

AGENDA

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

A MEETING OF THE MUNICIPAL SERVICES COMMITTEE TO BE HELD ON MONDAY,
FEBRUARY 24, 2020, AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - a) January 27, 2020 Meeting of the Municipal Services Committee
4. DISCUSS WATER METER TESTING PROPOSALS
5. DISCUSS EXECUTIVE PLAZA DRAINAGE MASTER PLAN AND TAX INCREMENT FINANCING DISTRICT OPTION
6. DISCUSS VILLAGE OF WILLOWBROOK MONUMENT SIGN OPTIONS
7. DISCUSS VILLAGE OF WILLOWBROOK WATER RATE HISTORY
8. DISCUSS VILLAGE OF WILLOWBROOK WATER FUND AND WATER CAPITAL IMPROVEMENT FUND
9. SUPERINTENDENT OF PUBLIC WORKS UPDATE
 - a) Project Updates
 - b) January 2020 Monthly Permit Activity Report
10. VISITOR'S BUSINESS

(Public comment is limited to three minutes per person)
11. ADJOURNMENT



MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD
ON MONDAY, JANUARY 27, 2020 AT 5:30 P.M. AT THE VILLAGE
HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK,
DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

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

2. ROLL CALL

Those present at roll call were Chairman Paul Oggerino, Trustee Terrence Kelly, and Trustee Sue Berglund.

Also present were Assistant Village Administrator Michael Mertens, Administrator Brian Pabst, Superintendent of Public Works Joe Coons, Dan Lynch of Burke Engineering, and George Guidarelli from Hygieneering.

3. APPROVAL OF MINUTES

After review of the draft minutes from the December 16, 2019 special meeting of the Municipal Services Committee, Trustee Terrence Kelly made a motion to approve the minutes as presented. Chairman Paul Oggerino seconded the Motion. Motion Carried.

4. DISCUSSION – EXECUTIVE PLAZA DRAINAGE MASTER PLAN STUDY AND SPECIAL SERVICE AREA OPTION

Assistant Administrator Mertens asked Dan Lynch, from Burke Engineering, to discuss the pros and cons of the two drainage improvement concepts that were reviewed at the last Municipal Services Committee meeting. Mr. Lynch reviewed the first option of installing valves to control the flow of stormwater into the Executive Plaza area. This option would provide a lower level of protection by reducing the frequency of flooding; however, this option would not stop flooding as it only helps to control the amount of water coming into the Executive Plaza area. These valves can be turned manually or be electronically monitored, depending on cost.

The second option was to raise the roads in the impacted areas on Executive Drive and Plaza Court. This design option would elevate the level of the roads to hold less than six inches of water during large storm events. The curb and centerlines would still be visible and the roads would be passable by passenger vehicles with this design. By raising the roads, the stormwater would need to be displaced elsewhere. The Village Engineer provided three options for this issue. The first option would be to expand the existing lake by acquiring some land from the property owner on the north side of the lake. Option two was to dredge the lake deeper and add a pump station. The third option was to add underground storage within the rights-of-way as part of the road reconstruction. The third option would not require having to acquire land or easements from private property owners. The Village engineer recommended to not go with the dredging of the lake and pump options due to pump cost and maintenance and the fear of the unknown when trying to deepen the lake.

Assistant Administrator Mertens advised that the Village currently does not have any money budgeted for this project and would need to explore funding options. He presented some maps of the areas that are impacted by the flooding for a possible special service area. He went on to explain how the special service area works. This is voted on by the property owners and 51% need to vote for it. Two maps were presented for consideration. One map was more of a general area map of those affected by flooding, and the other was more directed to the businesses that are impassable when the flooding occurs. The cost estimate for this project was estimated at \$2.5 million dollars. The property owners within the proposed special service area would be assessed a tax over a ten or twenty-year period. Upon review of the cost estimates provided by Kane, McKenna & Associates it was determined that the special service area option would not be a financially feasible consideration.

Administrator Pabst suggested that the Village could review the feasibility of creating a Tax Increment Financing (TIF) district. Trustee Kelly asked if we could do some research on the TIF option and how it would be established in a community that does not have a typical Village-wide property tax.

5. DISCUSS COMMUNITY RESOURCE CENTER REDEVELOPEMENT

Assistant Administrator Mertens provided an update on status of the working drawings as provided by the architect. He highlighted the items that were not included in the architect's program such as the fire sprinkler system, security alarm system, the dais design, audio / visual / internet design, signage and furniture, fixtures and equipment. Assistant Administrator Mertens highlighted the following:

- A new entrance to the building that would be added and the building would be ADA compliant.
- The building would be designed with LED motion sensor lighting included.
- A centralized location of a dumpster enclosure would need to be finalized.
- A new landscape design to mask some of the utility boxes will be part of the base scope of work for the general contractor.
- The parking lot is in need of some repair, and crack sealing, seal coating and re-striping.

Assistant Administrator Mertens advised that the architect will design the bids with deductions for the window replacement, the proposed patio and the pylon sign. This was done so that if there is a need to cut costs, these are some of the areas that could possibly be cut. Administrator Pabst advised that the Village may be receiving \$750,000 in grant money and the project could exceed \$1.2 million dollars. Trustee Kelly asked about security cameras for the building and underground sprinkler system. Assistant Administrator Mertens advised that those items can be added at the discretion of the Village Board.

6. SUPERINTENDENT OF PUBLIC WORKS UPDATE

Superintendent Coons discussed the progress of the recently purchased new trucks fiberglass service bodies. The first box is currently being installed at Sauber Manufacturing with a possible delivery date of mid-to-late February. Once that is completed, the second vehicle would be dropped off for the installation. Superintendent Coons updated the Committee on the amount of road salt utilized this season. He advised that our new snow contractor, N.J. Ryan, was performing well this season.

Superintendent Coons advised that N.J. Ryan was storing their equipment at a location in Woodridge. Superintendent Coons advised of an ongoing beaver problem in the lake behind the Community Bank of Willowbrook. The beavers are taking down many of the smaller trees around the lake which wind up on the storm grate that drains the pond. This is causing the public works department to visit this site on a daily basis to ensure that no flooding will occur. This is a private lake owned by several properties, but to prevent flooding, the public works department checks this area during regular drainage inspections. Superintendent Coons has been in discussion with the property owners to get the problem resolved. Trustee Berglund offered to help reach out to some of the property owners as well. Trustee Kelly asked for a spreadsheet of all the licenses the public works department holds.

7. VISITORS BUSINESS

Visitors business was done in item number four.

8. ADJOURNMENT

Motion to adjourn was made by Chairman Oggerino, seconded by Trustee Berglund. Motion Carried.

The meeting was adjourned at 6:19 PM.

MUNICIPAL SERVICES COMMITTEE MEETING**AGENDA ITEM SUMMARY SHEET****AGENDA ITEM DESCRIPTION****DISCUSSION – Water Meter Testing Proposals****COMMITTEE REVIEW**

- ☐ Finance/Administration
☒ Municipal Services
☐ Public Safety

Meeting Date: February 24, 2019

- ☐ Discussion Only ☒ Approval of Staff Recommendation (for consideration by Village Board at a later date)
☐ Seeking Feedback ☐ Approval of Staff Recommendation (for immediate consideration by Village Board)
☐ Regular Report ☐ Report/documents requested by Committee

BACKGROUND

As a water meter gets older, the inner workings of a water meter begin to break down and the percentage of captured water usage begins to become less accurate. The Village has a testing program to make sure that the Village water system is running correctly and we are not losing water through defective meters. Historically, the Village tests our three (3) and four (4) inch meters every three years and the last time the testing was done was 2016. These larger meters are mostly used in businesses. There are approximately 64 three (3) and four (4) inch meters of this size that would need to be tested. It is important to make sure these commercial meters are running correctly since the businesses historically use more water than a domestic household meter.

