



AGENDA

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

DUE TO THE COVID 19 PANDEMIC, THE VILLAGE OFFICES WILL BE CLOSED AND THE VILLAGE WILL BE UTILIZING A CONFERENCE CALL FOR THIS MEETING.

THE PUBLIC CAN UTILIZE THE FOLLOWING CALL IN NUMBER:

Dial in Phone Number: 312-626-6799
Meeting ID: 914 2190 7740
Password: 909978

Written Public Comments Can Be Submitted By 5:15 pm on April 27, 2020 to mmertens@willowbrook.il.us

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - a) February 24, 2020 Meeting of the Municipal Services Committee
4. DISCUSS THE MAP OPTIONS FOR THE VILLAGE OF WILLOWBROOK CONCEPTUAL TAX INCREMENT FINANCING DISTRICT
5. DISCUSS THE 2020/2021 UNTREATED ROCK SALT PURCHASE
6. DISCUSS THE SPRING AND FALL BRUSH PROGRAM
7. SUPERINTENDENT OF PUBLIC WORKS UPDATE
 - a) MFT Program 2020
 - b) 3- and 4-Inch Water Meter Testing Program
 - c) Refuse Usage and Water Pumpage Reports
 - d) February & March 2020 Monthly Permit Activity Report
8. VISITOR'S BUSINESS

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

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



MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK 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

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, Director of Finance Carrie Dittman, Superintendent of Public Works Joe Coons, and George Guidarelli from Hygieneering.

3. APPROVAL OF MINUTES

After review of the draft minutes from the January 27, 2020 meeting of the Municipal Services Committee, Trustee Terrence Kelly made a motion to approve the minutes as presented. Trustee Sue Berglund seconded the Motion.

Motion Carried.

4. DISCUSSION – WATER MEETING TESTING PROPOSAL

Superintendent Coons discussed the testing of the large 3-inch and 4-inch commercial water meters. Currently these meters are tested every three years. Superintendent Coons advised that some of the high usage meters should probably be tested more frequently because of the amount of water used in these facilities. The Public Works Department solicited three companies for prices. HBK Water Meter Services has done this service for Willowbrook in the past and came in at the lowest price. Superintendent Coons advised that the Public Works Department has replacement meters in stock if meters are needed to be replaced.

The meter testing is done in place, so as not to disrupt the daily operation of the business. The testing is scheduled for this spring. Trustee Kelly asked about the frequency of the testing and if we test other meters in town. He also asked about the number of meters to be tested as there was a typo in the original paperwork. Trustee Kelly also asked about the overtime rate that was given by HBK to possibly test a meter after hours. After a brief discussion, all of Trustee Kelly's questions were answered. The Committee briefly discussed household meters and the need for a meter changeout program to be implemented in the future.

Staff recommends using HBK Water Meter Services to complete the meter testing as the most responsive and responsible bidder. Assistant Administrator Mertens recommended a contract for water meter testing services with HBK be presented for consideration at the next Village Board meeting.

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

Administrator Pabst reviewed the Special Service Area (SSA) option and reminded the committee that the SSA program would not work for this area. He went on to discuss the possibility of a Tax Increment Financing (TIF) District option. A previous concern was a penalty if the community did not have a property tax. Administrator Pabst confirmed with our Village Attorney that because the Village of Willowbrook has a minimal property tax, this penalty criteria would not apply to a TIF District created within the Village. Staff advised that we have added in a budget number for consulting services to investigate a TIF Feasibility and Redevelopment Plan for the industrial area in question. The TIF assessment, once approved, could take a minimum of three to four months to complete. The Village would focus on storm water, public improvements, environmental clean up and redevelopment. Administrator Pabst added that if the Village Board were to agree to investigate a TIF feasibility and Redevelopment plan, then the Village could also pass an inducement resolution so that we could pay ourselves back for the study from future TIF revenues. Assistant Administrator Mertens added that we would come up with a TIF map concept that could be presented for consideration future Municipal Services Committee.

6. DISCUSS VILLAGE OF WILLOWBROOK MONUMENT SIGN OPTIONS

Assistant Administrator Mertens mentioned that Village budgeted \$100,000 in our current year budget for the replacement of the two monument signs on Route 83. He advised that IDOT will not allow any type of message board or non-breakaway signs on their right-of-way. Assistant Administrator Mertens provided an option to put up new signs in the current locations with our updated logo. Trustee Oggerino was hoping to go with a little something nicer than just replacing the existing signs. A place holder number of \$35,000 was put in for the budget and left open for further discussion as to what direction the Village will go with this concept.

Administrator Pabst advised of an option for a message board type of sign that could be placed on private property that could paid for by a private marketing company. The drawback to this option is finding a visible private property location as well as the revolving advertisement on the sign. There is typically an 80 second revolving advertisement loop and the Village would only have a 10 second spot. Through an agreement with the sign company, the Village would have input with respect the type of advertisement that could be marketed on the sign. Additional information on this option was requested by the Committee for future consideration of this subject.

7. DISCUSS VILLAGE WATER RATE HISTORY

Assistant Administrator Mertens discussed a water rate history for the Village of Willowbrook as provided by Director of Finance Dittman. The last time the village did a water rate adjustment was in 2015. This year DuPage Water Commission, who we purchase our water from, is proposing raising water rates by 2.01%. The Committee discussed the water rates and questioned raising water rates to the consumer to recapture the increase handed down by the DuPage Water Commission at the very least. Assistant Administrator Mertens recommended that the Village consider a formal water rate study to determine current and future infrastructure replacement costs and staffing needs for the community as well as establishing a fair consumer water rate.

8. DISCUSS VILLAGE OF WILLOWBROOK WATER FUND AND WATER CAPITAL IMPROVEMENT FUND

Assistant Administrator Mertens and Finance Director Dittman explained how we have two different accounts, a water fund, and a capital improvement fund for water. Currently the water capital fund has \$785,000 and Superintendent Coons has put in a request for \$136,000 for the FY 2020/21 for distribution improvements. Going forward, a place holder of \$50,000 will be put in each FY for the budget. Finance Director Dittman noted that this is not a significant amount should the Village need to fund major projects in the future. Finance Director Dittman commented that a water rate study could help us to build funds for the capital account. The goal is to be proactive rather than reactive.

9. SUPERINTENDENT OF PUBLIC WORKS UPDATE

Superintendent Coons discussed the snow removal and salting program and the interaction with the with the new snow removal contractor and Village staff. He noted the Village staff and the Village contractor have been doing a good job.

A storm sewer issue was dealt with at Willow Pond Park. The Public Works staff rented a piece of equipment to clean out a drainpipe to keep the water moving. Public Works hired a contractor to do some ditching work and add some pipe at Midway Park to alleviate a standing water issue.

Superintendent Coons advised that his staff replaced some missing street signs at various locations. He advised the Committee of the types of licenses (i.e.) water license, CDL, etc. carried by his Public Works staff. Lastly, permit activity was typical for this time of year and the water usage was on pace with last years numbers.

10. VISITORS' BUSINESS

Visitors' business was discussed as part of item number five.

11. ADJOURNMENT

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

Motion Carried.

The meeting was adjourned at 6:27 PM.

MUNICIPAL SERVICES COMMITTEE MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSS THE MAP OPTIONS FOR THE VILLAGE OF WILLOWBROOK CONCEPTUAL TAX INCREMENT FINANCING DISTRICT

COMMITTEE REVIEW

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

Meeting Date: April 27, 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 and the February 24, 2020 Municipal Service Committees, staff highlighted the findings of the Executive Plaza Drainage Master Plan and reviewed the two feasible design options under consideration:

- 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 evaluate the use of a Special Service Area (SSA) option for a review a \$2.5 million project. 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 (TIF) District for the area as an alternate funding option for public improvements, environmental cleanup, and redevelopment costs.

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

The Village will be allocating funding in the FY2020/21 budget to determine the feasibility of the Tax Increment Financing District and the creation of the Redevelopment Plan. Staff is seeking direction on the proposed TIF District map prior to seeking authorization of the professional services agreement at the May 11, 2020 Village Board meeting. Three concepts are as follows:

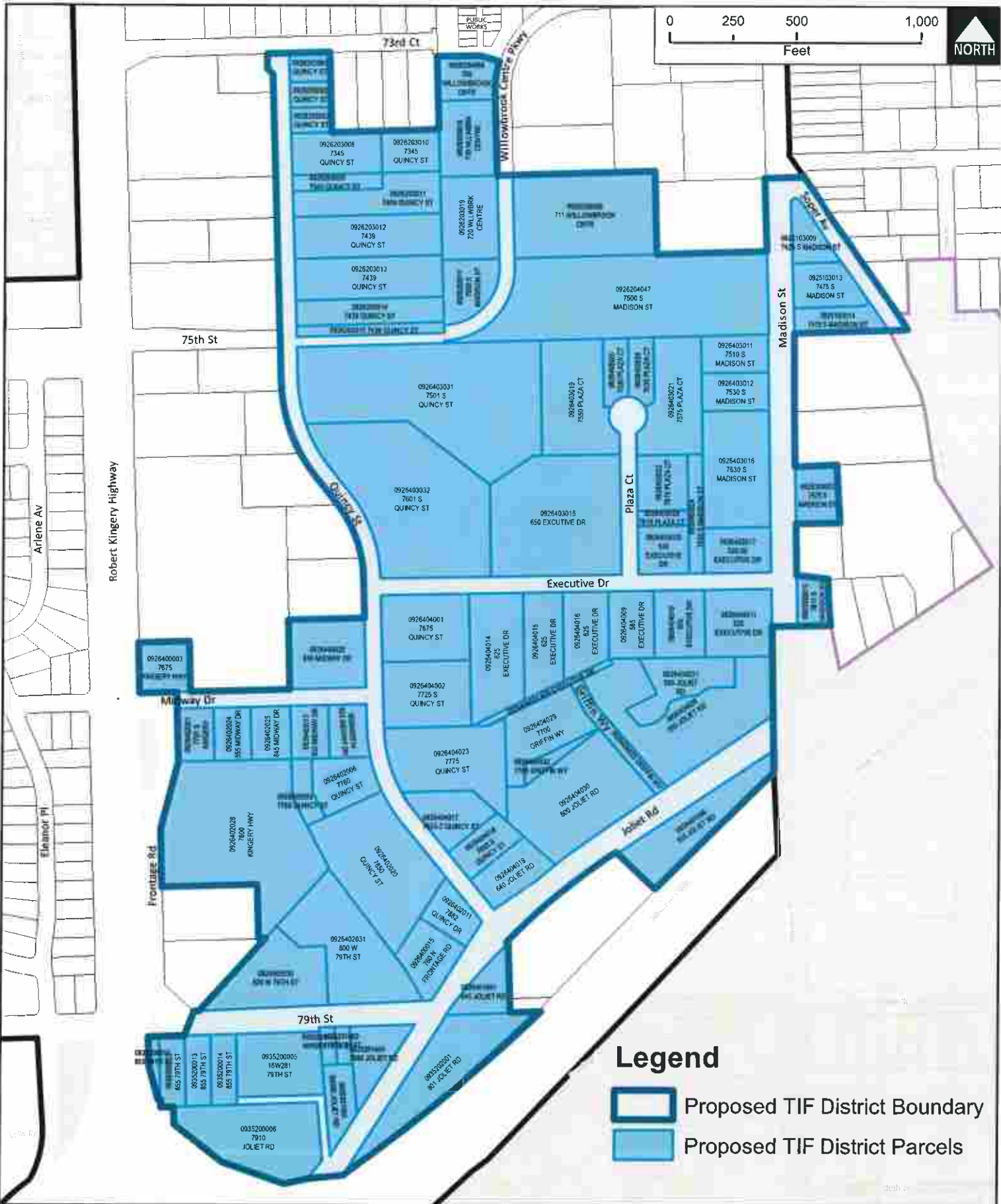
Exhibit 1 – Includes the Executive Plaza drainage area as well as environmental redevelopment areas on Midway and Quincy, and hospitality/business redevelopment opportunities along 79th Street & Frontage Road. (Compass & Beyond Self Storage were left out of the proposed district).

Exhibit 2 – Adds four (4) residential properties off 73rd Court for possible redevelopment opportunities along with the main Executive Plaza drainage area, as well as environmental redevelopment areas on Midway and Quincy, and hospitality/business redevelopment opportunities along 79th Street & Frontage Road. (Compass & Beyond Self Storage were left out of the proposed district).

Exhibit 3 – Adds thirteen (13) residential properties off 73rd Court for possible redevelopment opportunities along with the main Executive Plaza drainage area, as well as environmental redevelopment areas on Midway and Quincy, and hospitality/business redevelopment opportunities along 79th Street & Frontage Road. (Compass & Beyond Self Storage were left out of the proposed district). Note this proposed map would require a housing relocation study as part of the TIF Redevelopment Plan.

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

Path: U:\GIS_Mapping\WILLOWBROOK\Proposed TIF Map Alternative 1.mxd



CLIENT



**VILLAGE OF
WILLOWBROOK**

TITLE

**PROPOSED TIF DISTRICT
ALTERNATIVE 1**

PROJ. NO. 900144.00PPP

DATE: 04/20/2020

SHEET 1 OF 1

DRAWING NO.

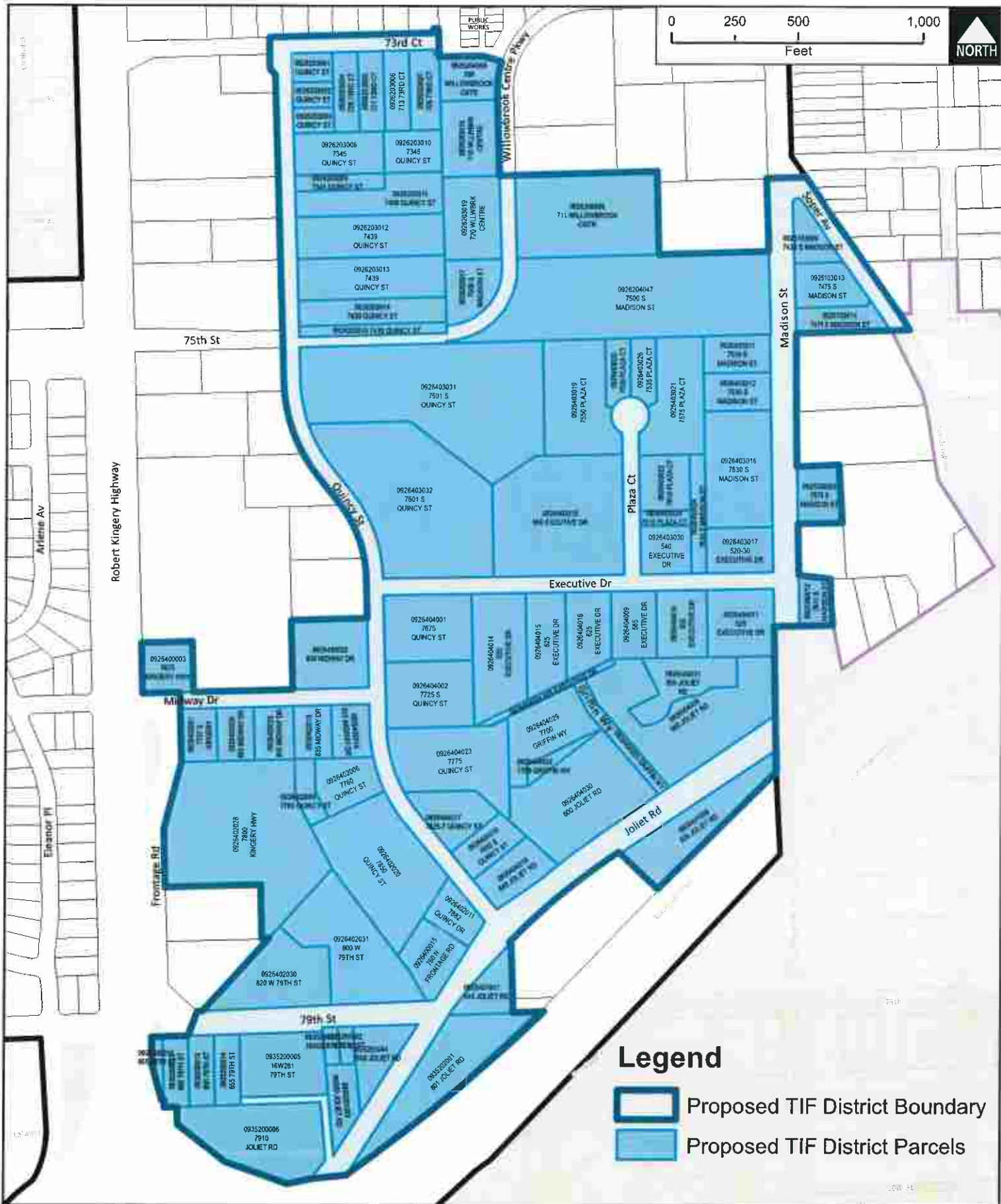
EXH 1



CHRISTOPHER B. BURKE ENGINEERING, LTD.
9575 W. Higgins Road, Suite 600 · Rosemont, Illinois 60018 · (847) 823-0500

DSGN.		SCALE:	1:6,000
DWN.	DRW	AUTHOR:	MHAYES
CHKD.		PLOT DATE:	4/22/2020
FILE:	Proposed TIF Map Alternative 1		

Galb LVGIS Mapping\WILLOWBROOK\Proposed TIF Map Alternative 2.mxd



CLIENT:



**VILLAGE OF
WILLOWBROOK**

TITLE:

**PROPOSED TIF DISTRICT
ALTERNATIVE 2**

PROJ. NO. 900144.00PPP

DATE: 04/20/2020

SHEET 1 OF 1

DRAWING NO.

