

A G E N D A

REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, OCTOBER 26, 2020, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

DUE TO THE COVID 19 PANDEMIC 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: 831 3274 9283

Written Public Comments Can Be Submitted By 5:15 pm on October 26, 2020 to mmertens@willowbrook.il.us

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITORS' BUSINESS - Public Comment is Limited to Three Minutes Per Person
5. OMNIBUS VOTE AGENDA:
 - a. Waive Reading of Minutes (APPROVE)
 - b. Minutes - Regular Board Meeting - October 12, 2020 (APPROVE)
 - c. Minutes - Special Board Meeting - October 6, 2020 (APPROVE)
 - d. Warrants - \$264,332.25 (APPROVE)
 - e. ORDINANCE - An Ordinance Extending Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6 (PASS)
 - f. MOTION - A Motion to Approve the 2020 Motor Fuel Tax (MFT) Roadway Maintenance Program and Village Hall Parking Lot - Pay Estimate No. 1 - Brothers Asphalt Paving, Inc. (PASS)

NEW BUSINESS

6. REPORT - Annual Police Pension Board Report (ACCEPT)
7. RESOLUTION - A Resolution of the Village of Willowbrook Estimating the Property Taxes to be Levied for the 2020 Property Tax Levy (ADOPT)
8. ORDINANCE - An Ordinance Amending Chapter 12, Section 9-12-4(D)2: Bulk Regulations: Fences and Walls, of Title 9, Entitled "Zoning Regulations" of the Municipal Code of the Village of Willowbrook (PASS)
9. ORDINANCE - An Ordinance Amending Chapter 1A Entitled "License Fees" of Title 3 Entitled "Business Regulations" of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois (PASS)
10. ORDINANCE - An Ordinance of the Village of Willowbrook Reducing Certain Licensee Fees for the 2021 Licensing Year (PASS)
11. ORDINANCE - An Ordinance of the Village of Willowbrook Establishing a One Year Moratorium on Unregulated and Unlicensed Use of Food Trucks and Mobile Food Vendors Within the Corporate Limits of the Village of Willowbrook (PASS)

PRIOR BUSINESS

12. TRUSTEE REPORTS
13. ATTORNEY'S REPORT
14. CLERK'S REPORT
15. ADMINISTRATOR'S REPORT
16. MAYOR'S REPORT
17. CLOSED SESSION
 - a) Personnel - 5 ILCS 120/2 (c)(1) - Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
 - b) Personnel - 5 ILCS 120/2 (c)(2) - Salary Schedules for One or More Classes of Employees

18. RESOLUTION - A Resolution of the Village of Willowbrook Further Modifying the Village of Willowbrook's Personnel Manual by Amending the Non-Union Salary Plan (ADOPT)
19. RESOLUTION - A Resolution Amending the Village of Willowbrook Personnel Manual to Create the Employment Position of Full-Time Receptionist and to Reclassify the Employment Position of Interim Superintendent of Parks and Recreation to Part-Time Parks and Recreation Manager in the Village of Willowbrook, DuPage County, Illinois (ADOPT)
20. RESOLUTION - A Resolution Approving the Promotion of Elizabeth Komperda to the Employment Position of Full-Time Receptionist in the Village of Willowbrook, DuPage County, Illinois (ADOPT)
21. ADJOURNMENT

MINUTES OF THE MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, OCTOBER 12, 2020, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

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

1. CALL TO ORDER

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

2. ROLL CALL

Those physically present at roll call were Mayor Frank A. Trilla, Trustees, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, and Gregory Ruffolo.

Present Via conference call, due to COVID-19 Pandemic, were Village Clerk Leroy R. Hansen and Trustee Oggerino.

Also, physically present were Deputy Chief Lauren Kaspar.

Present Via conference call, due to COVID-19 Pandemic, were Village Attorney Thomas Bastian, Village Administrator Brian Pabst, Assistant Village Administrator Michael Mertens, Director of Finance Carrie Dittman, Building Official Roy Giuntoli, Planning Consultant Ann Choi, Public Works Foreman Andrew Passero, Phil McKenna of Kane, McKenna and Associates and Kimberly Marshall from BKD Associates.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Trustee Berglund to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented and no written comments were received.

5. OMNIBUS VOTE AGENDA

Mayor Trilla read over each item in the Omnibus Vote Agenda for the record.

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - September 25, 2020 (APPROVE)
- c. Monthly Financial Report - September 2020
- d. Warrants - \$289,375.72 (APPROVE)

- e. ORDINANCE - An Ordinance Extending Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6 Ordinance No. 20-0-45 (PASS)
- f. ORDINANCE - An Ordinance of the Village of Willowbrook Declaring Surplus Property and Authorizing the Sale or Disposal of One (1) 2005 F 550 and One (1) 2006 Ford F 350 Motor Vehicles Ordinance No. 20-0-46 (PASS)
- g. RECEIVE - Receive Plan Commission Recommendation - Public Hearing Case PC 20-08: A Text Amendment to Amend the Fence Code in Section 9-12-4(D)2 of Title 9 - Zoning Title of the Village of the Willowbrook Municipal Code (RECEIVE)
- h. RESOLUTION - A Resolution Creating Set Hours for Halloween Solicitation Resolution No. 20-R-44 - (ADOPT)
- i. MOTION - A Motion to Approve an Application for a License to Hold a Raffle - Willowbrook / Burr Ridge Chamber of Commerce (PASS)

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

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to approve the Omnibus Vote Agenda.

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

MOTION DECLARED CARRIED

NEW BUSINESS

- 6. ORDINANCE - An Ordinance Amending Title 9, Entitled "Zoning Regulations", of the Municipal Code of the Village of Willowbrook to Define "Retail Tobacco Stores with Smoking Lounge", Replace "Tobacco Stores" and "Tobacco Shops" with "Retail Tobacco Stores with Smoking Lounge" in the B-2 and B 3 Zoning Districts, and Add "Retail Tobacco Stores With Smoking Lounge" as a New Permitted Use in the B-4 Zoning District (PASS)

Consultant Choi stated this text amendment was proposed by Roy Dobrasinovic, the applicant and new owner of an existing building located at 7900 Joliet Road on property zoned B-4. The petitioner is requesting to allow a cigar lounge in the now vacant space. The proposed use is not currently permitted in the B-4 Zoning District.

The text amendment would also clarify inconsistencies such as "Tobacco stores" and "Tobacco shops" in the B-2 and B-3 Zoning Districts. These terms would be replaced by "Retail tobacco stores with smoking lounge" to establish a use category that is used consistently in the Zoning Ordinance.

As a special use in the B-4 Zoning District, the Village would have the opportunity to notify surrounding property owners and conduct a public hearing before the Plan Commission. The Plan Commission would be able to recommend conditions to the proposed project before forwarding their recommendation to the Village Board for final approval. The special use process would provide a transparent, public review process to determine if the use will be compatible with surrounding uses and development patterns. Staff recommended that the retail tobacco store with smoking lounge be permitted as a special use in the B-4 Zoning District to provide for the most effective review and approval process.

The Plan Commission did not express any opposition to the proposed retail tobacco store with smoking lounge but indicated that the special use process may be too costly and onerous of a process for a use that is permitted by right in the B-2 and B-3 Zoning Districts. Most of the Plan Commission members were in favor of allowing the retail tobacco store with smoking lounge as a permitted use in the B-4 Zoning District and made a motion to forward this recommendation. The Plan Commission voted 5-1 of the members present in favor of the proposed text amendments with the recommended modification and forwarded a positive recommendation to the Village Board.

Trustee Berglund asked if the Tri-State Fire Protection District was involved in this review process.

Consultant Choi responded not at this time because this is a text amendment.

Attorney Bastian noted that during the building permit process the Building Department will inspect and may have Tri-State do reviews and inspections.

Building Official Giuntoli commented that Tri-State will be involved in the review and inspection process.

Trustee Neal asked if they would want an outdoor smoking lounge.

Consultant Choi stated they had plans for an outdoor area but is not sure if smoking will be allowed in that area. She will review the plans and get back to the Board.

Attorney Bastian shared that the guidelines of the Smoke Free Act must be followed.

MOTION: Made by Trustee Davi and seconded by Trustee Ruffolo to pass Ordinance No. 20-0-47 as presented.

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

MOTION DECLARED CARRIED

7. RESOLUTION - A Resolution of the Village of Willowbrook Approving and Authorizing the Execution of a Phase II Tax Increment Financing District ("TIF") Consultant Services Agreement By and Between Kane, McKenna and Associates, Inc. to Complete a Redevelopment Plan and Project for the Implementation of a TIF District at a Cost Not To Exceed \$30,000.00 (ADOPT)

Administrator Pabst stated we are considering the Phase II Portion of the proposed Tax Increment Financing District and need direction from the Board. The Municipal Services Committee has coordinated a stormwater drainage review of the Executive Plaza area and Christopher B. Burke Engineering has supplied the Committee with Drainage Master Plan. The plan highlights the area drainage design, drainage history and drainage improvement recommendations. The most feasible design option for consideration is to elevate the Executive Drive and portions of Plaza Court and construct underground stormwater storage. This concept would provide a 100-year level of protection, while making the roadway passable to car traffic. The projected project cost is estimated at +/- \$2 million plus the required engineering design cost. The Village does not currently have a funding mechanism in place for the proposed improvements. Staff was directed to explore the possibility of creating a Tax Increment Financing (TIF) District for the area as an alternate funding option for the public improvements, environmental cleanup, and redevelopment costs within the area. On September 28, 2020, KMA presented their findings on the Eligibility Study and Report. KMA has found that the Study Area likely qualifies as a "conservation area", as defined in the State of Illinois Tax Increment Allocation Act 65 ILCS 5/11-74.4, et seq., as amended (the "TIF Act"), and would be eligible for tax increment

financing.

The Eligibility Report has determined that Study Area likely qualifies as a conservation area. The second phase of the proposed Tax Increment Financing Project is to complete a redevelopment plan and project report. The plan would include the following items:

- 1) A statement of redevelopment goals and objectives.
- 2) Examination of qualifications factors and presentation of rationale for basis under which the TIF District or other economic development programs are to be justified under state law.
- 3) A state of eligible redevelopment activities the Village may implement under the plan and a statement that the plan will conform to the Village's Comprehensive Plan and any future amendments.
- 4) Presentation of estimated costs for the redevelopment projects contemplated for implementation under the plans.
- 5) A detailed discussion of impediments to the successful redevelopment of the property area and the measures the Village could undertake to eliminate such barriers to promote economic revitalization with the project area.
- 6) Assist the Village by Participating in meetings with all interested parties and affected parties, including property owners, and overlapping tax jurisdictions.
- 7) Work with Village counsel in preparation of the appropriate ordinances required for adoption of the redevelopment plan and project by the Village whether amending and/or implementing a TIF District or economic development programs.
- 8) Assist the Village to establish and maintain complete documentation files to assure proper support findings to provide legal standing for amending and/or implementation of a TIF District or other economic development programs.

Mayor Trilla asked if there are any other expenses for this Project.

McKenna responded this is Phase II of II. This is the final portion of the process for TIF approval consideration.

Trustee Mistele asked if KMA will work with Burke Engineers regarding the potential solution?

McKenna stated they will work closely with the engineers.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adopt Resolution No. 20-R-45 as presented.

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

MOTION DECLARED CARRIED

8. RESOLUTION - A Resolution Approving and Authorizing the Purchase of One (1) Potable Water Circulation Equipment System for the Village Water Tower Standpipe at a Cost Not-To-Exceed \$19,380.00 (ADOPT)

Public Works Foreman Passero stated in the winter of 2018/19 a polar vortex hit the Midwest region. This deep freeze triggered ice to form in the standpipe that caused significant damage to the cathodic protection equipment inside the tank. The standpipe needed to be completely drained to make the necessary repairs. Staff recommends the installation of the water circulation system as the mixer system helps circulate the water in the tank to keep it from becoming stagnant at the bottom of the tank, and to keep chlorine levels consistent in the standpipe. Another benefit of the circulation system would be to keep water moving in the tank during the cold winter months to prevent ice buildup.

MOTION: Made by Trustee Mistele and seconded by Trustee Ruffolo to adopt Resolution No. 20-R-46 as presented.

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

MOTION DECLARED CARRIED

9. RESOLUTION - A Resolution of the Village of Willowbrook Waiving Competitive Bidding, Approving and Accepting a Proposal from CDW Government for the Purchase of Ten (10) GETAC A140 G2 Tablet Computers at a Cost Not-To-Exceed Forty Five Thousand Eighty-Eight and 20/100 Dollars (ADOPT)

Deputy Kasper explained that currently the Police Department is utilizing Panasonic Toughbook CF-31 mobile data terminals (MDTs) in each squad car. These MDTs were manufactured in 2015 and put into service later that year. Currently there are software compatibility issues and problems associated with procedural changes due to the COVID-19 Pandemic. Based on recommendations from our village contracted IT professional, it was advised that we investigate options for replacing or upgrading our current MDTs. To alleviate software problems, IT personnel upgraded one of the existing MDTs with a new hard drive and Windows 10 operating system. This upgrade was thought to provide a temporary fix and push back the need to replace the MDTs for a couple of years. Several weeks after completing the upgrade, there were continued compatibility issues. The upgraded MDT have GPS connectivity problems that were unable to be corrected by IT and were deemed to be an issue between Windows 10 and the existing GPS hardware. The inability to connect to the MDT's GPS means that in an emergency, an officer's location would not be available to the dispatcher. This creates an officer safety issue and makes upgrading the MDTs not a viable option.

Upon learning that upgrading the MDTs created an officer safety issue, options for replacing the MDTs were explored. Based on current recommendations from our IT professional, ongoing procedural changes implemented due to the COVID-19 pandemic, and research conducted, staff recommends the replacement of the current MDTs with 10 Getac A140 Rugged tablet computers. Funding for this purchase will be provided by State/Federal Drug Forfeiture Funds.

Trustee Mistele asked how long is the service agreement.

Deputy Kasper responded it is for two years.

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to adopt Resolution No. 20-R-47 as presented.

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

MOTION DECLARED CARRIED

10. MOTION - A Motion to Approve the Fiscal Year 2019-20 Comprehensive Annual Financial Report (CAFR) and Management Letter (PASS)

Director Dittman explained that attached to the current agenda is a short summary of our Fiscal Year 2019-2020. Included in your agenda packet is the following: Comprehensive Annual Financial Report for the Village for the year ended April 30, 2020 and a management letter prepared by the Village's audit firm, BKD. The general fund revenues exceeded the budgeted amount by \$1,307,258 or 15.84%. The Total general fund expenditures came in under the budgeted amount by \$566,038, excluding transfers out. Most departments were at or under budget. The net increase in fund balance that resulted after all year-end adjustments and transfers were made was \$246,239. The Village budgeted a net decrease of \$1,722,288. This represents approximately 216 days of operating expenditures, which exceeds the Village's existing target of reserves of 120.

Mayor Trilla asked about the L.A.F.E.R fund.

Director Dittman responded there is about \$18,000 dollars in the fund.

Kimberly Marshall from BKT thanked Carrie for working with her and her team and the Village of Willowbrook for the opportunity to work with the Village. Marshall gave her presentation and highlighted key areas on the Comprehensive Annual Financial Report.

Mayor Trilla thanked Director Dittman for all her hard work and Also thanked Administrator Pabst and Assistant Administrator Mertens.

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to approve the Fiscal Year 2019-20 Comprehensive Annual Financial Report as presented.

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

PRIOR BUSINESS

11. TRUSTEE REPORTS

Trustee Neal had no report.

Trustee Ruffolo had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Oggerino had no report.

12. ATTORNEY'S REPORT

Attorney Bastian has no report.

13. CLERK'S REPORT

Clerk Hansen had no report.

14. ADMINISTRATOR'S REPORT

Administrator Pabst has no report.

15. MAYOR'S REPORT

Mayor Trilla had no report.

16. CLOSED SESSION

Mayor Trilla advised there was no need for closed session at tonight's meeting.

17. ADJOURNMENT

MOTION: Made by Trustee Ruffolo and seconded by Trustee Mistele to adjourn the Regular Meeting at the hour of 7:07 p.m.

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

MOTION DECLARED CARRIED

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PRESENTED, READ, and APPROVED.

_____, 2020.

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, OCTOBER 6, 2020, AT 5:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS .

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

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank A. Trilla, Trustees Umberto Davi, Michael Mistele, Gayle Neal, Paul Oggerino and Gregory Ruffolo.

Also, physically present was Administrator Brian Pabst.

Present Via conference call, due to COVID-19 Pandemic, were Village Trustee Sue Berglund, Village Attorney Thomas Bastian, Assistant Village Administrator Michael Mertens, Director of Finance Carrie Dittman, Chief Robert Schaller, and Deputy Chief Lauren Kaspar.

Administrator Pabst is acting Village Clerk for this evenings meeting.

Absent: Clerk Leroy R. Hansen.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Trustee Davi to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented and no written comments were received.

5. NEW BUINSESS

RECEIVE - A Presentation on Tax Increment Financing and the Willowbrook Industrial Redevelopment Project Area

Eligibility Report (RECEIVE)

Assistant Administrator Mertens stated, on the screen is the proposed Tax Increment District map that is approximately eighty-eight (88) acres. Also highlighted are eight properties that are unincorporated parcels that may be under consideration for addition into the district if they voluntarily annex into the Village.

Tax Increment Financing (TIF) is an economic development tool that can be utilized to pay for public improvements and economic development activities with the increment accumulated within the District. When a TIF is established, the equalized assessed value (EAV) is determined and "Frozen" for distribution to the various taxing bodies. The taxing bodies will continue to receive their "Frozen" base valuation over the life of the TIF. The growth or increment is distributed by the County to the Village to be utilized to TIF Eligible Projects. A TIF can remain open for 23 years.

A TIF is not an extra tax on a property. Being in a TIF does not affect how a property is assessed by the County Assessor. A property owner in the TIF pays their property tax bill as assessed by the assessor as normal. Here are some examples:

Year 1 (Base Year) A Property in the TIF is Assessed a Tax Bill for \$10,000

- * The property owner pays the County \$10,000.
- * The County distributes \$10,000 to the various taxing bodies within the District.

Year 2 the Assessor Assesses the Property for \$11,000

- * The property owner pays the County \$11,000.
- * The County distributes \$10,000 to the various taxing bodies within the District.
- * The County distributes \$1,000 to the Village TIF District.

Year 3 the Assessor Assesses the Property for \$12,000

- * The property owner pays the County \$12,000.
- * The County distributes \$10,000 to the various taxing bodies within the District.
- * The County distributes \$2,000 to the Village TIF District.

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Trustee Davi commented that this is clear, and he understands the process better. How long will the TIF go for?

Administrator Pabst stated it can go up to twenty-three (23) years by law.

Director Dittman stated that the Village has utilized a TIF note and a sales tax note in the past. This was to offset the public improvement that went into the Town Center. The Town Center TIF District went the full twenty-three (23) years.

Administrator Pabst added that a TIF note, and a TIF bond are different.

Trustee Davi asked if the Village has some anticipated revenue that they can project. Administrator Pabst replied yes.

Trustee Neal asked if the County knows that there is a TIF district, will they elevate the taxes to receive the revenue?

Administrator Pabst responded that he has never heard of that situation. The county gives a three (3) percent margin of error to capture the money that might be lost.

Trustee Ruffolo asked if there are any detriments to the other tax districts?

Administrator Pabst replied they are generally not affected adversely.

Trustee Neal asked if the flooding can be addressed with TIF.

Administrator Pabst responded that the TIF increment and can be used to address the flooding issues.

Assistant Administrator Mertens finished up the slide presentation.

Administrator Pasted shared that the Eligibility Report shows we have three (3) of the thirteen (13) factors that we need to meet the definition of a Conservation Area. According to the State law

you need three (3) factors for the Conservation Area determination.

Trustee Davi asked if there is a downside?

Administrator Pabst commented that there really is not a downside. There is no liability to the Village.

Mayor Trilla asked if Madison would be improved or if it is just Executive Drive.

Administrator Pabst replied only Executive Drive and portions of Plaza Court would be improved.

6. RECEIVE – A Presentation on FY 2020/21 Financial Update
(RECEIVE)

Director Dittman advised that in the Board packet are excerpts of the Annual Audit that was prepared. The budget was passed, and it was conservative due to the COVID-19 pandemic. Highlights included:

- The projected fund balance of April 30, 2020 was \$5,232,413 with a deficit of (\$23,312).
- The audited version is \$5,501,964 with a surplus of \$246,239 which leaves 216 days of operating expenses reserves.
- General Fund Revenue exceeded budget by \$4,695,414. Director Dittman advised that on the expenditures side \$3,344,787 and our budget for the fiscal year is \$9,646,169. We have spent \$36.67% and we are 41.66% through the year.
- General Fund Expenditures top revenues are at 82% of the budget. We are continually exceeding our budget.
- Sales Tax 4/30/2020: actual was \$4.4 million, budget was \$4.0 million.
- Assumptions in forming 4/30/2021 budget: "Essential" businesses (groceries, pharmacy, gas stations) assumed to be 100% normal sales levels.
- "Semi-essential" businesses (restaurants, construction supply) assumed to be 85% normal sales levels.

- "Discretionary" businesses (car sales, clothing, landscaping, and smaller businesses) assumed to be 65% normal sales levels.
- 4/30/2021 budget is \$3.5 million.
- Current Trend: April sales were 15.6% lower than prior year, May sales 10.2%.
- lower than prior year, June sales 5.6% lower than prior year (resuming normalcy).
- 4/30/2021 projection: \$4.14 million (\$640,000 over budget)
- The estimate for Home Rule sales tax from January to April 2021 is \$630,000.
- The Home Rule Sales Tax Earmarked for New Police Officers is budgeted for \$304,712.
- The Cares Act Grant is between March 1, 2020 and December 30, 2020. The Grant reimbursement is estimated at \$445,668.

Capital Grant from IL Dept. Commerce & Economic Opportunity:

- Maximum award: \$225,000.
- Earmarked for Village (Spring 2021); no formal award letter received yet.
- To be used for Community Resource Center (CRC).
- While not a General Fund source, this will offset future General Fund contributions toward the CRC.

Three (3) Additional Grants "promised" from HB 64: IL Capital Bill:

- \$100,000 - non-specific - Spring 2022.
- \$500,000 - CRC - Spring 2023.
- \$500,000 - CRC - Spring 2024.

Discussion was had on past year's budget.

Mayor Trilla asked if the Cares Act is included in this chart. Director Dittman stated the Cares Act is not included.

Mayor Trilla stated the utility tax is going down. Director Dittman responded that is correct.

Mayor Trilla would like the Board to consider changing the Liquor License fees and Video Gaming for 2021. He would really like to help these Businesses.

