

## 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, OCTOBER 28, 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 - October 14, 2019 (APPROVE)
  - c. Warrants - \$146,733.43 (APPROVE)
  - d. Motion - A Motion for Board Authorization for Staff to Process Current Delinquent Water Bills in Accordance with Past Practices (PASS)
  - e. Motion - A Motion to Approve Expenditure for the Annual Power DMS Host Subscription Fee for Fiscal Year 2019/20 (PASS)
  - f. Motion - A Motion to Approve Expenditure for the Annual Continuation Fee for Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) for Fiscal Year 2019/20 (PASS)

### NEW BUSINESS

6. MOTION - A Motion to Approve the Fiscal Year 2018-19 Comprehensive Annual Financial Report (CAFR) and Management Letter (PASS)
7. RESOLUTION - A Resolution of the Village of Willowbrook Estimating the Property Taxes to be Levied for the 2019 Property Tax Levy (ADOPT)

8. ORDINANCE - An Ordinance Amending Section 3-1A-1 Entitled "Fees Enumerated" of Chapter 1A Entitled "License Fees" of Title 3 Entitled "Business Regulations" of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois (PASS)

PRIOR BUSINESS

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

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, OCTOBER 14, 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 6:31 p.m. by Mayor Frank Trilla.

2. ROLL CALL

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

ABSENT: Trustee Paul Oggerino.

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 and Superintendent of Public Works Joe Coons.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Detective Daniel L. Polfliet to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

Resident is upset about the congestion from Borse Park during the games. She requested that in the beginning of the season we announce that the area is residential.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Board Meeting - September 23, 2019 (APPROVE)
- c. Warrants - \$441,977.05 (APPROVE)
- d. Monthly Financial Report - September 2019 (APPROVE)
- e. Halloween Solicitation (ADOPT)
- f. RESOLUTION - A Resolution Approving a Final Plat of Subdivision of Reyes Subdivision 6350 & 6406 Clarendon Hills Road (ADOPT)

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

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Village Board Minutes  
October 14, 2019

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 and Neal. NAYS: None. ABSENT: Trustee Oggerino.

MOTION DECLARED CARRIED

NEW BUSINESS

6. PROCLAMATION - A Proclamation Recognizing Officer Daniel L. Polfliet for 25 Years of Service to the Village of Willowbrook (ADOPT)

Mayor Trilla presented Daniel L. Polfliet with a Proclamation recognizing his 25 years of service with the Village of Willowbrook. Mayor Trilla, the Board of Trustees, and Staff thanked Daniel for his service.

7. ORDINANCE - An Ordinance Amending Title 11, Entitled "Taxes", of the Willowbrook Municipal Code of the Village of Willowbrook, DuPage County, Illinois by Inserting Therein Chapter 2, Entitled "Tax on Purchase of Motor Fuel at Retail" (PASS)

Administrator Pabst stated that staff has been looking at potential ways to increase revenue. Staff is recommending that the Village consider a \$0.05 local gas. The \$0.05 gas tax is estimated to bring in approximately \$348,000 in revenue per year.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adopt Resolution No. 19-O-26 as presented.

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

MOTION DECLARED CARRIED

8. RESOLUTION - A Resolution Authorizing the Purchase of Bulk Rock Salt for the Use Within the Village of Willowbrook (ADOPT)

Superintendent of Public Works Coons explained that Compass Minerals recently advised local municipal customers that their treated salt supply will be reserved for State and County governments. Based on this information the Village solicited

other salt vendors for quotes on treated rock salt that is utilized when the temperature is under 15 degrees Fahrenheit. Discussion on the different types of salt available. Conserv FS from Tinley Park, Illinois was the recommended low bidder.

MOTION: Made by Trustee Mistele and seconded by Trustee Kelly to adopt Resolution No. 19-R-56 as presented.

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

MOTION DECLARED CARRIED

9. TRUSTEE REPORTS

Trustee Neal had no report.

Trustee Kelly thanked the Village staff on their hard work in preparing the Refuse report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi 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 simply stated that Sterigenics is closed.

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 6:47 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

\_\_\_\_\_, 2019.

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Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.

## W A R R A N T S

October 28, 2019

GENERAL CORPORATE FUND	-----	\$139,093.37
WATER FUND	-----	\$6,630.98
POLICE PENSION FUND	-----	\$1,009.08
RT 83/PLAINFIELD RD BUSINESS DIST TAX	-----	\$0.00
TOTAL WARRANTS	-----	\$146,733.43