EXH 2



CHRISTOPHER B. BURKE ENGINEERING, LTD.
9575 W. Higgins Road, Suite 600 • Rosemont, Illinois 60018 • (847) 823-0500

DSGN.		SCALE:	1:6,000
DWN.	DRW	AUTHOR:	MHAYES
CHKD.		PLOT DATE:	4/22/2020
FILE:	Proposed TIF Map Alternative 2		



DuPage County
Information Technology Department / GIS Division
421 N County Farm Rd.
Wheaton, IL 60187

Ph# 1 (630) 407-5000
Email gis@dupageco.org
DuPage Maps Portal:
<http://dupage.maps.arcgis.com/home>

This map is for assessment purposes only.
DuPage County Web Site:
www.dupageco.org



**MUNICIPAL SERVICES COMMITTEE MEETING
AGENDA ITEM SUMMARY SHEET**

**A RESOLUTION AUTHORIZING THE PURCHASE OF BULK
ROCK SALT FOR USE WITHIN THE VILLAGE OF
WILLOWBROOK FOR THE 2020/2021 WINTER SEASON**

COMMITTEE REVIEW

- ☐ Finance/Administration
☒ Municipal Services
☐ Public Safety

Meeting Date:

April 27, 2020

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

BACKGROUND

The County of DuPage solicited bids by their Central Management Services (CMS) for untreated rock salt. Compass Minerals was the low bid this again this year with a cost of \$81.13 per ton, down from \$82.96 per ton from last year. Group 2 municipalities has the option to make an independent determination on whether to enter into an agreement with the awarded vendor.

Below is a price list of four (4) vendors that we have received prices on this request.

Compass Minerals America Inc.	Detroit Salt Company	Morton Salt, Inc.	Cargill Inc.
\$81.13 / Ton	\$82.63 / Ton	\$88.87 / Ton	\$93.41 / Ton

REQUEST FOR FEEDBACK

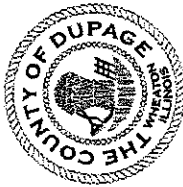
The Village currently has approximately 240 tons of untreated rock salt in our salt dome as of April 15, 2020. The salt program for the Village is targeted at 800 tons of untreated salt to be ordered for the year. The vendors will hold their bids for 90 days. The "Standard Buy" would be at the standard minimum purchase of 80% with the option to take up to 130% at the same price for deliveries after 12/1/2020.

The cost of the untreated rock salt is \$81.13 per ton, which would be \$51,923.20 for 640 tons (80% of the order), at 100% of the order (800 tons) the amount would be \$64,904.00. The amount budgeted for rock salt for 2020/21 is \$80,000.00.

The staff recommends the initial purchase of 640 tons (80% of the order) of the untreated rock salt for \$51,923.20, with the ability to purchase up to a maximum of 1,040 tons, should the season weather conditions dictate more material for public safety purposes. Staff is requesting that this item be considered by the Village Board on April 27, 2020 due to timing of Village meetings and the desire to place our order to ensure the Village will reserve the necessary salt quantities for winter 2020/2021.

STAFF RECOMMENDATION

Recommend Resolution to the April 27, 2020 Village Board for formal consideration.



THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
BULK ROCK SALT 20-035-DOT
BID TABULATION

No.	Item	Unit	Qty	COMPASS MINERALS AMERICA INC.			DETROIT SALT COMPANY			MORTON SALT, INC.			CARGILL INC		
				Price	Extended Price		Price	Extended Price		Price	Extended Price		Price	Extended Price	
1	Group 1 - DuPage County Standard Delivery	Ton	15,000	\$ 81.13	\$ 1,216,950.00		\$ 82.63	\$ 1,239,450.00		\$ 88.87	\$ 1,333,050.00		\$ 93.41	\$ 1,401,150.00	
2	Purchase for 130% -150% of Projected Usage	Ton	1	\$ 91.13			\$ 98.35			No Bid			\$ 113.41		
	GRAND TOTAL GROUP 1				\$ 1,216,950.00			\$ 1,239,450.00			\$ 1,333,050.00			\$ 1,401,150.00	
3	Group 2A - Townships/Municipalities Early Delivery	Ton	4,000	\$ 85.11	\$ 340,440.00		\$ 82.63	\$ 330,520.00		\$ 84.23	\$ 336,920.00		\$ 93.41	\$ 373,640.00	
4	Group 2B - Townships/Municipalities Standard Delivery	Ton	55,020	\$ 81.13	\$ 4,463,772.60		\$ 82.63	\$ 4,546,302.60		\$ 88.87	\$ 4,889,627.40		\$ 93.41	\$ 5,139,418.20	
5	Purchase for 130% -150% of Projected Usage	Ton	1	\$ 91.13			\$ 98.35			No Bid			\$ 113.41		
	GRAND TOTAL GROUP 2				\$ 4,804,212.60			\$ 4,876,822.60			\$ 5,226,547.40			\$ 5,513,058.20	

NOTES

1) For both Group 1 - DuPage County and Group 2 - Townships/Municipalities, the minimum contract commitment is eighty percent (80%) of the standard delivery quantity.

Invitations Sent	5
Potential Bidders Requesting Bid Documents	15
Total Bid Responses Received	4
Bid Opening Attended	DW, JM

Conforms with The American Institute of
Architects, A.I.A. Document No. A-310

9900 W 109th Street, Ste. 100 Overland Park, KS 66210

and the RLI Insurance Company

DuPage County Treasurer

in the sum of _____ Five Percent of Amount Bid

WHEREAS, the Principal has submitted a bid for

NOW, THEREFORE, if the Obligor shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligor in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligor the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligor may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Witness

Title

By

Linda C. Hupfel

Witness

1. *Journal of the American Medical Association*, 1997; 277: 1033-1038.

Abstract

State of Utah }
County of Salt Lake } ss:

On March 31, 2020, before me, a Notary Public in and for said County and State, residing therein, duly commissioned and sworn, personally appeared

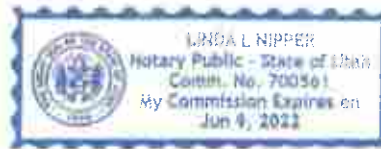
Tina Davis

known to me to be Attorney-in-Fact of RLI Insurance Company
the corporation described in and that executed the within and foregoing instrument, and known to me to be the person who executed the said instrument in behalf of the said corporation, and he duly acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year stated in this certificate above.

My Commission Expires June 9, 2022


Linda L. Nipper Notary Public



RESOLUTION NO. 20-R-
A RESOLUTION AUTHORIZING THE PURCHASE
OF BULK ROCK SALT FOR USE WITHIN
THE VILLAGE OF WILLOWBROOK FOR THE 2020/2021 WINTER SEASON

WHEREAS, in the opinion of a majority of the corporate authorities of the Village of Willowbrook (the "Village"), it is advisable, necessary, and in the public interest that the Village purchase Rock Salt ("Rock Salt") for roadway use during the upcoming 2020/2021 winter season; and

WHEREAS, the Village has requested proposals for quotes for Rock Salt for the 2020/2021 winter season; and

WHEREAS, of the proposals received and reviewed, the lowest proposal for the provision of Rock Salt for the 2020/2021 winter season is Compass Minerals of America, Inc. at a price of Eighty-One and 13/100ths Dollars (\$81.13) per ton; and

WHEREAS, it is estimated that the Village will require approximately Eight Hundred (800) tons of Rock Salt for the upcoming 2020-2021 winter season; and

WHEREAS, a majority of the corporate authorities find it in the Village's best interest to purchase Eight Hundred (800) tons of Rock Salt from Compass Minerals of America, Inc. at a cost of Eighty-One and 13/100ths Dollars (\$81.13) per ton, in the amount not to exceed Sixty-Four Thousand Nine Hundred Four and 00/100ths Dollars (\$64,904.00).

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

Section 1: The corporate authorities hereby incorporate the foregoing preamble clauses into this resolution.

Section 2: It is hereby determined that it is advisable, necessary and in the public interest that the Village purchase the Village's anticipated Rock Salt requirement for the

2020/2021 winter season from Compass Minerals of America, Inc. in the amount of Eight Hundred (800) tons of Rock Salt at the price of cost of Eighty-One and 13/100ths Dollars (\$81.13) per ton, in the amount not to exceed Sixty-Four Thousand Nine Hundred Four and 00/100ths Dollars (\$64,904.00).

Section 3: That the Village Administrator be and is hereby authorized and directed to execute all necessary purchase orders, invoices, forms, and other documents related to the purchase of the Rock Salt.

Section 4: That this resolution shall take effect upon its passage, approval and publication in accordance with law.

ADOPTED and APPROVED this 27th day of April, 2020.

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen, Village Clerk

**MUNICIPAL SERVICES COMMITTEE MEETING
AGENDA ITEM SUMMARY SHEET**

A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE AN AGREEMENT WITH D-RYAN TREE & LANDSCAPE SERVICE, LLC TO CONDUCT THE 2020 VILLAGE-WIDE SPRING AND FALL BRUSH COLLECTION PROGRAM

COMMITTEE REVIEW

- ☐ Finance/Administration
☒ Municipal Services
☐ Public Safety

Meeting Date:

April 27, 2020

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

BACKGROUND

This past Fall, the Village's tree contractor, D. Ryan Tree & Landscape, LLC, completed the Village-wide brush collection program. The program included curb-side collection of piled brush throughout town with the resulting chipped hauled away. The program is intended for regular annual tree maintenance purposes and not lot-clearing from construction activities. The program was completed on-time and without incident, and the Village also received several compliments from residents commenting on the good site clean-up practices of the contractor.

The Spring and Fall 2020 program will also consist of a curb-side chipping program. D. Ryan Tree & Landscape, LLC. has offered a proposal to complete the program at the same price as the 2019 program. Staff has attempted to solicit proposals from other local landscape maintenance contractors; however, they have been largely unresponsive, likely since in the past they have been unable to come in lower than D. Ryan's price.