7. RECEIVE - A Presentation on Non-Union Comparable Community Salary Survey and Proposed Non-Union Salary Program (RECEIVE)

Administrator Pabst shared the results of the Non-Union comparable community salary survey and proposed Non-Salary Program. During the 20/21 budget preparation , staff was directed to conduct a comparable community salary survey. The surveys were done in May and June. Both Surveys illustrated that Willowbrook Staff positions were below the comparable ranges for each category.

Director Dittman explained the Salary Survey.

PRIOR BUSINESS

8. TRUSTEE REPORTS

Trustee Neal had no report.

Trustee Davi had no report.

Trustee Berglund had no report.

Trustee Mistele had no report.

Trustee Ruffolo had no report.

Trustee Oggerino had no report.

9. ATTORNEY'S REPORT

Attorney Bastian had no report.

10. CLERK'S REPORT

Clerk Hansen was not present.

11. ADMINISTRATOR'S REPORT

Administrator Pabst had no report.

12. MAYOR'S REPORT

Mayor Trilla had no report.

13. CLOSED SESSION

CLOSED SESSION

- a) Personnel - 5 ILCS 120/2 (c)(1) - Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
- b) Personnel - 5 ILCS 120/2 (c)(2)- Salary Schedules for One or More Classes of Employees

ADJOURN INTO CLOSED SESSION

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to adjourn into Closed Session at the hour of 7:05 p.m.

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

MOTION DECLARED CARRIED

14. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Neal to adjourn the Regular Meeting at the hour of 8:30 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

_____, 2020.

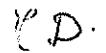
Frank A. Trilla, Mayor

W A R R A N T S

October 26, 2020

GENERAL CORPORATE FUND	-----	\$238,637.95
WATER FUND	-----	\$25,036.80
MOTOR FUEL TAX FUND	-----	407.50
POLICE PENSION FUND	-----	\$250.00
 TOTAL WARRANTS	-----	 \$264,332.25

Carrie Dittman, Director of Finance



APPROVED:
Frank A. Trilla, Mayor

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
10/27/2020	APCH	96179*	ACCESS ONE, INC.	PHONE - TELEPHONES	455-201	10	461.87
				PHONE - TELEPHONES	455-201	10	49.30
				PHONE - TELEPHONES	455-201	10	49.30
				PHONE - TELEPHONES	455-201	10	58.30
				INTERNET/WEBSITE HOSTING	460-225	10	400.00
				PHONE - TELEPHONES	455-201	20	92.11
				PHONE - TELEPHONES	455-201	20	92.11
				PHONE - TELEPHONES	630-201	30	304.95
				PHONE - TELEPHONES	630-201	30	58.30
				INTERNET/WEBSITE HOSTING	640-225	30	400.00
				TELEPHONES	710-201	35	92.11
				CHECK APCHK 96179 TOTAL FOR FUND 01:			2,058.35
10/27/2020	APCH	96181	AFTERMATH, INC.	JAIL SUPPLIES	650-343	30	155.00
10/27/2020	APCH	96182	AMERICAN TRAFFIC SOLUTIONS	RED LIGHT - CAMERA FEES	630-247	30	22,475.00
				RED LIGHT - MISC FEE	630-249	30	1,606.20
				CHECK APCHK 96182 TOTAL FOR FUND 01:			24,081.20
10/27/2020	APCH	96184	BLACK GOLD SEPTIC	MAINTENANCE - PW BUILDING	725-418	35	350.00
10/27/2020	APCH	96185	BRYAN WELLER	OPERATING EQUIPMENT	630-401	30	131.60
10/27/2020	APCH	96186	BRYAN'S GARAGE DOOR SOLUTIONS	MAINTENANCE - GARAGE	725-413	35	1,195.00
10/27/2020	APCH	96187	CALL THE UNDERGROUND OASIS IRRIG	MAINTENANCE - BUILDING	466-228	10	150.00
10/27/2020	APCH	96188	CHICAGO SUN-TIMES, INC	PRINTING & PUBLISHING	810-302	40	583.00
10/27/2020	APCH	96189	CHOICE OFFICE EQUIP & SUPPLIES IN	COPY SERVICE	455-315	10	513.07
10/27/2020	APCH	96190*	CHRISTOPHER B. BURKE	FEES - ENGINEERING	720-245	35	2,199.68
				FEES - ENGINEERING	820-245	40	112.64
				PLAN REVIEW - CIVIL ENGINEER	820-254	40	110.00
				PLAN REVIEW - CIVIL ENGINEER-REIMB	820-254	40	1,699.50
				PLAN REVIEW - CIVIL ENGINEER-REIMB	820-254	40	445.40
				PLAN REVIEW - CIVIL ENGINEER-REIMB	820-254	40	514.90
				PLAN REVIEW - CIVIL ENGINEER-REIMB	820-254	40	110.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
10/27/2020	APCH	96191	CINTAS CORPORATION NO 2	PLAN REVIEW - CIVIL ENGINEER-REIMB	820-254	40	110.00
				CHECK APCHK 96190 TOTAL FOR FUND 01:			<u>5,302.12</u>
10/27/2020	APCH	96192	CITY WIDE OF ILLINOIS	MAINTENANCE - PW BUILDING	725-418	35	97.76
10/27/2020	APCH	96193	CLARKE AQUATIC SERVICES INC	MAINTENANCE SUPPLIES	570-331	20	298.04
10/27/2020	APCH	96194	Colant Landscaping	CONTRACTED MAINTENANCE	570-281	20	1,213.00
				BROW20-006 ~ PB20-325	210-109	00	1,000.00
10/27/2020	APCH	96195*#	COMED	RED LIGHT - COM ED	630-248	30	32.21
				RED LIGHT - COM ED	630-248	30	39.13
				RED LIGHT - COM ED	630-248	30	39.23
				ENERGY - STREET LIGHTS	745-207	35	411.16
				ENERGY - STREET LIGHTS	745-207	35	41.58
				ENERGY - STREET LIGHTS	745-207	35	537.55
				ENERGY - STREET LIGHTS	745-207	35	142.55
				CHECK APCHK 96195 TOTAL FOR FUND 01:			<u>1,243.41</u>
10/27/2020	APCH	96196	COMM ON ACCREDITATION FOR	ACCREDITATION	630-202	30	4,645.00
10/27/2020	APCH	96197#	DISCOVERY BENEFITS SIMPLIFY	EMP DED PAY - FSA FEE	210-221	00	42.84
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	7.16
				CHECK APCHK 96197 TOTAL FOR FUND 01:			<u>50.00</u>
10/27/2020	APCH	96198	DU-COMM	RADIO DISPATCHING	675-235	30	67,068.50
				RADIO DISPATCHING	675-235	30	3,283.14
				CHECK APCHK 96198 TOTAL FOR FUND 01:			<u>70,351.64</u>
10/27/2020	APCH	96199	DUPAGE COUNTY TREASURER	EDP LICENSES	640-263	30	750.00
10/27/2020	APCH	96200*#	FALCO'S LANDSCAPING INC	STREET & ROW MAINTENANCE	750-328	35	5,200.00
				STREET & ROW MAINTENANCE	750-328	35	4,940.00
				STREET & ROW MAINTENANCE	750-328	35	5,980.00
				STREET & ROW MAINTENANCE	750-328	35	4,680.00
				STREET & ROW MAINTENANCE	750-328	35	3,550.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
				STREET & ROW MAINTENANCE	750-328	35	5,200.00
				STREET & ROW MAINTENANCE	750-328	35	5,980.00
				STREET & ROW MAINTENANCE	750-328	35	3,510.00
				CHECK APCHK 96200 TOTAL FOR FUND 01:			<u>39,040.00</u>
10/27/2020	APCH	96201	FIRE CONTROL, INC	MAINTENANCE - BUILDING	630-228	30	300.00
10/27/2020	APCH	96202	FOX TOWN PLUMBING INC	MAINTENANCE - BUILDING	630-228	30	700.38
				MAINTENANCE - BUILDING	630-228	30	698.75
				CHECK APCHK 96202 TOTAL FOR FUND 01:			<u>1,399.13</u>
10/27/2020	APCH	96203	GALLS, LLC	MAINTENANCE - VEHICLES	630-409	30	107.94
10/27/2020	APCH	96204	GATEWAY SRA	SPECIAL RECREATION ASSOC PROGRAM DUES	590-518	20	19,655.43
10/27/2020	APCH	96205*#	H AND R CONSTRUCTION INC.	MAINTENANCE - BUILDING	630-228	30	4,100.00
				STREET & ROW MAINTENANCE	750-328	35	2,873.00
				CHECK APCHK 96205 TOTAL FOR FUND 01:			<u>6,973.00</u>
10/27/2020	APCH	96206	HR SIMPLIFIED	HEALTH/DENTAL/LIFE INSURANCE	455-141	10	100.00
10/27/2020	APCH	96208	ILL. FIRE & POLICE COMM. ASSN.	FEES/DUES/SUBSCRIPTIONS	435-307	07	375.00
10/27/2020	APCH	96210	KING CAR WASH	FUEL/MILEAGE/WASH	630-303	30	325.00
10/27/2020	APCH	96211	KLEIN, THORPE & JENKINS, LTD.	FEES - SPECIAL ATTORNEY	470-241	10	76.50
10/27/2020	APCH	96212#	KONICA MINOLTA BUSINESS SOLUTION	COPY SERVICE	630-315	30	264.09
				COPY SERVICE	630-315	30	37.94
				COPY SERVICE	810-315	40	350.88
				CHECK APCHK 96212 TOTAL FOR FUND 01:			<u>652.91</u>
10/27/2020	APCH	96215	LAUREN KASPAR	UNIFORMS	630-345	30	15.72
10/27/2020	APCH	96216*#	MID AMERICAN WATER	STREET & ROW MAINTENANCE	750-328	35	903.00
10/27/2020	APCH	96217	MIDCO	PHONE - TELEPHONES	455-201	10	480.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
10/27/2020	APCH	96218	NANCY TURVILLE	PHONE - TELEPHONES	455-201	10	3,114.00
10/27/2020	APCH	96219	NATIONAL SAFETY SUPPLY, INC.	CHECK APCHK 96217 TOTAL FOR FUND 01:			3,594.00
10/27/2020	APCH	96220	NOTARY SERVICE BONDING AGENCY	COMMODITIES	670-331	30	226.53
10/27/2020	APCH	96221	ORKIN EXTERMINATING	OPERATING EQUIPMENT	630-401	30	1,086.00
10/27/2020	APCH	96222	P.F. PETTIBONE & CO.	FEES/DUES/SUBSCRIPTIONS	630-307	30	53.95
10/27/2020	APCH	96223	PERSONNEL STRATEGIES LLC	MAINTENANCE - BUILDING	630-228	30	193.26
10/27/2020	APCH	96224	POWERDMS INC	OPERATING EQUIPMENT	630-401	30	105.00
10/27/2020	APCH	96225*	PURE PRAIRIE ORGANICS	EXAMS - PSYCHOLOGICAL	440-544	07	550.00
10/27/2020	APCH	96225*	PURE PRAIRIE ORGANICS	EDP LICENSES	640-263	30	3,074.75
10/27/2020	APCH	96225*	PURE PRAIRIE ORGANICS	LANDSCAPE - VILLAGE HALL	466-293	10	16.45
10/27/2020	APCH	96226	RAGS ELECTRIC, INC	LANDSCAPE - VILLAGE HALL	466-293	10	16.45
10/27/2020	APCH	96227	RATHS, RATHS & JOHNSON, INC.	CONTRACTED MAINTENANCE	570-281	20	2,150.41
10/27/2020	APCH	96228	RAY O'HERRON CO., INC.	CONTRACTED MAINTENANCE	570-281	20	2,150.41
10/27/2020	APCH	96228	RAY O'HERRON CO., INC.	ROUTE 83 BEAUTIFICATION	755-281	35	1,463.06
10/27/2020	APCH	96228	RAY O'HERRON CO., INC.	ROUTE 83 BEAUTIFICATION	755-281	35	1,463.06
CHECK APCHK 96225 TOTAL FOR FUND 01:							
10/27/2020	APCH	96226	RAGS ELECTRIC, INC	MAINTENANCE - STREET LIGHTS	745-223	35	477.00
10/27/2020	APCH	96227	RATHS, RATHS & JOHNSON, INC.	PLAN REVIEW - BUILDING CODE-REIMB	820-258	40	352.50
10/27/2020	APCH	96228	RAY O'HERRON CO., INC.	UNIFORMS	630-345	30	339.94
10/27/2020	APCH	96228	RAY O'HERRON CO., INC.	UNIFORMS	630-345	30	30.00
10/27/2020	APCH	96227	RATHS, RATHS & JOHNSON, INC.	OPERATING EQUIPMENT	630-345	30	210.95
10/27/2020	APCH	96228	RAY O'HERRON CO., INC.	OPERATING EQUIPMENT	630-401	30	1,290.86
10/27/2020	APCH	96227	RATHS, RATHS & JOHNSON, INC.	OPERATING EQUIPMENT	630-401	30	1,063.86
10/27/2020	APCH	96228	RAY O'HERRON CO., INC.	OPERATING EQUIPMENT	630-401	30	1,524.13
10/27/2020	APCH	96228	RAY O'HERRON CO., INC.	OPERATING EQUIPMENT	630-401	30	1,467.89
10/27/2020	APCH	96226	RAGS ELECTRIC, INC	OPERATING EQUIPMENT	630-401	30	27.99
10/27/2020	APCH	96227	RATHS, RATHS & JOHNSON, INC.	OPERATING EQUIPMENT	630-401	30	1,299.25
10/27/2020	APCH	96228	RAY O'HERRON CO., INC.	OPERATING EQUIPMENT	630-401	30	2,171.11

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
10/27/2020	APCH	96229	RUTLEDGE PRINTING CO.	CHECK APCHK 96228 TOTAL FOR FUND 01:			9,425.98
10/27/2020	APCH	96230	SECRETARY OF STATE	OFFICE SUPPLIES	630-301	30	110.32
10/27/2020	APCH	96231#	STAPLES	MAINTENANCE - VEHICLES	630-409	30	302.00
10/27/2020	APCH	96232	SUBURBAN DOOR CHECK & LOCK SERVI	OFFICE SUPPLIES	455-301	10	46.05
10/27/2020	APCH	96233	T.P.I.	OFFICE SUPPLIES	710-301	35	22.00
10/27/2020	APCH	96234*	TAMELING GRADING	CHECK APCHK 96231 TOTAL FOR FUND 01:			68.05
10/27/2020	APCH	96235	THOMSON REUTERS - WEST	COPY SERVICE--REIMB	810-315	40	500.00
10/27/2020	APCH	96236		PLAN REVIEW - BUILDING CODE-REIMB	820-258	40	11,085.00
10/27/2020	APCH	96237#	ULINE	PLAN REVIEW - BUILDING CODE-REIMB	820-258	40	4,617.50
10/27/2020	APCH	96238#	WAREHOUSE DIRECT	PART TIME - INSPECTOR-REIMB	830-109	40	5,355.00
10/27/2020	APCH	96239		CHECK APCHK 96233 TOTAL FOR FUND 01:			21,557.50
10/27/2020	APCH	96240		BALLFIELD MAINTENANCE	570-280	20	1,160.00
10/27/2020	APCH	96241		CONTRACTED MAINTENANCE	570-281	20	180.00
10/27/2020	APCH	96242		STREET & ROW MAINTENANCE	750-328	35	2,323.00
10/27/2020	APCH	96243#		CHECK APCHK 96234 TOTAL FOR FUND 01:			3,663.00
10/27/2020	APCH	96244		FEES/DUES/SUBSCRIPTIONS	630-307	30	185.57
10/27/2020	APCH	96245		OPERATING EQUIPMENT	630-401	30	557.97
10/27/2020	APCH	96246		OPERATING SUPPLIES & EQUIPMENT	710-401	35	765.00
10/27/2020	APCH	96247		CHECK APCHK 96235 TOTAL FOR FUND 01:			1,322.97
Fund: 02 COMMISARY							
10/27/2020	APCH	96248	WAREHOUSE DIRECT	OFFICE SUPPLIES	455-301	10	18.36
10/27/2020	APCH	96249	COMMISSARY PROVISION	COMMISSARY PROVISION	455-355	10	18.39
10/27/2020	APCH	96250	COMMISSARY PROVISION	COMMISSARY PROVISION	455-355	10	30.65
10/27/2020	APCH	96251	COMMISSARY PROVISION	COMMISSARY PROVISION	455-355	10	7.49
10/27/2020	APCH	96252	MAINTENANCE - BUILDING	MAINTENANCE - BUILDING	455-355	10	32.98
10/27/2020	APCH	96253	OFFICE SUPPLIES	OFFICE SUPPLIES	630-301	30	9.58
10/27/2020	APCH	96254					17.61

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
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Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
				WELCH BROS., INC	OFFICE SUPPLIES	630-301	30	51.02
				WESTOWN AUTO SUPPLY COMPANY	OFFICE SUPPLIES	630-301	30	17.25
				WILL COUNTY CLERK	OPERATING EQUIPMENT	630-401	30	138.09
					OPERATING EQUIPMENT	630-401	30	68.88
					CHECK APCHK 96238 TOTAL FOR FUND 01:			410.30
10/27/2020		APCH	96239	WELCH BROS., INC	MAINTENANCE - BUILDING	466-228	10	390.00
10/27/2020		APCH	96240	WESTOWN AUTO SUPPLY COMPANY	MAINTENANCE - VEHICLES	735-409	35	118.11
10/27/2020		APCH	96241	WILL COUNTY CLERK	FEES/DUES/SUBSCRIPTIONS	630-307	30	10.00
					Total for fund 01 GENERAL FUND			238,637.95

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND							
10/27/2020	APCH	96179*#	ACCESS ONE, INC.	PHONE - TELEPHONES	401-201	50	92.11
				PHONE - TELEPHONES	401-201	50	92.11
				CHECK APCHK 96179 TOTAL FOR FUND 02:			184.22
10/27/2020	APCH	96180	ACI PAYMENTS, INC	FEES DUES SUBSCRIPTIONS	401-307	50	21.45
10/27/2020	APCH	96195*#	COMED	ENERGY - ELECTRIC PUMP	420-206	50	559.82
10/27/2020	APCH	96200*#	FALCO'S LANDSCAPING INC	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	2,080.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	1,560.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	1,950.00
				CHECK APCHK 96200 TOTAL FOR FUND 02:			5,590.00
10/27/2020	APCH	96205*#	H AND R CONSTRUCTION INC.	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	3,705.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	4,200.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	3,600.00
				CHECK APCHK 96205 TOTAL FOR FUND 02:			11,505.00
10/27/2020	APCH	96207	HUNTER ASPHALT PAVING INC	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	2,082.40
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	2,603.00
				CHECK APCHK 96207 TOTAL FOR FUND 02:			4,685.40
10/27/2020	APCH	96209	ILLINOIS TOLLWAY	SCHOOLS CONFERENCE TRAVEL	401-304	50	1.70
10/27/2020	APCH	96213	LA FASTENERS INC	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	144.98
10/27/2020	APCH	96214	LAKE HINSDALE VILLAGE	WATER DEPOSIT REFUND	280-131	00	59.27
10/27/2020	APCH	96216*#	MID AMERICAN WATER	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	542.00
10/27/2020	APCH	96225*#	PURE PRAIRIE ORGANICS	LANDSCAPING - OTHER	430-299	50	184.08
				LANDSCAPING - OTHER	430-299	50	184.08
				CHECK APCHK 96225 TOTAL FOR FUND 02:			368.16

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND							
10/27/2020	APCH	96234*	TAMELING GRADING	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	1,013.00
10/27/2020	APCH	96235	TAMELING INDUSTRIES	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	361.80
			Total for fund 02 WATER FUND				25,036.80

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Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 07 POLICE PENSION FUND	10/27/2020	APCH	96183	ATWELL & ATWELL	LEGAL FEES	401-242	62	250.00
					Total for fund 07 POLICE PENSION FUND			250.00
					TOTAL - ALL FUNDS			264,332.25
					'*' - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND			
					'#' - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT			

VILLAGE OF WILLOWSBROOK

BOARD MEETING
AGENDA ITEM - HISTORY/COMMENTARY

AN ORDINANCE EXTENDING TEMPORARY EXECUTIVE POWERS PURSUANT TO
65 ILCS 5/11-1-6

AGENDA NO. 5.e.

AGENDA DATE: 10/26/2020

STAFF REVIEW: Mike Mertens, Assistant Village Administrator

SIGNATURE: 

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: 

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: 

REVIEWED & APPROVED BY COMMISSION: YES NO N/A

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

In late 2019, a new and significant outbreak of Coronavirus Disease 2019 (COVID-19) emerged in China. The World Health Organization declared COVID-19 a Public Health Emergency of International Concern on January 30, 2020, and the United States Secretary of Health and Human Services declared that COVID-19 presents a public health emergency on January 27, 2020.

On March 9, 2020 Illinois Governor JB Pritzker declared all counties in the State of Illinois as a disaster area, (Governor's Disaster Proclamation). Following the lead of Governor J. B. Pritzker, health agencies on both the State and Federal level, the DuPage County Board on March 16, 2020 passed the DuPage County Disaster Proclamation. The Centers for Disease Control (CDC) and World Health Organization have declared the COVID-19 a global pandemic. The CDC recommended that all events over 50 people be postponed or cancelled. The State of Illinois has entered Phase 4 of the Restore Illinois Plan with limited occupancy for restaurants, retail and office uses with facemask requirements and is still recommending a minimum six-foot social distancing policy. The Centers for Disease Control and Prevention has reported 8,312,667 confirmed cases and 221,438 deaths in the United States and the Illinois Department of Public Health has reported 360,159 confirmed cases and 9,387 deaths that are attributable to COVID-19 as of October 22, 2020.

On July 24, 2020 Illinois Governor JB Pritzker issued an additional Executive Order amending the criteria. (attached).

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

It is the policy of the Village of Willowbrook that the corporate authorities will be prepared to address any emergencies and, therefore, pursuant to Section 5/11-1-6 of the Illinois Municipal Code, it is necessary and appropriate to establish standards for the determination of whether a state of emergency exists authorizing the mayor to exercise extraordinary power and authority, by executive order, during the possible state of emergency, to ensure that the effects of COVID-19 are mitigated and minimized and that residents and visitors in the Village remain safe and secure.