Carrie Dittman, Director of Finance 

## APPROVED:

Frank A. Trilla, Mayor

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOMBROOK  
 CHECK DATE FROM 10/16/2019 - 10/29/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
10/16/2019	APCH	94849	POSTMASTER	FAMILY SPECIAL EVENT - TREE LIGHTING	585-152	20	575.85
				CHILDREN'S HOLIDAY PARTY	585-155	20	575.85
				CHECK APCHK 94849 TOTAL FOR FUND 01:			1,151.70
10/16/2019	APCH	94850	THE HUNDRED CLUB OF DUPAGE CNTY SCHOOLS/CONFERENCES/TRAVEL	630-304	30		750.00
10/29/2019	APCH	148 (E) #	INTERGOVERMENTAL PERSONNEL	SELF INSURANCE - DEDUCTIBLE SCHOOLS/CONFERENCES/TRAVEL	645-273	30	2,500.00
				CHECK APCHK 148 (E) TOTAL FOR FUND 01:	710-304	35	60.00
				FEES/DUES/SUBSCRIPTIONS	630-307	30	2,560.00
10/29/2019	APCH	94852	APPRIZE PROMOTIONAL PRODUCTS	FAMILY SPECIAL EVENT - TREE LIGHTING	585-152	20	289.00
				CHILDREN'S HOLIDAY PARTY	585-155	20	289.00
				CHECK APCHK 94852 TOTAL FOR FUND 01:			578.00
10/29/2019	APCH	94853	ASHTON PLACE	COMMODITIES	670-331	30	895.00
10/29/2019	APCH	94855*#	CALL ONE INC	PHONE - TELEPHONES	455-201	10	775.48
				PHONE - TELEPHONES	630-201	30	640.72
				CHECK APCHK 94855 TOTAL FOR FUND 01:			1,416.20
10/29/2019	APCH	94856#	CHRISTOPHER B. BURKE	FEES - ENGINEERING	720-245	35	11,897.46
				FEES - ENGINEERING	720-245	35	139.10
				STREET IMPROVEMENTS	765-685	35	393.00
				STREET IMPROVEMENTS	765-685	35	631.25
				PLAN REVIEW - CIVIL ENGINEER	820-254	40	110.00
				PLAN REVIEW - CIVIL ENGINEER	820-254	40	110.00
				PLAN REVIEW - CIVIL ENGINEER	820-254	40	110.00
				PLAN REVIEW - CIVIL ENGINEER	820-254	40	110.00
				PLAN REVIEW - DRAINAGE ENGINEER	820-259	40	150.00
				PLAN REVIEW - DRAINAGE ENGINEER	820-259	40	110.00
				CHECK APCHK 94856 TOTAL FOR FUND 01:			13,650.81
10/29/2019	APCH	94857	CITY WIDE OF ILLINOIS	MAINTENANCE - BUILDING	466-228	10	1,958.00
				MAINTENANCE - BUILDING	466-228	10	2,373.00
				CHECK APCHK 94857 TOTAL FOR FUND 01:			4,331.00
10/29/2019	APCH	94858	CLARKE AQUATIC SERVICES INC	LANDSCAPE MAINTENANCE SERVICES	565-342	20	1,155.00
10/29/2019	APCH	94859	COLLEGE OF DUPAGE	SCHOOLS/CONFERENCES/TRAVEL-ROSAL	630-304	30	295.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
10/29/2019	APCH	94860*#	COMED	ENERGY/COMED (835 MIDWAY)	466-240	10	509.85
				RED LIGHT – COM ED	630-248	30	36.13
				RED LIGHT – COM ED	630-248	30	43.43
				RED LIGHT – COM ED	630-248	30	43.43
				ENERGY – STREET LIGHTS	745-207	35	146.62
				ENERGY – STREET LIGHTS	745-207	35	47.03
				ENERGY – STREET LIGHTS	745-207	35	440.36
				CHECK APCH 94860 TOTAL FOR FUND 01:			1,266.85
10/29/2019	APCH	94861*#	DELTA DENTAL PLAN OF ILLINOIS	EMP DED PAY- INSURANCE	210-204	00	1,697.22
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	271.09
				HEALTH/DENTAL/LIFE INSURANCE	610-141	25	114.32
				HEALTH/DENTAL/LIFE INSURANCE	630-141	30	2,096.85
				HEALTH/DENTAL/LIFE INSURANCE	710-141	35	271.09
				HEALTH/DENTAL/LIFE INSURANCE	810-141	40	228.64
				CHECK APCH 94861 TOTAL FOR FUND 01:			4,679.21
10/29/2019	APCH	94862	DUPAGE JUV OFCRS ASSN	FEES/DUES/ SUBSCRIPTIONS	630-307	30	30.00
10/29/2019	APCH	94865	FALCO'S LANDSCAPING INC	STREET & ROW MAINTENANCE	750-328	35	3,900.00
				STREET & ROW MAINTENANCE	750-328	35	5,200.00
				CHECK APCH 94865 TOTAL FOR FUND 01:			9,100.00
10/29/2019	APCH	94866	GEWALT HAMILTON ASSOCIATES INC	PLAN REVIEW – TRAFFIC CONSULTANT	520-258	15	391.50
10/29/2019	APCH	94867	GHD SERVICES INC.	CRISIS MANAGEMENT	475-367	10	21,696.93
10/29/2019	APCH	94868	HINSDALE NURSERIES, INC.	LANDSCAPING	595-692	20	430.00
10/29/2019	APCH	94869	HR SIMPLIFIED	HEALTH/DENTAL/LIFE INSURANCE	455-141	10	100.00
10/29/2019	APCH	94870	ILLINOIS TACTICAL OFFICERS ASSN	SCHOOLS/CONFERENCES/ TRAVEL-MARTINO	630-304	30	325.00
10/29/2019	APCH	94871	ILLINOIS TOLLWAY	SCHOOLS/CONFERENCES/ TRAVEL	710-304	35	46.90
10/29/2019	APCH	94872	J & H DECOR	PUBLIC RELATIONS	475-365	10	110.00
10/29/2019	APCH	94873	JPMORGAN CHASE BANK, N.A.	FEES/DUES/ SUBSCRIPTIONS	630-307	30	10.00
10/29/2019	APCH	94874	KING CAR WASH	FUEL/MILEAGE/WASH	630-303	30	325.00
10/29/2019	APCH	94875#	KONICA MINOLTA BUSINESS SOLUTION	COPY SERVICE	630-315	30	169.88
				COPY SERVICE	630-315	30	99.73
				COPY SERVICE	810-315	40	246.12

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							

10/29/2019	APCH	94877	LAW OFFICES STORINO RAMELLO&DURK	FEES - VILLAGE ATTORNEY	470-239	10	11,948.82
				FEES - LABOR COUNSEL	470-242	10	38.00
				CRISIS MANAGEMENT	475-367	10	8,446.38
				CHECK APCHK 94877 TOTAL FOR FUND 01:			20,433.20
10/29/2019	APCH	94878	MITECHS, INC.	EDP LICENSES	615-263	25	618.00
10/29/2019	APCH	94879	MOTOROLA SOLUTIONS INC	PHONE - TELEPHONES	630-201	30	102.00
10/29/2019	APCH	94880	NANCY TURVILLE	PRINTING & PUBLISHING	630-302	30	48.14
				FUEL/MILEAGE/WASH	630-303	30	24.24
				POSTAGE & METER RENT	630-311	30	35.00
				COMMODITIES	670-331	30	48.34
				CHECK APCHK 94880 TOTAL FOR FUND 01:			155.72
10/29/2019	APCH	94881	NJ RYAN TREE & LANDSCAPE LLC	REIMB EXP - BRUSH PICKUP	755-284	35	15,900.00
10/29/2019	APCH	94882	NORTH EAST MULTI REGIONAL TRNG.	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	80.00
10/29/2019	APCH	94883	ORIENTAL TRADING	COMMODITIES	670-331	30	417.44
10/29/2019	APCH	94886	PROMOS 911 INC	COMMODITIES	670-331	30	396.39
10/29/2019	APCH	94887	PUBLIC SAFETY DIRECT INC	MAINTENANCE - VEHICLES-56,54,57,58,53	630-409	30	434.10
10/29/2019	APCH	94888	RAGS ELECTRIC, INC	MAINTENANCE - STREET LIGHTS	745-223	35	1,725.38
				MAINTENANCE - STREET LIGHTS	745-223	35	477.84
				CHECK APCHK 94888 TOTAL FOR FUND 01:			2,203.22
10/29/2019	APCH	94889	RAY O HERRON CO., INC.	UNIFORMS	630-345	30	169.96
				UNIFORMS	630-345	30	25.99
				UNIFORMS	630-345	30	47.99
				CHECK APCHK 94889 TOTAL FOR FUND 01:			243.94
10/29/2019	APCH	94890	ROBERT SCHALLER	FEES/DUES/SUBSCRIPTIONS	630-307	30	230.00
				OPERATING EQUIPMENT	630-401	30	90.66
				CHECK APCHK 94890 TOTAL FOR FUND 01:			320.66
10/29/2019	APCH	94891	ROY GIUNTOLI	TELEPHONES	810-201	40	42.79
10/29/2019	APCH	94892	RUTLEDGE PRINTING CO.	OPERATING EQUIPMENT	630-401	30	110.37

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOMBROOK  
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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							