The Village has been using the company HBK Water Meter Service Inc. to do our water meter testing. They have been the Village meter testing company for several years. We also obtained quotes from two other companies, Midwest Meters and M.E. Simpson. HBK came in with the lowest price. Also, HBK will come into the Village and test the meters in place so as not to cause disruption of service to the business. If a meter does not test up to standards, HBK will change out the meter that the Village will provide. There would be an additional charge to change out defective meters, \$125 for three (3) inch meters and \$175 for four (4) inch meters. The Village has purchased several replacement meters in the past few years in anticipation of needing to replace defective meters.

It is recommended to have these three (3) and four (4) inch meters tested yearly since these meters tend to use more water than a standard household meter. Going forward I would request a budget line item to begin doing testing of 5 to 6 of these high usage meters.

The Village has budgeted \$11,746 for the FY 2019/20 to have our 3-inch and 4-inch water meters tested for accuracy.

HBK Water Meter Services	(49) 3-inch and (15) 4-inch meters	\$11,250
Midwest Meter	(49) 3-inch and (15) 4-inch meters	\$17,920
M.E. Simpson	(49) 3-inch and (15) 4-inch meters	\$18,880

REQUEST FOR FEEDBACK

HBK is the company we use to test our larger meters and also to test our smaller domestic meters if a resident has a complaint. We do not have a contract with HBK, we call them out on an as needed basis if an emergency issue arises. The staff would be happy to answer any questions.

STAFF RECOMMENDATION

Staff recommends moving forward with the proposal from HBK for the 2020-meter testing program.



HBK Water Meter Service, Inc.

PO Box 759

Palatine, IL 60078-0759

Phone #

847-202-4389

Quote

Date

Quote #

2/12/2019

689

Name / Address

Village of Willowbrook
Accounts Payable
835 Midway
Willowbrook, IL 60527

Rep

Project

Item	Description	Qty	U/M	Cost	Total
ML23FTOM	3" Field Test One Man during normal working hours.	49	ea	165.00	8,085.00
ML24FTOM	4" Field test one man during normal working hours	15	ea	211.00	3,165.00
ML23FTOMOT	3" Field test one man overtime rate	1	ea	222.00	222.00
ML24FTOMOT	4" Field test one man overtime rate	1	ea	274.00	274.00
			Total	\$11,746.00	

Web Site

www.hbkmeters.com

THANK YOU FOR YOUR BUSINESS!

INVESTMENT

A commitment to improving and maximizing the Village of Willowbrook's water distribution system for future generations.

M.E. Simpson Co., Inc. is pleased to present our "Proposal" for a Large Water Meter Evaluation, Testing and calibration program for the Village of Willowbrook. M.E. Simpson Co., Inc. will perform our large meter testing and calibration services on approximately 64 large water meters within the Village of Willowbrook's water distribution system. The services will be completed by test and, calibrating when necessary, the Village's selected industrial/commercial water meters by one of our two-man teams with all necessary equipment furnished by M.E. Simpson Co., Inc. as described within this document.

	Test	Calibrate/ Post Test
1 ½" through 2" displacement style meters	\$250.00 each	Replace
1 ½" through 2" displacement style meters(Pulled)	\$275.00 each	Replace
1 ½" through 6" compound and turbine style meters	\$295.00 each	\$150.00 each*
8" through 10" compound and turbine style meters	\$345.00 each	\$175.00 each*
2" - 12" Fire Meters and Fire line style meters	\$395.00 each	T&M each**
1 ½" through 12" water meter inspection/recommend (NON-Testable)	\$195.00 each	
<u>Appointment, Client MISSED/NO SHOW</u>	\$195.00 each	

***Parts are NOT included in the Calibration/Post Test Fee**

Estimated Testing Cost: "Meters that need repaired, see above Calibrate / Post Test Fee"

(49) 3" Compound Meters	\$14,455.00
(15) 4" Compound Meters	\$4,425.00
Total Cost of Testing Meters:	\$18,880.00

We thank you for this opportunity to acquaint you with our Large Water Meter Evaluation, Testing and Calibration services and offer this proposal. If you have further inquiries or you wish to discuss our service in more detail, do not hesitate to call us.

MUNICIPAL SERVICES COMMITTEE MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSS EXECUTIVE PLAZA DRAINAGE MASTER PLAN AND TAX INCREMENT FINANCING DISTRICT OPTION

COMMITTEE REVIEW

- ☐ Finance/Administration
- ☒ Municipal Services
- ☐ Public Safety
- ☐ Law & Ordinances

Meeting Date: February 24, 2020

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

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

At the January 27, 2020 Municipal Service Committee, Dan Lynch, from Christopher B. Burke Engineering (CBBE), highlighted the findings on the Executive Plaza Drainage Master Plan. The business park was developed in the 1970's and at that time the drainage design standards included secondary overflow storage in the public streets and in private parking lots. During these heavy rain events the stormwater overflows into the streets and can cause temporary street closures until the stormwater system can release the overflow into the downstream system.

The drainage study provided two feasible options for consideration and they are as follows:

- Elevating the Roadway – Provides a 100 Year Level of Protection at a +/- \$2 million project cost,
- Upstream Operable Valves – Provides a 10 to 25 Year Level of Protection at a +/- \$100K - \$400K project cost.

The Village does not currently have a funding mechanism in place for the proposed improvements. The Village has worked with Kane, McKenna and Associates, Inc. to assist the Village with the evaluation of a Special Service Area (SSA) option. The criteria for the SSA analysis was to review a \$2.5 million project over a 10 and 20-year basis. Staff provided two SSA project areas for consideration for the analysis. Upon discussion of SSA assessments on the property owners within the proposed SSA district it was determined by the Committee that the SSA option would not be financially palatable to the property owners. Staff was directed to explore the possibility of creating a Tax Increment Financing District for the area as an alternate option.

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

The Village Administrator reached out to legal counsel to determine if the Village would be subject to the 10% municipal payment since the Village issues a nominal tax levy. Section 8(b) of the TIF Act, 65 ILCS 5/11-74.4-8(b), provides that: A municipality's own ad valorem tax arising from levies on taxable real property be included in the determination of incremental revenue in the manner provided in paragraph (c) of Section 11-74.4-9. If the municipality does not extend such a tax, it shall annually deposit in the municipality's Special Tax Increment Fund an amount equal to 10% of the total contributions to the fund from all other taxing districts in that year.

The Village of Willowbrook levies an *ad valorem* tax on real property. For the 2018 tax year, collected in 2019, the Village collected \$75,425 for this tax. Because the Village levies an *ad valorem* tax on real property, it is not subject to the 10% contribution requirement in Section 8(b) of the TIF Act, so long as it continues to levy this tax. The TIF Act does not require that a municipality levy a certain amount of an *ad valorem* tax on real property to avoid the 10% municipal contribution requirement. Legal counsel has advised that they do not believe the Village would be subject to the 10% municipal payment requirement.

Based on this information staff will be requesting funding in the FY2020/2021 budget to determine the feasibility of the Tax Increment Financing District and the creation of the Redevelopment Plan should the initial assessment meet the State criteria.

STAFF RECOMMENDATION: Receive presentation and seek feedback from the Committee.

MUNICIPAL SERVICES COMMITTEE MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSS VILLAGE OF WILLOWBROOK MONUMENT SIGN OPTIONS

COMMITTEE REVIEW

- ☐ Finance/Administration
- ☒ Municipal Services
- ☐ Public Safety
- ☐ Law & Ordinances

Meeting Date:
February 24, 2020

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

The Village Board approved discretionary funds of \$100,000 in their FY 2019/2020 budget to replace the Route 83 monuments signs. The Village currently has two outdated wood signs at the north and south end of the Village along Route 83 on IDOT right-of-way. The Village also has a small sign at the main entrance of the Village Hall Parking lot that is also outdated and could be considered for replacement.