If the ordinance is approved, it would allow for the following items allowable through the code of ordinances:

a) All actions reasonably and expeditiously necessary to respond to the local state of emergency; and

- b) Approve previously appropriated expenditures of the Village for the purpose of continuing the operations of the Village; and
- c) In the event the local state of emergency extends beyond the current fiscal year and a new budget has not been approved, the Mayor shall be authorized to approve new spending by the Village during the existence of the local state of emergency;
- d) Canceling meetings of any board or commission to which the Mayor appoints members. Any such cancellation shall automatically extend such deadlines for required actions by such board or commission as is specified in the cancellation notice;
- e) Suspend licenses or permits for special events or any other licenses or permits issued by the Village which in the judgment of the Mayor could impact the public health or well-being of residents or visitors to the community;
- f) Authorize any purchase for which funds are available reasonably related to the local state of emergency; and
- g) Authorize to close Village facilities as is reasonably required to protect the health of the public and employees of the Village related to the local state of emergency.

This Extension of the Temporary Executive Power Ordinance will be in full affect until the next regular meeting of the Village Board of the Village of Willowbrook.

ACTION PROPOSED: Pass the Ordinance.



EXECUTIVE DEPARTMENT

FILED
INDEX DEPARTMENT

SPRINGFIELD, ILLINOIS

JUL 24 2020

IN THE OFFICE OF
SECRETARY OF STATE

July 24, 2020

Executive Order 2020-48

EXECUTIVE ORDER 2020-48
(COVID-19 EXECUTIVE ORDER NO. 45)

WHEREAS, since early March 2020, Illinois has faced a pandemic that has caused extraordinary sickness and loss of life, infecting over 140,000 and growing, and taking the lives of thousands of residents; and,

WHEREAS, at all times but especially during a public health crisis, protecting the health and safety of Illinoisans is among the most important functions of State government; and,

WHEREAS, as Illinois adapts and responds to the public health disaster caused by Coronavirus Disease 2019 (COVID-19), a novel severe acute respiratory illness that spreads rapidly through respiratory transmissions and that continues to be without an effective treatment or vaccine, the burden on residents, healthcare providers, first responders, and governments throughout the State is unprecedented; and,

WHEREAS, as COVID-19 has spread in Illinois over the course of the Gubernatorial Disaster Proclamations, the circumstances causing a disaster throughout the State have changed and continue to change, making definitive predictions of the course the virus will take over the coming months extremely difficult; and,

WHEREAS, in addition to causing the tragic loss of more than 7,300 Illinoisans and wreaking havoc on the physical health of tens of thousands more, COVID-19 has caused extensive economic loss and continues to threaten the financial welfare of a significant number of individuals and businesses across the nation and the State; and,

WHEREAS, on July 24, 2020, considering the expected continuing spread of COVID-19 and the ongoing health and economic impacts that that will be felt over the coming month by people across the State, I declared all counties in the State of Illinois as a disaster area; and,

WHEREAS, in response to the epidemic emergency and public health emergency described above, I find it necessary to re-issue Executive Orders 2020-03, 2020-04, 2020-07, 2020-08, 2020-09, 2020-11, 2020-12, 2020-13, 2020-15, 2020-16, 2020-17, 2020-20, 2020-21, 2020-22, 2020-23, 2020-24, 2020-25, 2020-26, 2020-27, 2020-28, 2020-29, 2020-30, 2020-31, 2020-34, 2020-35, 2020-36, 2020-42, 2020-43, and 2020-45 and hereby incorporate the WHEREAS clauses of those Executive Orders;

THEREFORE, by the powers vested in me as the Governor of the State of Illinois, pursuant to the Illinois Constitution and Sections 7(1), 7(2), 7(3), 7(8), 7(9), and 7(12) of the Illinois Emergency Management Agency Act, 20 ILCS 3305, and consistent with the powers in public health laws, I hereby order the following, effective July 24, 2020:

Part 1: Re-Issue of Executive Orders.

Executive Orders 2020-03, 2020-04, 2020-07, 2020-08, 2020-09, 2020-11, 2020-12, 2020-13, 2020-15, 2020-16, 2020-17, 2020-20, 2020-21, 2020-22, 2020-23, 2020-24, 2020-25, 2020-26, 2020-27, 2020-28, 2020-29, 2020-30, 2020-31, 2020-34, 2020-35, 2020-36, 2020-42, 2020-43, and 2020-45 hereby are re-issued by this Executive Order 2020-48 as follows:

Executive Order 2020-04 (Closure of James R. Thompson Center; waiver of sick leave requirement for State employees):

Sections 2 and 3 of Executive Order 2020-04 are re-issued and extended through **August 22, 2020**. Nothing in Section 2 precludes the Department of Central Management Services from designating specific points of ingress and egress and controlling traffic flow in the James R. Thompson Center for State employees, members of the public attending to State business, and members of the public patronizing the businesses and food court.

Executive Order 2020-07 (In-person meeting requirements):

Section 6 of Executive Order 2020-07, as amended by Executive Order 2020-33 and Executive Order 2020-44, is re-issued and extended through **August 22, 2020**.

Executive Order 2020-08 (Secretary of State operations):

Sections 2, 3, 4, and 5 of Executive Order 2020-08, as amended by Executive Order 2020-39 and Executive Order 2020-44, are re-issued and extended through **August 22, 2020**.

Executive Order 2020-09 (Telehealth):

Executive Order 2020-09 is re-issued in its entirety and extended through **August 22, 2020**.

Executive Order 2020-11 (Revisions to prior Executive Orders; Department of Corrections notification period):

Section 4 of Executive Order 2020-11 is re-issued and extended through **August 22, 2020**.

Executive Order 2020-12 (Health care worker background checks; Department of Juvenile Justice notification period):

Sections 1, 2, and 3 of Executive Order 2020-12 are re-issued and extended through **August 22, 2020**, whereafter Section 2 shall be rescinded.

Executive Order 2020-13 (Suspending Illinois Department of Corrections admissions from county jails):

Executive Order 2020-13 is re-issued in its entirety and extended through **August 22, 2020**.

Executive Order 2020-15 (Suspending provisions of the Illinois School Code):

Sections 5, 6, 7, 8, and 9 of Executive Order 2020-15 are re-issued and extended through **August 22, 2020**.

Executive Order 2020-16 (Repossession of vehicles; suspension of classroom training requirement for security services):

Executive Order 2020-16 is re-issued in its entirety and extended through **August 22, 2020**, whereafter Section 1 shall be rescinded.

Executive Orders 2020-03 and 2020-17 (Cannabis deadlines and applications):

Executive Orders 2020-03 and 2020-17, as modified by Executive Order 2020-18, are re-issued and shall remain in effect as specified by Executive Order 2020-18.

Executive Order 2020-20 (Public assistance requirements):

Executive Order 2020-20 is re-issued in its entirety and extended through **August 22, 2020**.

Executive Order 2020-21 (Furlough of Illinois Department of Corrections inmates):

Executive Order 2020-21 is re-issued in its entirety and extended through **August 22, 2020**.

Executive Order 2020-22 (Township meetings; Funeral Directors and Embalmers Licensing Code; placements under the Child Care Act of 1969; fingerprint submissions under Health Care Worker Background Check Act):

Sections 4, 5, and the Savings Clause of Executive Order 2020-22 are re-issued and extended through **August 22, 2020**.

Executive Order 2020-23 (Actions by the Illinois Department of Financial and Professional Regulation for licensed professionals engaged in disaster response):

Executive Order 2020-23 is re-issued in its entirety and extended through **August 22, 2020**.

Executive Order 2020-24 (Illinois Department of Human Services Forensic Treatment Program; investigations of Illinois Department of Human Services employees):

Executive Order 2020-24 is re-issued in its entirety and extended through **August 22, 2020**.

Executive Order 2020-25 (Garnishment and wage deductions):

Executive Order 2020-25 is re-issued in its entirety and extended through **August 22, 2020**.

Executive Order 2020-26 (Hospital capacity):

Executive Order 2020-26 is re-issued in its entirety and extended through **August 22, 2020**, whereafter Sections 2(a)-(d) and (f)-(h), 3, 4, and 5 shall be rescinded.

Executive Order 2020-27 (Cadavers testing positive for COVID-19):

Executive Order 2020-27 is re-issued in its entirety and extended through **August 22, 2020**.

Executive Order 2020-28 (Industrial radiography certifications):

Executive Order 2020-28 is re-issued in its entirety and extended through **August 22, 2020**.

Executive Order 2020-29 (In-person education or exams for professional insurance licenses):

Executive Order 2020-29 is re-issued in its entirety and extended through **August 22, 2020**.

Executive Order 2020-30 (Filing of residential eviction actions; enforcement of non-residential eviction orders; expired consular identification documents; electronic filings for the Illinois Human Rights Commission):

Executive Order 2020-30, as amended by Executive Order 2020-33 and as further amended and revised below, is re-issued in its entirety and extended through **August 22, 2020**, whereafter the prohibition on enforcement of orders of eviction for non-residential premises shall be rescinded.

Section 7. The provisions of Section 2 and 3 of Executive Order 2020-30, as amended by Executive Order 2020-33, prohibiting the commencement of residential eviction actions and the enforcement of orders of eviction for residential properties, shall remain in effect to allow the Illinois Housing Development Authority to distribute monetary assistance under the Emergency Rental Assistance and Emergency Mortgage Assistance programs directly to landlords or property owners on behalf of eligible tenants or, for eligible homeowners, directly to the mortgagor's loan servicer.

Executive Order 2020-31 (Educator licensure and student graduation requirements):

Executive Order 2020-31 is re-issued in its entirety and extended through **August 22, 2020**.

Executive Order 2020-34 (Cannabis requirements):

Executive Order 2020-34 is re-issued in its entirety and extended through **August 22, 2020**, whereafter Section 2 shall be rescinded.

Executive Order 2020-35 (IDPH regulatory activities):

Sections 1 and 3-17 of Executive Order 2020-35 are re-issued and extended through **August 22, 2020**, whereafter Sections 1 and 3-13 shall be rescinded.

Executive Order 2020-36 (Marriage licenses):

Executive Order 2020-36 is re-issued in its entirety and extended through **August 22, 2020**.

Executive Order 2020-42 (State Fairs):

Executive Order 2020-42 is re-issued in its entirety and extended through **August 22, 2020**.

Executive Order 2020-43 (Phase 4 Community Revitalization Order):

Executive Order 2020-43 is re-issued in its entirety and extended through **August 22, 2020**.

Executive Order 2020-45 (Cannabis licenses):

Executive Order 2020-45 is re-issued in its entirety and extended through **August 22, 2020**.

Part 2: Savings Clause. If any provision of this Executive Order or its application to any person or circumstance is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or application of this Executive Order, which can be given effect without the invalid provision or application. To achieve this purpose, the provisions of this Executive Order are declared to be severable.



JB Pritzker, Governor

Issued by the Governor: July 24, 2020
Filed by the Secretary of State: July 24, 2020

FILED
INDEX DEPARTMENT

JUL 24 2020

IN THE OFFICE OF
SECRETARY OF STATE

ORDINANCE NO. 20-O

**AN ORDINANCE EXTENDING TEMPORARY
EXECUTIVE POWERS PURSUANT TO 65 ILCS 5/11-1-6**

WHEREAS, on March 23, 2020, the Governor of the State of Illinois issued Executive Order 2020-10 ordering all individuals, with certain exceptions, to shelter in place through April 7, 2020; and

WHEREAS, during the March 23, 2020 regular meeting of the Mayor and Board of Trustees of the Village of Willowbrook, the Village Board adopted and approved Ordinance 20-O-08, entitled “An Ordinance Establishing Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6”; and

WHEREAS, on March 23, 2020, Village Mayor, Frank A. Trilla, signed a “Proclamation Declaring An Emergency In The Village Of Willowbrook Due To The Coronavirus (COVID-19) Outbreak”; and

WHEREAS, on April 1, 2020, the Governor of the State of Illinois issued Executive Order 2020-18 extending for an additional thirty (30) days certain executive orders, including Executive Order 2020-10, ordering all individuals, with certain exceptions, to shelter in place through April 30, 2020; and

WHEREAS, effective May 1, 2020, Governor JB Pritzker signed Executive Order 2020-32 extending for another thirty (30) days prior Executive Orders continuing shelter-in-place orders until May 30, 2020; and

WHEREAS, during the April 27, 2020 regular meeting of the Mayor and Board of Trustees of the Village of Willowbrook, the Village Board adopted and approved Ordinance 20-O-13,

entitled "An Ordinance Extending Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6"; and

WHEREAS, during the May 11, 2020 regular Village Board Meeting of the Mayor and Board of Trustees of the Village of Willowbrook, the Village Board adopted and approved Ordinance 20-O-17, entitled "An Ordinance Extending Temporary Executive Powers Pursuant to 65 ILCS 5/11-6"; and

WHEREAS, during the May 26, 2020 Village Board meeting of the Mayor and Board of Trustees, the Village Board adopted and approved Ordinance No. 20-O-19 extending temporary executive powers; and

WHEREAS, during the June 8, 2020 Village Board Meeting of the Mayor and Board of Trustees, the Village Board adopted and approved Ordinance No. 20-O-21 extending temporary executive powers; and

WHEREAS, during the June 22, 2020 Village Board Meeting of the Mayor and Board of Trustees, the Village Board adopted and the Mayor approved Ordinance No. 20-O-23 extending temporary executive powers; and

WHEREAS, on June 26, 2020, Governor JB Pritzker issued Executive Order 2020-44 (COVID-19 Executive Order No. 42) which extended prior Executive Orders related to the COVID-19 pandemic and again declared all counties in the State of Illinois disaster areas for an additional thirty (30) days; and

WHEREAS, on July 24, 2020, Governor JB Pritzker extended the Disaster Proclamations, previously issued, for an additional thirty (30) days; and

WHEREAS, on August 21, 2020, Governor JB Pritzker extended the disaster proclamation, previously issued, for an additional thirty (30) days; and

WHEREAS, on October 16, 2020, Governor JB Pritzker again extended the disaster proclamation for an additional thirty (30) days; and

WHEREAS, the corporate authorities of the Village believe it is reasonable and necessary for the temporary executive powers afforded by Village Ordinances 20-O-08, 20-O-10, 20-O-13, 20-O-17, 20-O-19, 20-O-21, 20-O-23, 20-O-26, 20-O-29, 20-O-32, 20-O-36, 20-O-38, 20-O-44 and 20-O-45 be extended to the adjournment of the next regularly scheduled Village of Willowbrook Mayor and Board of Trustees' meeting.

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

SECTION 1. The corporate authorities of the Village hereby determine that it is advisable, necessary and in the best interests of the public health, safety and welfare of the Village that the Village extend the temporary executive powers afforded by Village Ordinances 20-O-08, 20-O-10, 20-O-13, 20-O-17, 20-O-19, 20-O-21, 20-O-23, 20-O-26, 20-O-29, 20-O-32, 20-O-36, 20-O-38, 20-O-44 and 20-O-45, and as further extended by this Village Ordinance 20-O-48, until the adjournment of the next regularly scheduled meeting of the Village of Willowbrook Mayor and Board of Trustees.

SECTION 2. The officials, officers and employees of the Village are hereby authorized to take such further actions as are necessary to carry out the intent and purpose of this Ordinance.

SECTION 3. This Ordinance shall be in full force and effect upon and after its passage, approval and publication in accordance with law.

PASSED and APPROVED this 26th day of October, 2020.

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen,
Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A MOTION TO APPROVE THE 2020 MOTOR FUEL TAX (MFT) ROADWAY MAINTENANCE PROGRAM AND VILLAGE HALL PARKING LOT – PAY ESTIMATE NO. 1 – BROTHERS ASPHALT PAVING, INC.

AGENDA NO. 5.f.**AGENDA DATE:** 10/26/2020**STAFF REVIEW:** Mike Mertens, Assistant Village Admin.**SIGNATURE:** *M. Mertens***LEGAL REVIEW:** Tom Bastian, Village Attorney**SIGNATURE:** *T. Bastian /mm***RECOMMENDED BY:** Brian Pabst, Village Administrator**SIGNATURE:** *B. Pabst /mm***REVIEWED & APPROVED BY COMMITTEE:**YES NO N/A **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, PERTINENT HISTORY)**

This year's Motor Fuel Tax (MFT) Roadway Maintenance Program will include resurfacing of 71ST Street, Monroe Street, Quincy Street and various patching, pavement striping, curb, sidewalk replacement and detectable warning panel installation. The bid by Brothers Asphalt Paving, Inc. also included the removal of 3" of asphalt, compact the base and then the addition of two layers of asphalt for a total of 4" of new asphalt, along with the removal and replacement of a 5' sidewalk for the Village Hall Parking lot. This portion of the work is funded through the General Fund, whereas the road work is funded through the Motor Fuel Tax program.

The Village awarded the 2020 program to Brothers Asphalt, Inc. on August 10, 2019. Brothers Asphalt, Inc., Addison, IL, is an IDOT pre-qualified bidder. The pay estimate has been reviewed by our Village Engineer, Christopher B. Burke Engineering. The invoice amount and quantities were found to be appropriate with their estimate and the provided material tickets.

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

The work is complete, and the contractor has submitted a request for payout No. 1.

Total Work Completed	\$233,031.39
Less Retainage at 5%	\$11,651.57
Pay Estimate No.1	\$221,379.82

The Village Engineer and Staff recommends that the Mayor and Village Board authorize Payout No. 1 – to Brothers Asphalt, Inc. in the amount of \$221,379.82. Final waivers of lien and certified payroll reports must be submitted prior to the payment check being released. The authorized payment amount would be expended from the following fund: \$195,334.43 from the MFT Fund and \$26,045.39 from the General Fund.

ACTION PROPOSED: Approve Motion



CHRISTOPHER B. BURKE ENGINEERING, LTD.

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

October 20, 2020

Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527

Attention: Mike Mertens

Subject: 2020 MFT Road Project – Pay Estimate No. 1
Section 20-00000-01 GM
(CBBEL Project No. 90-144 H214)

Dear Mike:

As requested, we have reviewed Pay Estimate No. 1 (invoice dated October 12, 2020 and received via Email on October 13, 2020) from Brothers Asphalt Paving, Inc. for the work performed. The work included 2" Surface Removal, 2.25" HMA Overlay, 2" Surface Patching, Concrete Curb and Sidewalk Replacement and Pavement Marking.

Total Completed to Date	\$233,031.39
Retainage at 5%	\$11,651.57
Pay Estimate No. 1	\$221,379.82

We note that CBBEL was not present during construction and the Village has verified the quality of work and quantities. Per discussion with the Village, an unsatisfactory patch remains to be replaced on Clarendon Hills Road and we believe the retainage is enough to hold against the work.

No discrepancies were observed in the invoice and the quantities appear appropriate based on our estimate and the provided material tickets. It is our opinion for the Village to pay the invoice in the amount of \$221,379.82.

If you have any questions or would like to further discuss this letter, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Daniel L. Lynch'.

Daniel L. Lynch, PE, CFM
Head, Municipal Engineering Department

Cc AJ Passero – Village of Willowbrook

MEMORANDUM

DATE: October 20, 2020

TO: Mike Mertens

FROM: Dan Lynch

SUBJECT: 2020 Road Project (VH Parking Lot Cost)
Village of Willowbrook
(CBBEL Project No. 900144.H214)

As requested, we have broken out the cost of the Village Hall Parking Lot, which will be paid for with separate funds other than MFT. The dollar amount has been calculated using a combination of an estimate for the work and the final quantities provided by Brothers Asphalt in Pay Estimate No. 1 dated October 12, 2020.

Village Hall Parking Lot (General Funds)	\$27,416.20
Quincy, Monroe, 71 st & Various (MFT Funds)	\$205,615.19
Total Completed to Date	\$233,031.39

Please view the attached cost estimate for an itemized breakdown of the Village Hall Parking Lot improvements.

If you have any questions, please contact me.



Village Hall Parking Lot					
ITEM NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Bituminous Materials (Tack Coat)	LB	569.70	\$ 0.10	\$ 56.97
2	Leveling Binder (Machine Method), N50 (0.75")	TON	57.00	\$ 80.00	\$ 4,560.00
3	Hot-Mix Asphalt Surface Course Mix, "D" N50 (1.5")	TON	114.00	\$ 80.00	\$ 9,120.00
4*	Portland Cement Concrete Sidewalk 5" Removal and Replacement	SQ FT	850.00	\$ 10.30	\$ 8,755.00
5*	Detectable Warnings	SQ FT	28.00	\$ 41.20	\$ 1,153.60
6*	Hot-Mix Asphalt Surface Removal 2"	SQ YD	1,266.00	\$ 1.80	\$ 2,278.80
16	Paint Pavement Marking - Letters and Symbols	SQ FT	9.20	\$ 10.30	\$ 94.76
17	Paint Pavement Marking - Line 4"	FOOT	387.00	\$ 3.61	\$ 1,397.07
TOTAL				\$ 27,416.20	

*Brothers
Asphalt
Paving, Inc.*

Invoice

DATE	INVOICE #
10/12/2020	34830

BILL TO
Village of Willowbrook 835 Midway Drive Willowbrook, IL 60527

PROJECT
2020 MFT Road Program Section No. 20-00000-01-GM Pay Estimate #1

ITEM #	QTY	UNIT	DESCRIPTION	RATE	AMOUNT
1	6,560	LB	Bituminous Materials (Tack Coat)	0.10	656.00
2	394.96	TON	Leveling Binder (Machine Method), N50 (0.75")	80.00	31,596.80
3	911.51	TON	Hot-Mix Asphalt Surface Course Mix, "D" N50 (1.5")	80.00	72,920.80
4	1,343	SF	Portland Cement Concrete Sidewalk 5" Removal and Replacement	10.30	13,832.90
5	28	SF	Detectable Warnings	41.20	1,153.60
6	10,343	SY	Hot-Mix Asphalt Surface Removal 2"	1.80	18,617.40
7	271	FT	Combination Concrete Curb and Gutter Removal and Replacement	154.50	41,869.50
8	1	LS	Traffic Control and Protection, Standard 701501	10,000.00	10,000.00
9	0	SF	Short Term Pavement Marking	1.50	0.00
10	0	FT	Short Term Pavement Marking Removal	1.00	0.00
11	161.2	SF	Thermoplastic Pavement Marking - Letters and Symbols	4.12	664.14
12	6,112	FT	Thermoplastic Pavement Marking - Line 4" (White & Yellow)	0.62	3,789.44
13	5,145	FT	Thermoplastic Pavement Marking - Line 6" (White)	0.82	4,218.90
14	326	FT	Thermoplastic Pavement Marking - Line 12" (White)	2.06	671.56
15	121	FT	Thermoplastic Pavement Marking - Line 24" (Stop Bar)	4.12	498.52
16	9.2	SF	Paint Pavement Marking - Letters and Symbols	10.30	94.76
17	387	FT	Paint Pavement Marking - Line 4"	3.61	1,397.07
18	0	SF	Pavement Marking Removal, Grinding	0.72	0.00

	Total
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*Brothers
Asphalt
Paving, Inc.*

Invoice

DATE	INVOICE #
10/12/2020	34830

BILL TO

PROJECT

Village of Willowbrook 835 Midway Drive Willowbrook, IL 60527

2020 MFT Road Program Section No. 20-00000-01-GM Pay Estimate #1
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ITEM #	QTY	UNIT	DESCRIPTION	RATE	AMOUNT
19	2,070 1	SY LS	Class D Patch, 2" Surface (Special) Less 5% Retention	15.00 -11,651.57	31,050.00 -11,651.57

	Total	\$221,379.82
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VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: REPORT – Annual Police Pension Board Report	AGENDA NO. 6
	AGENDA DATE: <u>10/26/2020</u>
STAFF REVIEW: Carrie Dittman, Director of Finance	SIGNATURE <u>C. Dittman</u>
LEGAL REVIEW: Thomas Bastian, Village Attorney	SIGNATURE: <u>T. Bastian / w.m.</u>
RECOMMENDED BY: Brian Pabst, Village Administrator	SIGNATURE: <u>B. Pabst / w.m.</u>
REVIEWED BY COMMITTEE:	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

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

Annually, by state statute 40 ILCS 5/3-143, the Police Pension Board is required to report to the municipality the financial condition of the pension fund at the end of its most recent fiscal year (4/30/2020). The report is used when determining the amount of taxes to levy to fund police pension benefits, although the Village has historically not levied a property tax and instead funded the police pension expenditures through General Fund sources.