10/29/2019	APCH	94893#	SATELLITE PHONE STORE	PHONE - TELEPHONES PHONE - TELEPHONES	455-201 630-201	10 30	65.76 65.76
10/29/2019	APCH	94894	SCHIFF HARDIN LLP	CHECK APCHK 94893 TOTAL FOR FUND 01:			131.52
10/29/2019	APCH	94895	SECRETARY OF STATE	CRISIS MANAGEMENT	475-367	10	9,113.50
10/29/2019	APCH	94896	STERLING CODIFIERS INC.	MAINTENANCE - VEHICLES	630-409	30	202.00
10/29/2019	APCH	94898	THOMSON REUTERS - WEST	CODIFY ORDINANCES	455-266	10	6,549.00
10/29/2019	APCH	94899	TIFFANY CURTIS	FEES/DUES/SUBSCRIPTIONS	630-307	30	173.43
10/29/2019	APCH	94901	TRAFFIC CONTROL & PROTECTIONS	PARK PERMIT FEES	310-814	00	100.00
10/29/2019	APCH	94902	USABLEUEBOOK	ROAD SIGNS	755-333	35	665.75
				UNIFORMS - PATRICK UNIFORMS - AJ OPERATING EQUIPMENT	710-345 710-345 755-401	35 35 35	159.95 167.95 630.56
				CHECK APCHK 94902 TOTAL FOR FUND 01:			958.46
10/29/2019	APCH	94903*#	VERIZON WIRELESS	PHONE - TELEPHONES PHONE - TELEPHONES PHONE - TELEPHONES TELEPHONES	410-201 455-201 630-201 710-201 810-201	05 10 30 35 40	56.71 47.25 983.73 141.77 72.35
				CHECK APCHK 94903 TOTAL FOR FUND 01:			1,301.81
10/29/2019	APCH	94904	WAREHOUSE DIRECT	OFFICE SUPPLIES OFFICE SUPPLIES OPERATING SUPPLIES OPERATING EQUIPMENT	630-301 630-301 630-331 630-401	30 30 30 30	15.24 41.97 71.30 206.78
				CHECK APCHK 94904 TOTAL FOR FUND 01:			335.29
10/29/2019	APCH	94905	WBK ENGINEERING LLC	PLAN REVIEW - PLANNER PLAN REVIEW - PLANNER - REIMB PLAN REVIEW - PLANNER PLAN REVIEW - PLANNER	520-257 520-257 520-257 520-257	15 15 15 15	7,406.98 102.00 2,703.00 1,479.00
				CHECK APCHK 94905 TOTAL FOR FUND 01:			11,690.98
10/29/2019	APCH	94906	WESTOWN AUTO SUPPLY COMPANY	MAINTENANCE - PW BUILDING	725-418	35	82.35

10/22/2019 03:05 PM  
User: DSCHMIDT  
DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
CHECK DATE FROM 10/16/2019 – 10/29/2019

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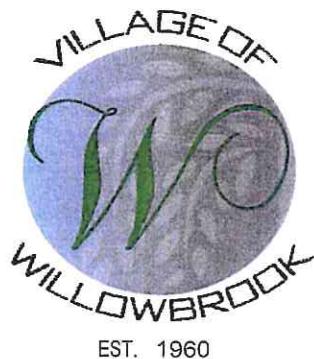
Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
10/29/2019	APCH	94907	WILLOWBROOK FORD INC.	MAINTENANCE - VEHICLES - SQUAD 58	630-409	30	134.95
				Total for fund 01 GENERAL FUND			139,093.37

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
 CHECK DATE FROM 10/16/2019 - 10/29/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
				Fund: 02 WATER FUND			
10/29/2019	APCH	94854	AT & T MOBILITY	PHONE - TELEPHONES	401-201	50	63.24
10/29/2019	APCH	94855*#	CALL ONE INC	PHONE - TELEPHONES	401-201	50	232.41
10/29/2019	APCH	94860*#	COMED	ENERGY - ELECTRIC PUMP	420-206	50	531.72
10/29/2019	APCH	94861*#	DELTA DENTAL PLAN OF ILLINOIS	HEALTH/DENTAL/LIFE INSURANCE	401-141	50	271.09
10/29/2019	APCH	94863	EJ USA INC	MATERIAL & SUPPLIES - DISTRIBUTION MATERIAL & SUPPLIES - DISTRIBUTION CHECK APCHK 94863 TOTAL FOR FUND 02:	430-476 430-476	50 50	62.52 110.00 172.52
10/29/2019	APCH	94864	FTP LABS INC	SAMPLING ANALYSIS	420-362	50	90.00
10/29/2019	APCH	94876	LAKE HINSDALE VILLAGE	WATER DEPOSIT REFUND WATER DEPOSIT REFUND CHECK APCHK 94876 TOTAL FOR FUND 02:	280-131 280-131	00 00	110.00 47.00 157.00
10/29/2019	APCH	94884	PDC LABORATORIES INC	SAMPLING ANALYSIS	420-362	50	35.00
10/29/2019	APCH	94885	PHOENIX BUILDERS, LTD	WATER DEPOSIT REFUND	280-131	00	724.60
10/29/2019	APCH	94897	SUNSET SEWER & WATER	WATER DISTRIBUTION REPAIRS/MAINTENANC WATER DISTRIBUTION REPAIRS/MAINTENANC CHECK APCHK 94897 TOTAL FOR FUND 02:	430-277 430-277	50 50	2,829.13 1,382.50 4,211.63
10/29/2019	APCH	94903*#	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	141.77
				Total for fund 02 WATER FUND			6,630.98

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
10/29/2019	APCH	94900	TIMOTHY KOBLER	SCHOOLS CONFERENCE TRAVEL	401-304	62	1,009.08
				Total for fund 07 POLICE PENSION FUND			1,009.08
				TOTAL - ALL FUNDS			1,46,733.43
				'*' - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND			
				'#' - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT			



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

September 24, 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

BELA, JAN & VERONICA  
6340 S MADISON ST  
WILLOWBROOK, IL 60527-5313

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 \$ 123.49. 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 October 25, 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](http://www.willowbrookil.org) and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

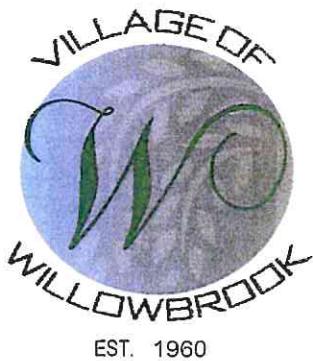
If you have any questions concerning your water bill, please contact the billing office at 630-920-2238. If you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact the Village Deputy Clerk at 630-920-2234 or in writing to 835 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](http://www.willowbrookil.org)

September 24, 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

BROWN, CRAIG  
6400 BRIAR RD  
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 \$ 297.56. 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 October 25, 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](http://www.willowbrookil.org) and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

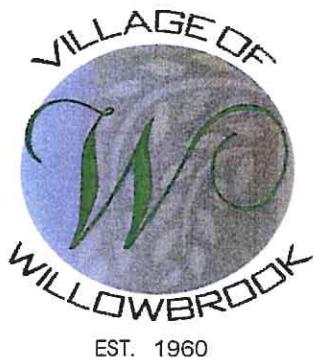
If you have any questions concerning your water bill, please contact the billing office at 630-920-2238. If you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact the Village Deputy Clerk at 630-920-2234 or in writing to 835 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](http://www.willowbrookil.org)

September 24, 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

IRWIN, DAVID  
6451 RODGERS DR  
WILLOWBROOK, IL 60527-5420

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 \$ 169.12. 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 October 25, 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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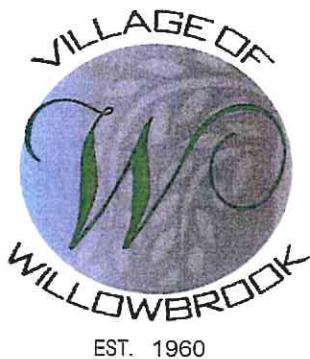
If you have any questions concerning your water bill, please contact the billing office at 630-920-2238. If you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact the Village Deputy Clerk at 630-920-2234 or in writing to 835 Midway Dr., Willowbrook, IL 60527 no later than five (5) days prior to the scheduled termination date.