Staff investigated the permitting options with IDOT for the replacement of the Route 83 signs. Per IDOT Policy Standards, the sign must be of a breakaway style in order to be placed within their right-of-way. The sign background cannot be red, orange or yellow. A minimum letter size of 4 inches. The sign shall be no larger than 32 square feet and no wider than 8 feet. The signs, posts and hardware shall meet IDOT's current breakaway design. Wood posts shall be no larger than a nominal 4"x 4" in size.

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

Staff reached out to Olympic Signs to seek some design options that would meet the IDOT signage standards. We provided the firm with pictures of our current sign and a copy of our new logo. Olympic Signs provided two examples for Committee input. Please see the attached exhibit for reference. The signs are estimated to cost \$14,860.00 for two signs installed on the north and south Route 83. The proposals do not include enhances to landscaping within the area of the signs.

STAFF RECOMMENDATION

Receive presentation and seek feedback from the Committee.



VILLAGE OF WILLOWBROOK

835 Midway Drive
Willowbrook, IL 60527

Ground Signs

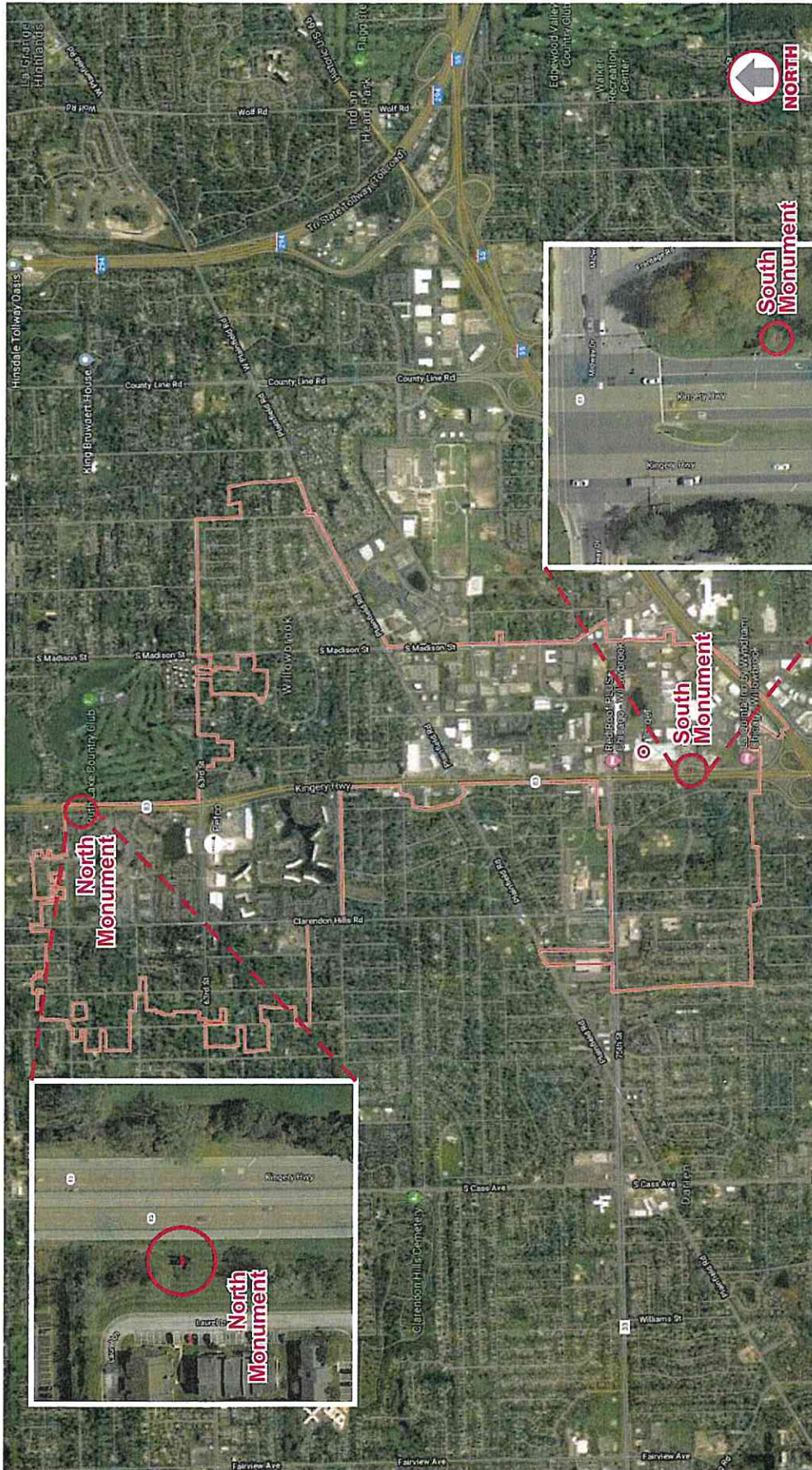
job#: 20-8111

● 01-28-20



1130 N. Garfield Lombard, IL 60148 Ph.# 630.424.6100 Fx.# 630.424.6120 WWW.OLYSIGNS.COM

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Site Plan -



account representative
R WHITEHEAD

client
835 Midway Drive
Willowbrook, IL 60527

drawn by
PAMELA F

job#: 20-8111
01-28-20
rev.# 02-10-20

Comments:

OLYMPIK SIGNS

1130 N. Garfield
Lombard, IL 60148 Ph: 630.424.6100 Fax: 630.424.6120 WWW.OLYSIGNS.COM

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SITE PLAN

page 1 of 4



NORTH Entrance Monument



SOUTH Entrance Monument

Street Views of Site -



VILLAGE OF
WILLOWBROOK

835 Midway Drive
Willowbrook, IL 60527

account representative
R WHITEHEAD

client

drawn by

PAMELA F

job#: 20-8111
01-28-20
rev.# 02-10-20

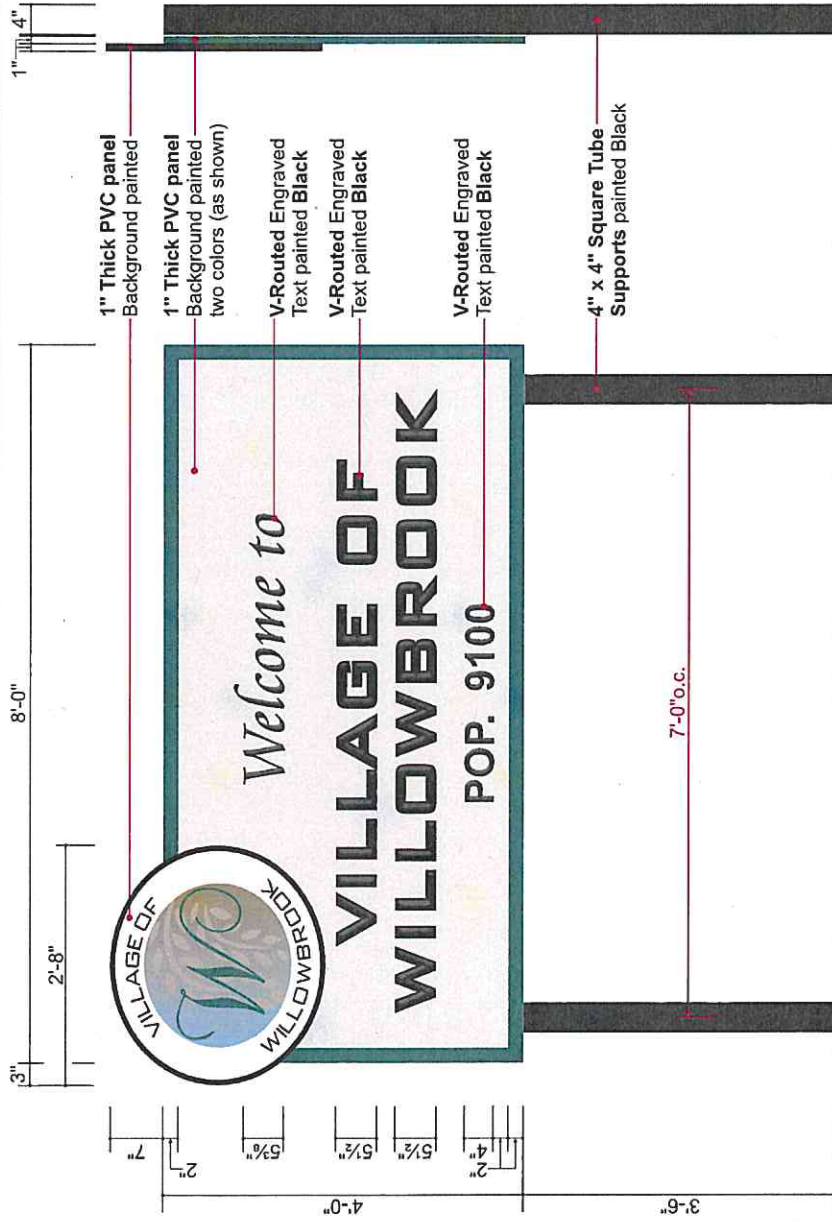
OLYMPIK SIGNS 1130 N. Garfield
Lombard, IL 60148 Ph: 630.424.6100 Fax: 630.424.6120 WWW.OLYSIGNS.COM