At the October 14, 2020 police pension board meeting, the attached report was presented to and accepted by the pension board. The report contains excerpts from the police pension fund financial statements and actuarial valuation, which was also presented and accepted at the meeting.

The report notes the statutory minimum contribution for the 2021-2022 fiscal year of \$744,118 or 38.2% of covered payroll, calculated in accordance with the Projected Unit Credit actuarial cost method. The actuary's recommendation is **\$1,190,994** in municipal contributions (61.2% of covered payroll), in accordance with the Entry Age Normal actuarial cost method, the accepted method under accounting standards and what the Village has historically followed for funding purposes. The contribution amount funds both benefit payments for the 19 current beneficiaries plus future benefits for the 21 active officers who were employed as of the valuation date of April 30, 2020. Future increases to either beneficiaries or active officers will increase the required pension contribution.

The actual investment return for the fiscal year ended April 30, 2020 was 1.98% and the Police Pension plan is 71.4% funded.

The current contribution for FY 2020/2021 is \$1,074,713 or 51.7% of covered payroll.

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

The police pension board approved the report at the October 14, 2020 pension board meeting and formally requests **\$1,190,994** as the annual municipal contribution from the Village of Willowbrook for the FY 2021/2022 police pension fund benefits and administrative costs.

The Village board will determine during the budget process what amount to contribute into the police pension fund for FY 2021/2022.

ACTION PROPOSED: ACCEPT THE REPORT

**VILLAGE OF WILLOWBROOK, ILLINOIS
POLICE PENSION FUND**

**Municipal Compliance Report (40 ILCS §5/3-143, Report by Pension Board)
For the Year Ended April 30, 2020**

The Pension Board certifies to the Board of Trustees of the Village on the condition of the Pension Fund at the end of its most recently completed fiscal year the following information:

1. The total assets of the fund in its custody at the end of the fiscal year and the current market value of those assets:

Actuarial Value of Assets	<u>\$23,810,978</u>
Total Net Assets (at Market Value)	<u>\$22,814,385</u>

2. The estimated receipts during the next succeeding fiscal year from deductions from the salaries of police officers and from other sources:

Estimated Receipts - Employee Contributions	<u>\$192,901</u>
Estimated Receipts - All Other Sources	
Investment Earnings	<u>N/A</u>
Municipal Contributions	<u>\$1,190,994</u>

3. The estimated amount required during the next succeeding fiscal year to (a) pay all pensions and other obligations provided in Article 3 of the Illinois Pension Code, and (b) to meet the annual requirements of the fund as provided in Sections 3-125 and 3-127:

(a) Pay all Pensions and Other Obligations	<u>N/A</u>
(b) Annual Requirement of the Fund as Determined by: Illinois Department of Insurance Report	<u>N/A</u>
Private Actuary - Report Dated July 16, 2020 (Entry Age Normal - Level Percent)	<u>\$1,190,994</u>
Private Actuary - Report Dated July 16, 2020 (PA096-1495)	<u>\$744,118</u>

**VILLAGE OF WILLOWBROOK, ILLINOIS
POLICE PENSION FUND**

**Municipal Compliance Report (40 ILCS §5/3-143, Report by Pension Board)
For the Year Ended April 30, 2020**

4. The total net income received from investment of assets along with the assumed investment return and actual investment return received by the fund during its most recently completed fiscal year compared to the total net income, assumed investment return, and actual investment return received during the preceding fiscal year:

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Net Income Received from Investment of Assets	<u>\$445,283</u>	<u>\$1,489,308</u>
Assumed Investment Return		
Illinois Department of Insurance	<u>N/A</u>	<u>6.50%</u>
Private Actuary - Report Dated July 16, 2020	<u>7.25%</u>	<u>7.25%</u>
Actual Investment Return	<u>1.98%</u>	<u>6.61%</u>

5. The total number of active employees who are financially contributing to the fund:

Number of Active Members	<u>21</u>
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6. The total amount that was disbursed in benefits during the fiscal year, including the number of and total amount disbursed to (i) annuitants in receipt of a regular retirement pension, (ii) recipients being paid a disability pension, and (iii) survivors and children in receipt of benefits:

	<u>Number of</u>	<u>Total Amount Disbursed*</u>
(i) Regular Retirement Pension	<u>15</u>	<u>\$1,311,946</u>
(ii) Disability Pension	<u>3</u>	<u>\$144,007</u>
(iii) Survivors and Child Benefits	<u>1</u>	<u>\$83,182</u>

* The total amount disbursed during the year was \$1,510,461.

**VILLAGE OF WILLOWBROOK, ILLINOIS
POLICE PENSION FUND**

**Municipal Compliance Report (40 ILCS §5/3-143, Report by Pension Board)
For the Year Ended April 30, 2020**

7. The funded ratio of the fund:

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Illinois Department of Insurance	<u>N/A</u>	<u>66.9%</u>
Private Actuary - Report Dated July 16, 2020	<u>71.4%</u>	<u>72.9%</u>

8. The unfunded liability carried by the fund, along with an actuarial explanation of the unfunded liability:

Unfunded Liability:

Illinois Department of Insurance	<u>N/A</u>
Private Actuary - Report Dated July 16, 2020	<u>\$9,517,850</u>

The accrued liability is the actuarial present value of the portion of the projected benefits that has been accrued as of the valuation date based upon the actuarial valuation method and the actuarial assumptions employed in the valuation. The unfunded accrued liability is the excess of the accrued liability over the actuarial value of assets.

9. The investment policy of the Pension Board under the statutory investment restrictions imposed on the fund.

Investment Policy - See Attached

WILLOWBROOK POLICE PENSION FUND INVESTMENT POLICY

PURPOSE

The investment of pension funds is the responsibility of the members of the Board of Trustees of the Willowbrook Police Pension Fund (Pension Board). The purpose of this investment policy is to indicate a conscious, formal effort by the Pension Board to develop, implement and monitor the investment of pension funds. It shall be considered an important means to communicate the Pension Board's policy views on management of pension funds to the public, participants, and beneficiaries of the Fund.

The investment of pension funds is the responsibility of the members of the Board of Trustees of the Pension Board. The purpose of this investment policy is to:

- Define and assign the responsibilities of all parties involved
- Establish the relevant investment horizon for which the Pension Fund will be managed
- Offer guidance and limitations to all Investment Managers regarding the investment of Pension Fund
- Communicate the Pension Board's policy views on management of pension funds to the public, participants, and beneficiaries of the Willowbrook Police Pension Fund (Fund)
- Establish long-term expected rates
- Establish a basis of evaluation investment results

In general, the purpose of this investment policy is to outline a philosophy which will guide the investment management of the assets toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical. This document is intended to serve as a reference tool, an operating code, and a communications link between the Board of Trustees, its staff, and its investment professionals.

SCOPE

This policy governs the investment practices and applies to all financial transactions of the Willowbrook Police Pension Fund (Pension Fund).

OBJECTIVES

The Pension Board has a fiduciary responsibility to discharge its duties with respect to the Pension Fund solely in the interest of the participants and beneficiaries as set forth in the Illinois Pension Code.

Safety of Principal – Preservation of principal is the foremost objective of the Pension Board. Investment transactions shall seek to first ensure that large capital losses are avoided. Additionally, the objective of the Pension Board is to avoid erosion of principal resulting from securities defaults.

Return on Investments – The Pension Board seeks to attain or exceed market rates of return on investments consistent with constraints imposed by safety objectives, cash flow considerations and Illinois Laws that restrict the placement of public funds.

Maintenance of Public Trust – All participants in the investment process shall seek to act responsibly as custodians of the Pension Fund. Investment officials shall avoid any transactions that might reasonably impair Pension Fund participant's confidence in the Pension Board's ability to manage the Pension Fund.

Liquidity – The assets shall be sufficiently liquid to meet the Pension Fund's disbursement requirements for the payment of operating expenses and benefits.

RESPONSIBILITY

Management of the investment program is the responsibility of the Pension Board. No person may engage in an investment transaction except as provided under terms of this policy established by the Pension Board.

The Treasurer of the Pension Fund shall be responsible for establishing internal controls and written procedures for the operation of the Investment program to comply with Illinois Compiled Statutes.

The Pension Board will generally be responsible for the following:

- Complying with applicable laws, regulations, and rulings.
- Selecting all qualified investment professionals.
- Monitoring and evaluating investment performance and compliance with this Policy.
- Reviewing and suggesting changes, as needed, to this Policy.
- Establishing and reviewing the appropriateness of the Pension Fund's asset allocation policy.
- Taking action according to this policy.

The Pension Board may appoint an investment manager (as defined in 40 ILCS 5/1 – 101.4) to assist in the management of the investment program. The investment manager shall acknowledge, in writing, that he or she is a fiduciary with respect to the Pension Fund. Any such written acknowledgement shall be attached to this policy or included in the agreement between the Pension Board and the investment manager.

The Pension Board will meet with the investment manager quarterly to review market conditions and to determine investment strategy. This review will include analysis of the investment portfolio, its effectiveness in meeting the Pension Fund's needs for safety, liquidity, rate of return, and diversification, and its general performance.

PRUDENCE

The standard of prudence to be used by investment officials shall be the "prudent investor" and shall be applied in the context of managing the portfolio. Investments shall be made with the care, skill, prudence and diligence that a prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of like character with like aims.

PROHIBITED TRANSACTIONS

A Fiduciary with respect to the Pension Fund shall not:

1. Deal with the assets of the Pension Fund in his or her own interests or for his or her own account.
2. In their individual or other capacity effect any transaction involving the Pension Fund on behalf of a party whose interests are adverse to the interests of the Pension Fund or the interests of its participants or beneficiaries.
3. Receive any consideration for his or her own personal account from any party dealing with the Pension Fund in connection with a transaction involving the assets of the Pension Fund.
4. Knowingly cause or advise the Pension Fund to engage in an investment transaction when the fiduciary (i) has any direct interest in the income, gains, or profits of the investment advisor through which the investment transaction is made or (ii) has a business relationship with that investment advisor that would result in a pecuniary benefit to the fiduciary as a result of the investment transaction. (40 ILCS 5/1-110)

INVESTMENT INSTRUMENTS

The Pension Fund may invest in any type of investment instrument permitted by Illinois law, as described in Chapter 40 of the Illinois Compiled Statutes, 40 ILCS 5/1-113.2 through 113.4a. Permitted investment instruments include, but are not limited to:

1. Interest bearing direct obligations of the United States of America.
2. Interest bearing obligations to the extent that they are fully guaranteed or insured as to payment of principal and interest by the United States of America.
3. Interest bearing bonds, notes, debentures, or other similar obligations of agencies of the United States of America. For the purposes of this section, "Agencies of the United States of America" include:
 - a. The Federal National Mortgage Association and the Student Loan Marketing Association.
 - b. Federal Land Banks, Federal Intermediate Credit Banks, Federal Farm Credit Banks, and any

other entity authorized to issue direct debt obligations of the United States of America under the Farm Credit Act of 1971.

- c. Federal Home Loan Banks and the Federal Home Loan Mortgage Corporation.
- d. Any agency created by act of Congress that is authorized to issue direct debt obligations of the United States of America.

4. Corporate bonds managed through an investment advisor must meet all of the following requirements:

- a. The bonds must be rated as investment grade by one of the 2 largest rating services at the time of purchase.
- b. If subsequently downgraded below investment grade, the bonds must be liquidated by the manager from the portfolio within 90 days after being downgraded.

5. Interest bearing savings accounts or certificates of deposit, issued by federally chartered banks or savings and loan associations, or by State of Illinois chartered banks or savings and loan associations, to the extent that the deposits are insured by agencies or instrumentalities of the federal government.

6. Interest bearing bonds of the State of Illinois or interest bearing bonds or tax anticipation warrants of any county, township, or municipal corporation of the State of Illinois.

7. Pooled interest bearing accounts managed by the Illinois Public Treasurer's Investment Pool in accordance with the deposit of state moneys act.

8. Direct obligations of the State of Israel.

9. Money Market Mutual Funds managed by investment companies that are registered under the Federal Investment Company Act of 1940 and the Illinois Securities Law of 1953 and are diversified, open-ended management investment companies; provided that the portfolio of the money market mutual fund is limited to:

- a. Bonds, notes, certificates of indebtedness, treasury bills, or other securities that are guaranteed by the full faith and credit of the United States of America or its agencies.
- b. Bonds, notes, debentures, or other similar obligations of the United States of America or its agencies.

10. Not to exceed 10% of the portfolio, separate accounts that are managed by life insurance companies authorized to transact business in Illinois and are comprised of diversified portfolios consisting of common or preferred stock, bonds or money market instruments or mutual funds that meet the requirement as outlined in item 11 below.

11. In addition to the items listed above, if the Pension Fund has net assets of \$2,500,000 or more it may invest a portion of its net assets in mutual funds that meet the following requirements:

- a. The mutual fund is managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953.
- b. The mutual fund has been in operation for at least five years.
- c. The mutual fund has total net assets of \$250 million or more.
- d. The mutual fund is comprised of diversified portfolios of common or preferred stocks, bonds, or money market instruments.

12. In addition to the items listed above, if the Pension Fund has net assets of \$5,000,000 or more it may invest a portion of its net assets in common and preferred stocks that meet the following requirements:

- a. Investments made through an investment advisor with a written contract.
- b. Stocks of U.S. Corporations that have been in existence for 5 years.
- c. Corporations not in arrears in payment of dividends in the last 5 years.
- d. Market value of stock in any one corporation does not exceed 5% of cash and invested assets of pension fund.

- e. Stock in any one corporation does not exceed 5% of the total outstanding stock in the corporation.
- f. Stocks listed on national securities exchange or quoted in NASDAQNMS.

13. In addition to the items mentioned above, if the Pension Fund has net assets of at least \$10,000,000 the fund may, through that investment adviser, invest an additional portion of its assets in common and preferred stocks and mutual funds.

If the Pension Fund has net assets of at least \$2,500,000 but less than \$10,000,000, the Pension Fund's investment in the above equity investments (#10, 11 and 12) shall not exceed 45% of the market value of the Pension Fund's net present assets stated in its most recent annual report on file with the Illinois Department of Insurance.

If the Pension Fund has net assets of at least \$10,000,000, the Pension Fund's total investment in the above equity investments (#'s 10, 11 and 12) shall not exceed 60% effective July 1, 2011 and 65% effective July 1, 2012 of the market value of the Pension Fund's net present assets stated in its most recent annual report on file with the Illinois Department of Insurance.

The 65% maximum allocation is subject to statutory interpretation and any change to the maximum allocation will be made by motion and approval by the Board of Trustees of the Pension Fund.

Investments of the Pension Fund will be registered in the name of the Pension Fund and placed with a custodian approved by the Pension Board so long as the custodian meets the requirements of state statutes.

PERFORMANCE MEASUREMENTS

Performance will be calculated using professional standards as established by the CFA Institute. The Pension Board may include (but is not limited to) the following benchmarks for evaluating the Pension Fund's performance:

Application	Benchmark Index
Cash Equivalents	Morningstar Manager Benchmark Taxable Money Market
Fixed Income - U.S. Treasury	Barclay's U.S. Treasury Intermediate
Fixed Income - U.S. Agency	Barclay's U.S. Agency 7-10 Year
Fixed Income - Taxable Municipal	Barclay's Taxable Municipal Intermediate
Fixed Income - Corporate	Barclay's Corporate Intermediate
Large Capitalization Equities	Standard & Poor's 500 Stock Index
Small Capitalization Equities	Russell 2000 Stock Index
International Equities	Morgan Stanley Capital International EAFE

The investment performance of total portfolios, as well as asset class components, will be measured against said benchmarks. The Trustees reserve the right to terminate a manager for any reason including, but not limited to, the following:

- Investment performance which is significantly less than anticipated given the discipline employed and the risk parameters established, or unacceptable justification of poor results.
- Failure to adhere to any aspect of this statement of investment policy, including communication and reporting requirements.
- Significant qualitative changes to the investment management organization.

CONTROLS

The Pension Board maintains Pension Fund books and records in conformance with generally accepted accounting principles. Internal controls shall be reviewed by the Pension Board and may be reviewed by an independent auditor. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees and officers of the Pension Board.

DIVERSIFICATION / STRATEGY

Fixed Income

The average maturity/duration of the portfolio will be managed based upon the current existing interest rate environment. Under most circumstances the average maturity and duration of the portfolio will be maintained at approximately 5.0 years and will range from 2.0 years to 7.0 years. This type of strategy will often result in increasing the maturity/duration of the portfolio when interest rates are rising and decreasing the maturity/duration of the portfolio when interest rates are declining. The investment manager may change the duration of the portfolio as market conditions permit.

The allocation guidelines, by asset class, for the fixed income investments are as follows:

	Minimum Allocation	Allocation Range	Maximum Allocation
U.S. Treasury Bills/Notes/Bonds	0%	5% - 40%	100%
U.S. Government Agency Securities (non-MBS)	0%	20% - 70%	75%
U.S. Government Agency Securities (Callable)	0%	0% - 20%	30%
U.S. Government Agency Securities (MBS)	0%	0% - 10%	15%
Taxable Municipal Securities	0%	5% - 20%	30%
Certificates of Deposit	0%	0% - 10%	20%
Investment Grade Corporate Bonds	0%	5% - 20%	30%

Under normal market conditions the structure of the portfolio will be within these limits. However, the portfolio manager may diverge from the above guidelines due to abnormal market conditions.

Equities

Once the Pension Fund reaches the equity allocation approved by the Pension Board and permitted by law, normal asset allocation range for equity portfolio allocation weightings should be:

	Normal Allocation	Range of Allocation
U.S. Large Company Stocks	70%	40 - 100%
U.S. Small Company Stocks	20%	0 - 40%
International Stocks	10%	0 - 20%

The Pension Fund asset allocation should be rebalanced at least annually when the equity allocation rises above the maximum allowable as a percentage of assets as defined by Illinois State Statute.

LONG-TERM EXPECTED RATES (as required by GASB 67)

Annually, as of the fiscal year end date of the Pension Fund, the Investment Manager shall provide the Pension Board with Long-Term Expected Rates as required by GASB 67 at or before the next regularly scheduled pension board meeting. (The Long-Term Expected Rates as of the date of the signing of this policy are attached after the signature page. Future annual updates will be maintained in the files of the Pension Fund).

ILLINOIS SUSTAINABLE INVESTING ACT

The Board recognizes that material, relevant, and decision-useful sustainability factors have been or are regularly considered by the Board, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include, but are not limited to: (1) corporate governance and leadership factors; (2) environmental factors; (3) social capital factors; (4) human capital factors; and (5) business model and innovation factors, as provided under the Illinois Sustainable Investing Act. (40 ILCS 5/1-113.6 and 1-113.17)

COLLATERALIZATION

It is the policy of the Pension Fund to require that all deposits in excess of FDIC insurable limits (applies to bank Certificates of Deposit and other cash deposits) be secured by collateral in order to protect deposits in the event of the bank's default. Eligible collateral instruments are U.S. Government Securities, Obligations of Federal Agencies, Obligations of the State of Illinois and/or local and municipal bonds rated "A" or better by Moody's. Collateral must be evidenced by a written agreement and held in safekeeping by a third party.

CUSTODY AND SAFEKEEPING OF INVESTMENTS

Third party safekeeping is required for all securities owned by the Pension Fund (40 ILCS 5/1-113.7). Custody arrangements shall be documented by an approved written agreement. The agreement may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement.

ETHICS AND CONFLICTS OF INTEREST

Any fiduciary with respect to the Pension Fund shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair his or her ability to make impartial investment decisions.

REPORTING

At least quarterly, the Treasurer shall submit to the Pension Board an investment report which shall describe the portfolio in terms of investment securities, maturity, cost, transactions and earnings for the current period. The Treasurer shall also submit a comprehensive annual report on the Pension Fund and its activity.

MEETING SCHEDULE

The Pension Board shall schedule periodic meetings for the purposes of portfolio and investment manager review. Special meetings may be called from time-to-time by the Pension Board.

AUDIT

Pension Fund is subject to periodic examination by Illinois Department of Insurance-Public Pension Division.

FILING

The Board shall file a copy of this policy with the Illinois Department of Insurance, Public Pension Division within thirty (30) days of its adoption. The Board shall make a copy of this Policy available to the public at the main administrative office of the Pension Fund. (40 ILCS 5/1-113.6; 30 ILCS 235/2.5(c))

INDEMNIFICATION

The Pension Fund may indemnify and protect the trustees, staff and advisors against all damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of the trustees. However, the trustees, staff and advisors shall not be indemnified for willful misconduct and gross negligence.

DEFINITIONS

Barclay's Corporate Intermediate – The index includes publicly issued U.S. corporate and specified foreign debentures and secured notes that are SEC registered. The securities must be rated investment grade, fixed rate, dollar-denominated and have maturities typically less than 10 years.

Barclay's Taxable Municipal Intermediate – The index includes publicly issued taxable municipal bonds that are rated investment grade. The bonds must be fixed rate with outstanding par value of at least \$7 million. The bonds will have maturities typically less than 10 years.

Barclay's U.S. Agency 7-10 Year – The index includes securities publicly issued by U.S. government agencies that are rated investment grade, fixed rate and have at least \$300 million par value outstanding. The securities will have maturities ranging between 7 and 10 years.