REQUEST FOR FEEDBACK

The cost of the Spring and Fall brush collection program would be \$15,900 for each event. This includes two (2) chipping crews working 40 hours each to complete the collection. The F.Y. 2020/21 Budget includes the following funding to conduct both the Spring and Fall Brush Collection Programs:

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

Staff is requesting that this item be recommended for consideration by the Village Board on April 27, 2020 due to the timing of the Village meetings and communication time needed with the Village residents. If approved by the Village Board a post card mailer will be sent to all single-family properties along with notification on our Village website, Social Media, and Channel 6. The Spring brush collection program is proposed for the week of May 25 – May 29th, 2020 and the Fall program is planned for the week of September 21st – September 25th, 2020.

STAFF RECOMMENDATION

Recommend Resolution to the April 27, 2020 Village Board for formal consideration.

D. Ryan Tree & Landscape

Date: April 2, 2020

Bid Proposal for:
Village of Willowbrook
Willowbrook, Illinois 60527

Attn: AJ Passero
apassero@willowbrook.il.gov

* Spring brush collection May 25th - May 29th 2020

Total: \$15,600

Thank you for your consideration.

DaRin Ryan
630-800-8767

D. Ryan Tree & Landscape
17271 Route 23
DeKalb, IL 60115

D. Ryan Tree & Landscape

Date: April 2, 2020

Bid Proposal for:
Village of Willowbrook
Willowbrook, Illinois 60527

Attn: AJ Passero
apassero@willowbrook.il.gov

* Fall brush collection September 21st - September 25th 2020

Total: \$15,600

Thank you for your consideration.

DaRin Ryan
630-800-8767

D. Ryan Tree & Landscape
17271 Route 23
DeKalb, IL 60115

RESOLUTION NO. 20-R-_____

**A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO
EXECUTE AN AGREEMENT WITH D-RYAN TREE &
LANDSCAPE SERVICE, LLC TO CONDUCT THE 2020 VILLAGE-WIDE
SPRING AND FALL BRUSH COLLECTION PROGRAM**

WHEREAS, the Village of Willowbrook (“Village”) advertised for proposals for the “Spring and Fall 2020” Village-Wide Brush Collection Program; and

WHEREAS, the only proposal received by the Village was the proposal of D-Ryan Tree and Landscape Service, LLC of DeKalb, Illinois.

NOW THEREFORE BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Mayor and Village Clerk be and the same are hereby authorized and directed to execute the Agreement and attest to an Agreement with D-Ryan Tree & Landscape Service, LLC, at a cost of \$15,600.00 for the Spring brush pick-up and \$15,600.00 for the Fall brush pick-up, to complete the 2020 Spring and Fall Village-Wide Brush Collection Program in the Village of Willowbrook, at a total amount not to exceed of \$31,200.00 as set forth in the Agreement attached hereto as Exhibit “A”, which Agreement is hereby approved.

ADOPTED and APPROVED this 27th day of April, 2020.

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen, Village Clerk

EXHIBIT A

**AGREEMENT BY AND BETWEEN THE VILLAGE OF WILLOWBROOK
AND D-RYAN TREE & LANDSCAPE SERVICE, LLC
FOR THE VILLAGE OF WILLOWBROOK 2020 SPRING AND FALL
VILLAGE-WIDE BRUSH PICK-UP**

THIS AGREEMENT ENTERED INTO THIS 27th day of April, 2020 between D-Ryan Tree & Landscape Service, LLC, an Illinois limited liability corporation ("Contractor"), and the Village of Willowbrook, a municipal corporation of the State of Illinois ("Village"), and in consideration of the following and other valuable consideration the sufficiency of which is hereby acknowledged, the Village and Contractor agree as follows:

1. The Village of Willowbrook has found it to be in the best interests of the Village to contract for 2020 Spring and Fall Village-wide residential brush pick-up.
2. Contractor has submitted an acceptable proposal to the Village for 2020 Spring and Fall 2020 Village-wide residential brush pick-up. Such proposal, dated April 2, 2020, is expressly incorporated herein.
3. Contractor agrees to commence the Spring 2020 Village-wide residential brush pick-up from May 25, 2020 through May 29, 2020 and the Fall 2020 Village-wide residential brush pick-up from September 21, 2020 through September 25, 2020. Contractor shall complete all such work in a good and workmanlike manner. All residential brush shall be placed in the Village parkway commencing May 25, 2020 through May 29, 2020 for the Spring brush pick-up and September 21, 2020 through September 25, 2020 for the Fall brush pick-up. Brush shall be defined, for purposes of this Agreement, as braches and trimmings from bushes and trees. Brush shall be loosely placed on the parkway, no items shall exceed eight (8') feet in length and no item may exceed eight (8") inches in diameter. Logs, stumps, grass clippings, flowers, weeds, plants, leaves and lumber shall not be collected.
4. The Contractor certifies that the Contractor is not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1.

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

6. The Village of Willowbrook agrees to pay Contractor for the performance of the work completed in a good and workmanlike manner in an amount not to exceed Fifteen Thousand Six Hundred and 00/100 Dollars (\$15,600.00) for the Spring 2020 Village-wide brush pick-up and an amount not to exceed Fifteen Thousand Six Hundred and 00/100 Dollars (\$15,600.00) for the Fall 2020 Village-wide brush pick-up. Payment shall be in conformance with the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 et. seq.).

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

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

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

B. That, if he or she hires additional employees in order to perform this Agreement or any portion of this Agreement, he or she will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the areas from which he or she

may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.

C. That, in all solicitations or advertisements for employees placed by him or her or on his or her behalf, he or she will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service.

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

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

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

G. That he or she will include verbatim or by reference the provisions of this clause in every subcontract that may be awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same

manner as with other provisions of this Agreement, the Contractor will be liable for compliance with applicable provisions of this clause by subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

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

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

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

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

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

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

13. Insurance requirements shall be as follows:

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

B. Coverage shall be at least as broad as:

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

C. Contractor shall maintain limits no less than:

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

D. The policies are to contain, or be endorsed to contain the following provisions:

- (1) Commercial General Liability and Automobile Liability Coverages:
 - (a) The Village, its officials and employees are to be covered as additional insureds as respects liability arising out of activities performed by or on

behalf of the Contractor, as well as materials, and equipment procured, owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limits on the scope of the protection afforded to the Village and its officials.

- (b) The Contractor's insurance coverage shall be primary insurance as respects the Village, its officials and employees. Any insurance or self-insurance maintained by the Village, its officials or employees shall be excess of Contractor's insurance and shall not contribute with it.
- (c) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officials or employees.
- (d) Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(2) Worker's Compensation and Employers' Liability Coverage:

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

(3) All Coverages:

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

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

performance of this Agreement including but not limited to all laws and ordinances related to the proper disposal of all brush picked-up.

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

Additionally, the Contractor certifies that no officer or employee of the Village of Willowbrook has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the Contractor in violation of Title 1, Chapter 12 of the Village Code of Ordinances of the Village of Willowbrook, adopted by the Village pursuant to the requirements of Article 10 of the State Officials and Employees Ethics Act.

Contractor further certifies that the Contractor has not given to any officer or employee of the Village of Willowbrook any gratuity, discount entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the Contractor in violation of Chapter 12 of the Village Code of Ordinances of the Village of Willowbrook adopted by the Village pursuant to the requirements of Article 10 of the State Officials and Employees Ethics Act.

16. In the event that Contractor shall fail to perform such work within a reasonable time after being assigned such work or shall fail to complete such work in a good and workmanlike

manner, the Village of Willowbrook may terminate this Agreement by written notice to Contractor, effective immediately upon mailing.

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

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

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

19. Time is of the essence of this Agreement.

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

Contractor:

D-RYAN TREE & LANDSCAPE SERVICE, LLC

By: _____
Darin Ryan, its duly authorized agent

VILLAGE OF WILLOWBROOK

By: _____
Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen, Village Clerk

MUNICIPAL SERVICES COMMITTEE MEETING
AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSS the 2020 Motor Fuel Tax (MFT) Roadway Maintenance Program

COMMITTEE REVIEW

- ☐ Finance/Administration
☒ Municipal Services
☐ Public Safety

Meeting Date:

April 27, 2020

- | | |
|---|---|
| <input checked="" type="checkbox"/> Discussion Only | <input type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date) |
| <input 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 |

BACKGROUND

On April 27, 2020, the Village Board will be considering approval of the 2020/21 fiscal budget. The Motor Fuel Tax (MFT) Roadway Maintenance Program has a budgeted amount \$300,000 for street improvements and \$25,000 for engineering. This year's program is proposed to consist of the following items:

- Milled and resurfacing of Quincy Street from 75th Street to 73rd Street
- Milled and resurfacing of 71st Street west of Madison
- Milled and resurfacing of Monroe Street south of 71st Street
- Patching of various locations to be assigned by Public Works Staff
- Restriping of Clarendon Hills Road from 75th o 79th Streets and 72nd Court

The Village Hall parking lot will be milled and resurfaced with the adjacent sidewalk removed and replaced. This will be bid through the MFT program but paid by a separate \$60,000 budgeted line item.

REQUEST FOR FEEDBACK

The proposed construction scheduled is as follows:

- Draft bid and supporting documents ready to submit to IDOT for review by May 4, 2020.
- IDOT review and engineering resubmittal by June 1, 2020.
- Project out to bid in June 2020.
- Award Contract July 13, 2020.
- 10 days to two weeks for contracts to be signed and approved by IDOT and the notice to proceed is issued to the Contractor.
- Six-week construction schedule for this scope of work.
- Anticipated completion by September 15, 2020.