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Comments:

EXISTING STREET VIEW

OPTION #1



S/F Non-Illuminated Monument -

Scale 3/4" = 1'-0"
 Qty: (1) Required / Square Footage: 32.0
 1" Thick PVC with V-Routed (Engraved) and painted border and copy. Sign mounted to 4" x 4" Aluminum or Wood posts which are painted Black.
 Drawing for concept purposes only.



drawn by
 PAMELA F

835 Midway Drive
 Willowbrook, IL 60527

account representative
 R WHITEHEAD

client
 1130 N. Gary Rd
 Lombard, IL 60148

job#: 20-8111
 01-28-20
 rev.# 02-10-20

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OPTION #1

NORTH Entrance Monument



SOUTH Entrance Monument

Street Views of Site -

**VILLAGE OF
WILLOWBROOK**
835 Midway Drive
Willowbrook, IL 60527

Job#: 20-8111
• 01-28-20
• rev.# 02-10-20

drawn by
PAMELA F

Comments:

WWW.OLYMPICSIGNS.COM

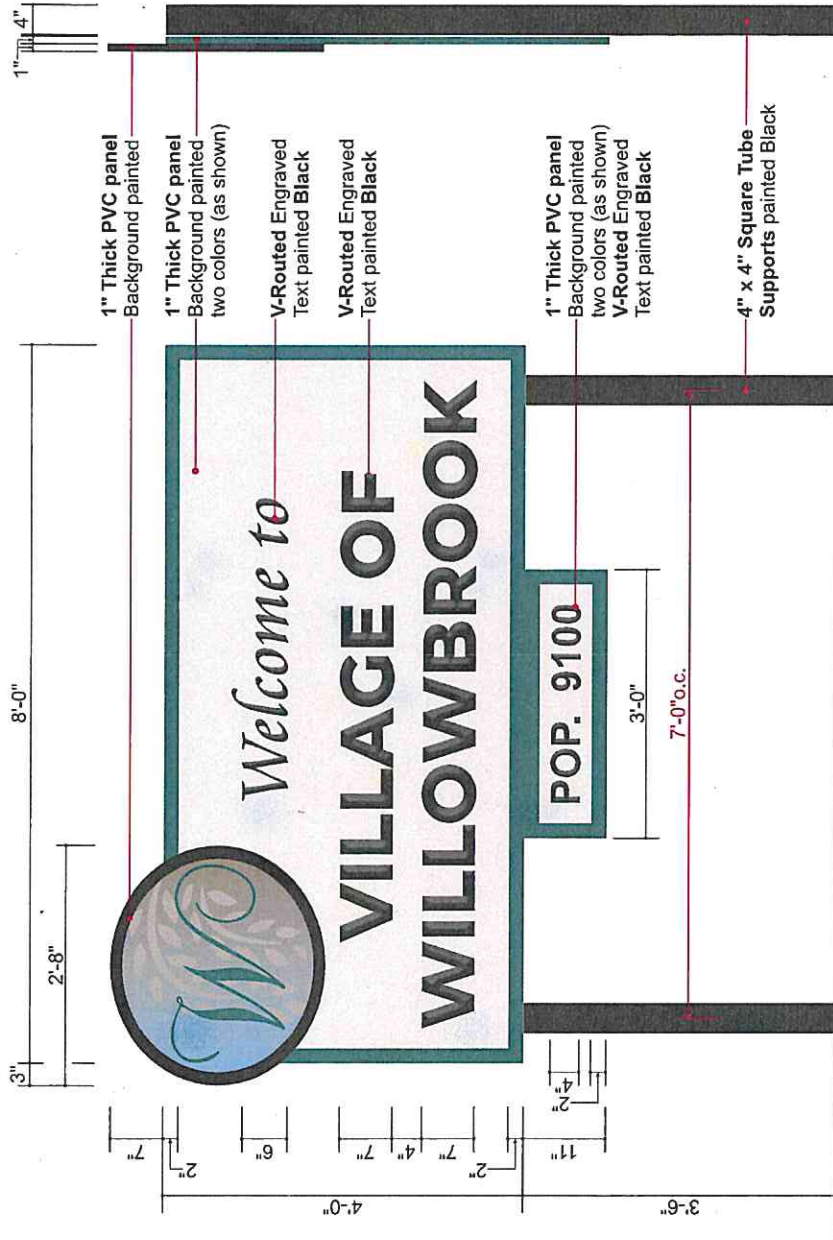
page 4 of 4

**OLYMPIC
SIGNS**

1130 N. Garfield
Lombard, IL 60148
Ph.# 630.424.6100

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OPTION #2



Side View

S/F Non-Illuminated Monument -

Scale 3/4" = 1'-0"

Qty: (1) Required / Square Footage: 32.0

1" Thick PVC with V-Routed (Engraved) and painted border and copy. Sign mounted to 4" x 4" Aluminum or Wood posts which are painted Black.
Drawing for concept purposes only.



account representative / client
R WHITEHEAD

835 Midway Drive
Willowbrook, IL 60527

job#: 20-8111
01-28-20
rev.# 02-10-20

drawn by
PAMELA F

1130 N. Garfield
Lombard, IL 60148 Ph.# 630.424.6100 Ex.# 630.424.6120 WWW.OLYSIGNS.COM

OLYMPIK SIGNS

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SIGN LAYOUT



Street Views of Site -



VILLAGE OF
WILLOWBROOK

835 Midway Drive
Willowbrook, IL 60527

account representative
R WHITEHEAD

client

drawn by

PAMELA F

job# 20-8111

01-28-20

rev.# 02-10-20

Comments:

1130 N. Garfield
Lombard, IL 60148 Ph.# 630.424.6100 Fx.# 630.424.6120 WWW.OLYMPICSIGNS.COM

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SIGN CONCEPT

page 4 of 4

OLYMPIC
SIGNS



1130 N. Garfield, Lombard, IL 60148
www.oly signs.com

PH: (630) 652-4103
FAX: (630) 424-6120

Contract
Page 1 of 2

Date: 2-19-2020 Drawing #: 20-8111 Revision Date: 2-10-20
Sold To: Village of Willowbrook Job Name: Village of Willowbrook
Address: 835 Midway Drive Address: _____
City: Willowbrook State: IL Zip: 60527 City: _____ State: _____ Zip: _____
Contact: Michael Mertens Phone: _____
E-mail: mmertens@willowbrook.il.us

Scope of Work:

Fabricate and install 2- 4'x8' 1" thick PVC routed painted to approved colors signs per drawing#20-8111 (Option#2) Signs will be installed on 4"x4" wood posts set into concrete footings in approved locations.

**NOTE: Any and all permits required for the above mentioned work including staff time will be invoiced separately. Prices are subject to change based on site conditions, restrictions, etc.*

1. PRICE: \$ 14,860.00 TERMS: (\$) **P.O. on signing, balance upon installation/delivery.**

TAXES: Price includes applicable taxes.