Barclay's U.S. Treasury Intermediate – The index includes public obligations of the U.S. Treasury that have at least \$250 million in par value outstanding. The securities must be rated investment grade, dollar-denominated and have a fixed rate. Maturities will range from 1 to 10 years.

Beneficiary – person eligible for or receiving benefits from a pension fund.

Book Entry Security – securities that can be transferred from institution to institution using the federal electronic wire system, thus eliminating the physical transfer of certificates. Records are maintained on a computer system at the Federal Reserve.

Collateral – the pledging of a security to guarantee performance of an obligation.

Current Yield – percentage derived by taking annual interest from an investment and dividing by current market value.

Fiduciary – person entrusted with the control of assets for the benefit of others.

Investment Manager – an individual or organization that provides investment management services for a fee, either on a discretionary or nondiscretionary basis. Under Illinois law, an investment manager is considered a fiduciary with respect to the Pension Fund.

Market Value – the present price of a given security.

Morgan Stanley Capital International (EAFE) – Indices are based on the share prices of approximately 1,600 companies listed on stock exchanges in the twenty-two countries that make up the MSCI National Indices.

Morningstar Manager Benchmark Taxable Money Market - the index tracks the performance of the U.S. taxable money market universe.

Return – the profit or interest as payment for investment.

Russell 2000 Stock Index – is comprised of the smallest 2000 companies in the Russell 3000 index, representing approximately 11% of the Russell 3000 total market capitalization. The Index was developed with a base value of 135.00 as of December 31, 1986.

Security – any note, stock, bond, certificate of interest or certificate of deposit.

Separate Account – term used of variable annuities. Because the risk is borne by the investor in a variable annuity, the issuer may not commingle funds invested in the variable annuity with the general funds of the issuer.

Standard & Poor's 500 Stock Index – is a capitalization-weighted index of 500 stocks designed to measure performance of the broad domestic economy through changes in the aggregate market value of 500 stocks representing all major industries. The index was developed with a base level of 10 for the 1941-43 base period.

Treasury Bill – short-term debt obligation of U.S. government which will mature in one year or less at the time of original issuance.

Treasury Bond – longer debt obligations of U.S. government which will mature in ten years or longer at the time of original issuance.

Treasury Note – debt obligations of U.S. government which will mature in ten years or less at the time of original issuance.

AMENDMENT

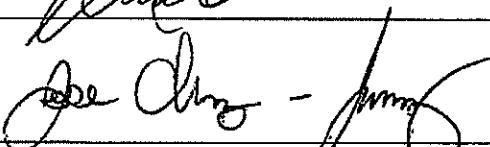
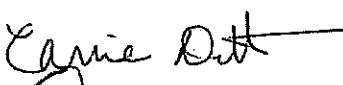
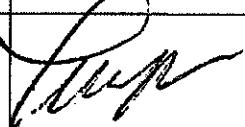
This policy may be amended from time to time by the Pension Board.

CONFLICT

In the event of any conflict between this Policy and the Illinois Compiled Statutes or case decisions of the State of Illinois, the Statutes and case law decisions shall govern.

ADOPTION

This Investment Policy is hereby adopted by the Willowbrook Police Pension Fund Board of Trustees on this the 8 day of July, 2020.

Title	Signature
President	
Secretary	
Treasurer	
Trustee	
Trustee	
Trustee	

4/2019 – Custom for Willowbrook Police Pension Fund
7/2020 – Custom for Willowbrook Police Pension Fund – add Sustainable Investing, Updated Benchmarks Table and Updated Definitions and add of 4/30/2020 Long Term Expected Rates of Return

LONG-TERM EXPECTED RATES (as required by GASB 67)

Pension Fund: Willowbrook Police Pension Fund
Fiscal Year End: April 30, 2020

Target	Asset Class	Long-Term Expected Nominal Rate of Return	Inflation + Expenses	Long-Term Expected Real Rate of Return
42.0%	Large Cap Domestic Equity	8.8%	2.4%	6.4%
12.0%	Small Cap Domestic Equity	10.6%	2.4%	8.2%
6.0%	International Equity	9.3%	2.4%	6.9%
40.0%	Fixed Income	3.8%	2.4%	1.4%
100.0%	Long-Term Weighted Average Expected Return	7.1%		4.7%

Notes:

Past performance does not guarantee future investment returns. The Long-Term Expected Real Rate of Returns are net of inflation and investment expense. Long-term returns for the asset classes are calculated on a geometric mean basis.

Asset class returns and risk premium data are from Morningstar Analyst Research Center - SBBI Data for the period of 12/31/1925 through 12/31/2019. International Equity = the MSCI EAFE Index 12/31/1969 through 12/31/2019.

LONG-TERM EXPECTED RATES (as required by GASB 67)

Pension Fund: Willowbrook Police Pension Fund
Fiscal Year End: April 30, 2019

Target	Asset Class	Long-Term Expected Nominal Rate of Return	Inflation + Expenses	Long-Term Expected Real Rate of Return
42.0%	Large Cap Domestic Equity	9.3%	2.7%	6.7%
12.0%	Small Cap Domestic Equity	11.1%	2.7%	8.5%
6.0%	International Equity	9.1%	2.7%	6.5%
40.0%	Fixed Income	4.3%	2.7%	1.7%
100.0%	Long-Term Weighted Average Expected Return	7.5%		4.9%

Notes:

Past performance does not guarantee future investment returns. The Long-Term Expected Real Rate of Returns are net of inflation and investment expense. Long-term returns for the asset classes are calculated on a geometric mean basis.

Asset class returns and risk premium data are from Morningstar Analyst Research Center - SBBI Data for the period of 12/31/1925 through 12/31/2018. International Equity = the MSCI EAFE Index 12/31/1969 through 12/31/2018.

This information has been corrected and updated as of 10/30/2019

LONG-TERM EXPECTED RATES (as required by GASB 67)

Target	Asset Class	Long-Term Expected Nominal Rate of Return	Inflation + Expenses	Long-Term Expected Real Rate of Return
42.0%	Large Cap Domestic Equity	9.5%	2.9%	6.7%
12.0%	Small Cap Domestic Equity	11.4%	2.9%	8.6%
6.0%	International Equity	9.3%	2.9%	6.5%
40.0%	Fixed Income	4.3%	2.9%	1.5%
100.0%	Long-Term Weighted Average Expected Return	7.6%		4.8%

**Pension Fund: Willowbrook Police Pension Fund
Fiscal Year End: April 30, 2018**

Notes:

Past performance does not guarantee future investment returns. The Long-Term Expected Real Rate of Returns are net of inflation and investment expense. Long-term returns for the asset classes are calculated on a geometric mean basis.

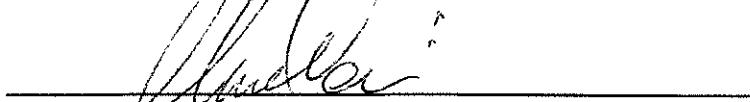
Asset class returns and risk premium data are from Morningstar Analyst Research Center - SBBI Data for the period of 12/31/1925 through 12/31/2017. International Equity = the MSCI EAFE Index 12/31/1969 through 12/31/2017.

**VILLAGE OF WILLOWBROOK, ILLINOIS
POLICE PENSION FUND**

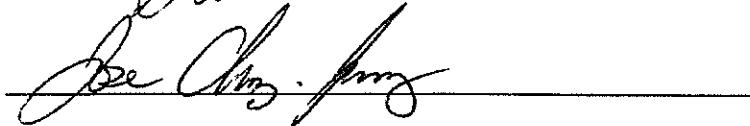
**Municipal Compliance Report (40 ILCS §5/3-143, Report by Pension Board)
For the Year Ended April 30, 2020**

**CERTIFICATION OF MUNICIPAL POLICE
PENSION FUND COMPLIANCE REPORT**

We, the undersigned Trustees of the Village of Willowbrook Police Pension Fund, based upon information and belief, and to the best of our knowledge, certify pursuant to §5/3-134 of the Illinois Pension Code, that the preceding report is true and accurate.



President



Secretary

Dated: October 14, 2020

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A RESOLUTION OF THE VILLAGE OF WILLOWBROOK ESTIMATING THE PROPERTY TAXES TO BE LEVIED FOR THE 2020 PROPERTY TAX LEVY	AGENDA NO. 7 AGENDA DATE: <u>10/26/20</u>		
STAFF REVIEW: Carrie Dittman	SIGNATURE 		
LEGAL REVIEW: Thomas Bastian, Village Attorney	SIGNATURE 		
RECOMMENDED BY: Brian Pabst, Village Administrator	SIGNATURE 		
REVIEWED BY COMMITTEE:	YES <input checked="" type="checkbox"/> on October 12, 2020	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

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

One component of the Parks and Recreation Department budget is how the Special Recreation Tax Levy funds certain expenses. Attached is the summary of the Special Recreation projects for the 2020 Tax Levy, which was presented at the Finance and Administration Committee meeting on 10/12/20.

Since FY 2006, the Board levied the tax as an alternative to using other funds from the General Fund. Currently, the tax impact for a homeowner with a market value of \$300,000 is approximately \$14.24. The Village Board determined that the effect of funding the following items through the Special Recreation Tax is preferable to funding them from General Fund sources:

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

Per 35 ILCS 200/18-60, the Village is required, not less than 20 days prior to the adoption of its aggregate levy, to determine the amounts of money, exclusive of any portion of that levy attributable to the cost of conducting an election required by the general election law, estimated to be necessary to be raised by taxation for that year upon the taxable property in its district. The attached resolution provides the estimation of the levy. The ordinance to adopt the tax levy will be presented at the November 23, 2020 Village Board mtg to comply with the 20-day requirement.

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

The 2020 proposed tax levy is **\$74,794**. At this amount, the tax impact for a homeowner with a home market value of \$300,000 would be approximately **\$14.64**. This is a 2.81% increase from the prior year's levy, or \$2,044, and includes amounts planned for ADA accessibility at Village parks and the Community Resource Center. All tax collected is restricted to be used on special recreation activities.

Staff projects that as of April 30, 2021, the Village will have \$110,046 in accumulated special recreation tax funds, which is anticipated to be exhausted on the items noted in the attached summary.

ACTION PROPOSED: ADOPT THE RESOLUTION

2020 Special Recreation Tax Levy (To be Collected FY 2021-22)

A.	Gateway SRA Membership	(Account 01-20-590-518)	\$ 39,310
B.	Staff Costs	(Account 01-20-550-101)	\$ 5,600
C.	ADA Accomodations	(Account 01-20-590-520)	\$ 6,500
D.	ADA Park Maintenance	(Account 01-20-590-519)	\$ 4,880
E.	ADA Park Improvements	(Account 01-20-590-521)	\$ 128,550
	TOTAL Expenditures		\$ 184,840

LESS: Estimated Restricted accumulated SRA Funds as of 4/30/21 **\$ (110,046)**

Total for SRA Tax Levy - 2020	\$ 74,794
Total for SRA Tax Levy - 2019	\$ 72,750
\$ Increase (decrease)	\$ 2,044
% Increase (decrease)	2.81%

RESOLUTION NO. 20-R-_____

**A RESOLUTION OF THE VILLAGE OF WILLOWBROOK ESTIMATING
THE PROPERTY TAXES TO BE LEVIED FOR
THE 2020 PROPERTY TAX LEVY**

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

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the corporate authorities hereby declare that the 2020 net tax levy for the Village of Willowbrook, exclusive of the cost of conducting an election and debt service levies, has been estimated to be Seventy Four Thousand Seven Hundred Ninety Four and no/100ths Dollars (\$74,794.00).

PASSED and APPROVED by the Mayor and Board of Trustees of the Village of Willowbrook this 26th day of October, 2020 by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

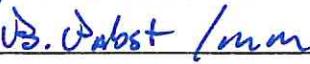
ATTEST:

Leroy R. Hansen,
Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: AN ORDINANCE AMENDING CHAPTER 12, SECTION 9-12-4(D)2: BULK REGULATIONS: FENCES AND WALLS, OF TITLE 9, ENTITLED "ZONING REGULATIONS" OF THE MUNICIPAL CODE OF THE VILLAGE OF WILLOWBROOK.	AGENDA NO. 8.
	AGENDA DATE: <u>10/26/20</u>

STAFF REVIEW: Ann Choi, Planning Consultant	SIGNATURE: 
LEGAL REVIEW: Tom Bastian, Village Attorney	SIGNATURE: 
RECOMMENDED BY: Brian Pabst, Village Administrator	SIGNATURE: 
REVIEWED & APPROVED BY COMMITTEE:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

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

As the Village of Willowbrook does not allow relief from the fence regulations except in the case of planned unit developments, the proposed text amendment would address the numerous complaints made to the Village's building and planning departments over the Village's restrictive fence regulations and the absence of a variation process to apply for relief.

On September 12, 2016, the Village Board approved Ordinance No. 16-O-42, an Ordinance Amending Title 9, Chapter 12, Section 9-12-4(D)(2)(d) of the Village Code – Bulk Regulations: Fences And Walls. The purpose of this text amendment was to allow a 5' fence in an exterior side yard of a corner lot that abuts the front yard of an adjacent lot, where the subject corner lot is along Illinois Route 83, Plainfield Road, 63rd Street, 75th Street, or Madison Street. Village staff found this section of the code to be inconsistent and confusing and therefore proposes to revise this section again to allow a 4' tall and at least 80% open fence within the exterior side yard of corner lots who exterior side yard abuts the front yard of an adjoining lot.

On September 14, 2020, amendments to the fence code were briefly discussed at the Law & Ordinance Committee, and there was consensus that Village staff should prepare text amendments for Plan Commission and Village Board consideration.

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

The purpose of this text amendment is to allow the following within residential zoning districts:

1. A solid 5' fence anywhere on a lot except in a required front or exterior side yard.
2. A 4' fence that is at least 50% open within the exterior side yard of a lot where an exterior side yard abuts the front yard of an adjoining lot on streets other than Illinois Route 83, Plainfield Road, 63rd Street, 75th Street or Madison Street.
3. An open or solid fence not greater than eight feet (8') in height on an exterior side or rear lot line of a residentially zoned lot where such line(s) are conterminous with the right of way lines of the Illinois Route 83.

The Plan Commission conducted a public hearing on this petition at a special meeting of the Plan Commission at their October 7, 2020 meeting. One member of the public provided testimony in support of the proposed changes. Board Trustee Helen Neal provided public testimony in support for the proposed text amendment as a member of the public. As an elected official and a resident that has lived along Illinois Route 83 for twenty-one years, she indicated that she has received fifteen to eighteen complaints over the course of the past several years regarding increased sound travel and noise from Illinois Route 83. Ms. Neal emphasized that noise and sound travel has worsened with every passing

year and that residents have had little success with state and county agencies to install effective sounds barriers. Ms. Neal believes that the proposed text amendment for increased fence heights to eight feet (8') will provide relief for those residents that are located along Illinois Route 83.

The Plan Commission's vote was unanimous in recommending approval of the proposed text amendments with one modification. For the reverse corner lots presented in Examples 3 and 4 of **Attachment 1**, Commissioner Remkus proposed to allow the fence within any portion of the rear lot that abuts the front yard of the adjoining lot to be at the same height as would be permitted within the interior side and rear yards. For example, as illustrated in Example 3, for a reverse corner lot, a property owner should be allowed to install a solid 5-foot tall fence within any portion of the subject lot whose rear yard abuts the front yard of the adjoining lot. The fence code currently permits a 4-foot tall fence that is at least 50% open for corner lots located at the intersection of two streets that are not listed in Section 9-12-4(D)2(f): Illinois Route 83, Plainfield Road, 63rd Street, 75th Street and Madison Street. For a reverse corner lot whose exterior side yard is located along any of the streets identified above, the fence code currently permits a 5-foot tall fence that is at least 50% open.

Vice Chairman Wagner concurred that the discussion about the 8' tall solid fence along Illinois Route 83 was a good idea because the State or the County have not addressed the noise issues. But conceptually, Vice Chairman Wagner believes the Village would be making a major change and the community has traditionally been very "open" without the "stockade" fences, except for those lots located along the major roads. Vice Chairman Wagner expressed concern that there would be a rash of solid fences within every interior lot, and this would essentially "close in" the community. Commissioner Remkus disagreed and believed that a 5-foot tall fence was not that tall and would address safety concerns.

The Plan Commission did not express any opposition to the proposed text amendment with the addition of the modification of allowing a solid 5-foot tall fence in the corner lot situations discussed above. The Plan Commission voted 7-0 in favor of the proposed text amendment to forward a positive recommendation to the Village Board.

ACTION PROPOSED: October 12, 2020: Receive Plan Commission Recommendation. October 26, 2020: Consideration of Attached Ordinance.

ORDINANCE NO. 20-O-_____

**AN ORDINANCE AMENDING CHAPTER 12, SECTION 9-12-4(D)2: BULK
REGULATIONS: FENCES AND WALLS, OF TITLE 9, ENTITLED "ZONING
REGULATIONS" OF THE MUNICIPAL CODE OF THE VILLAGE OF
WILLOWBROOK**

WHEREAS, the Village of Willowbrook ("Village"), is an Illinois home rule municipal corporation pursuant to Article VII, Section 6 of the Illinois Constitution of 1970 and has adopted certain municipal regulations and ordinances for the purpose of improving and protecting the public health, safety, comfort, convenience and general welfare of the people, which regulations are codified in the Willowbrook Municipal Code, as amended; and,

WHEREAS, the Village has adopted a zoning ordinance which is codified as Title 9, entitled "Zoning Regulations", of the Willowbrook Municipal Code (the "Zoning Ordinance"); and,

WHEREAS, on September 1, 2020, the Village of Willowbrook, petitioned for a text amendment to the Zoning Ordinance of the Village of Willowbrook to allow a solid fence not greater than five feet (5') in height anywhere on a lot except in a required front or exterior side yard, to allow a fence that is at least fifty percent (50%) open and not greater than four feet (4') in height within the exterior side yard of a lot where an exterior side yard abuts the front yard of an adjoining lot on streets other than Illinois Route 83, Plainfield Road, 63rd Street, 75th Street or Madison Street, and to allow an open or solid fence not greater than eight feet (8') in height on an exterior side or rear lot line of a residentially zoned lot where such line(s) are conterminous with the right of way lines of the Illinois Route 83; and,

WHEREAS, a public notice was published in compliance with Section 9-15-3(A) of the Zoning Ordinance, in The Chicago Sun Times, a newspaper of general circulation in the Village, on September 21, 2020, which is more than fifteen (15) days but less than thirty (30) days prior to the public hearing date; and,

WHEREAS, pursuant to the public notice, the Plan Commission of the Village of Willowbrook conducted a public hearing on October 7, 2020, all as required by the statutes of the State and the ordinances of the Village; and,

WHEREAS, at the public hearing, the applicant provided testimony in support of the proposed amendments to the Zoning Ordinance, and all interested parties had an opportunity to be heard; and,

WHEREAS, the Mayor and Board of Trustees of the Village of Willowbrook (the "Corporate Authorities") have received the recommendation of the Plan Commission pursuant to a memorandum dated October 12, 2020, a copy of which is attached hereto as Exhibit "A", which is by this reference, incorporated herein; and,

WHEREAS, the Corporate Authorities of the Village have recognized the need to allow the proposed changes to the Zoning Ordinance, and after careful study and consideration have developed this Ordinance to accomplish these objectives; and,

WHEREAS, the Corporate Authorities of the Village have determined that the proposed text amendments, as hereinafter set forth, will serve these substantial governmental and community interests.

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

SECTION ONE: That Title 9, Chapter 12, Section 9-12-4(D)2(b) of the Zoning Ordinance, as amended, is hereby further amended to read as follows:

2. Fences And Walls: Fences and walls are permitted subject to the following conditions:

- (a) Fences not greater than three feet (3') in height and at least eighty percent (80%) open may be located anywhere on a lot.
- (b) Fences not greater than five feet (5') in height may be located anywhere on a lot, except in a required front or exterior side yard.
- (c) Fences not greater than six feet (6') in height may be located anywhere on a lot except within a required front, exterior side, interior side or rear yard.
- (d) Where an exterior side yard abuts the front yard of an adjoining lot, fences not greater than four feet (4') in height and at least fifty percent (50%) open may be located anywhere on said lot except in the required front yard. Where an exterior side yard abuts the front yard of an adjoining lot and the subject lot is located along a street listed in subsections (D)2(f)(1) through (D)2(f)(4) of this section, a five feet (5') in height and at least fifty percent (50%) open fence may be allowed in the exterior side yard of that subject lot. Notwithstanding any provision hereinafter to the contrary, no such fence shall be located within fifty feet (50') of the lot corner formed by the intersection of any two (2) street right-of-way lines.
- (e) Notwithstanding the provisions contained in subsections (D)2(a), (D)2(b), (D)2(c) and (D)2(d) of this section, an open or solid fence not greater than eight feet (8') in height may be located to within a minimum of ten feet (10') from a rear or interior side lot line where such lot line represents the boundary between a nonresidential district and a residential district.

Any such fence shall be buffered with berming and/or evergreens so that not more than fifty percent (50%) of the surface area of such fence shall be visible from the adjoining district.

- (f) Notwithstanding the provisions contained in subsections (D)2(a) through (D)2(d) of this section, an open or solid fence not greater than six feet (6') in height may be located on an exterior side or rear lot line of a residentially zoned lot where such lot line(s) are conterminous with the right-of-way lines of the following streets:
 - (1) Plainfield Road.
 - (2) 63rd Street.
 - (3) 75th Street.
 - (4) Madison Street.

- (g) Notwithstanding the provisions contained in subsections (D)2(a) through (D)2(d) of this section, an open or solid fence not greater than eight feet (8') in height may be located on an exterior side or rear lot line of a residentially zoned lot where such lot line(s) are conterminous with the right-of-way lines of Illinois Route 83. Where an exterior side yard abuts the front yard of an adjoining lot and the subject lot is located along Illinois Route 83, a five feet (5') in height and at least fifty percent (50%) open fence may be allowed in the exterior side yard of that subject lot. Notwithstanding any provision hereinafter to the contrary, no such fence shall be located within fifty feet (50') of the lot corner formed by the intersection of any two (2) street right-of-way lines.
- (h) Notwithstanding the provisions contained in subsections (D)2(a) through (D)2(d) of this section, a fence not greater than eight feet (8') in height may be located anywhere on a lot in the M-1 Light Manufacturing District, the B-4 Highway and Service Business District, or the L-O-R Limited Office and Research District, except that no fence greater than three feet (3') in height may be located in a required front or exterior side yard without site plan approval by the Plan Commission.

Any such fence greater than four and one-half feet (4 1/2') in height located within forty feet (40') of any residential district boundary (exclusive of ROW) shall be buffered with berming and/or evergreens so that no more than fifty percent (50%) of the surface area of such fence shall be visible from said adjoining residential district.