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**Chief of Police**

Robert Schaller

**Director of Finance**

Carrie Dittman

MORALES, YOVANIA  
801 68TH PL  
WILLOWBROOK, IL 60527-5373

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 \$ 164.90. 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 October 25, 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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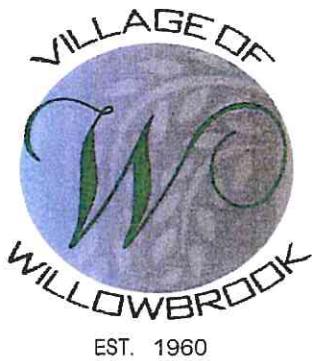
If you have any questions concerning your water bill, please contact the billing office at 630-920-2238. If you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact the Village Deputy Clerk at 630-920-2234 or in writing to 835 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.

Sincerely,

Village of Willowbrook





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September 24, 2019

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Brian Pabst

**Chief of Police**

Robert Schaller

**Director of Finance**

Carrie Dittman

RAMSEY, ADAM  
6805 KINGERY HWY  
WILLOWBROOK, IL 60527-5154

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 \$ 202.77. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before October 25, 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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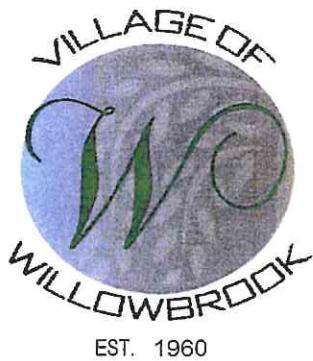
If you have any questions concerning your water bill, please contact the billing office at 630-920-2238. If you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact the Village Deputy Clerk at 630-920-2234 or in writing to 835 Midway Dr., Willowbrook, IL 60527 no later than five (5) days prior to the scheduled termination date.

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**Village Administrator**

Brian Pabst

**Chief of Police**

Robert Schaller

**Director of Finance**

Carrie Dittman

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

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 \$ 155.56. 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 October 25, 2019, will result in the immediate termination of your water service.

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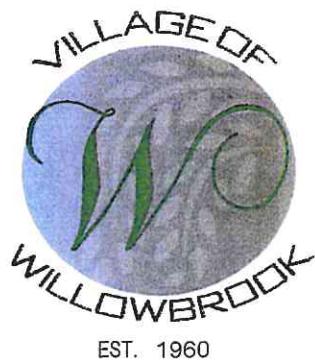
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September 24, 2019

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Paul Oggerino

**Village Administrator**

Brian Pabst

**Chief of Police**

Robert Schaller

**Director of Finance**

Carrie Dittman

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

Re: Account 2 [REDACTED]  
PIN #: [REDACTED]  
Delinquent Water Bill

Dear Owner/Resident/Tenant,

Please be advised that your water bill is now delinquent in the amount of \$ 158.12. 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 October 25, 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

**ITEM TITLE:**

MOTION TO APPROVE EXPENDITURE FOR THE ANNUAL POWER DMS HOST SUBSCRIPTION FEE FOR FISCAL YEAR 2019/20

AGENDA NO. **5e**

AGENDA DATE: 10/28/19

**STAFF REVIEW:** Robert Schaller, Chief of Police

SIGNATURE: R. Schaller

**LEGAL REVIEW:** N/A

SIGNATURE: \_\_\_\_\_

**RECOMMENDED BY:** Brian Pabst, Village Administrator

SIGNATURE: Brian Pabst

**REVIEWED & APPROVED BY BOPC:** YES  NO  N/A

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

The Willowbrook Police Department has been a longtime user of Power DMS. Power DMS is a software-based policy, procedure, training and accreditation software that is the standard in CALEA accreditation management.

The software allows the department to condense cabinets full of paper into a single, searchable online source that automatically disseminates, collects signatures on, and tracks the departments important policies and procedures.

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

This expenditure has been approved during the budgeting process under line item # 01-30-640-263.

### ACTION PROPOSED:

Approve Motion



t 800.749.5104 f 407.210.0113 www.powerdms.com 101 S. Garland Ave, Ste 300 Orlando, FL 32801

Service Order

Contract Details

Account Number: A-1043  
Customer: Willowbrook Police Department (IL)  
Sales Rep: Kelly Kyle

Order Details

Order #: Q-54076  
Order Date: 1/5/2020  
Valid Until: 1/5/2020  
Subscription Start Date: 1/5/2020  
Initial Term (months): 12

Customer Contact

Billing Contact: Willowbrook Police Department (IL)  
Janet Kufrin  
Address: Willowbrook Police Department  
7760 Quincy Street  
Willowbrook, IL 60527

Billing Contact Email: jkufrin@willowbrook.il.us  
Phone: 630-920-2236  
Fax:

Payment Terms

Payment Term: Net 60

Notes:

PO Number:

Subscription Service

Item	Start Date	End Date	Qty	Type	List Price	Total
SDMS-AS	1/5/2020	1/4/2021	25	Recurring	\$119.41	\$2,985.25
Annual PowerDMS.com hosted subscription fee						
						<b>TOTAL:</b> \$2,985.25

Additional Terms and Conditions

**Payment Terms** All invoices issued hereunder are due upon the invoice due date. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable.

**Terms & Conditions** Unless otherwise agreed in writing by PowerDMS and Licensee, this Service Order and the services to be furnished pursuant to this Service Order are subject to the terms and conditions set forth here: <http://www.powerdms.com/terms-and-conditions/>. The Effective Date (as defined in the terms and conditions) shall be the date set forth below.

Accepted and Agreed By:

**Willowbrook Police Department (IL)**

Signature:

Printed Name:

Title:

Date

**THE INFORMATION AND PRICING CONTAINED IN THIS SERVICE ORDER IS STRICTLY CONFIDENTIAL**

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**

MOTION TO APPROVE EXPENDITURE FOR THE ANNUAL  
CONTINUATION FEE FOR COMMISSION ON ACCREDITATION FOR  
LAW ENFORCEMENT AGENCIES, INC. (CALEA) FOR FISCAL YEAR  
19/20

**AGENDA NO.** 5f**AGENDA DATE:** 10/28/19**STAFF REVIEW:** Robert Schaller, Chief of Police**SIGNATURE:** **LEGAL REVIEW:** N/A**SIGNATURE:** \_\_\_\_\_**RECOMMENDED BY:** Brian Pabst, Village Administrator**SIGNATURE:** **REVIEWED & APPROVED BY BOPC:** YES  NO  N/A **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)**

The Willowbrook Police Department was originally awarded accredited status in Savannah, Georgia on November 16, 1991. The Department received the Meritorious Award for accreditation and was awarded re-accredited status for the ninth time at the November 2017 Commission meeting in Frisco, Texas.

The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) was formed to develop a set of law enforcement standards and establish and administer an accreditation process by which law enforcement agencies at the State and local levels can demonstrate voluntarily that they meet professional criteria. The overall goal of the accreditation program is to improve the delivery of law enforcement services from coast to coast.

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

This expenditure has been approved during the budgeting process under line item # 01-30-630-202.