PERMITS: Price does not include permits or permit acquisition costs. Olympik Signs shall, at Buyer's expense, obtain necessary permits and licenses from public authorities for the initial installation of the display(s).

FEED WIRES: If this agreement includes installation of an illuminated display, Buyer shall provide service feed wires of suitable capacity and approved type to within five (5) feet of the display(s) in advance of the installation date and Olympik Signs will make the final connection thereof to the display(s). Buyer to arrange for the providing and installing of any transformers, meters, timers or concrete pads at site.

DELIVERY AND PERFORMANCE: Olympik Signs will commence work upon receipt of accepted agreement, deposit, permits and licenses. The time for Olympik Signs performance is estimated, but is not guaranteed and is subject to delay resulting from war, fire, adverse weather, strike, acts of God, governmental regulations or other causes beyond reasonable control.

THIS AGREEMENT, INCLUDING TERMS AND CONDITIONS ON THE BACK OF THIS PAGE, CONSTITUTES THE ENTIRE UNDERSTANDING BETWEEN THE PARTIES. This agreement shall not take effect until signed on behalf of Buyer and by an officer of Olympik Signs. Buyer acknowledges receipt of a copy of this agreement and waives notification of acceptance hereof by Olympik Signs.

ACCEPTED:

OLYMPIK SIGNS, INC.

By: Robert Whitehead Sr.

Date: 2-19-2020

Buyer: _____

Signature: _____

Title: _____

Date: _____

Prices subject to change if not accepted within thirty (30) days of above date.

TERMS AND CONDITIONS OF PURCHASE AGREEMENT

2. **FIELD CONDITIONS:** This agreement is based on standard installation conditions and does not take into consideration any non-standard soil conditions, installations at inaccessible areas, non-standard building conditions, etc. Quotations for installing items onto structures supplied by the Buyer are based on the assumption that the structures furnished by Buyer are structurally sound for accepting the display(s) purchased hereunder without modification. Exterior or interior building rework required to support signs is not included in our Agreement, unless so noted. If the installation requires that plates be placed on the inside of a wall, roof or ceiling, Olympik Signs agrees to perform this work in a workmanlike manner and Buyer agrees to pay for all plastering, redecoration or remodeling the Buyer may desire, unless otherwise specified in this agreement. For removing of transformers, it is assumed that sufficient access to and behind wall for workmen will be provided by Buyer. Olympik Signs will patch roof or roof covering removed or opened by Olympik Signs during the installation of display, but in making such repairs Olympik Signs assumes no responsibility for rebonding. Olympik Signs shall be responsible for locating and clearing any underground public utilities on the site which affect or obstruct the Work. The Buyer is responsible for informing Olympik Signs of any private underground obstructions (such as sprinkler systems) which may affect or obstruct the Work.
3. If display has been erected but Olympik Signs has not completed the electrical connections due to the failure of Buyer to furnish service wiring as provided in this agreement, the balance of the purchase price shall be deemed due and owing.
4. **PERMITS, LICENSES:** Olympik Signs shall obtain all permits, cost to be borne by Buyer, from public authorities for the initial installation of display(s). Buyer shall be responsible for securing and furnishing all private permission necessary from the owner and any mortgagee of the premises upon which display is to be installed. Unless otherwise directed in writing by Buyer, Olympik Signs shall not commence fabrication of the display until all required public permits have been issued. If public permits are denied, then this agreement shall terminate without liability to either party; provided, however, that Buyer shall reimburse Olympik Signs for any permit application costs and any manufacturing costs incurred as a result of prior written direction by Buyer.
5. **TAXES:** Buyer shall pay all personal property, sales, use and other taxes which may be imposed by law on the display or the use thereof. Buyer shall reimburse Olympik Signs for any taxes that may be billed to and paid by Olympik Signs for display.
6. Olympik Signs agrees to have all their workmen covered by Worker's Compensation Insurance; and further agrees to carry public Liability Insurance covering injuries to or death of persons and damage to property as a result of accidents for which Olympik Signs is responsible-subject to a single limit of \$1,000,000.00 each occurrence. Buyer shall indemnify and hold Olympik Signs harmless against any and all claims which may be asserted against Olympik Signs by reason of negligence of the Buyer, its agents, employees, or third parties. Insurance Certificates will be furnished to Buyer upon request.
7. Buyer bears full responsibility for risk of loss or damage to the display after delivery thereof to the site.
8. Title to the display and any other material furnished pursuant to this Agreement shall remain in Olympik Signs until all amounts owing hereunder have been paid in full. Until such amounts have been paid in full, all property furnished hereunder shall be deemed personal property, severable and removable from any realty to which it is attached, and shall not be deemed a fixture or appurtenance to such realty.
9. Buyer may not assign this Agreement without the prior written consent of Olympik Signs.
10. **SELLER'S WARRANTIES:** Olympik Signs warrants to Buyer that any display purchased hereunder (excluding lamps as to which Olympik Signs makes no warranty) at the time of delivery or installation, will be free from defects of material and workmanship, and will be in accordance with specifications which are a part of this Agreement. Olympik Signs sole obligation under these warranties is limited to either repair or replacement, at Olympik Signs option, of a defective part or nonconforming display for which written claim is made within 90 days of delivery or installation. All other warranties, whether express or implied, are disclaimed. Note: All gaseous conductor tubes have an inherent tendency to change in color and light intensity proportionate to the period of use. Mercury filled tubing of any age is affected by cold weather. These are universal characteristics and not defects in manufacture. Replacement of operative tubes so affected is not part of this Agreement.
11. **DEFAULT:** The occurrence of any of the following events shall constitute a default hereunder: (a) Buyer fails to pay any amounts hereunder when due; (b) Buyer shall fail to perform or observe any other covenant of this agreement; (c) Buyer becomes insolvent or becomes a debtor in Bankruptcy. Upon the occurrence of a default, Olympik Signs may declare all amounts remaining unpaid hereunder to be immediately due and payable. In such event, Olympik Signs shall have the right to enter upon Buyer's premises and take possession of the display or render it inoperable, without any liability whatsoever to Buyer and without relieving Buyer of its obligations hereunder. In the event of a default hereunder, Olympik Signs shall be entitled to recover from Buyer all fees and expenses, including attorney's fees, incurred by Olympik Signs in enforcing its rights hereunder, including any costs incurred in removal of the display.
12. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois.
13. This Agreement sets forth the entire understanding between the parties regarding the subject matter hereof. The terms of this Agreement may not be terminated, amended, supplemented, waived or modified except in writing signed by Buyer and a duly authorized officer of Olympik Signs.

Customers signature ✓Date ✓

MUNICIPAL SERVICES COMMITTEE MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSS VILLAGE OF WILLOWBROOK WATER RATE HISTORY

COMMITTEE REVIEW

- ☐ Finance/Administration
- ☒ Municipal Services
- ☐ Public Safety
- ☐ Law & Ordinances

Meeting Date: February 24, 2020

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

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

At the February 17, 2020 Joint Budget Committee meeting the Mayor discussed the possible pass throughs of water rates from the DuPage Water Commission. As a follow up from that subject staff provides the attached water rate history for the Village and the DuPage Water Commission.

The Village last raised water rates on January 1, 2015 at a rate increase of 12%. The DuPage Water Commission rates from 2015-2019 have increased and decreased over this timeframe with the net increase to the Village at 0.45%. Effective May 1, 2020 the DuPage Water Commission is proposing a rate increase of 2.01%, making the next increase to the Village from 2015-2020 at 2.46%.

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

Staff is providing this data as a follow up from the Budget Committee. The Committee may wish to consider directing staff to prepare a request for proposal for water rate study. A study would not only review the annual pass through rates from the DuPage Water Commission but more importantly the true cost to run a water system within the Village. This review could include a review and assessment of our underground watermain, pump houses, water towers, equipment and staffing. The study would review water loss, repairs, replacement costs, and long-term capital reserve planning. This data would be beneficial for the Village Board members as they consider any rate increases or decreases over time.