- (i) An additional one foot (1') high extension of barbed wire fencing may be affixed to the top of any fence located within the M-1 Light Manufacturing District, B-4 Highway and Service Business District or L-O-R Limited Office and Research District which is not less than seven feet (7') in height, provided, that in no event shall the total height of such fence, including any barbed wire exceed eight feet (8') in height, and further provided, that barbed wire fencing is prohibited in any yard adjoining a residential district. Except as otherwise provided herein, barbed wire fencing shall be prohibited in any district within the Village.
- (j) Notwithstanding the provisions contained in subsections (D)2(a) through (D)2(d) of this section, a fence not greater than six feet (6') in height and at least eighty percent (80%) open may be located anywhere on a lot whereupon the principal use is institutional, provided that such fence shall utilize a decorative design, such as wrought iron.
- (k) All pools having side walls less than four feet (4') above grade, including all pools constructed below grade, shall be required to be completely enclosed by a fence. All fence openings or points of entry into pool area enclosures shall be equipped with gates. The fence and gates shall be no less than four feet (4') in height above the grade level and shall be constructed of a minimum 9-gauge, woven mesh, corrosion resistant material or solid vertical or nonsolid decay resistant material, so constructed that it will protect persons, children or animals from danger or harm by entering the swimming pool area. All gates shall be equipped with self-closing and self-latching devices placed at the top of the gate. Fence posts shall be decay or corrosion resistant and shall be set in

concrete bases. All such fences required pursuant to this chapter shall further comply with all other provisions of this subsection (D).

- (l) Heights of all fences shall be measured from the grade immediately adjoining such fence at all points along said fence.
- (m) All fence posts and support framework shall face the interior of the property upon which such fence is located. All fence materials shall be erected such that the finished side faces adjoining properties.
- (n) All fences totally enclosing a yard shall have a minimum of one gate allowing ingress/egress.
- (o) Walls not greater than six feet (6') in height may be located anywhere on a lot, except within a required front, exterior side, interior side, or rear yard. Walls shall be intermittently landscaped with appropriately sized plant material to provide an aesthetically pleasing effect and interrupt long monotonous expanses.
- (p) The owner of every fence constructed within the Village shall cause said fence(s) to be maintained in a safe, presentable, neat, attractive and sound structural condition at all times, including the replacement of defective parts or pickets, repainting, cleaning and other acts required for the maintenance of said fence.
- (q) In no case shall any fence or wall be located on public right-of-way.

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

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

SECTION THREE: That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED and **APPROVED** this 26th day of October, 2020 by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen,
Village Clerk

EXHIBIT A

PLAN COMMISSION RECOMMENDATION

MEMORANDUM

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

MEMO FROM: Daniel Kopp, Chairman, Plan Commission

DATE: October 26, 2020

SUBJECT: **Zoning Hearing Case 20-08:** Village of Willowbrook, 835 Midway Drive, Willowbrook, Illinois. Consideration of a petition for a text amendment to amend the fence code in Section 9-12-4(D)2 of Title 9 – Zoning Title of the Village of the Willowbrook Municipal Code.

At the regular meeting of the Plan Commission held on October 7, 2020, the above referenced application was discussed and the following motion was made:

MOTION: Made by Kopp and seconded by Remkus that based on the submitted petition and testimony presented, I move that the Plan Commission recommend to the Village Board approval of the text amendment presented on Pages 2 to 5 of the Staff Report for PC Case Number 20-08 to amend the fence code of Section 9-12-4(D)2 of the Zoning Ordinance and also to recommend the change discussed by the Plan Commissioners to allow a 5-foot tall solid fence within any portion of the rear yard of a lot that abuts the front yard of an adjoining lot.

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

MOTION DECLARED CARRIED

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

DK:jp



Village of Willowbrook

Staff Report to the Village Board

Village Board

Receive: October 12, 2020
Vote: October 26, 2020

Public Hearing Date:

October 7, 2020

Prepared By:

Ann Choi, Planning Consultant

Case Title:

PC 20-08: A text amendment to amend the fence code in Section 9-12-4(D)2 of Title 9 – Zoning Title of the Village of the Willowbrook Municipal Code.

Petitioner:

Village of Willowbrook

Action Requested by Petitioner:

Consideration and recommendation of text amendments to the Zoning Ordinance of the Village of Willowbrook.

Code Sections to be Amended:

Title 9 – Zoning Sections:

9-12-4(D)2 Fences and Walls

Document(s) Attached:

*Attachment 1: Fence Height Requirements Before & After Exhibits
Attachment 2: Comparison of Nearby Municipalities' Fence Ordinances
Attachment 3: Village of Willowbrook Current Fence Code
Attachment 4: Village of Willowbrook Proposed Fence Code (Clean Version)*

Necessary Action by Village Board:

Consideration of Attached Ordinance.



Description of Request

The purpose of this text amendment is to allow the following within residential zoning districts:

1. A solid 5' fence anywhere on a lot except in a required front or exterior side yard.
2. A 4' fence that is at least 50% open within the exterior side yard of a lot where an exterior side yard abuts the front yard of an adjoining lot on streets other than Illinois Route 83, Plainfield Road, 63rd Street, 75th Street or Madison Street.
3. An open or solid fence not greater than eight feet (8') in height on an exterior side or rear lot line of a residentially zoned lot where such line(s) are conterminous with the right of way lines of the Illinois Route 83.

History and Background

Previous Text Amendments

On September 12, 2016, the Village Board approved Ordinance No. 16-0-42, an Ordinance Amending Title 9, Chapter 12, Section 9-12-4(D)(2)(d) of the Village Code – Bulk Regulations: Fences And Walls. The purpose of this text amendment was to allow a 5' fence in an exterior side yard of a corner lot that abuts the front yard of an adjacent lot, where the subject corner lot is along Illinois Route 83, Plainfield Road, 63rd Street, 75th Street, or Madison Street. Planning staff finds this section of the code to be inconsistent and confusing and therefore proposes to revise this section again and is discussed in further detail under the section "Discussion of Request".

Route 83 Corridor Plan Update

As the primary north/south corridor through the Village, Illinois Route 83 consists of numerous land uses ranging from highway-oriented /general businesses to the south, transitioning to community-oriented commercial and eventually residential uses towards the north. Prior to 1990, plans by the State identified Route 83 as a target for widening to alleviate congestions generated by freight transportation in the region. The Village completed the original Route 83 Corridor Study and Plan as a means for guiding the design of the eventual widening. Over the course of the last 30 years, plans for that widening were never implemented but concerns related to congestion, particularly on I-80 and I-55 were only compounded. Traffic and congestion are the Corridor's major weakness including issues with timely snow plowing, noise abatement for adjacent residential properties, pollution, poor lighting, speeding, a lack of signal coordination, driver and pedestrian safety, lack of streetscaping, lack of pedestrian crossings, garbage in the medians, lack of sidewalks, visually unappealing, and a lack of sense of community. Part of the proposed text amendment intends to address the noise and illumination issues faced by Route 83-adjacent residential properties by increasing the fence height and decreasing the openness requirement.

Discussion of Request

Currently, the Village Code limits fence heights to 5' and at least 50% open in a required interior side or rear yard. The fence height limitation is illustrated in Examples 1 and 2 of **Attachment 1**. As shown, property owners for interior and corner lots will be allowed to install a solid fence that is 5' in height under the proposed text amendment.

Because solid fences 5' in height are proposed anywhere on a lot except within the front and exterior side yards, this conflicts with Section 9-12-4(D)2(d) where fences not greater than four foot (4') tall and at least fifty percent (50%) open fence are allowed anywhere on a lot except in a required front yard, or a required exterior side yard where such exterior side yard abuts the front yard of an adjoining lot. Planning staff has consulted with the building department and the building department has indicated that historically, the 4' tall and 50% open fences have been allowed in the exterior side yards of reverse corner lots. This is best illustrated in Examples 3 and 4 of **Attachment 1**, for reverse corner lot conditions.



For properties along Plainfield Road, 63rd Street, 75th Street and Madison Streets, a six foot (6') tall solid fence is currently permitted on the exterior side yard or rear yard pursuant to Section 9-12-4(D)2(f). This section will largely remain unchanged, with the exception of Route 83. A five foot (5') tall fence that is at least 50% open will be allowed in the exterior side yard where the exterior side yard is located along Illinois Route 83, Plainfield Road, 63rd Street, 75th Street and Madison Street. This is best illustrated in Example 4 of **Attachment 1**.

For properties along Illinois Route 83, the text amendment proposes an eight foot (8') tall solid fence to be allowed on the exterior side or rear lot line of a residentially zoned lot in lieu of a six foot (6') tall solid fence which is currently allowed under the zoning ordinance. This scenario is illustrated in Examples 5 and 6 of **Attachment 1**, for corner lots, through and interior lots with a rear yard along Kingery, which are most common conditions for residential properties along Illinois Route 83.

Comparisons of Nearby Municipalities

Village staff researched Zoning Ordinances from other nearby communities of Burr Ridge, Clarendon Hills, Darien and Hinsdale. A summary containing the results from this research are attached for review (Refer to **Attachment 2**). Research has shown that many communities in the surrounding area have fence codes that range in complexity and different interpretations lot configurations. The Village of Burr Ridge appears to have the most restrictive regulations as Burr Ridge requires a maximum height of five feet (5') and at least fifty percent (50%) open fences that cannot extend further than the rear wall of the principal building. Hinsdale, Darien and Clarendon Hills allow fences up to six feet (6') in height anywhere on the lot, except in the front yard. Darien does not appear to require a minimum percentage of openness and fences are prohibited in the front yard. In comparison, Willowbrook appears to fall somewhere in the middle, and allows solid fences that are six feet (6') in height within the buildable area of the lot, fences up to five feet (5') in height and at least 50% open to be located anywhere on the lot except for the front yards, and exterior side yards for corner lots.

On arterial streets, Willowbrook allows fences with a maximum height of six feet (6') along its arterials: Illinois Route 83, Plainfield Road, 63rd Street, 75th Street and Madison Street. In comparison, Darien and Hinsdale permit fences with a maximum height of eight feet (8') along their major arterials. Hinsdale requires these fences to be greater than thirty-three percent (33%) open.

On September 14, 2020, amendments to the fence code were briefly discussed at the Law & Ordinance Committee, and there was consensus that Village staff should prepare text amendments for Plan Commission and Village Board consideration.

Proposed Text Amendment

The following sections are to be amended. New language is highlighted in the color **red**. Language to be eliminated is indicated with a ~~strikethrough~~.

2. Fences And Walls: Fences and walls are permitted subject to the following conditions:
 - (a) Fences not greater than three feet (3') in height and at least eighty percent (80%) open may be located anywhere on a lot.
 - (b) Fences not greater than five feet (5') in height ~~and at least fifty percent (50%) open~~ may be located anywhere on a lot, except in a required front or exterior side yard, **and as specifically regulated hereinafter in subsection 9-12-4(D)2(d).**



(c) Fences not greater than six feet (6') in height may be located anywhere on a lot except within a required front, exterior side, interior side or rear yard. (Ord. 97-O-05, 1-27-1997)

(d) **Where an exterior side yard abuts the front yard of an adjoining lot, fences** Fences not greater than ~~four~~five feet (4')5' in height and at least fifty percent (50%) open may be located anywhere on a lot except in **the following areas:** a required front yard, or a required exterior side yard where such exterior side yard abuts the front yard of an adjoining lot **within any portion of the subject lot abutting the front yard of an adjoining lot. Where any portion of the lot abuts the front yard of an adjoining lot, a four feet (4') in height and at least fifty percent (50%) open fence may be allowed in the exterior side yard of that subject lot.** Where an exterior side yard abuts the front yard of an adjoining lot and the subject lot is located along a street listed in subsections (D)2(f)(1) through (D)2(f)(5)4 of this section, a five feet (5') in height and at least fifty percent (50%) open fence may be allowed in the exterior side yard of that subject lot. Notwithstanding any provision hereinafter to the contrary, no such fence shall be located within fifty feet (50') of the lot corner formed by the intersection of any two (2) street right-of-way lines. (Ord. 16-O-42, 9-12-2016)

(e) Notwithstanding the provisions contained in subsections (D)2(a), (D)2(b), (D)2(c) and (D)2(d) of this section, an open or solid fence not greater than eight feet (8') in height may be located to within a minimum of ten feet (10') from a rear or interior side lot line where such lot line represents the boundary between a nonresidential district and a residential district.

Any such fence shall be buffered with berthing and/or evergreens so that not more than fifty percent (50%) of the surface area of such fence shall be visible from the adjoining district. (Ord. 97-O-05, 1-27-1997)

(f) Notwithstanding the provisions contained in subsections (D)2(a) through (D)2(d) of this section, an open or solid fence not greater than six feet (6') in height may be located on an exterior side or rear lot line of a residentially zoned lot where such lot line(s) are conterminous with the right-of-way lines of the following streets:

~~(1) Illinois Route 83 (Robert Kingery Highway).~~
~~(1)~~2 Plainfield Road.
~~(2)~~3 63rd Street.
~~(3)~~4 75th Street.
~~(4)~~5 Madison Street. (Ord. 13-O-26, 7-8-2013)

(g) Notwithstanding the provisions contained in subsections (D)2(a) through (D)2(d) of this section, an open or solid fence not greater than eight feet (8') in height may be located on an exterior side or rear lot line of a residentially zoned lot where such lot line(s) are conterminous with the right-of-way lines of Illinois Route 83. Where an exterior side yard abuts the front yard of an adjoining lot and the subject lot is located along Illinois Route 83, a five feet (5') in height and at least fifty percent (50%) open fence may be allowed in the exterior side yard of that subject lot. Notwithstanding any provision hereinafter to the contrary, no such fence shall be located within fifty feet (50') of the lot corner formed by the intersection of any two (2) street right-of-way lines. (Ord. 16-O-42, 9-12-2016)

(h) Notwithstanding the provisions contained in subsections (D)2(a) through (D)2(d) of this section, a fence not greater than eight feet (8') in height may be located anywhere on a lot in the M-1 Light Manufacturing District, the B-4 Highway and Service Business District, or the L-O-R Limited Office and Research District, except that no fence greater than three feet (3') in height may be located in a required front or exterior side yard without site plan approval by the Plan Commission.



Any such fence greater than four and one-half feet (41/2') in height located within forty feet (40') of any residential district boundary (exclusive of ROW) shall be buffered with berming and/or evergreens so that no more than fifty percent (50%) of the surface area of such fence shall be visible from said adjoining residential district.

(i)(h) An additional one foot (1') high extension of barbed wire fencing may be affixed to the top of any fence located within the M-1 Light Manufacturing District, B-4 Highway and Service Business District or L-O-R Limited Office and Research District which is not less than seven feet (7') in height, provided, that in no event shall the total height of such fence, including any barbed wire exceed eight feet (8') in height, and further provided, that barbed wire fencing is prohibited in any yard adjoining a residential district. Except as otherwise provided herein, barbed wire fencing shall be prohibited in any district within the Village. (Ord. 97-O-05, 1-27-1997)

(i)(i) Notwithstanding the provisions contained in subsections (D)2(a) through (D)2(d) of this section, a fence not greater than six feet (6') in height and at least eighty percent (80%) open may be located anywhere on a lot whereupon the principal use is institutional, provided that such fence shall utilize a decorative design, such as wrought iron. (Ord. 99-O-10, 5-24-1999)

(k)(i) All pools having side walls less than four feet (4') above grade, including all pools constructed below grade, shall be required to be completely enclosed by a fence. All fence openings or points of entry into pool area enclosures shall be equipped with gates. The fence and gates shall be no less than four feet (4') in height above the grade level and shall be constructed of a minimum 9-gauge, woven mesh, corrosion resistant material or solid vertical or nonsolid decay resistant material, so constructed that it will protect persons, children or animals from danger or harm by entering the swimming pool area. All gates shall be equipped with self-closing and self-latching devices placed at the top of the gate. Fence posts shall be decay or corrosion resistant and shall be set in concrete bases. All such fences required pursuant to this chapter shall further comply with all other provisions of this subsection (D).

(l)(i) Heights of all fences shall be measured from the grade immediately adjoining such fence at all points along said fence.

(m)(i) All fence posts and support framework shall face the interior of the property upon which such fence is located. All fence materials shall be erected such that the finished side faces adjoining properties.

(n)(m) All fences totally enclosing a yard shall have a minimum of one gate allowing ingress/egress.

(o)(n) Walls not greater than six feet (6') in height may be located anywhere on a lot, except within a required front, exterior side, interior side, or rear yard. Walls shall be intermittently landscaped with appropriately sized plant material to provide an aesthetically pleasing effect and interrupt long monotonous expanses.

(p)(e) The owner of every fence constructed within the Village shall cause said fence(s) to be maintained in a safe, presentable, neat, attractive and sound structural condition at all times, including the replacement of defective parts or pickets, repainting, cleaning and other acts required for the maintenance of said fence. (Ord. 97-O-05, 1-27-1997)

(q)(p) In no case shall any fence or wall be located on public right-of-way. (Ord. 99-O-10, 5-24-1999)



Staff Recommendation

As the Village of Willowbrook does not allow variations from the fence regulations except in the case of planned unit developments, the proposed text amendment would address the numerous complaints made to the Village's building and planning departments over the Village's restrictive fence regulations and the absence of a variation process to apply for relief.

Public Hearing and Plan Commission Recommendation

The Plan Commission conducted a public hearing on this petition at their October 7, 2020 meeting. The following members were in attendance: Chairman Kopp, Vice Chairman Wagner, Commissioners Kaczmarek, Kaucky, Soukup, Remkus and Walec. There was one member of the public that came forward with public comments.

The Plan Commission's vote was unanimous in recommending approval of the proposed text amendments with one modification. For the reverse corner lots presented in Examples 3 and 4 of **Attachment 1**, Commissioner Remkus proposed to allow the fence within any portion of the rear lot that abuts the front yard of the adjoining lot to be at the same height as would be permitted within the interior side and rear yards. For example, as illustrated in Example 3, for a reverse corner lot, a property owner should be allowed to install a solid 5-foot tall fence within any portion of the subject lot whose rear yard abuts the front yard of the adjoining lot. The fence code currently permits a 4-foot tall fence that is at least 50% open for corner lots located at the intersection of two streets that are not listed in Section 9-12-4(D)(2)(f): Illinois Route 83, Plainfield Road, 63rd Street, 75th Street and Madison Street. For a reverse corner lot whose exterior side yard is located along any of the streets identified above, the fence code currently permits a 5-foot tall fence that is at least 50% open.

Chairman Kopp also raised the concern that Willowbrook residents would likely install "stockade" privacy fences in lieu of the more aesthetically pleasing wrought-iron fences as a result of the proposed change and expressed some concern that this would eliminate the "open" nature between Willowbrook residential properties. Building Official Giuntoli mentioned that as part of any fence application, residents are asked if they are located within a subdivision or if their HOA restricts certain types of fences. Building Official Giuntoli also indicated that there have been instances where the Village has had to require residents to take down fences that were illegally installed without a Village permit.

Board Trustee Helen Neal provided public testimony in support for the proposed text amendment as a member of the public. As an elected official and a resident that has lived along Illinois Route 83 for twenty-one years, she indicated that she has received fifteen to eighteen complaints over the course of the past several years regarding increased sound travel and noise from Illinois Route 83. Ms. Neal emphasized that noise and sound travel has worsened with every passing year and that residents have had little success with state and county agencies to install effective sounds barriers. Ms. Neal believes that the proposed text amendment for increased fence heights to eight feet (8') will provide relief for those residents that are located along Illinois Route 83.

Vice Chairman Wagner concurred that the discussion about the 8' tall solid fence along Illinois Route 83 was a good idea because the State or the County have not addressed the noise issues. But conceptually, Vice Chairman Wagner believes the Village would be making a major change and the community has traditionally been very "open" without the "stockade" fences, except for those lots located along the major roads. Vice Chairman Wagner expressed concern that there would be a rash of solid fences within every interior lot, and this would essentially "close in" the community. Chairman Kopp agreed and reiterated that those lots along the major roads should be able to install taller fence heights and emphasized his concern for the interior lots within the community. Commissioner Remkus disagreed and believed that a 5-foot tall fence was not that tall and would address safety concerns.



The Plan Commission did not express any opposition to the proposed text amendment with the addition of the modification of allowing a solid 5-foot tall fence in the corner lot situations discussed above. The Plan Commission voted 7-0 in favor of the proposed text amendment to forward a positive recommendation to the Village Board.

Motion

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

Based on the submitted petition and testimony presented, I move that the Plan Commission recommend to the Village Board approval of the text amendment presented on Pages 2 to 5 of the Staff Report for PC Case Number 20-08 to amend the fence code of Section 9-12-4(D)2 of the Zoning Ordinance.

The following motion made by Kopp was seconded by Remkus and approved unanimous 7-0 roll call vote of the members present:

Based on the submitted petition and testimony presented, I move that the Plan Commission recommend to the Village Board approval of the text amendment presented on Pages 2 to 5 of the Staff Report for PC Case Number 20-08 to amend the fence code of Section 9-12-4(D)2 of the Zoning Ordinance and also to recommend the change discussed by the Plan Commissioners to allow a 5-foot tall solid fence within any portion of the rear yard of a lot that abuts the front yard of an adjoining lot.