Note the schedule may be delayed due to the COVID-19 stay at home order and project backlogs by contractors and IDOT.

STAFF RECOMMENDATION

Proceed with bidding process for a summer 2020 construction season project.



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

**MONTHLY REPORT
MUNICIPAL SERVICES DEPARTMENT
February, 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:

Build out	1
Cables	2
Direct. Bore	1
Elevator	1
Elev.update	1
Gasline Stove	1
Inter.Rem Com	3
Inter. Rem Res	2
NSFR	1
Roofs	2
Re-occupancy	1
Signs	1
Water Heater	1
Windows/Doors	7

TOTALS 25

Plan Review Deposit Fee 1

Permit Revenue for February 2020 \$ 29,951.37

Total Revenue Collected for Fiscal YTD \$ 434,951.37

Total Budgeted Revenue for Fiscal Year 2019/20 \$ 280,000.00

**Total Percentage of Budgeted Revenue
Collected to Date** 155.34%

Certificate of Occupancy, Final 0

Certificate of Occupancy, Temporary 1

Respectfully submitted,

Michaël 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	\$ 29,837.34	\$ 231,001.39
MARCH		\$ 18,463.50
APRIL		\$ 33,910.23
COLLECTED REVENUE	\$ 434,951.37	\$ 722,896.95
BUDGETED REVENUE	\$ 280,000.00	\$ 255,000.00
REVENUES COLLECTED- (OVER)/UNDER BUDGET	\$ (154,951.37)	\$ (467,896.95)
PERCENTAGE OF BUDGETED REVENUE COLLECTED	155.34%	283.49%

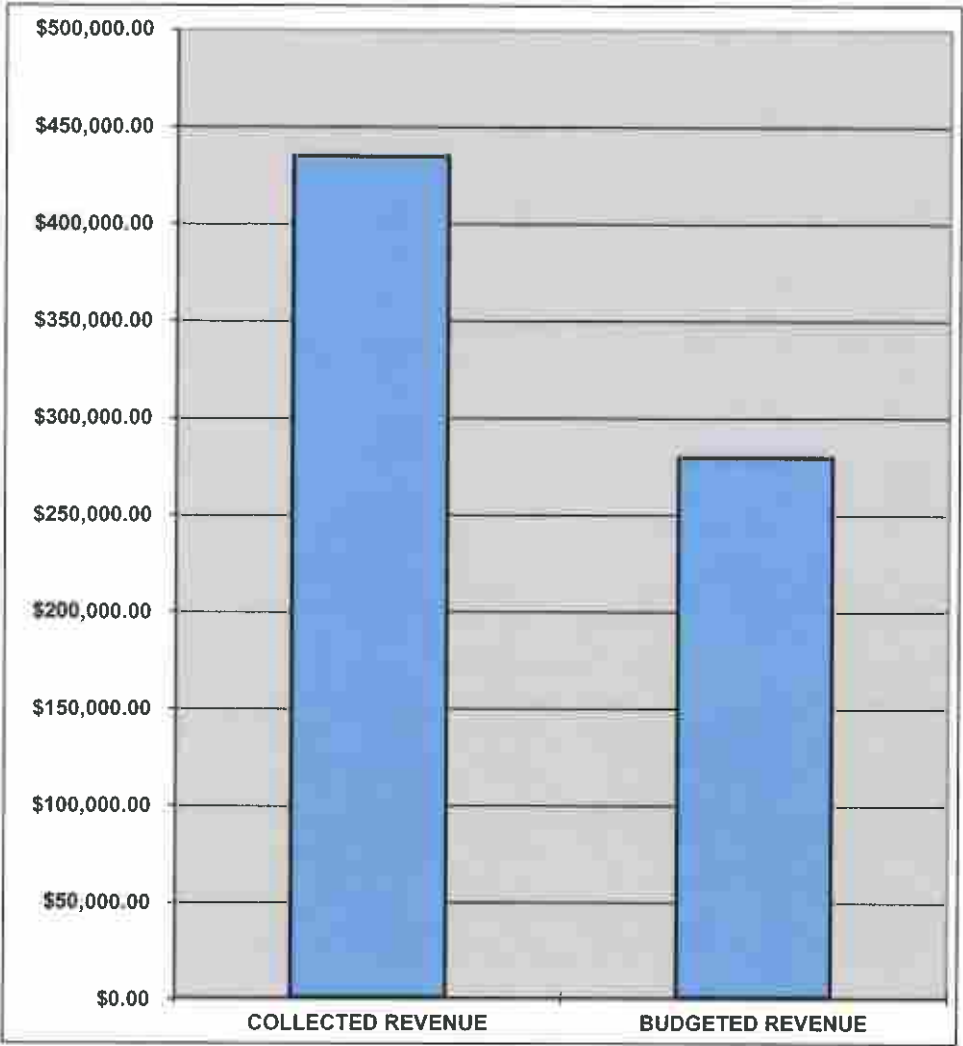
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

	Fiscal Year 18/19	Fiscal Year 17-18
COLLECTED REVENUE	\$ 434,951.37	\$ 626,933.53
BUDGETED REVENUE	\$ 280,000.00	\$ 255,000.00