STAFF RECOMMENDATION:

Receive presentation and seek feedback from the Committee.

MUNICIPAL SERVICES COMMITTEE MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSS VILLAGE OF WILLOWBROOK WATER FUND AND WATER CAPITAL IMPROVEMENT FUND

COMMITTEE REVIEW

- ☐ Finance/Administration
- ☒ Municipal Services
- ☐ Public Safety
- ☐ Law & Ordinances

Meeting Date: February 24, 2020

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

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

At the February 17, 2020 Joint Budget Committee meeting staff briefly discussed the Village Water Fund and the Water Capital Improvement Fund. As a follow up from that subject staff provides the attached copies of the current year projections and 5-year forecast for each of the funds.

The Village has established a goal for operating expenses of 90 days within the Water Fund. The current proposed budget for FY 20-21 has a 160-day level for operating expenses, with a net deficit of (\$61,065). The current proposed budget for the FY 20-21 Water Capital Improvement Fund shows a net deficit of (\$130,380).

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

Staff is providing this data as a follow up from the Budget Committee. Typically, the Village Board directs staff to transfer a certain amount of dollars from the Water Fund into the Water Capital Improvement Fund. Staff is seeking direction on this subject in order to make any adjustments on possible fund transfers prior to the next Budget Workshop scheduled for March 16, 2020.

STAFF RECOMMENDATION:

Receive presentation and seek feedback from the Committee.

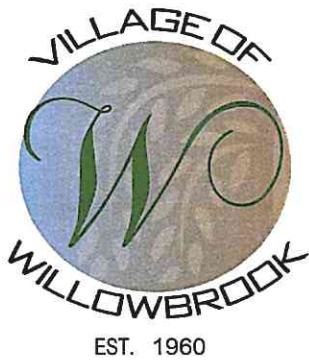
WATER FUND
FINANCIAL SUMMARY FY 2020-21
CURRENT YEAR AND 5 YEAR FORECAST

	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	Year 1 FY 20-21 Proposed	Year 2 FY 21-22 Proposed	Year 3 FY 22-23 Proposed	Year 4 FY 23-24 Proposed	Year 5 FY 24-25 Proposed
Total Net Assets, Beginning	\$ 5,098,065	\$ 5,110,581	\$ 4,773,994	\$ 4,453,688	\$ 4,392,623	\$ 4,411,430	\$ 4,349,100	\$ 4,203,847
Revenues	3,382,941	3,231,500	3,279,120	3,242,500	3,236,500	3,236,500	3,236,500	3,236,500
% change				0.34%	-0.19%	0.00%	0.00%	0.00%
Operating Expenses	3,260,411	3,101,699	3,084,952	3,084,290	3,163,050	3,243,101	3,326,595	3,412,437
Capital Expenses	-	68,996	67,003	172,580	8,725	8,957	9,195	9,441
Transfers Out	446,601	447,471	447,471	46,695	45,918	46,772	45,963	46,359
Total Expenses/Transfers Out	3,707,012	3,618,166	3,599,426	3,303,565	3,217,693	3,298,830	3,381,753	3,468,238
% change				-8.70%	-2.60%	2.52%	2.51%	2.56%
Net Surplus (Deficit)	(324,071)	(386,666)	(320,306)	(61,065)	18,807	(62,330)	(145,253)	(231,738)
Net Assets Restated								
Total Net Assets, Ending	\$ 4,773,994	\$ 4,723,915	\$ 4,453,688	\$ 4,392,623	\$ 4,411,430	\$ 4,349,100	\$ 4,203,847	\$ 3,972,109
Cost Per Day to Operate Fund	\$ 8,933	\$ 9,231	\$ 9,185	\$ 9,183	\$ 9,399	\$ 9,618	\$ 9,847	\$ 10,082
Working Capital	1,847,478	1,029,064	1,527,172	1,466,107	1,484,914	1,422,584	1,277,331	1,045,593
Days Operating Expense (Goal = 90)*	207	111	166	160	158	148	130	104

* Calculated as Working Capital Divided by Daily Cost to Operate Water Fund

**WATER CAPITAL IMPROVEMENT FUND
FINANCIAL SUMMARY FY 2020-21
CURRENT YEAR AND 5 YEAR FORECAST**

	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	Year 1 FY 20-21 Proposed	Year 2 FY 21-22 Proposed	Year 3 FY 22-23 Proposed	Year 4 FY 23-24 Proposed	Year 5 FY 24-25 Proposed
Beginning Fund Balance	\$ 44,641	\$ 436,794	\$ 435,891	\$ 785,520	\$ 655,140	\$ 610,140	\$ 565,140	\$ 519,140
Revenues	408,102	406,000	409,629	6,000	5,000	5,000	4,000	4,000
% change				-98.52%	-16.67%	0.00%	-20.00%	0.00%
Operating Expenses	16,852	-	-	-	-	-	-	-
Capital Expenses	-	61,000	60,000	136,380	50,000	50,000	50,000	50,000
Total Expenses	16,852	61,000	60,000	136,380	50,000	50,000	50,000	50,000
% change				123.57%	-63.34%	0.00%	0.00%	0.00%
Net Surplus (Deficit)	391,250	345,000	349,629	(130,380)	(45,000)	(45,000)	(46,000)	(46,000)
Ending Fund Balance	\$ 435,891	\$ 781,794	\$ 785,520	\$ 655,140	\$ 610,140	\$ 565,140	\$ 519,140	\$ 473,140



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

MONTHLY REPORT
MUNICIPAL SERVICES DEPARTMENT
January, 2020

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

Permits Issued:	
Back Porch	1
Drainage Sys	1
Electric	2
Elevator door restrictors	1
Fence	1
Furnace/ac	1
Inter.Rem Com	2
Inter. Rem Res	3
New Com Build	1
Roofs	4
Signs	4
Water Heater	1
Windows	3
 TOTALS	 25
 Plan Review Deposit Fee	 3
 Permit Revenue for January 2020	 \$ 145,370.82
 Total Revenue Collected for Fiscal YTD	 \$ 405,114.03
 Total Budgeted Revenue for Fiscal Year 2019/20	 \$ 280,000.00
 Total Percentage of Budgeted Revenue Collected to Date	 144.68%
 Certificate of Occupancy, Final	 1
Certificate of Occupancy, Temporary	0

Respectfully submitted,

Michael Mertens-Assistant Village Administrator



Proud Member of the
Illinois Route 66 Scenic Byway

MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

Fiscal Year 2019-2020

MONTH	CURRENT FISCAL YEAR 2019-2020	PRIOR FISCAL YEAR 2018-2019
MAY	\$ 24,660.45	\$ 53,371.02
JUNE	\$ 18,235.23	\$ 65,924.20
JULY	\$ 86,968.36	\$ 87,692.72
AUGUST	\$ 13,262.60	\$ 42,766.17
SEPTEMBER	\$ 18,390.75	\$ 30,423.09
OCTOBER	\$ 59,207.60	\$ 25,191.50
NOVEMBER	\$ 19,078.16	\$ 62,682.40
DECEMBER	\$ 19,940.06	\$ 23,630.91
JANUARY	\$ 145,370.82	\$ 47,839.82
FEBRUARY		\$ 231,001.39
MARCH		\$ 18,463.50
APRIL		\$ 33,910.23
COLLECTED REVENUE	\$ 405,114.03	\$ 722,896.95
BUDGETED REVENUE	\$ 280,000.00	\$ 255,000.00
REVENUES COLLECTED- (OVER)/UNDER BUDGET	\$ (125,114.03)	\$ (467,896.95)
PERCENTAGE OF BUDGETED REVENUE COLLECTED	144.68%	283.49%