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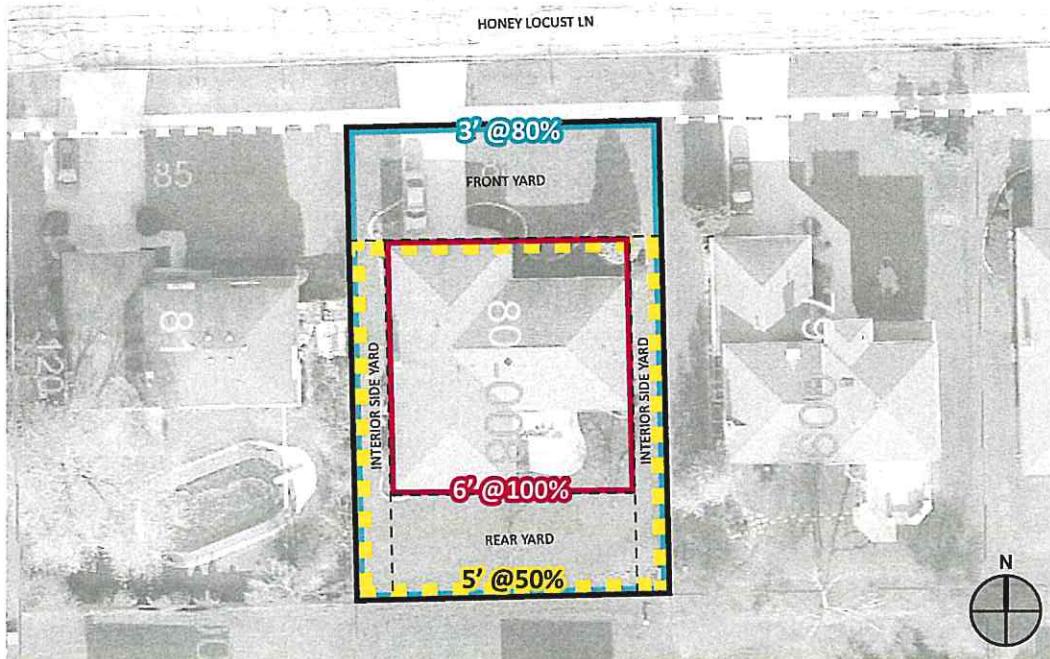


Attachment 1
Fence Height Requirements Before & After Exhibits
(6 pages)

Example 1: Interior Residential Lot

421 Honey Locust Lane

Fence Height Requirements Before Text Amendment



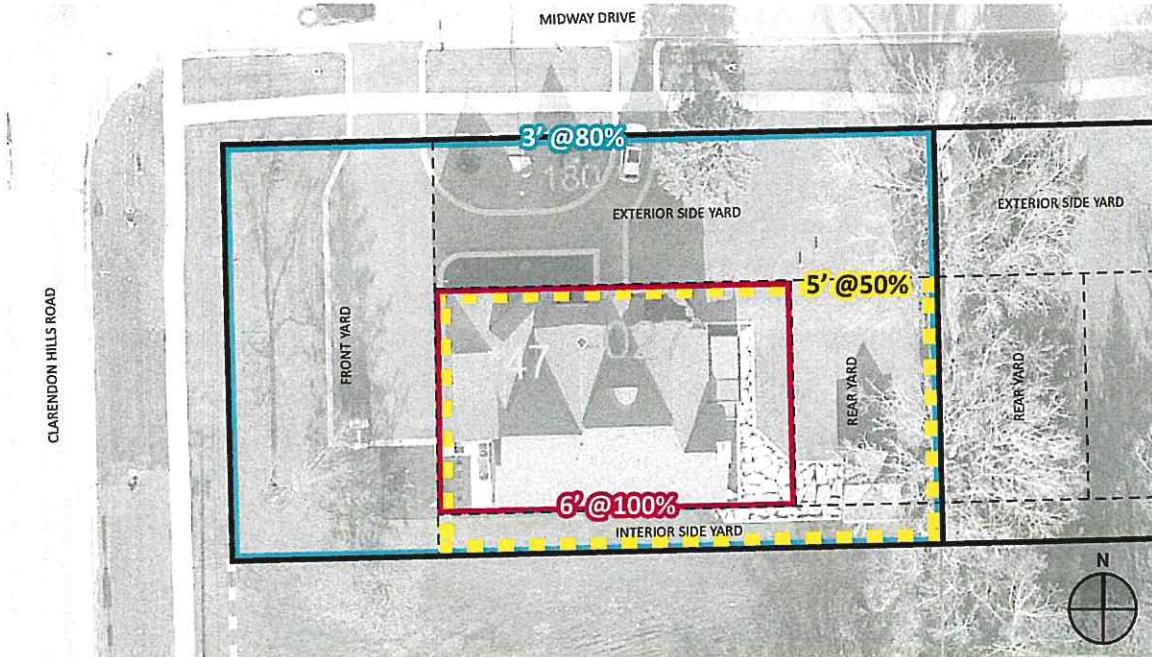
Fence Height Requirements After Text Amendment



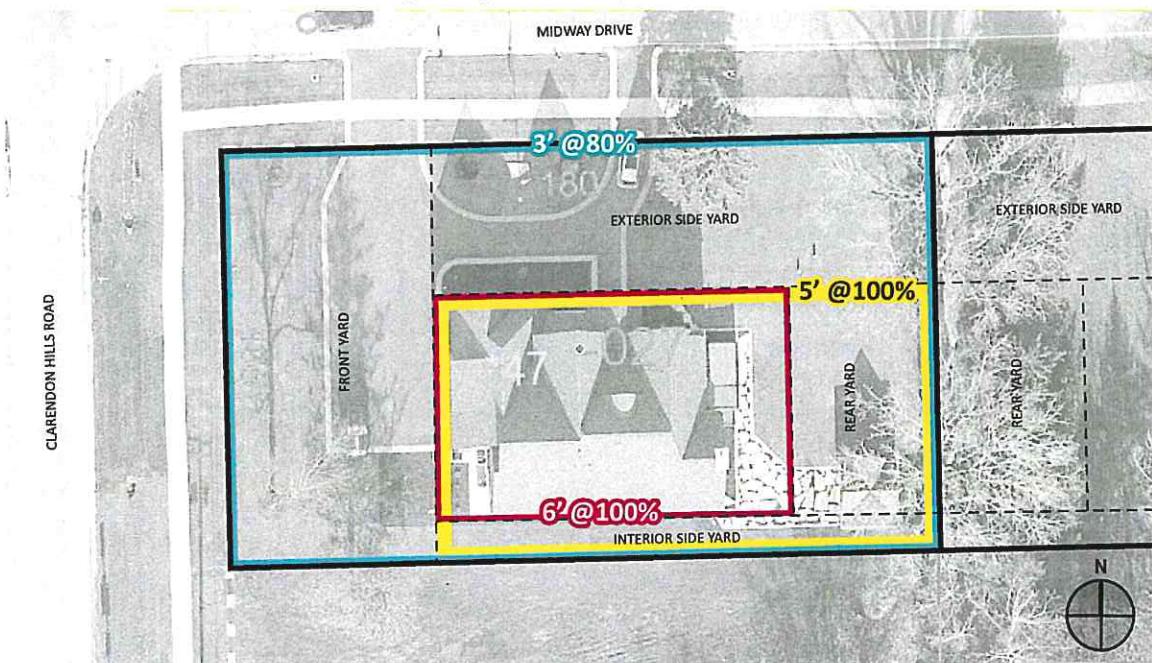
Example 2: Corner Residential Lot

7701 Clarendon Hills Road

Fence Height Requirements Before Text Amendment



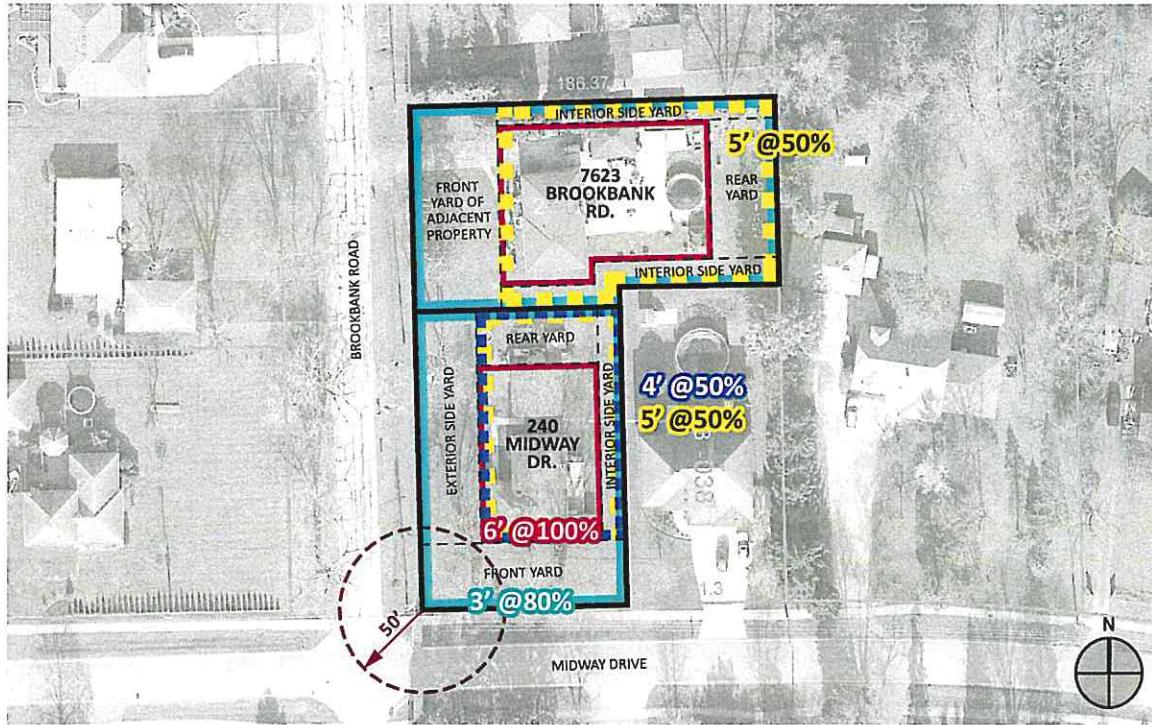
Fence Height Requirements After Text Amendment



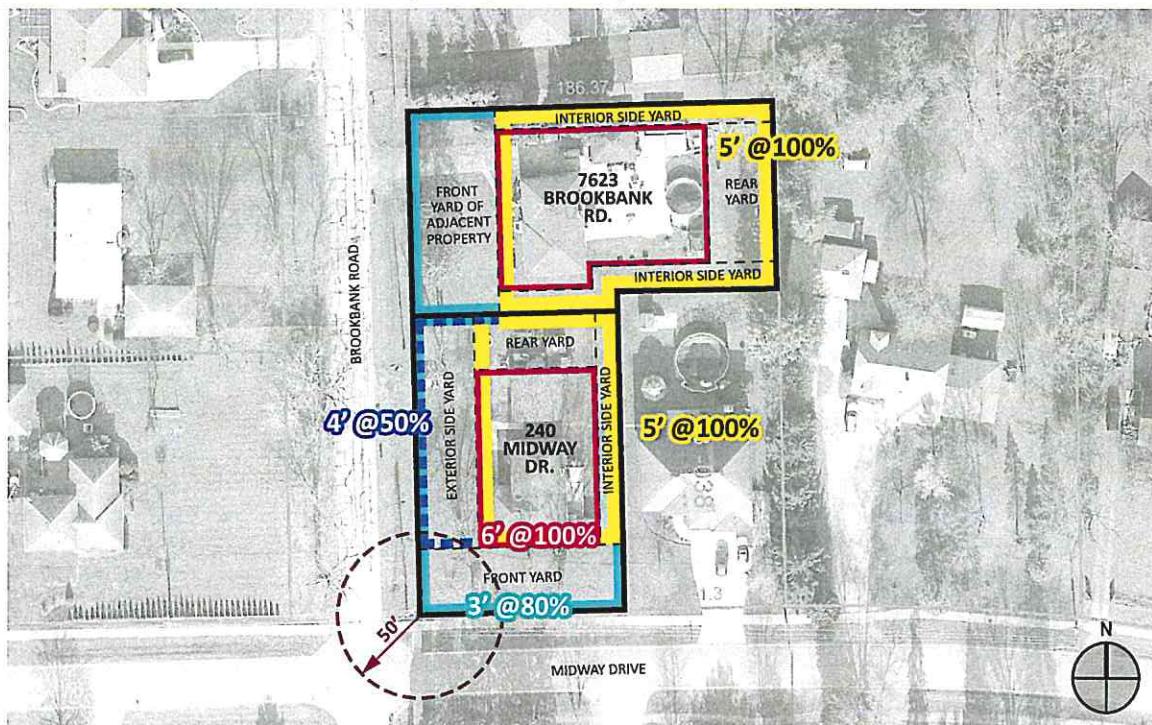
Example 3: Reverse Corner Residential Lot Located on Local Street

7623 Brookbank Road and 240 Midway Drive

Fence Height Requirements Before Text Amendment

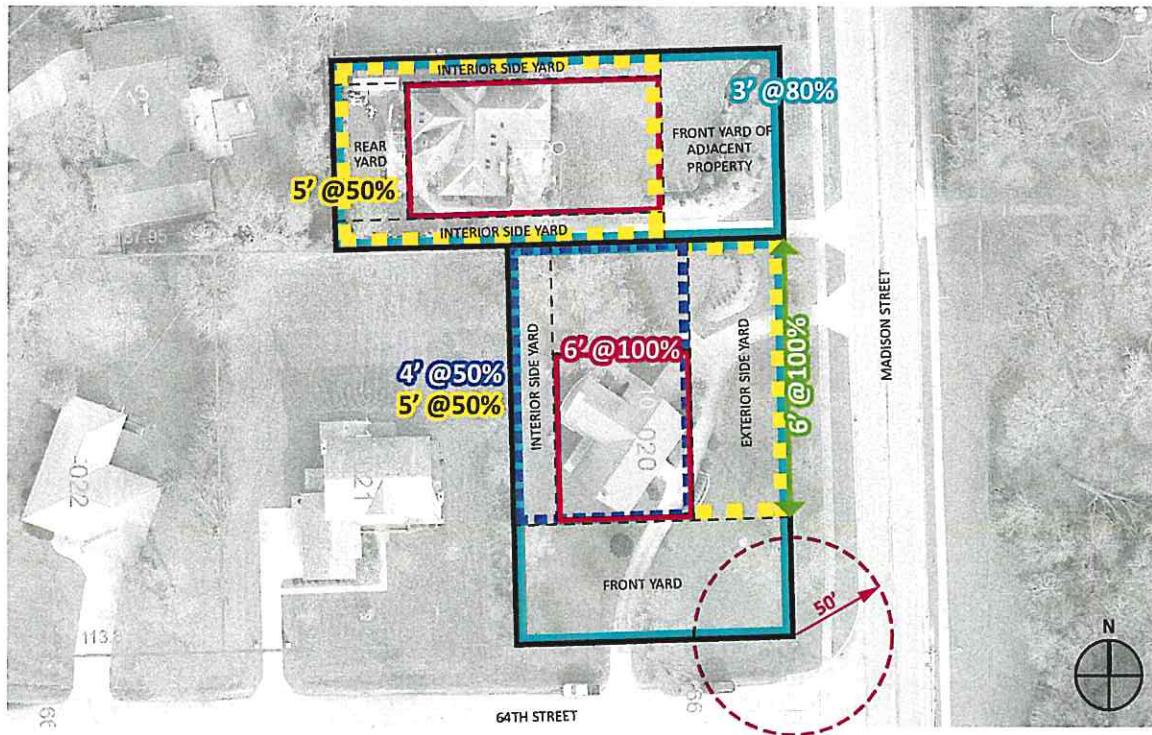


Fence Height Requirements After Text Amendment

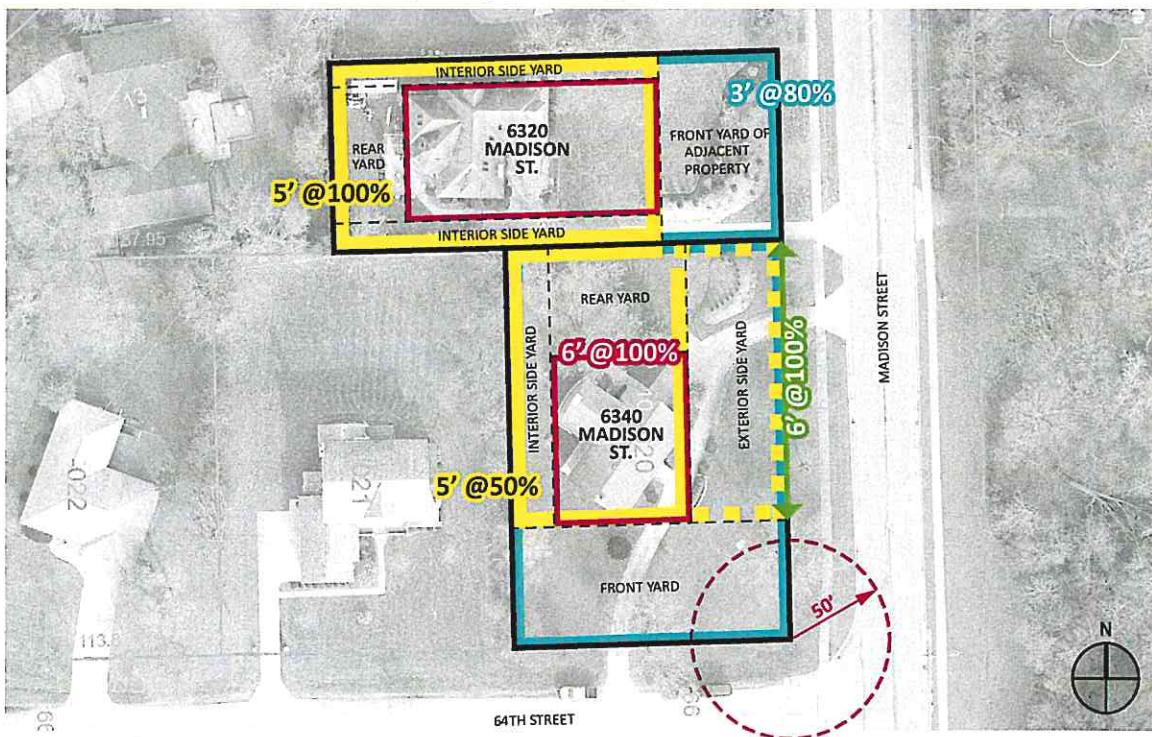


Example 4: Reverse Corner Residential Lot Located on Major Arterial
6320 & 6340 Madison Street

Fence Height Requirements Before Text Amendment

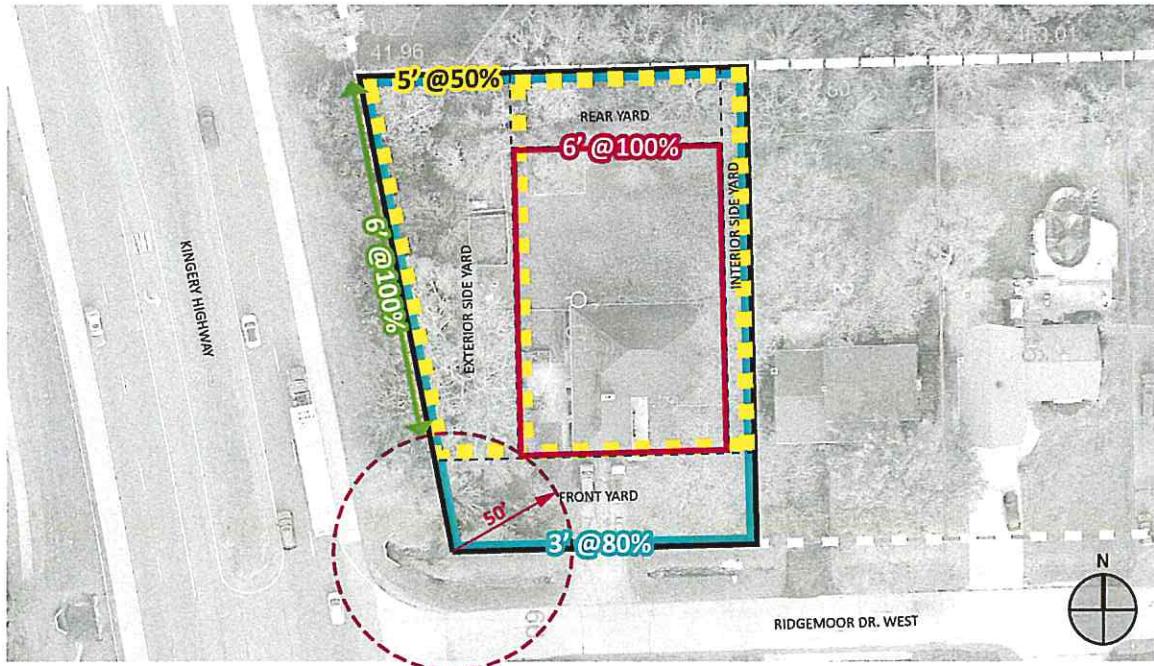


Fence Height Requirements After Text Amendment



Example 5: Corner Lot, Exterior Side Yard on Kingery Highway
848 Ridgemoor Drive West

Fence Height Requirements Before Text Amendment



Fence Height Requirements After Text Amendment



Affected Properties:

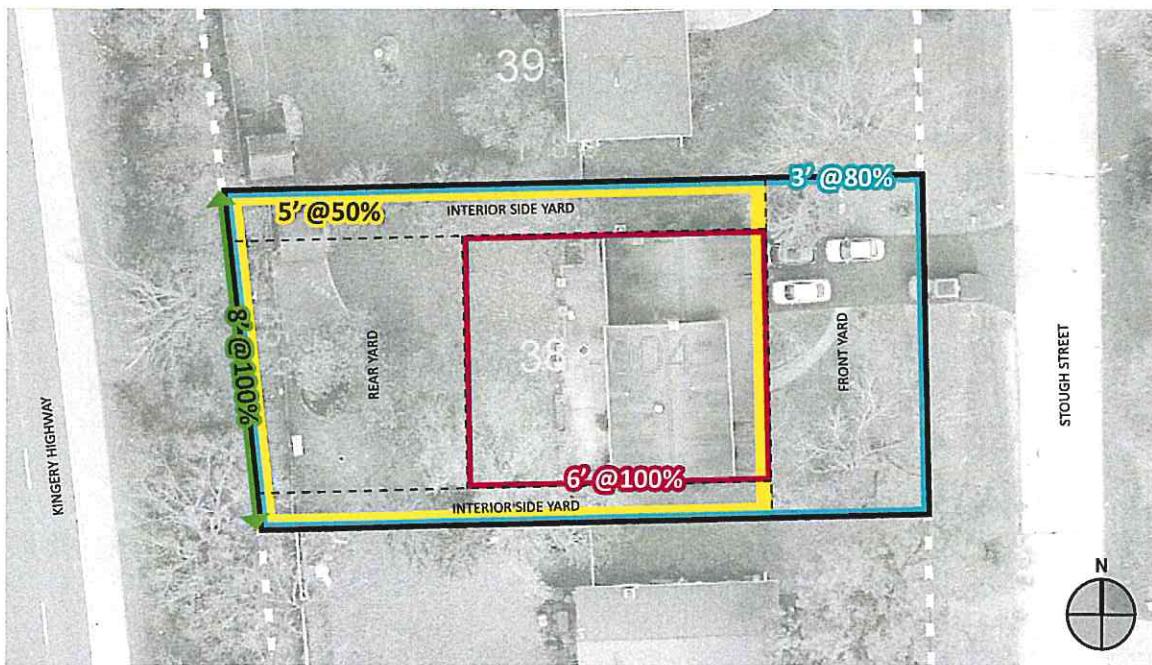
848 Ridgemoor Dr West, 873 Willow Ln, 843 Cramer Ct, 10 Midway Dr, 9 Midway Dr, 58 79th St