**ACTION PROPOSED:**

Approve Motion



## Invoice

13575 HEATHCOTE BOULEVARD, SUITE 320  
GAINESVILLE, VA 20155  
(703) 352-4225

**DATE** **INVOICE #**

10/11/2015 INV31841

**BILL TO:**

Willowbrook Police Department  
Chief Pavelchik  
7760 Quincy Street  
Willowbrook IL 60527-5594

**SHIP TO:**

Willowbrook Police Department  
Chief Pavelchik  
7760 Quincy Street  
Willowbrook IL 60527-5594

P.O. NUMBER	TERMS	REP	SHIP	VIA	F.O.B.	PROJECT
	NET 30		11/1/2019			
QUANTITY	ITEM CODE	DESCRIPTION			PRICE EACH	AMOUNT
1	0030400010145	Annual Continuation Fee			\$4,645.00	\$4,645.00

## OK TO PAY

10-17-19

0130-030.202



Per Agreement

## **TOTAL**

\$4,645.00

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

<b>ITEM TITLE:</b> MOTION TO APPROVE FISCAL YEAR 2018-19 COMPREHENSIVE ANNUAL FINANCIAL REPORT AND MANAGEMENT LETTER	<b>AGENDA NO.</b> <b>6</b> <b>AGENDA DATE:</b> <u>10/28/2019</u>
--	---

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

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

**RECOMMENDED BY VILLAGE ADMIN.:** Brian Pabst **SIGNATURE:** Brian Pabst

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

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

Included in your agenda packet are the following:

- Comprehensive Annual Financial Report (CAFR) for the Village of Willowbrook for the Year Ended April 30, 2019.
- Management Letter (Report on Internal Controls) prepared by the Village's audit firm, BKD LLP, with responses from the Village staff.

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

The Village has once again received an unqualified, or "clean" opinion, on its audited financial statements for the fiscal year ending April 30, 2019. The Village will be submitting the report to the Government Finance Officers Assn. for consideration of the Certificate of Achievement for Excellence in Financial Reporting, which, if granted, will be the Village's 31<sup>st</sup> year of receiving the award.

Village staff has prepared a financial summary of the General Fund's year end operating results.

#### **ACTION PROPOSED:**

APPROVAL OF FISCAL YEAR 2018-19 COMPREHENSIVE ANNUAL FINANCIAL REPORT AND MANAGEMENT LETTER

October 21, 2019

MEMO TO: Mayor and Board of Trustees

FROM: Carrie Dittman, Director of Finance

SUBJECT: April 30, 2019 Comprehensive Annual Financial Report General Fund Results

#### GENERAL FUND REVENUES

General Fund Revenues (exclusive of transfers in and capital asset sales) exceeded the budgeted amount by \$1,768,920 or 22.8%. The table below provides a summary of the dollar and percent differences from budget to actual revenues.

Revenue	Budget	Actual	Difference
Sales Tax	\$ 3,600,000	\$ 4,183,416	\$ 583,416 16.21%
Income Tax	736,319	829,140	92,821 12.61%
Amusement Tax	57,504	63,995	6,491 11.29%
Utility Tax	950,000	903,954	(46,046) -4.85%
Places of Eating Tax	485,000	533,059	48,059 9.91%
Special Rec Property Tax	78,341	79,410	1,069 1.36%
Road & Bridge Tax	108,803	108,206	(597) -0.55%
Other Taxes	179,250	165,890	(13,360) -7.45%
Licenses	140,345	149,621	9,276 6.61%
Permit Fees	257,500	726,639	469,139 182.19%
Fines - Red Light	560,000	932,040	372,040 66.44%
Fines - Other	130,000	121,853	(8,147) -6.27%
Cable Fees	216,000	213,358	(2,642) -1.22%
Investment Income	12,000	88,283	76,283 635.69%
Federal/State Grants	57,289	111,650	54,361 94.89%
Drug Forfeiture/DEA	33,293	21,040	(12,253) -36.80%
Charges for Services	71,600	125,579	53,979 75.39%
Parks & Recreation	21,950	34,621	12,671 57.73%
Other	54,420	134,280	79,860 146.75%
<b>Subtotal</b>	<b>\$ 7,749,614</b>	<b>\$ 9,526,034</b>	<b>\$ 1,776,420 22.92%</b>
<b>Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>
Sales of Capital Assets	7,500	-	(7,500) -100.00%
<b>Total Revenues, Transfers In and Sales of Capital Assets</b>	<b>\$ 7,757,114</b>	<b>\$ 9,526,034</b>	<b>\$ 1,768,920 22.80%</b>

## GENERAL FUND EXPENDITURES

Total General Fund Expenditures came in over the budgeted amount by \$502,706; a major contributing factor was the unbudgeted crisis management line item in the Administration Department. Expenditures were budgeted at \$8,171,999 (excluding transfers out) compared to actual expenditures of \$8,674,705. Highlights of expenditures by department are as follows:

<b>Department</b>	<b>Budget</b>	<b>Actual</b>	<b>Difference</b>	
Village Board & Clerk	\$ 70,187	\$ 63,759	\$ (6,428)	-9.16%
Board of Police Comm.	25,405	5,955	(19,450)	-76.56%
Administration	821,382	1,418,465	597,083	72.69%
Planning & Econ. Dev	210,971	165,238	(45,733)	-21.68%
Finance	444,426	429,345	(15,081)	-3.39%
Building and Zoning	384,414	479,161	94,747	24.65%
Police	5,233,254	4,988,186	(245,068)	-4.68%
Public Works	1,098,893	1,261,381	162,488	14.79%
Parks	381,873	362,021	(19,852)	-5.20%
Less: Overhead				
Reimbursement from Water	<u>(498,806)</u>	<u>(498,806)</u>	<u>-</u>	<u>0.00%</u>
Total Before Transfers Out	<u>\$ 8,171,999</u>	<u>\$ 8,674,705</u>	<u>\$ 502,706</u>	<u>6.15%</u>
Transfers Out				
Debt Service Fund	278,927	278,927	-	0.00%
L.A.F.E.R. Fund	<u>383,000</u>	<u>365,183</u>	<u>(17,817)</u>	<u>-4.65%</u>
Total Transfers Out	<u>\$ 661,927</u>	<u>\$ 644,110</u>	<u>\$ (17,817)</u>	<u>-2.69%</u>
Grand Total Expenditures and Transfers Out	<u>\$ 8,833,926</u>	<u>\$ 9,318,815</u>	<u>\$ 484,889</u>	<u>5.49%</u>

### **Summary**

The net increase in fund balance that resulted after all year-end adjustments and transfers were made was \$207,219. The Village budgeted a net decrease of \$1,076,812. The ending General Fund's fund balance at April 30, 2019 is \$5,255,725, of which \$5,026,889 is unrestricted. This represents approximately 212 days of operating expenditures, which exceeds the Village's existing target of reserves of 120.

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A RESOLUTION OF THE VILLAGE OF WILLOWBROOK ESTIMATING THE PROPERTY TAXES TO BE LEVIED FOR THE 2019 PROPERTY TAX LEVY	AGENDA NO. 7 AGENDA DATE: 10/28/19
STAFF REVIEW: Carrie Dittman	SIGNATURE <i>C. Dittman</i>
LEGAL REVIEW: Thomas Bastian, Village Attorney	SIGNATURE <i>T. Bastian / Wm</i>
RECOMMENDED BY: Brian Pabst, Village Administrator	SIGNATURE <i>Brian Pabst</i>
REVIEWED BY COMMITTEE:	YES <input checked="" type="checkbox"/> on October 14, 2019    NO <input type="checkbox"/> N/A <input type="checkbox"/>

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

One component of the Parks and Recreation Department budget is how the Special Recreation Tax Levy funds certain expenses. Attached is the summary of the Special Recreation projects for the 2019 Tax Levy, which was presented at the Finance and Administration Committee meeting on 10/14/19.