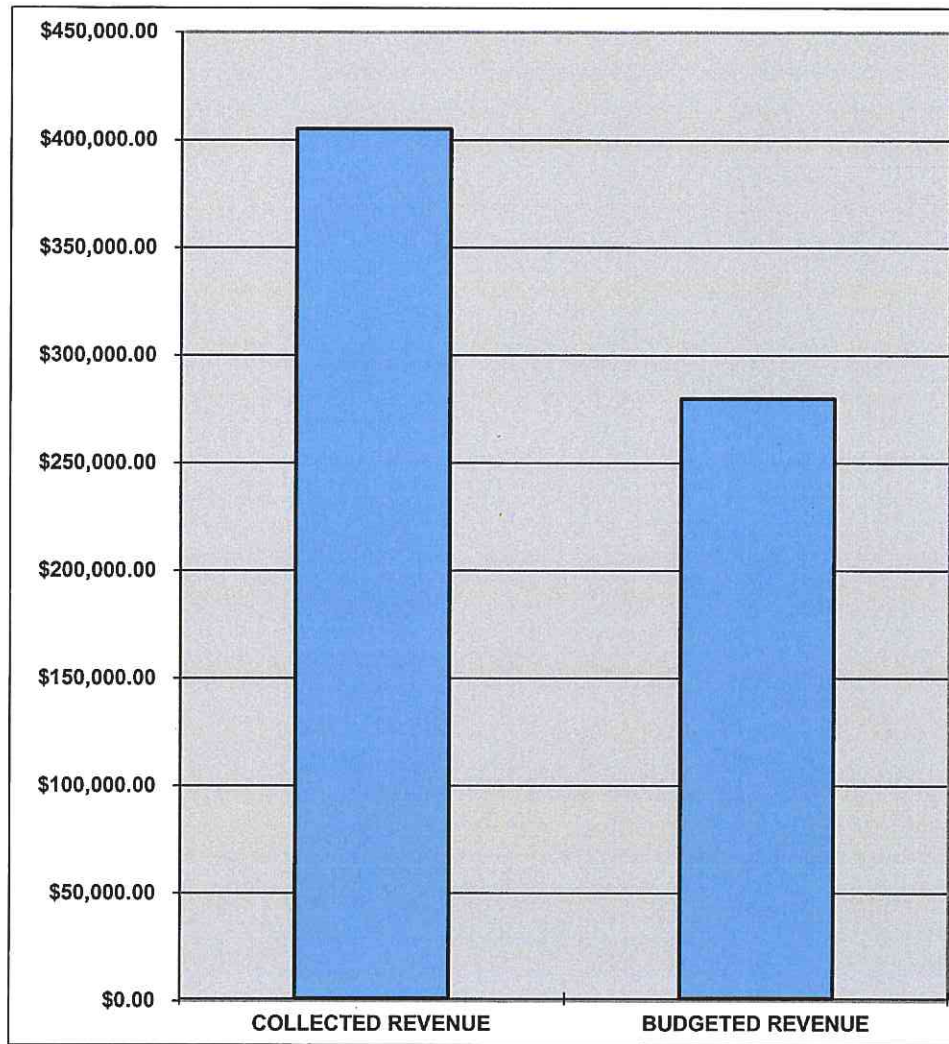
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

	Fiscal Year 18/19	Fiscal Year 17-18
COLLECTED REVENUE	\$ 405,114.03	\$ 626,933.53
BUDGETED REVENUE	\$ 280,000.00	\$ 255,000.00

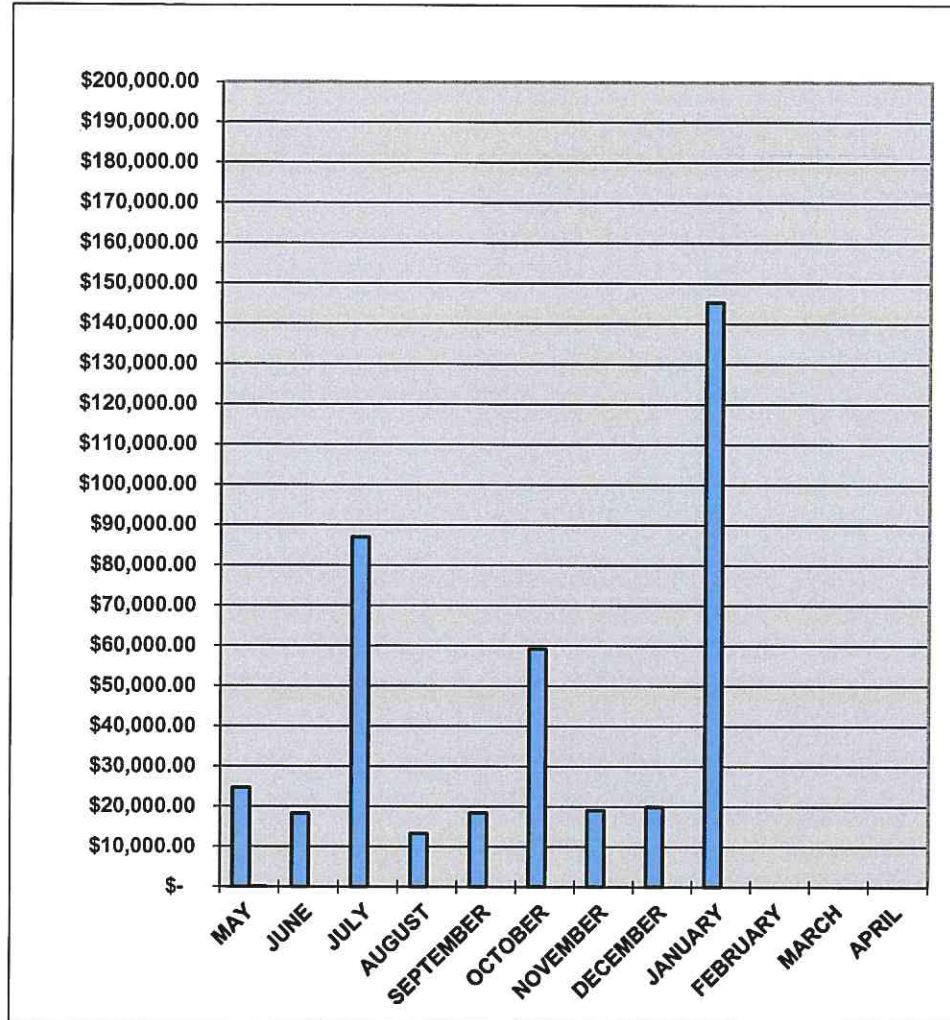
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



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GL ACTIVITY REPORT FOR WILLOWBROOK
FROM 01-00-310-401 TO 01-00-310-401
TRANSACTIONS FROM 01/01/2020 TO 01/31/2020