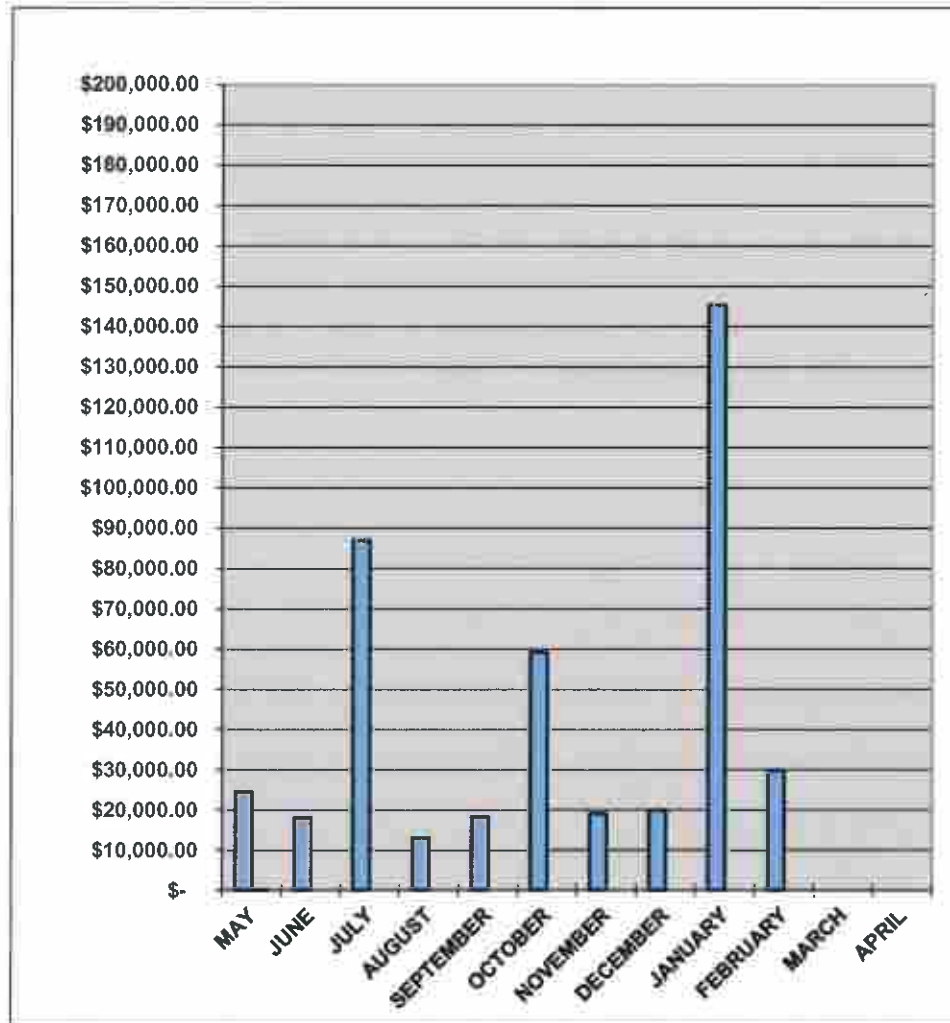
MUNICIPAL SERVICES DEPARTMENT

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 02/01/2020 TO 02/29/2020

Page: 1/1

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 01 GENERAL FUND							
02/01/2020			01-00-310-401 BUILDING PERMITS		BEG. BALANCE		(406,355.69)
02/03/2020	CR	RCPT	Building Dept. Invoice 02/03/2020			2,820.00	(409,175.69)
02/03/2020	CR	RCPT	Building Dept. Invoice 02/03/2020			335.00	(409,510.69)
02/04/2020	CR	RCPT	Building Dept. Invoice 02/04/2020			160.00	(409,670.69)
02/05/2020	CR	RCPT	Building Dept. Invoice 02/05/2020			9,519.08	(419,189.77)
02/06/2020	CR	RCPT	Building Dept. Invoice 02/06/2020			160.00	(419,349.77)
02/06/2020	CR	RCPT	Building Dept. Invoice 02/06/2020			95.00	(419,444.77)
02/11/2020	CR	RCPT	Building Dept. Invoice 02/11/2020			100.00	(419,544.77)
02/13/2020	CR	RCPT	Building Dept. Invoice 02/13/2020			2,023.02	(421,567.79)
02/14/2020	CR	RCPT	Building Dept. Invoice 02/14/2020			439.45	(422,007.24)
02/18/2020	CR	RCPT	Building Dept. Invoice 02/18/2020			450.00	(422,457.24)
02/19/2020	CR	RCPT	Building Dept. Invoice 02/19/2020			2,450.00	(424,907.24)
02/20/2020	CR	RCPT	Building Dept. Invoice 02/20/2020			2,679.13	(427,586.37)
02/21/2020	CR	RCPT	Building Dept. Invoice 02/21/2020			135.00	(427,721.37)
02/21/2020	CR	RCPT	Building Dept. Invoice 02/21/2020			660.00	(428,381.37)
02/24/2020	CR	RCPT	Building Dept. Invoice 02/24/2020			40.00	(428,421.37)
02/24/2020	CR	RCPT	Building Dept. Invoice 02/24/2020			1,198.50	(429,619.87)
02/26/2020	CR	RCPT	Building Dept. Invoice 02/26/2020			840.00	(430,459.87)
02/27/2020	CR	RCPT	Building Dept. Invoice 02/27/2020			470.00	(430,929.87)
02/28/2020	CR	RCPT	Building Dept. Invoice 02/28/2020			5,263.00	(436,192.87)
02/29/2020			01-00-310-401	END BALANCE	0.00	29,837.18	(436,192.87)

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DB: Willowbrook

GL ACTIVITY REPORT FOR WILLOWBROOK
FROM 01-00-310-402 TO 01-00-310-402
TRANSACTIONS FROM 02/01/2020 TO 02/29/2020

Page: 1/1

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 01 GENERAL FUND							
02/01/2020			01-00-310-402 SIGN PERMITS		BEG. BALANCE		(10,706.45)
02/21/2020	CR	RCPT	Building Dept. Invoice 02/21/2020			157.16	(10,863.61)
02/29/2020			01-00-310-402	END BALANCE	0.00	157.16	(10,863.61)

Permit	Date Issued:	Date Released:	Date Permit Expires:	Name:	Address:	Permit Purpose:	Business Name:	Fee:	RES / COMM.	Valuation:
20-024	02/01/20	02/03/20	06/30/21		6300 Hinsdale #102	Plan Review	Westside Child Therapy	\$ 2,500.00	C	
20-031	01/30/20	02/03/20	08/03/21		6333 Clarendon Hills #14	Windows		\$ 135.00	R	\$ 7,158.00
20-032	01/30/20	02/03/20	08/03/21		219 Brookside Lane #C	Gas line		\$ 185.00	M	
20-034	01/31/20	02/03/20	08/03/21		876 76th Street	Remodel	Stretch Zone	\$ 300.00	C	\$ 10,000.00
20-026	01/28/20	02/04/20	08/04/21		6608 Rodgers Dr	Windows		\$ 160.00	R	\$ 25,850.00
19-415	01/24/20	02/05/20	08/05/21		322 Arabian Circle	NSFR	Carrington Club	\$10,729.51	R	\$ 654,972.00
20-027	01/28/20	02/05/20	08/05/21		6432 Western Ave	Windows		\$160.00	R	\$24,580.00
20-036	02/05/20	02/06/20	08/06/21		20-040	Roof		\$95.00	R	
20-033	01/30/20	02/11/20	08/11/21		338 Waterford	Water Heater		\$100.00	R	\$2,250.00
19-439	02/12/20	02/23/20	03/06/21		98 W 63rd St	Build-Out		\$ 1,023.02	C	
20-038	02-13/20	02/13/20	08/13/21		7000 Monroe St	Re-Roof	Eva's Place	\$295.00	C	\$ 259,442.00
20-005	02/14/20	02/14/20	08/14/21		50 63rd Street	Inter. Remodel	Midtronics	\$ 439.45	C	\$ 50,000.00
20-017	01/20/20	02/18/20	08/18/21		601 Lake Hinsdale #308	Fire Door	Stretchlab	\$ 100.00	M	
20-018	01/20/20	02/18/20	08/18/21		601 Lake Hinsdale #204	Fire Door		\$ 100.00	M	
20-040	02/14/20	02/19/20	08/19/21		7654 Plaza Court	Re-Occupancy	Donnelly Transportation	\$ 250.00	C	
20-043	02/19/20	02/19/20	08/19/21		7605 Quincy	Elevators	ROC WB Storage	\$ 2,200.00	C	\$ 156,122.00
20-039	02/03/20	02/20/20	08/20/21		7800 Kingery	Inter. Remodel	Delta Hotel (formaly WB Inn)	\$ 2,679.13	C	\$ 8,000.00
20-014	01/14/20	02/21/20	08/21/21		101 Lake Hinsdale #106	Windows		\$ 135.00	M	\$ 3,000.00
20-041	02/14/20	02/21/20	08/21/21		715 Plainfield Road	Sign	TCF Bank	\$ 682.16	C	\$ 5,500.00
20-045	02/21/20	08/21/21			6137 Willowood Lane	Door		\$ 135.00	R	\$ 5,660.00
20-002	01/06/20	02/25/20	08/25/21		301 Lake Hinsdale #302	Kitchen Remodel		\$ 1,198.50	M	\$ 31,000.00
20-047	02/25/20	02/25/20	08/25/21		7605 Quincy	Comcast Cables	ESPO	NC	C	
20-048	02/25/20	02/25/20	03/17/21		830 Midway	Comcast Cables	ESPO	NC	C	
20-046	02/25/20	02/26/20	08/26/21		601 Lake Hinsdale	Elevators Modernation	Lake Hinsdale Village Condo	\$ 870.00	M	\$ 164,000.00
20-035	01/31/20	02/28/20	08/28/21		7910 Clarendon Hill ROW	Directional Bore	Ledoor Mang Tech	\$ 5,263.00	C	
20-052	02/26/20	02/28/20	08/28/21		77 Lake Hinsdale Dr # 309	Bathroom Remodel		\$ 470.00	M	\$ 35,000.00
			06/30/01							



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

**MONTHLY REPORT
MUNICIPAL SERVICES DEPARTMENT
March, 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:

Concrete	1
Electric	2
Inter.Rem Com	1
Inter. Rem Res	3
Inter Demo Com	1
NSFR	2
Roofs	4
Signs	2
Soil Testing	1
Temp. tent	1
Windows/Doors	4

TOTALS 22

Plan Review Deposit Fee 0

Permit Revenue for March 2020 \$ 29,705.09

Total Revenue Collected for Fiscal YTD \$ 464,656.46

Total Budgeted Revenue for Fiscal Year 2019/20 \$ 280,000.00

**Total Percentage of Budgeted Revenue
Collected to Date** 165.95%

Certificate of Occupancy, Final 1

Certificate of Occupancy, Temporary 1

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	\$ 29,837.34	\$ 231,001.39
MARCH	\$ 29,705.09	\$ 18,463.50
APRIL		\$ 33,910.23
COLLECTED REVENUE	\$ 464,656.46	\$ 722,896.95
BUDGETED REVENUE	\$ 280,000.00	\$ 255,000.00
REVENUES COLLECTED- (OVER)/UNDER BUDGET	\$ (184,656.46)	\$ (467,896.95)
PERCENTAGE OF BUDGETED REVENUE COLLECTED	165.95%	283.49%

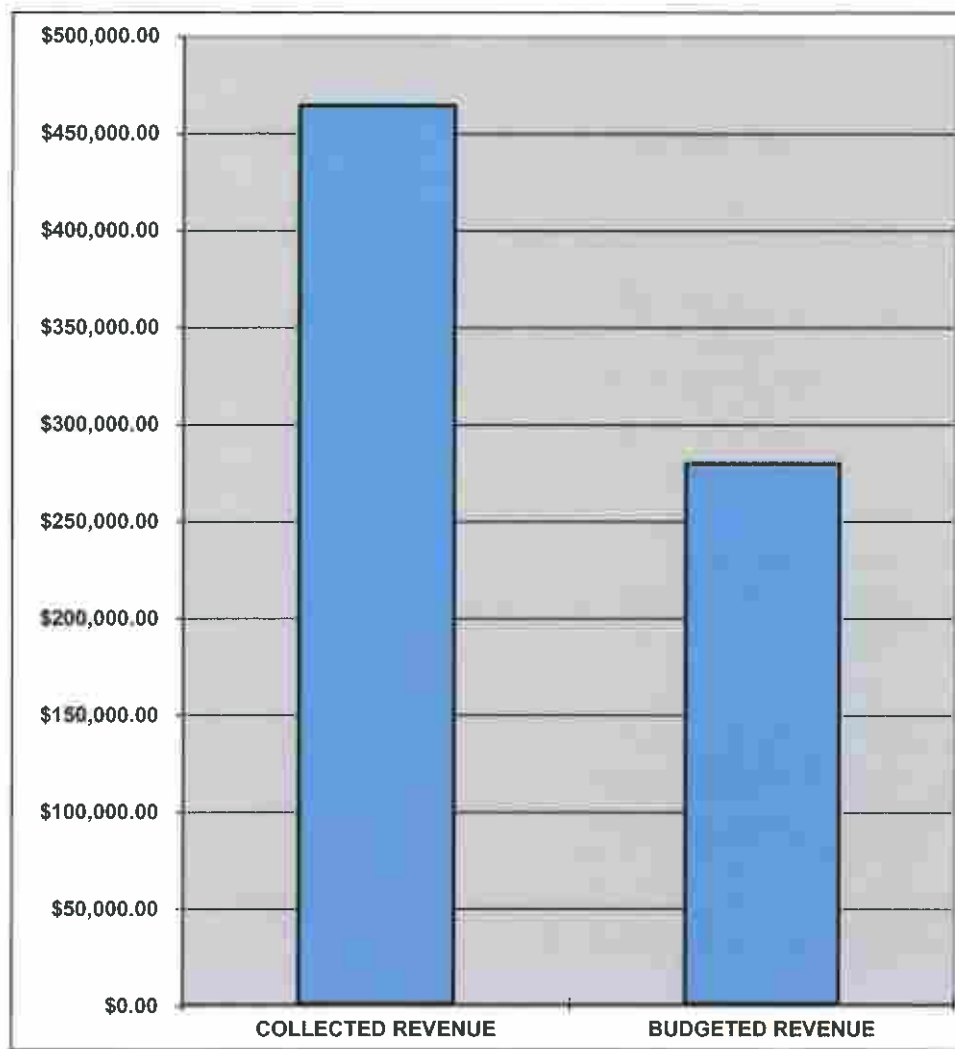
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