Since FY 2006, the Board levied the tax as an alternative to using other funds from the General Fund. Currently, the tax impact for a homeowner with a market value of \$300,000 is approximately \$16.36. The Village Board determined that the effect of funding the following items through the Special Recreation Tax is preferable to funding them from General Fund sources:

- 1) Willowbrook's membership in the Gateway Special Recreation Association and direct staff costs
- 2) Expenses in assisting recreation participants requiring ADA accommodations
- 3) Improvements to our parks and playgrounds in providing better accessibility

Per 35 ILCS 200/18-60, the Village is required, not less than 20 days prior to the adoption of its aggregate levy, to determine the amounts of money, exclusive of any portion of that levy attributable to the cost of conducting an election required by the general election law, estimated to be necessary to be raised by taxation for that year upon the taxable property in its district. The attached resolution provides the estimation of the levy. The ordinance to adopt the tax levy will be presented at the November 25<sup>th</sup> Village Board mtg to comply with the 20-day requirement.

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

The 2019 proposed tax levy is **\$72,750**. At this amount, the tax impact for a home owner with a home market value of \$300,000 would be approximately \$15.26. This is a 2.24% decrease from the prior year's levy, or \$1,670, and includes amounts planned for ADA accessibility at Village parks and the Community Resource Center. All tax collected is restricted to be used on special recreation activities.

As of April 30, 2019, the Village has \$75,030 in accumulated special recreation tax funds, which is anticipated to be exhausted on the FY 2020-21 items noted in the attached summary.

**ACTION PROPOSED:** ADOPT THE RESOLUTION

**2019 Special Recreation Tax Levy (To be Collected FY 2020-21)**

A.	Gateway SRA Membership	(Account 01-20-590-518)	\$ 39,310
B.	Staff Costs	(Account 01-20-550-101)	\$ 5,500
C.	ADA Accomodations	(Account 01-20-590-520)	\$ 7,700
D.	ADA Park Maintenance	(Account 01-20-590-519)	\$ 4,840
E.	ADA Park Improvements	(Account 01-20-590-521)	\$ 99,750
	<b>TOTAL Expenditures</b>		<b>\$ 157,100</b>
	<b>LESS: Estimated Restricted accumulated SRA Funds as of 4/30/20</b>		<b>\$ (84,350)</b>
	<b>Total for SRA Tax Levy - 2019</b>		<b>\$ 72,750</b>
	<b>Total for SRA Tax Levy - 2018</b>		<b>\$ 74,420</b>
	<b>\$ Increase (decrease)</b>		<b>\$ (1,670)</b>
	<b>% Increase (decrease)</b>		<b>-2.24%</b>

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

**A RESOLUTION OF THE VILLAGE OF WILLOWBROOK  
ESTIMATING THE PROPERTY TAXES TO BE LEVIED  
FOR THE 2019 PROPERTY TAX LEVY**

WHEREAS, Section 18-60 of the Truth-in-Taxation Act of the State of Illinois, 35 ILCS 200/18-60 *et. seq.*, requires the corporate authorities, not less than twenty (20) days prior to adoption of its aggregate levy, to determine the amounts of money estimated to be necessary to be raised by taxes from year to year, exclusive of cost of conducting an election as required by the Election Code and debt service levies; and

WHEREAS, the estimated net tax levy amount for the 2019 tax year for Village of Willowbrook, DuPage County, Illinois is Seventy-Two Thousand Seven Hundred Fifty and no/100ths Dollars (\$72,750.00).

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the corporate authorities hereby declare that the 2019 net tax levy for the Village of Willowbrook, exclusive of the cost of conducting an election and debt service levies, has been estimated to Seventy-Two Thousand Seven Hundred Fifty and no/100ths Dollars (\$72,750.00).

PASSED and APPROVED this 28th day of October, 2019.

APPROVED:

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Frank A. Trilla, Mayor

ATTEST:

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Leroy R. Hansen, Village Clerk

ROLL CALL VOTE:

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

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

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

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

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

<b>ITEM TITLE:</b> ORDINANCE AMENDING SECTION 3-1A-1 ENTITLED "FEES ENUMERATED" OF CHAPTER 1A ENTITLED "LICENSE FEES" OF TITLE 3 ENTITLED "BUSINESS REGULATIONS" OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS	<b>AGENDA NO.</b> <b>8</b> <b>AGENDA DATE:</b> <u>10/28/2019</u>
<b>STAFF REVIEW:</b> Carrie Dittman, Director of Finance	<b>SIGNATURE:</b> <u>C. Dittman</u>
<b>LEGAL REVIEW:</b> Thomas Bastian, Village Attorney	<b>SIGNATURE:</b> <u>T. Bastian / mon</u>
<b>RECOMMENDED BY:</b> Frank Trilla, Mayor	<b>SIGNATURE:</b> <u>F. Trilla / mon</u>
<b>REVIEWED BY COMMITTEE:</b> YES <input checked="" type="checkbox"/> Finance/Admin 10/14/19      NO <input type="checkbox"/> N/A <input type="checkbox"/>	

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

In the 2019/2020 budget the Village Board approved a General Fund drawdown from Village reserves of \$1,722,288. The drawdown included items related to the crisis management situation, employee retirements, various capital improvement projects, and police pension increases. The Village held a Special board meeting on September 12, 2019 to review the current General Fund revenues and expenses, and staff highlighted the future year budgets including fixed debt payments, projections on 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 projections, staff estimates 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 2021 to \$2,534,117 in 2030 (Attachment #2).

One item being considered to help close the Village's future fund balance deficit is an increase to business license fees. This is permissible as fees have not been raised in a decade or more, while staff salaries and benefits to administer the licensing program have generally risen each year. Staff was directed to examine the financial impact a fee increase would have on the Village. Approximately 262 businesses pay an annual fee for business licenses, and vending machine licenses (video gaming and liquor licenses are **excluded** from that total and from the increase below). The table below shows business license revenue by category totals for the last year (calendar 2018), as well as the estimated revenue impact of a potential fee increase of 10%, 15% and 20%:

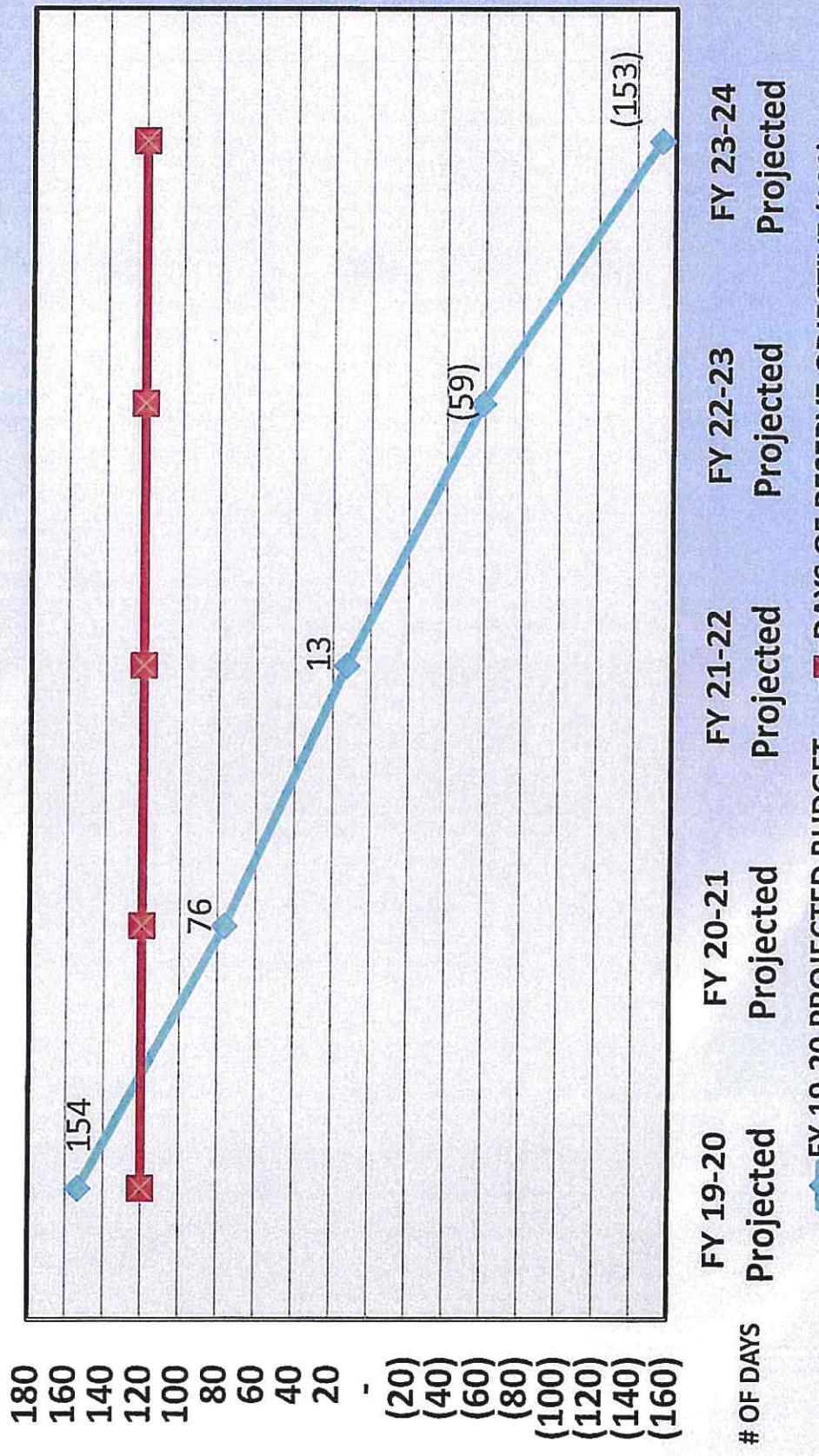
Business License Category	2018 Revenue	10% increase	15% increase	20% increase
Business License	72,647	7,265	10,897	14,529
Vending Machine (excluding video gaming)	2,130	213	320	426
<b>Total</b>	<b>74,700</b>	<b>7,478</b>	<b>11,217</b>	<b>14,955</b>

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

Staff presented the information above at the Finance and Administration Committee meeting on October 14, 2019, and the committee was not in favor of the fee increase. The item is now being presented to the full board for discussion. An ordinance was drafted using a 20% across-the-board fee increase, however that amount could be modified. If the ordinance is adopted, the business, and vending machine license fees would be updated in the accounting system in the following week so that invoices could be sent to the businesses in early November as the current licenses expire December 31, 2019. Changes to the video gaming license fee will be considered separately.

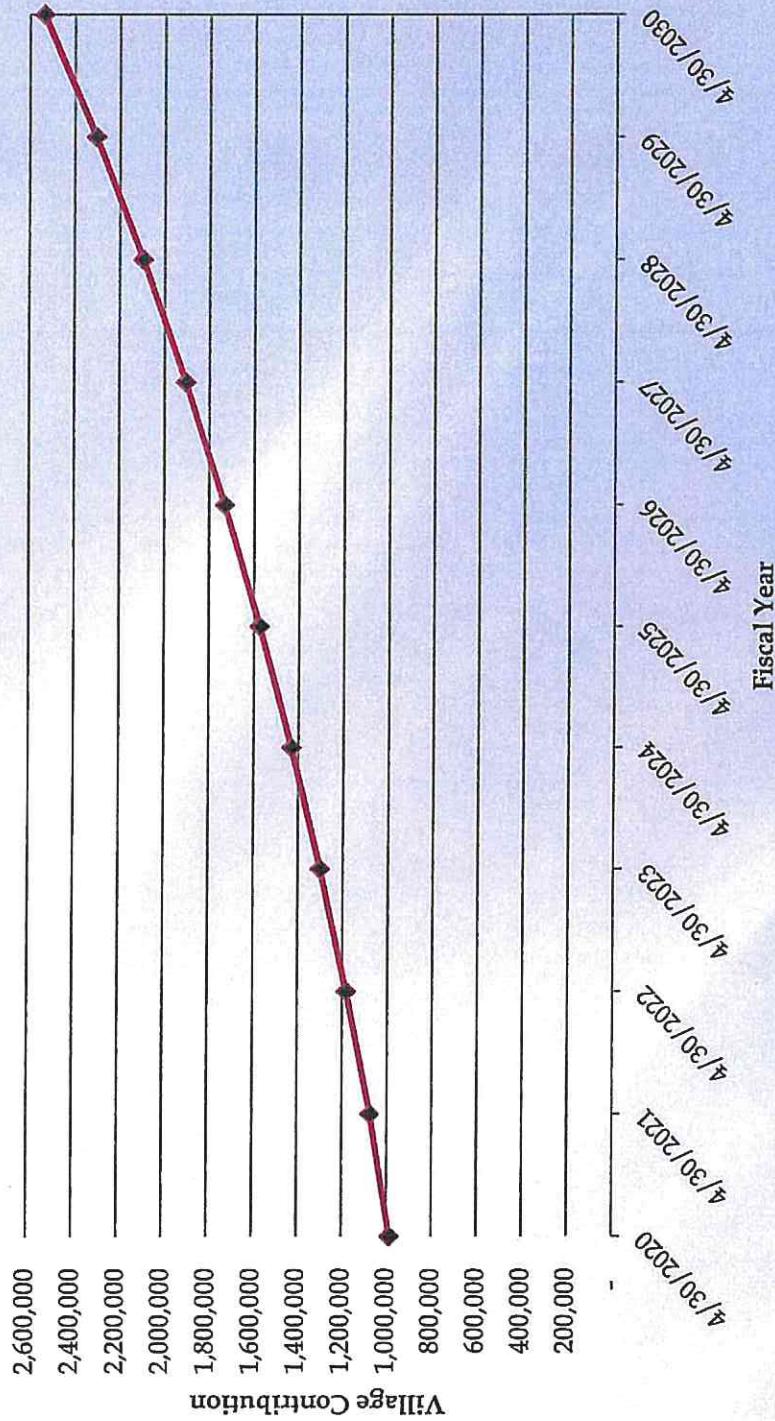
**ACTION PROPOSED:** ADOPT THE RESOLUTION

# 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



**ORDINANCE NO. 19-0-\_\_\_\_\_**

**AN ORDINANCE AMENDING SECTION 3-1A-1 ENTITLED "FEES ENUMERATED" OF CHAPTER 1A ENTITLED "LICENSE FEES" OF TITLE 3 ENTITLED "BUSINESS REGULATIONS" OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS**

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**WHEREAS**, the Village officials of the Village of Willowbrook have undertaken a comprehensive review of license fees currently charged by the Village for the maintenance, operation or conduct of any business or establishment, or for doing business or engaging in certain activities or occupation within the Village; and

**WHEREAS**, the corporate authorities of the Village have determined that the cost to the Village to administer licenses and to enforce licensing regulations have increased; and

**WHEREAS**, the corporate authorities of the Village have determined that it is necessary and appropriate to increase these license and permit fees contained in Section 3-1A-3 of Chapter 1A of Title 3 of the Village Code of Ordinances in the manner hereinafter set forth.