Page: 1/1

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 01 GENERAL FUND							
01/01/2020			01-00-310-401 BUILDING PERMITS				
				BEG. BALANCE			(261,695.43)
01/02/2020	CR	RCPT	Building Dept. Invoice 01/02/2020			95.00	(261,790.43)
01/06/2020	CR	RCPT	Building Dept. Invoice 01/06/2020			2,500.00	(264,290.43)
01/07/2020	CR	RCPT	Building Dept. Invoice 01/07/2020			190.00	(264,480.43)
01/08/2020	CR	RCPT	Building Dept. Invoice 01/08/2020			550.79	(265,031.22)
01/08/2020	CR	RCPT	Building Dept. Invoice 01/08/2020			400.00	(265,431.22)
01/09/2020	CR	RCPT	Building Dept. Invoice 01/09/2020			3,146.25	(268,577.47)
01/09/2020	CR	RCPT	Building Dept. Invoice 01/09/2020			2,781.49	(271,358.96)
01/10/2020	CR	RCPT	Building Dept. Invoice 01/10/2020			600.00	(271,958.96)
01/10/2020	CR	RCPT	Building Dept. Invoice 01/10/2020			390.00	(272,348.96)
01/15/2020	CR	RCPT	Building Dept. Invoice 01/15/2020			135.00	(272,483.96)
01/20/2020	CR	RCPT	Building Dept. Invoice 01/20/2020			470.00	(272,953.96)
01/22/2020	CR	RCPT	Building Dept. Invoice 01/22/2020			135.00	(273,088.96)
01/23/2020	CR	RCPT	Building Dept. Invoice 01/23/2020			630.00	(273,718.96)
01/23/2020	CR	RCPT	Building Dept. Invoice 01/23/2020			235.00	(273,953.96)
01/24/2020	CR	RCPT	Building Dept. Invoice 01/24/2020			230.00	(274,183.96)
01/27/2020	CR	RCPT	Building Dept. Invoice 01/27/2020			3,050.00	(277,233.96)
01/27/2020	CR	RCPT	Building Dept. Invoice 01/27/2020			185.00	(277,418.96)
01/28/2020	BD	TRX	SUMMARY BD 01/28/2020			205.00	(277,623.96)
01/29/2020	CR	RCPT	Building Dept. Invoice 01/29/2020			127,421.73	(405,045.69)
01/30/2020	CR	RCPT	Building Dept. Invoice 01/30/2020			880.00	(405,925.69)
01/30/2020	CR	RCPT	Building Dept. Invoice 01/30/2020			430.00	(406,355.69)
01/31/2020			01-00-310-401	END BALANCE	0.00	144,660.26	(406,355.69)

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GL ACTIVITY REPORT FOR WILLOWBROOK
FROM 01-00-310-402 TO 01-00-310-402
TRANSACTIONS FROM 01/01/2020 TO 01/31/2020

Page: 1/1

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 01 GENERAL FUND							
01/01/2020			01-00-310-402 SIGN PERMITS		BEG. BALANCE		(9,995.89)
01/16/2020	CR	RCPT	Building Dept. Invoice 01/16/2020			260.00	(10,255.89)
01/16/2020	CR	RCPT	Building Dept. Invoice 01/16/2020			5.00	(10,260.89)
01/23/2020	CR	RCPT	Building Dept. Invoice 01/23/2020			330.00	(10,590.89)
01/30/2020	CR	RCPT	Building Dept. Invoice 01/30/2020			115.56	(10,706.45)
01/31/2020			01-00-310-402	END BALANCE	0.00	710.56	(10,706.45)

Permit	Date Issued:	Date Released:	Date Permit Expires:	Name:	Address:	Permit Purpose:	Business Name:	Fee:	RES / COMM:	Valuation:
20-001	01/02/20	01/02/20	07/02/21		302 Somerset Road	Roof		\$ 95.00	R	\$ 16,027.63
20-005	01/07/20		06/30/01		50 W 63rd Street	Plan review	Stretch Lab	\$ 2,500.00	C	
20-006	01/07/20	01/07/20	07/07/21		207 Chaucer Crt	Water Heater		\$ 190.00	R	\$ 2,972.33
20-005	01/06/20	01/08/20	07/08/21		7537 Clarendon Hills Rd	New Back Porch		\$ 550.79	R	\$ 8,000.00
19-360	12/11/19	01/09/20	07/09/21		6300 Bentley	Remodel inter	Jehovah Witness Hall	\$ 2,395.49	C	\$ 197,902.00
19-429	12/09/19	01/09/20	07/09/21		6300 Bentley	Sign	Jehovah Witness Hall	\$ 386.00	C	\$ 2,200.00
20-101	01/09/20		06/30/01		308 Palomino Trail	Plan review	Pulte Homes	\$ 1,000.00	R	
20-007	01/07/20	01/09/20	07/09/21		6920 Kingery Hwy	Inter Remodel	Binnys Bev Depot	\$ 2,146.25	C	\$ 168,845.00
20-011	01/09/20	01/10/20	07/10/21		5826 Bentley Ave	Drainage System		\$ 230.00	R	\$ 11,500.00
19-396	11/05/19	01/10/20	03/06/21		6141 Knoll Wood	Roof	The Knolls Condo	\$ 195.00	M	\$ 35,000.00
19-397	11/05/19	01/10/20	07/10/21		6143 Knoll Wood	Roof	The Knolls Condo	\$ 195.00	M	\$ 35,000.00
20-009	01/08/20	01/10/20	07/10/21		431 Creekside Ct	Roof		\$ 95.00	R	\$ 22,085.00
20-013	01/10/20	01/10/20	07/10/21		625 Juliet Road	Fence	Compass Arena	\$ 275.00	C	\$ 18,740.00
20-012	01/10/20	01/15/20	07/15/21		5160 Knollwood Rd #101	Windows		\$ 135.00	M	\$ 3,850.00
20-004	01/06/20	01/16/20	07/16/21		66 W. 63rd Street	Temp Sign	LA Fitness	\$ 265.00	C	
20-016	01/17/20	01/20/20	07/20/21		501 Lake Hinsdale #202	Bath/Kitchen remodel		\$ 470.00	M	\$ 52,500.00
20-015	01/16/20	01/22/20	07/22/21		755 Tanglewood Ave	Windows		\$ 135.00	R	\$ 3,346.00
19-438	12/23/19	01/23/20	07/23/21		7605 Quincy	Sign	Willowbrook Storage	\$ 960.00	C	\$ 10,000.00
20-019	01/22/20	01/24/20	07/24/21		7505 Sheridan #1-2B	Furnace/AC		\$ 235.00	M	\$ 11,515.01
20-022	01/27/20		06/30/01		38 W 63rd Street	Plan review		\$ 2,500.00	C	
20-021	01/24/20	01/24/20	07/24/21		6508 Rodgers Drive	Window		\$ 230.00	R	\$ 4,750.00
20-020	01/24/20	01/27/20	07/27/21		6443 Clarendon Hills Rd	Eiv Door restrictor	The Lawns Condo	\$ 475.00	M	\$ 1,850.00
20-023	01/27/20	01/27/20	07/27/21		328 Sheridan Dr # 1F	Electri		\$ 185.00	M	\$ 4,000.00
20-025	01/27/20	01/28/20	03/17/21		5925 Bentley Ave	Electri		\$ 205.00	R	\$ 1,570.00
19-182	12/20/19	01/29/20	07/29/21		7830 Kingery	New Comm. Building	Beyond Storage	\$ 128,949.31	C	\$ 8,000,000.00
20-028	01/29/20	01/29/20	07/29/21		50 W 63rd Street	Sign	Stretch Lab	\$ 565.56	C	\$ 1,200.00
20-029	01/29/20	01/30/20	07/30/21		6159 Brookside Ln #D	Kitchen		\$ 430.00	C	\$ 18,000.00
19-357	10/08/19		06/30/01			Cancelled				
20-030	01/29/20	01/31/20	07/31/21		40 Kyle Court	Kitchen remodel		\$ 430.00	M	\$ 34,000.00
			06/30/01							

EMPLOYEE NAME/ DEPARTMENT	Class C Public Water Supply Licensed Operator	CCL Expiration	Licensed Flagler	FEMA NIMS Training	Illinois Public Service Institute Certified	Blood Borne Pathogen Certified	Cyber Security Training	International Building Inspector Residential Code Council	Commercial Building Inspector International Code Council	International Electric Inspector/ Plans Examiner	Accessibility Inspector/ Plans Examiner	International Code Council Property Maintenance & Housing Inspector
Joseph Coons, Superintendent PW	7/1/2022	9/21/2022	2/14/2022	x	x	x	x					
AJ Passero, Foreman PW	N/A	2/16/2023	2/14/2022	x		x	x					
Brian Decker, Public Works	7/1/2021	9/3/2020	2/14/2022	x		x	x					
Patrick Kanavarskis, Public Works	N/A	5/17/2023	2/14/2022	x		x	x					
CJ Anderson, Public Works	N/A	5/10/2020	2/14/2022	x		x	x					
Roy Giuntoli, Building Official	N/A	11/20/2023		x		x	x	x	x	x	x	x