	Fiscal Year 18/19	Fiscal Year 17-18
COLLECTED REVENUE	\$ 464,656.46	\$ 626,933.53
BUDGETED REVENUE	\$ 280,000.00	\$ 255,000.00

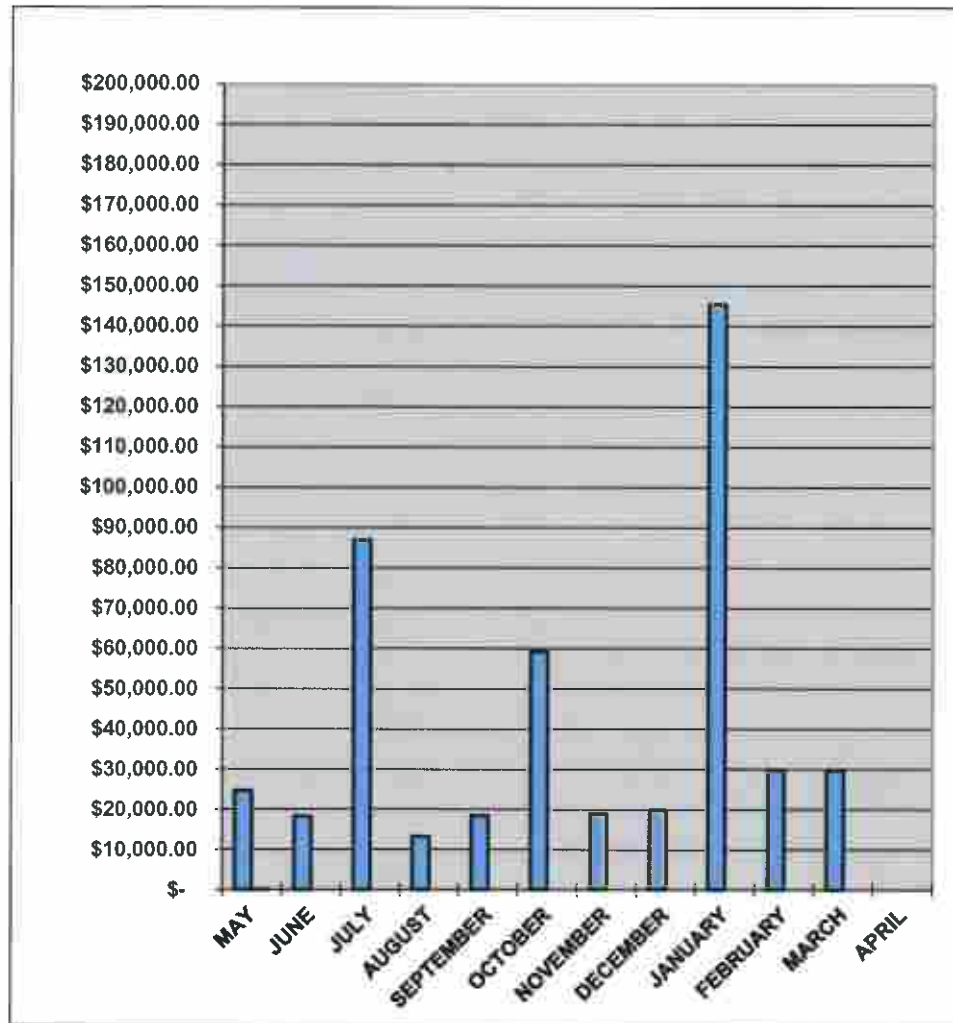
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



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GL ACTIVITY REPORT FOR WILLOWBROOK

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TRANSACTIONS FROM 03/01/2020 TO 03/31/2020

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 01 GENERAL FUND							
03/01/2020			01-00-310-401 BUILDING PERMITS				
				BEG. BALANCE			(436,487.87)
03/04/2020	CR	RCPT	SUMMARY CR POSTING: 03/04/2020 BDINV			315.00	(436,802.87)
03/04/2020	CR	RCPT	SUMMARY CR: 03/04/2020 BDINV (CC)			380.00	(437,182.87)
03/05/2020	CR	RCPT	SUMMARY CR POSTING: 03/05/2020 BDINV			9,711.57	(446,894.44)
03/05/2020	CR	RCPT	SUMMARY CR: 03/05/2020 BDINV (CC)			850.00	(447,744.44)
03/10/2020	CR	RCPT	SUMMARY CR POSTING: 03/10/2020 BDINV			95.00	(447,839.44)
03/11/2020	CR	RCPT	SUMMARY CR POSTING: 03/11/2020 BDINV			10,091.97	(457,931.41)
03/11/2020	CR	RCPT	SUMMARY CR: 03/11/2020 BDINV (CC)			95.00	(458,026.41)
03/12/2020	CR	RCPT	SUMMARY CR: 03/12/2020 BDINV (CC)			200.00	(458,226.41)
03/13/2020	CR	RCPT	SUMMARY CR POSTING: 03/13/2020 BDINV			300.00	(458,526.41)
03/13/2020	CR	RCPT	SUMMARY CR: 03/13/2020 BDINV (CC)			135.00	(458,661.41)
03/13/2020	CR	RCPT	SUMMARY CR: 03/13/2020 BDINV (DC)			60.00	(458,721.41)
03/16/2020	CR	RCPT	SUMMARY CR POSTING: 03/16/2020 BDINV			1,000.00	(459,721.41)
03/17/2020	BD	TRX	SUMMARY BD 03/17/2020			2,856.43	(462,577.84)
03/18/2020	BD	TRX	SUMMARY BD 03/18/2020			470.00	(463,047.84)
03/18/2020	BD	TRX	SUMMARY BD 03/18/2020			720.00	(463,767.84)
03/18/2020	BD	TRX	SUMMARY BD 03/18/2020			230.00	(463,997.84)
03/23/2020	BD	TRX	SUMMARY BD 03/23/2020			135.00	(464,132.84)
03/24/2020	BD	TRX	SUMMARY BD 03/24/2020			95.00	(464,227.84)
03/25/2020	CR	RCPT	SUMMARY CR POSTING: 03/25/2020 BDINV			505.00	(464,732.84)
03/30/2020	CR	RCPT	SUMMARY CR POSTING: 03/30/2020 BDINV			575.00	(465,307.84)
03/31/2020			01-00-310-401	END BALANCE	0.00	28,819.97	(465,307.84)

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GL ACTIVITY REPORT FOR WILLOWBROOK

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TRANSACTIONS FROM 03/01/2020 TO 03/31/2020

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 01 GENERAL FUND							
03/01/2020			01-00-310-402 SIGN PERMITS		BEG. BALANCE		(10,863.61)
03/13/2020	CR	RCPT	SUMMARY CR POSTING: 03/13/2020 BDINV			445.00	(11,308.61)
03/25/2020	CR	RCPT	SUMMARY CR POSTING: 03/25/2020 BDINV			440.12	(11,748.73)
03/31/2020			01-00-310-402	END BALANCE	0.00	885.12	(11,748.73)