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

**SECTION ONE:** Section 3-1A-1 entitled "Fees Enumerated" of Chapter 1A entitled "License Fees" of Title 3 entitled "Business Regulations" of the Village Code of Ordinances, as amended, is hereby further amended to read as follows:

**3-1A-1: FEES ENUMERATED:**

License Fees under the terms of activities and uses set forth shall be as follows:

1.	Ambulance service (for each ambulance)	\$72.00 per year
2.	Amusements:	
	(a) Jukeboxes or other musical devices – coin operated (per machine or device)	\$150.00 per year

	(b) Amusement devices or coin operated rides or games (per machine or device)	\$120.00
	(c) Circus or sideshow	\$600.00 per week plus \$120.00 per ride per week
	(d) Commercial playground or amusement park	\$600.00 per week plus \$120.00 per ride per week
	(e) Theater (motion picture or dramatic):	
	(1) Seating capacity 1 to 500	\$1,200.00 per year
	(2) Seating capacity 501-1,000	\$1,800.00 per year
	(3) Seating capacity over 1,000	\$2,400.00 per year
	(4) Outdoor drive-in	\$4,800.00 per year
	(f) Public dance hall	\$1,200.00 per year
	(g) Public skating rink	\$600.00 per year
	(h) Automobile, boat or other exhibitive show	\$1,200.00 per week
	(i) Recreational amusements operated for profit, including, but not by way of limitation, tennis courts, miniature golf and golf driving ranges	\$400.00 per year
	(j) Concert, minstrel or musical entertainment (except as otherwise provided in this section):	
	(1) Ticket sales 1 to 2,000	\$120.00 per performance
	(2) Ticket sales 2,001 or more	\$1,200.00 per performance
	(k) Fireworks display	\$2,400.00 per day
	(l) Horse or dog show	\$60.00 per day
	(m) Rodeo	\$120.00 per day
	(n) Stock or poultry show	\$60.00 per day
3.	Athletic contests and exhibits (excluding such contests and exhibits as may be sponsored by any duly constituted school or park district):	
	(a) Seating capacity 1 to 25	\$60.00 per day
	(b) Seating capacity 26-100	\$85.00 per day
	(c) Seating capacity 101 to 1,000	\$240.00 per day
	(d) Seating capacity over 1,000	\$1,200.00 per day
4.	Auctioneers	\$48.00 per day
5.	Billboard and pool tables	\$66.00 per table per year
6.	Banks and savings and loans	\$150.00 per year
7.	Barbershops, hair salons, nail salons	\$66.00 per chair per year
8.	Bowling alleys	\$120.00 per year
9.	Brokers and agents, excepting therefrom insurance brokers and agents and real estate brokers and agents	\$240.00 per year
10.	Carnivals	\$600.00 per week plus \$120.00 per ride per week \$60.00 per booth per week
11.	Dealers of intoxicating beverages	See Chapter 12 of this title
12.	Dry cleaners	\$96.00 per year
13.	Dispensaries (medical) (not pharmacies)	\$85.00 per year

14.	Explosives or combustibles (any business or operation handling or storing combustibles):	
	(a) Fixed storage capacity:	
	(1) 0 to 4,000 gallons	\$150.00 per year
	(2) Over 4,000 gallons	\$150.00 per year plus \$12.00 per each thousand gallons over 4,000 gallons
	(b) No fixed storage capacity (more than 1,000 gallons)	
	(1) Hardware and paint stores	\$26.00 per year
	(2) Industrial usage or storage	\$270.00 per year
	(3) Other	\$240.00 per year
15.	Florists	\$96.00 per year
16.	Food dealers (including dealers having liquor licenses under Chapter 12 of this title):	
	(a) Restaurants:	
	(1) Seating capacity 1 to 50	\$210.00 per year
	(2) Seating capacity 51 to 100	\$275.00
	(3) Seating capacity 101 and over	\$330.00 per year plus \$2.00 for each additional seat
	(4) All drive-in or fast food restaurants (irrespective of seating capacity)	\$330.00 per year plus \$2.00 for each seat
	(b) Caterers (operating from location within the Village)	\$96.00 per year
	(c) Food manufacturers (license fee shall be determined in accordance with subsection 28 of this section)	
	(d) Itinerant vendor (each vehicle whose place of business is not within the corporate limits of the Village but does retail business within the corporate limits of the Village)	\$85.00 per year
17.	Hawkers, peddlers, transient vendors and itinerant merchants (except for such persons conducting or transacting their business within an indoor exhibit hall or room located within a facility otherwise licensed by the Village of Willowbrook)	\$132.00 per person per day
18.	Heating, air conditioning and refrigeration contractors	\$120.00 per year
19.	Hospitals, convalescent and nursing homes, assisted living centers, and sanatoriums	\$24.00 per bed per year
20.	Hotels, motels, and rooming houses (with sleeping accommodations for 20 persons or more)	\$72.00 per year plus \$24.00 per unit or room per year
21.	Laundries:	
	(a) Without self-service machines	\$84.00 per year
	(b) With machines	\$18.00 per machine per year
22.	Livery stables, boarding or sale	\$84.00 per year

23.	Lumber, coal and other combustible material storage yards	\$240.00 per year
24.	Automobile dealers:	
	Building	
	<u>Floor Area in Square Feet</u>	
	0 to 40,000	\$600.00 per year
	40,001 to 75,000	\$900.00 per year
	75,001 and over	\$1,200.00 per year
25.	Machine shops	\$84.00 per year
26.	Public parking garages, lots and ramps	\$2.40 per stall per year
27.	Pawnbrokers	\$84.00 per year
28.	Retail, service, wholesale and manufacturing establishments:	
	<u>Floor Area in Square Feet</u>	
	0 to 5,000	\$120.00 per year
	5,001 to 10,000	\$240.00 per year
	10,001 to 15,000	\$360.00 per year
	15,001 to 20,000	\$480.00 per year
	20,001 to 40,000	\$600.00 per year
	40,001 to 75,000	\$900.00 per year
	75,001 to 100,000	\$1,200.00 per year
	100,001 to 150,000	\$1,500.00 per year
	150,001 to 175,000	\$1,800.00 per year
	175,001 and over	\$2,100.00 per year
	Floor Area Applicable: Floor area shall be calculated as herein defined. Total floor area applicable for the determination of the yearly license fee shall include the sum total of all the floor area in use or reserved for or retained for the use of the commercial establishment, including, but not restricted to, principal and accessory floor area, cellars and basements, storage or detached accessory building, even though any such floor area may be temporarily vacant or not in use.	
29.	Scavengers and garbage collectors	See subsections 6-6-2(D) and 6-6-3(D) of this Code
30.	Dealers in secondhand articles	\$84.00 per year
31.	Steam boiler operator	\$120.00 per year
32.	Street sales	\$60.00 per day
33.	Taxicabs, limousines, draymen, carters, expressmen, hackmen, omnibus drivers, and porters (when based within corporate limits of the Village)	\$84.00 per vehicle per day
34.	Undertakers	\$240.00 per year
35.	Vending machines (expect tobacco cigarette vending machines)	\$18.00 per machine per year
36.	Video gaming license	\$25.00 per machine per year

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

**SECTION FOUR:** That this Ordinance shall be in full force and effect on January 1, 2020 and from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED and APPROVED this 28th day of October, 2019.

APPROVED:

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Frank A. Trilla, Mayor

ATTEST:

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Leroy R. Hansen,  
Village Clerk

ROLL CALL VOTE:      AYES: \_\_\_\_\_

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

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

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