnify and hold harmless the Village of Willowbrook, its officers, agents and employees from any and all liabilities, claims, suits, injuries, losses, damages, fines or judgments, including litigation costs and attorneys' fees, arising out of the work performed by Contractor including, to the extent allowed by law, those liabilities, injuries, claims, suits, losses, damages, fines or judgments, including litigation costs and attorneys' fees arising out of, or alleged to arise out of, the intentional, willful, wanton or negligent acts of Contractor, its employees, agents, assigns and/or subcontractors.

12. The Contractor represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Contractor further represents and warrants to the Village that the Contractor and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Contractor hereby agrees to defend, indemnify and hold harmless the Village, the Corporate Authorities, and all Village elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including

reasonable attorneys' fees and costs) arising from and related to any breach of the foregoing representations and warranties.

13. Insurance requirements shall be as follows:

A. Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work by the Contractor, its agents, representatives, employees or subcontractors.

B. Coverage shall be at least as broad as:

- (1) Insurance Services Office Commercial General Liability Occurrence form CG 0001 (Ed. 11/85); and
- (2) Insurance Services Office form number CA0001 (Ed. 1/87) covering Automobile Liability, symbol 01 "any auto" and endorsement CA0029 (Ed. 12/88) changes in Business Auto and Truckers coverage forms – Insured Contract; and
- (3) Worker's Compensation as required by the Labor Code of the State of Illinois and Employers' Liability Insurance.

C. Contractor shall maintain limits no less than:

- (1) Commercial General Liability: \$2,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.
- (2) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (3) Worker's Compensation and Employers' Liability: Worker's Compensation limits as required by the Labor Code of the State of Illinois and Employers' Liability limits of \$1,000,000 per accident.

- D. The policies are to contain, or be endorsed to contain the following provisions:
- (1) Commercial General Liability and Automobile Liability Coverages:
 - (a) The Village, its officials and employees are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Contractor, as well as materials, and equipment procured, owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limits on the scope of the protection afforded to the Village and its officials.
 - (b) The Contractor's insurance coverage shall be primary insurance as respects the Village, its officials and employees. Any insurance or self-insurance maintained by the Village, its officials or employees shall be excess of Contractor's insurance and shall not contribute with it.
 - (c) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officials or employees.
 - (d) Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - (2) Worker's Compensation and Employers' Liability Coverage:

The insurer shall agree to waive all rights of subrogation against the Village, its officials, employees or volunteers for losses arising from work performed by the Contractor for the Village.
 - (3) All Coverages:

Each insurance policy required by this clause shall be endorsed to state that the coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) day's prior written notice by certified mail, return receipt requested, has been given to the Village.

14. Contractor shall at all times observe and comply with all laws, ordinances, and regulations of the federal, state, local and Village government which may in any manner affect the performance of this Agreement.

15. No member of the governing body of the Village of Willowbrook or other unit of government and no other officer, employee, or agent of the Village of Willowbrook or other unit of government who exercises any functions or responsibilities in connection with the carrying out of this project to which this Agreement pertains, shall have personal interest, direct or indirect, in the Agreement.

Additionally, the Contractor certifies that no officer or employee of the Village of Willowbrook has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the Contractor in violation of Chapter 12 of the Village Code of Ordinances of the Village of Willowbrook, adopted by the Village pursuant to the requirements of Article 10 of the State Officials and Employees Ethics Act.

Finally, The Contractor certifies that the Contractor has not given to any officer or employee of the Village of Willowbrook any gratuity, discount entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not

limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the Contractor in violation of Chapter 12 of the Village Code of Ordinances of the Village of Willowbrook adopted by the Village pursuant to the requirements of Article 10 of the State Officials and Employees Ethics Act.

16. In the event that Contractor shall fail to perform such work within a reasonable time after being assigned such work or shall fail to complete such work in a good and workmanlike manner, the Village of Willowbrook may terminate this Agreement by written notice to Contractor, effective immediately upon mailing.

17. Notice as provided for herein shall be transmitted to the Village of Willowbrook, Village Administrator, 835 Midway Drive, Willowbrook, Illinois 60527 or to N.J. Ryan Tree & Landscaping, LLC, 17271 Route 23, DeKalb, Illinois 60115 as may be applicable by first class prepaid mail. Any notice to Contractor shall be deemed received when mailed.

18. Contractor agrees to maintain all records and documents for projects of the Public Body in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Contractor shall produce within three (3) days, without cost to the Public Body, records which are responsive to a request received by the Public Body under the Freedom of Information Act so that the Public Body may provide records to those requesting them within the required five (5) business day period. If additional time is necessary to compile records in response to a request, then Contractor shall so notify the Public Body within three (3) days in order for the Village shall request an extension so as to comply with the Act. In the event that the Village is found to have not complied with the Freedom of Information Act based upon Contractor's failure to produce documents or otherwise appropriately respond to a request under

the Act, then Contractor shall indemnify and hold the Village harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

19. Time is of the essence of this Agreement.

This Agreement is made and executed in duplicate in Willowbrook, DuPage County, Illinois the day and year first above written.

Contractor:

N.J. RYAN TREE & LANDSCAPING, LLC

By: _____

VILLAGE OF WILLOWBROOK

By: _____
Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen, Village Clerk

NJ RYAN TREE & LANDSCAPE LLC

17271 IL ROUTE 23
DEKALB, IL 60115

Estimate

Date	Estimate #
9/12/2019	133

Name / Address
Village of Willowbrook

			Project
Description	Qty	Cost	Total
Brush pick up - Fall 2019		15,900.00	15,900.00
		Total	\$15,900.00

Customer Signature _____