Permit	Date Issued:	Date Released:	Date Permit Expires:	Name:	Address:	Permit Purpose:	Business Name:	Fee:	RES / COMM:	Valuation:
20-049	02/26/20	03/04/20	09/02/21		7619 Arlene Ave	Door		\$ 135.00	R	\$ 2,430.00
20-053	02/28/20	03/04/20	09/02/21		329 Somerset Road	Windows		\$ 180.00	R	\$ 11,848.00
20-055	03/04/20	03/04/20	09/02/21		301 Lake Hinsdale #306	Inter Remodel		\$ 380.00	M	\$ 40,020.00
20-056	03/05/20	03/05/20	09/03/21		7775 Quincy	Inter Demo	Sterigenics	\$ 850.00	C	
19-393	02/28/20	03/05/20	09/03/21		315 Arabian Circle	NSF	Pulte Homes	\$ 10,922.00	R	\$ 868,022.00
19-392	03/02/20	03/06/20	09/04/21		310 Arabian Circle	NSF	Pulte Homes	\$10,892.40	R	\$ 860,164.00
20-057	03/05/20	03/10/20	09/08/21		520 Ridgemoor Dr	Roof		\$95.00	R	\$22,073.00
20-060	03/12/20	03/12/20	09/10/21		7775 Quincy	Soil/Water Testing	Sterigenics	\$410.00	C	
20-062	03/11/20	03/11/20	09/09/21		448 Woodgate Ct	Roof		\$95.00	R	\$ 22,208.00
20-061	03/11/20	03/13/20	09/09/21		6351 Breton Lakes St	Window/Door		\$ 135.00	R	\$ 13,430.00
20-050	02/26/20	03/13/20	09/11/21		735 Plainfield Road	Temp Tent	Clover Garden Center	\$ 300.00	C	
20-051	02/26/20	03/13/20	09/11/21		735 Plainfield Road	Temp Sign	Clover Garden Center	\$ 445.00	C	
20-024	03/17/20	03/17/20	09/15/21		6300 Kingery # 102	Inter Remodel	Westside Child. Therapy	\$ 2,856.43	C	\$ 350,000.00
20-064	03/18/20	03/18/20	09/16/21		344 Sheridan Drive	Inter Remodel		\$ 470.00	M	\$ 5,000.00
20-065	03/18/20	03/18/20	09/16/21		201 Lake Hinsdale # 206	Bathroom Remodel		\$ 720.00	M	\$ 25,000.00
20-066	03/18/20	03/18/20	09/16/21		114 79th Street	Elec		\$ 230.00	R	\$ 800.00
20-058	03/10/20	03/23/20	09/21/21		601 Lake Hinsdale # 107	Doors		\$ 135.00	M	\$ 9,980.00
20-067	03/23/20	03/25/20	09/23/21		7748 Blackberry	Roof		\$ 95.00	R	\$ 10,724.00
20-054	02/28/20	03/25/20	09/23/21		876 75th Street	Sign		\$ 715.12	C	\$ 3,288.00
20-068	03/25/20	03/25/20	09/23/21		7811 Blackberry Lane	Patio		\$ 230.00	R	
20-063	03/13/20	03/27/20	09/25/21		101 Lake Hinsdale Dr	Roof	Lake Hinsdale Condo	\$ 295.00	M	\$ 38,900.00
20-069	03/26/20	03/30/20	09/28/21		5823 Clarendon Hills Rd	Elec/doors		\$ 280.00	R	\$ 5,000.00
			06/30/01							

MARCH 2020

Village of Willowbrook

MONTHLY DATA REPORT

	Tons Collected by Month			Recycling Detail	
	Refuse	Recyclables	Yard Waste	Paper Fiber	Commingled Containers
January-20	105.86	44.79		31.18	13.61
February-20	71.69	37.36		26.01	11.35
March-20	77.30	36.25		25.23	11.02
April-20				0.00	0.00
May-20				0.00	0.00
June-20				0.00	0.00
July-20				0.00	0.00
August-20				0.00	0.00
September-20				0.00	0.00
October-20				0.00	0.00
November-20				0.00	0.00
December-20				0.00	0.00
Totals	254.85	118.40	0.00	82.42	35.98
Monthly Average	84.95	39.47	#DIV/0!	6.87	3.00
Weekly Average	19.60	9.11	#DIV/0!	1.58	0.69



Month	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
May	30,860,000	29,547,000	29,213,000	31,048,000	28,681,000	32,538,000	26,828,000
June	31,512,000	32,193,000	29,447,000	34,451,000	33,573,000	37,621,000	28,968,000
July	39,106,000	33,122,000	32,813,000	34,898,000	34,333,000	36,319,000	34,699,000
August	41,448,000	32,796,000	36,985,000	32,739,000	33,061,000	34,685,000	34,602,000
September	35,737,000	31,869,000	32,623,000	30,853,000	33,220,000	30,268,000	27,999,000
October	29,226,000	28,728,000	30,690,000	27,589,000	27,807,000	28,071,000	26,404,000
November	28,446,000	25,364,000	26,585,000	25,929,000	25,066,000	25,580,000	24,820,000
December	29,847,000	26,710,000	27,194,000	26,581,000	26,480,000	26,088,000	24,643,000
January	31,265,000	28,505,000	27,915,000	26,165,000	26,040,000	28,169,000	26,108,000
February	29,230,000	25,484,000	26,048,000	22,962,000	22,950,000	23,791,000	24,453,000
March	29,917,000	28,779,000	26,552,000	25,855,000	25,388,000	26,502,000	26,164,000
April	28,101,000	25,255,000	26,791,000	24,720,000	24,583,000	26,615,000	
TOTAL	384,695,000	348,352,000	352,856,000	343,790,000	341,182,000	356,247,000	305,688,000

YEAR TO DATE LAST YEAR (gallons):

356,247,000

YEAR TO DATE THIS YEAR (gallons):

305,688,000

DIFFERENCE (gallons):

0

-50,559,000

PERCENTAGE DIFFERENCE (+/-):

-14.19%

FY19/20 PUMPAGE PROJECTION (gallons):

350,000,000

FY 19/20 GALLONS PUMPED TO DATE:

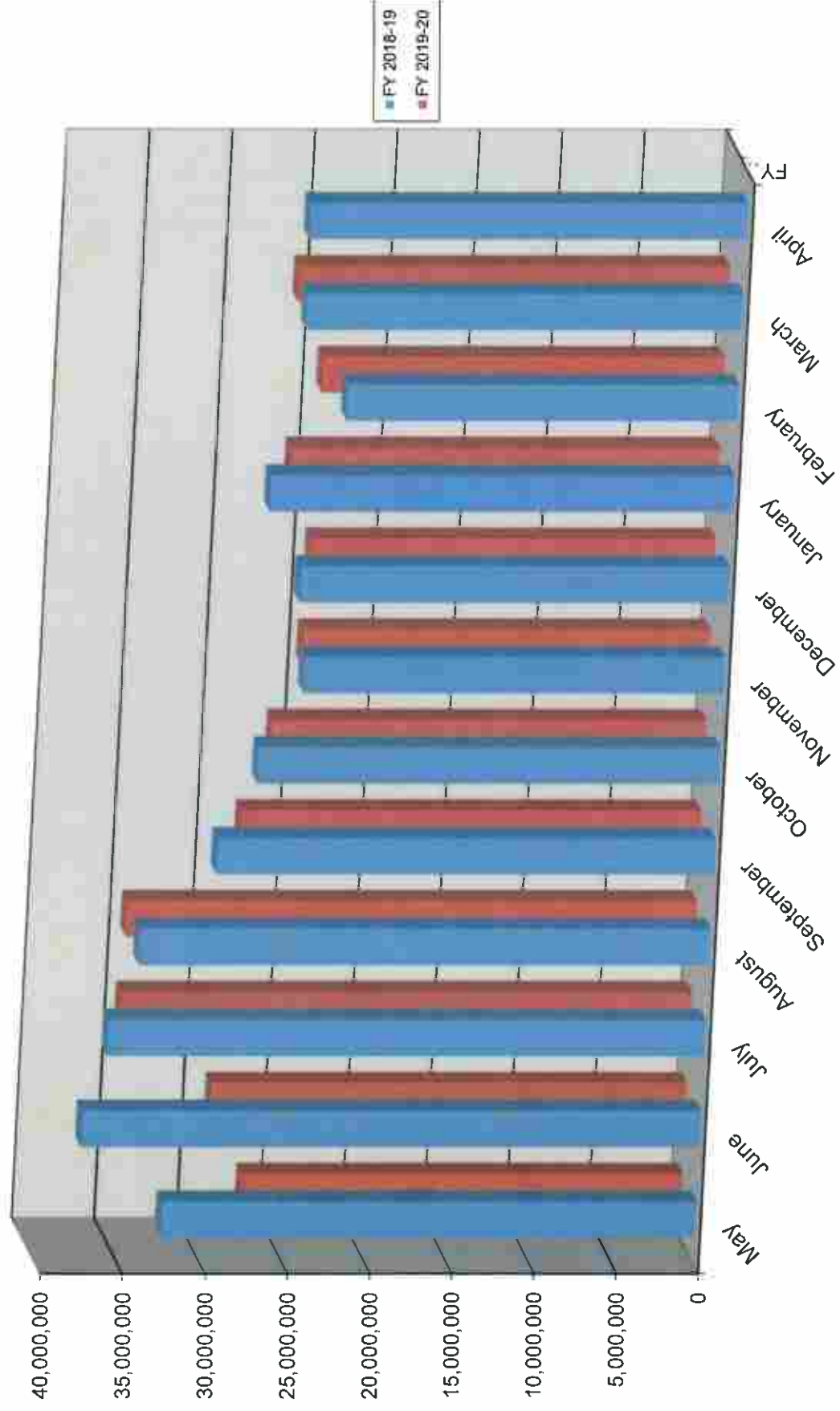
305,688,000

CURRENT PERCENTAGE
PUMPED COMPARED TO

87.34%

All table figures
are in millions of
gallons sold on
a monthly basis
per fiscal year.

Monthly Pumpage Chart



Village of Willowbrook
Pumpage Report