Example 6: Through Lot, Rear Lot on Kingery Highway
6542 Stough Street

Fence Height Requirements Before Text Amendment



Fence Height Requirements After Text Amendment



Affected Properties:
6530 Stough St, 6536 Stough St, 6542 Stough St,
7505-7619 Arlene Ave, 7711-7823 Eleanor Pl



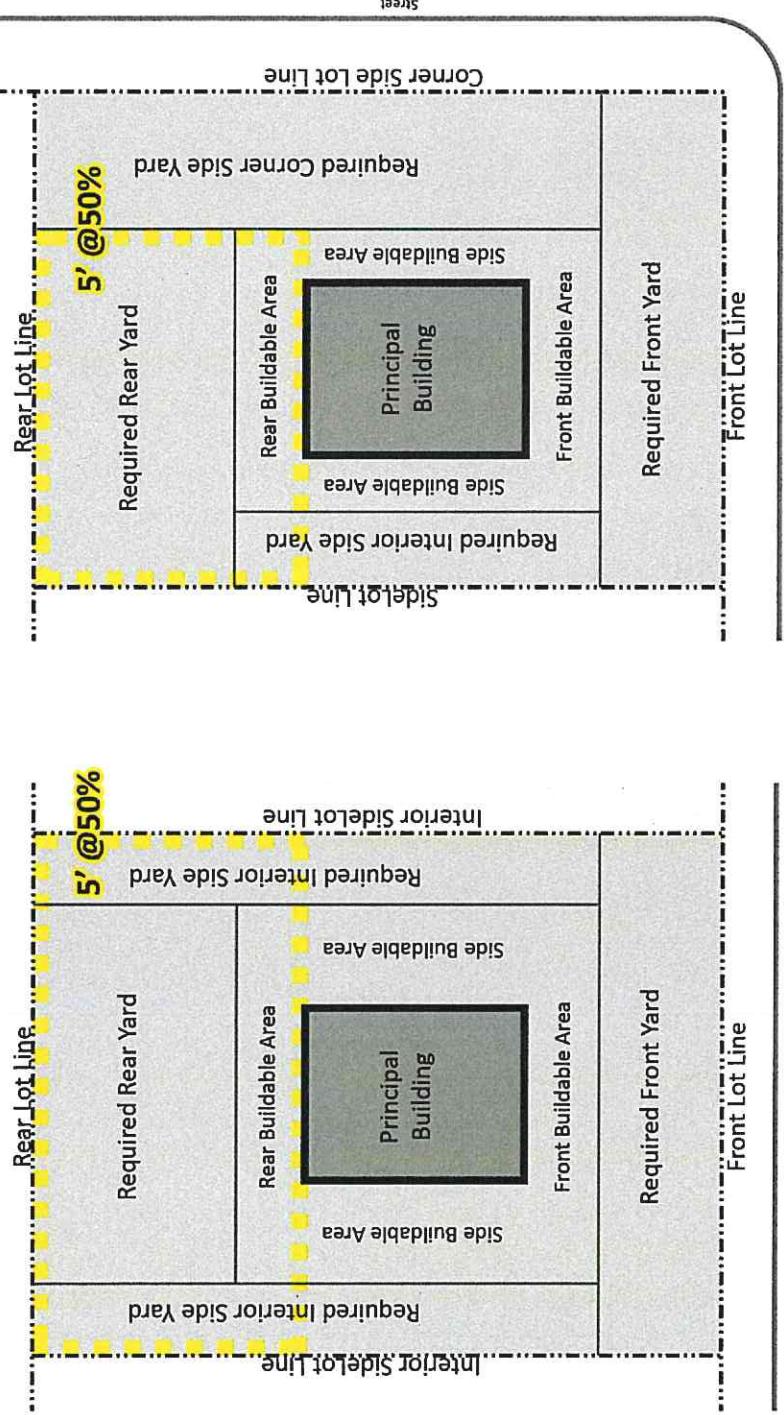
Attachment 2
Comparison of Nearby Municipalities' Fence Ordinances
(11 pages)

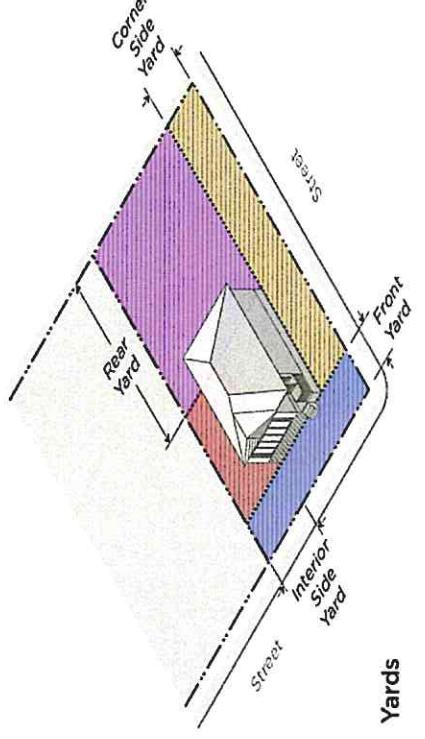
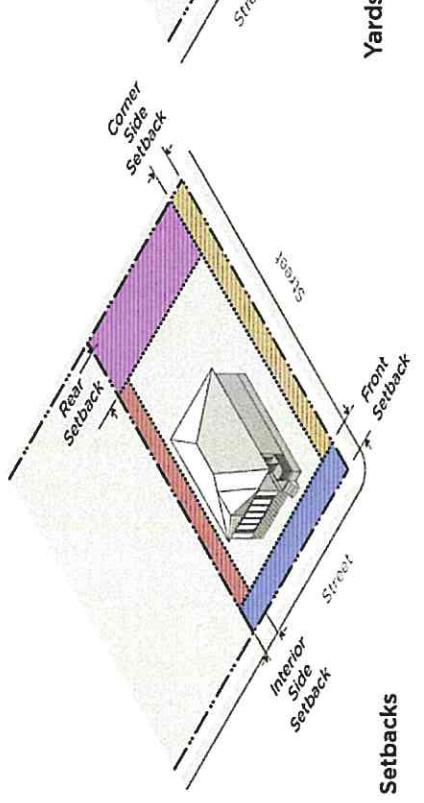
Municipality	Fences Permitted - Interior Lot and Corner Lot Configurations	
Burr Ridge	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Interior Lot</p> <p>Rear Lot Line</p> <p>Required Rear Yard</p> <p>5' @ 50%</p> <p>Required Front Yard</p> <p>Front Lot Line</p> </div> <div style="text-align: center;"> <p>Corner Lot</p> <p>Rear Lot Line</p> <p>Required Rear Yard</p> <p>5' @ 50%</p> <p>Required Front Yard</p> <p>Front Lot Line</p> </div> </div>	
Clarendon Hills	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Interior Lot</p> <p>Rear Lot Line</p> <p>Required Rear Yard</p> <p>6'</p> <p>Front Lot Line</p> </div> <div style="text-align: center;"> <p>Corner Lot</p> <p>Rear Lot Line</p> <p>Required Rear Yard</p> <p>6'</p> <p>Front Lot Line</p> </div> </div>	
Darien	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Interior Lot</p> <p>Rear Lot Line</p> <p>Required Rear Yard</p> <p>6'</p> <p>Front Lot Line</p> </div> <div style="text-align: center;"> <p>Corner Lot</p> <p>Rear Lot Line</p> <p>Required Rear Yard</p> <p>6'</p> <p>Front Lot Line</p> </div> </div>	
Hinsdale	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Interior Lot</p> <p>Rear Lot Line</p> <p>Required Rear Yard</p> <p>6' @ 33% or 6'</p> <p>Front Lot Line</p> </div> <div style="text-align: center;"> <p>Corner Lot</p> <p>Rear Lot Line</p> <p>Required Rear Yard</p> <p>6' @ 33% or 6'</p> <p>Front Lot Line</p> </div> </div>	
Willowbrook	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Interior Lot</p> <p>Rear Lot Line</p> <p>Required Rear Yard</p> <p>6' @ 100% or 6' @ 80%</p> <p>Front Lot Line</p> </div> <div style="text-align: center;"> <p>Corner Lot</p> <p>Rear Lot Line</p> <p>Required Rear Yard</p> <p>6' @ 100% or 6' @ 80%</p> <p>Front Lot Line</p> </div> </div>	

Municipality	Front Yard	Corner Side/ Exterior Side Yard	Interior Side Yard	Rear Yard
Burr Ridge	Prohibited More restrictive than WB. WB allows fences that are 3' and 80% open in the front yard.	5' not nearer to the corner side lot line than the required corner side yard setback (see exhibit below) More restrictive than WB. WB allows fences to extend up to the front wall of the principal building.	5' along interior side lot lines extending no further toward the front of the lot than the rear wall of the principal building on the lot More restrictive than WB. WB allows 5' fences to extend up to the front wall of the principal building.	5' along rear lot line Same as WB.

All fences in residential districts shall be open fences. Open fences are defined as a fence, including gates, which has, for each one foot wide segment extending over the entire length and height of the fence, 50 percent of the surface in open spaces which afford direct views through the fence. **More restrictive than WB.**

Fences in residential districts shall be not more than 5' in height measured from the ground level at the lowest grade level within five feet of either side of the fence. **More restrictive than WB.**

Municipality	Front Yard	Corner Side/ Exterior Side Yard	Interior Side Yard	Rear Yard
Burr Ridge (cont'd)		<p>Interior Lot</p>  <p>Required Rear Yard</p> <p>Required Side Yard</p> <p>Required Front Yard</p> <p>Required Side Yard</p> <p>Required Rear Yard</p> <p>Required Side Yard</p> <p>Required Rear Yard</p>		

Municipality	Front Yard	Corner Side/ Exterior Side Yard	Interior Side Yard	Rear Yard
Clarendon Hills	3' Less restrictive than WB. WB requires 3' fence to be at least 80% open.	No fence, wall or hedge or other similar obstruction shall be placed so as to interfere with clear vision from one street to the other across such corner and in no event shall any such fence, wall hedge or other similar obstruction exceed, or be allowed to exceed 3' in height above the grade at the center line of the street nearest thereto within 50' of the center line of the intersection of any street or street lines projected. Same as WB except that WB requires 3' fences to be at least 80% open.	6' Less restrictive than WB. WB permits 5' and 50% open fences.	 

Municipality	Front Yard	Corner Side/ Exterior Side Yard	Interior Side Yard	Rear Yard
Clarendon Hills (cont'd)				

Corner Lot

Street

Corner Side Lot Line

Corner Side Setback

Rear Lot Line

Rear Yard Setback

Principal Building

Interior Side Setback

Side Lot Line

Front Lot Line

Front Setback

Interior Side Lot Line

Interior Side Setback

Rear Lot Line

Rear Yard Setback

Principal Building

Interior Side Setback

Interior Side Setback

Interior Side Setback

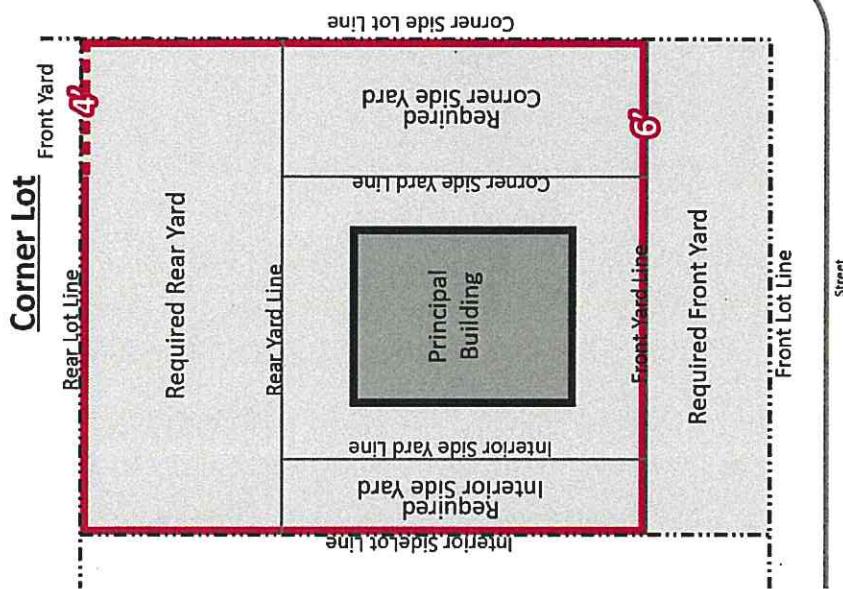
Front Lot Line

Front Setback

Front Lot Line

Municipality	Front Yard	Corner Side/ Exterior Side Yard	Interior Side Yard	Rear Yard
Darien	<p>Fences are prohibited in the front yard.</p> <p>More restrictive than WB.</p> <p>WB allows 3' and 80% open fences in the front yard.</p> <p>However, 3' fence type structures such as landscape fences and less than 25' in length, and not used as a means of confinement, shall not be considered as fences. Location, height, type of material and construction technique shall be approved by the zoning enforcement officer.</p> <p>More restrictive than WB.</p>	<p>6' fences in the corner side yard setback, provided that the fence does not extend beyond the front yard line. Same as WB.</p> <p>8' fences along Route 83, Cass Ave, Plainfield Rd and 75th St, provided the fence does not extend beyond the front yard line.</p> <p>Less restrictive than WB.</p> <p>WB allows 6' fence on exterior side lot line along its arterials.</p>	<p>6' fences, provided it does not extend beyond the front yard line.</p> <p>Less restrictive than WB.</p> <p>WB allows 5' and 50% open fences in the interior side yard.</p>	<p>6' fences, provided that the height of the fence shall not exceed 4' in that part of the actual rear yard abutting a front yard of another lot.</p> <p>More restrictive than WB.</p> <p>WB allows 5' and 50% open fences in the same area.</p> <p>8' fence in any rear yard extending along Route 83, Cass Ave, Plainfield Rd and 75th St.</p> <p>Less restrictive than WB.</p> <p>WB allows 6' fence along its arterials.</p> <p>6' fences along other major arterial, minor arterial, and collector streets.</p> <p>Less restrictive than WB.</p> <p>WB allows 6' fence along its arterials.</p>

Municipality	Front Yard	Corner Side/ Exterior Side Yard	Interior Side Yard	Rear Yard
Darien (cont'd)		<p>Interior Lot</p> <p>The diagram illustrates an interior lot with the following dimensions and requirements:</p> <ul style="list-style-type: none"> Front Yard: Required Front Yard (dashed line). Rear Yard: Required Rear Yard (dashed line). Side Yards: Two required side yards (dashed lines) on the left and right sides, each 6' wide. Building: A central rectangular area labeled "Principal Building". Lot Lines: The lot is bounded by a dashed line on the left labeled "Rear Lot Line" and a dashed line on the right labeled "Front Lot Line". 		



Municipality	Front Yard	Corner Side/ Exterior Side Yard	Interior Side Yard	Rear Yard
Hinsdale	2' solid fences and 4' non-solid fences. Exceptions: E1d, E1e, E1f	4' Exceptions: E1d, E1e		6' Exceptions: E1d, E1e

Driveway entry gates, and any parapet or column utilized in a fence design: **8'**

No "solid fence", as defined herein, shall be permitted that exceeds 24" in height as measured from the natural grade in any front yard or any corner side yard. A "solid fence" is a fence in which the open spaces, when viewed at a right angle to the vertical fence plane, constitute less than one-third (1/3) of the total fence contour. The "total fence contour" is the entire square foot area within and between the outside vertical outline of the fence. The "open spaces" are areas within the "total fence contour", which, when viewed at right angles to the vertical fence plane, allow clear visibility through said fence plane.

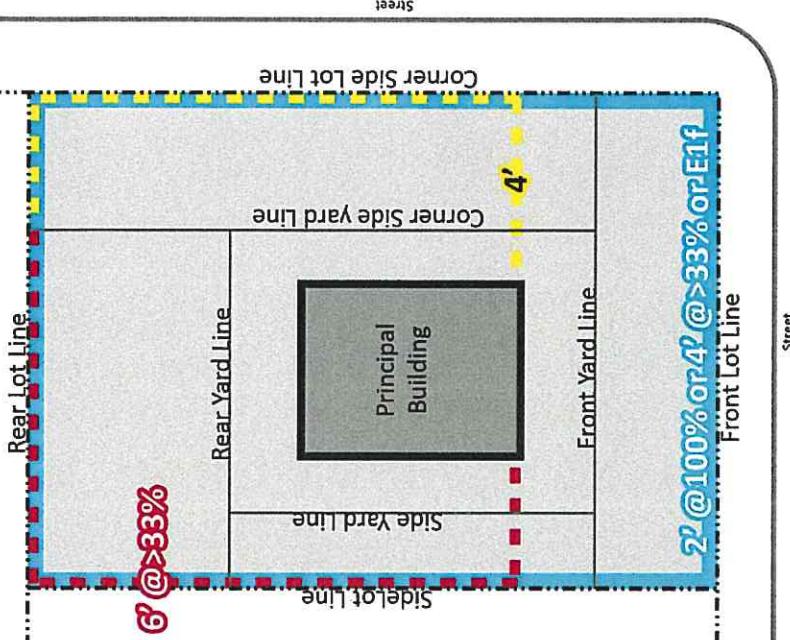
E1d: Within ten feet (10') of and parallel to a lot line of any lot used for nonresidential purposes: Eight feet (8'). **Same as WB.**

E1e: Within 10' of and parallel to a lot line abutting the Illinois Tri-State Toll Rd, Route 83, 55th St, or Ogden Avenue rights of way: Eight feet (8').
Less restrictive than WB. WB allows 6' fence along its arterials.

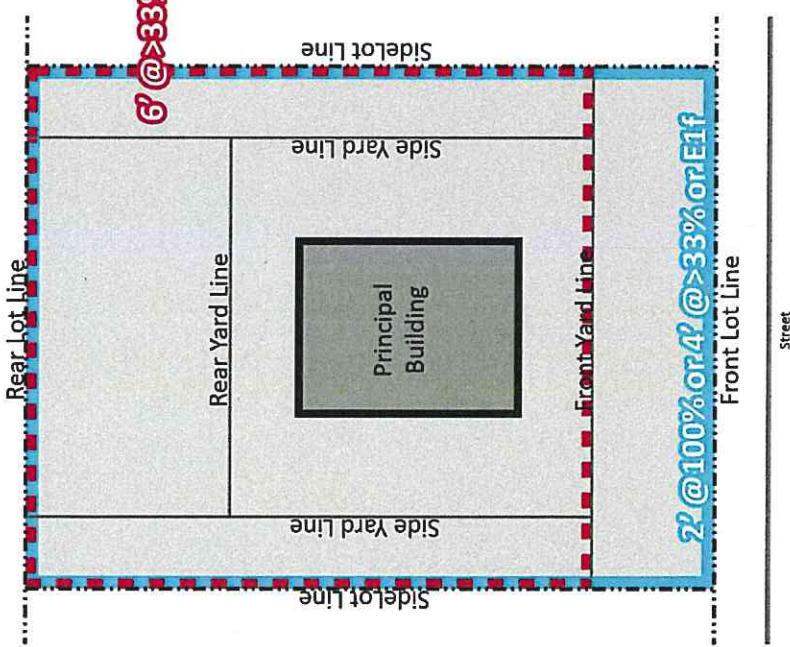
E1f: When a front yard fence meets all of the following, then five feet (5'):
1) open (greater than 1/3 of the total fence contour); and
2) constructed of cast aluminum or wrought iron; and
3) the property on which the fence is located has a front lot line with a width of not less than 125', and a total lot area not less than 30,000 SF.
Less restrictive than WB. WB allows 5' and at least 50% open only in interior side and rear yards.

Municipality	Front Yard	Corner Side/ Exterior Side Yard	Interior Side Yard	Rear Yard
Hinsdale (cont'd)				

Corner Lot



Interior Lot



Municipality	Front Yard	Corner Side/ Exterior Side Yard	Interior Side Yard	Rear Yard
Willowbrook	<p>(a) 3' and at least 80% open may be located anywhere on a lot</p> <p>(c) Fences not greater than 6' in height may be located anywhere on a lot except within a required front, exterior side, interior side or rear yard</p>	<p>3' and at least 80% open may be located anywhere on a lot</p> <p>4' and at least 50% open in rear yard or interior side yard where exterior side yard abuts the front yard of adjoining lot.</p> <p>5' and at least 50% open where exterior side yard abuts the front yard of adjoining lot and is located along Route 83, Plainfield Rd, 63rd St, 75th St, and Madison St, provided the fence does not extend beyond the front yard line.</p> <p>An open or solid fence not greater than 6' in height may be located on a rear lot line of a residentially zoned lot where such lot line is conterminous with the right-of-way lines of the following streets: Route 83, Plainfield Rd, 63rd St, 75th St, and Madison St.</p>	<p>(d) 5' and at least 50% open in interior side yard</p>	<p>(b) 5' and at least 50% open in interior side yard</p> <p>An open or solid fence not greater than 6' in height may be located on a rear lot line of a residentially zoned lot where such lot line is conterminous with the right-of-way lines of the following streets: Route 83, Plainfield Rd, 63rd St, 75th St, and Madison St.</p> <p>An open or solid fence not greater than 8' in height may be located to within a min. of 10' from a rear or interior side lot line where such lot line represents the boundary between a nonresidential district and a residential district.</p> <p>Any such fence shall be buffered with berming and/or evergreens so that not more than 50% of the surface area of such fence shall be visible from the adjoining district.</p>

Municipality	Front Yard	Corner Side/ Exterior Side Yard	Interior Side Yard	Rear Yard
Willowbrook (cont'd)				

Corner Lot

Interior Lot



Attachment 3
Village of Willowbrook Current Fence Code, Section 9-12-4(D)
(2 pages)



2. Fences And Walls: Fences and walls are permitted subject to the following conditions:

- (a) Fences not greater than three feet (3') in height and at least eighty percent (80%) open may be located anywhere on a lot.
- (b) Fences not greater than five feet (5') in height and at least fifty percent (50%) open may be located anywhere on a lot, except in a required front or exterior side yard.
- (c) Fences not greater than six feet (6') in height may be located anywhere on a lot except within a required front, exterior side, interior side or rear yard. (Ord. 97-O-05, 1-27-1997)
- (d) Fences not greater than four feet (4') in height and at least fifty percent (50%) open may be located anywhere on a lot except in a required front yard, or a required exterior side yard where such exterior side yard abuts the front yard of an adjoining lot. Where an exterior side yard abuts the front yard of an adjoining lot and the subject lot is located along a street listed in subsections (D)2(f)(1) through (D)2(f)(5) of this section, a five feet (5') in height and at least fifty percent (50%) open fence may be allowed in the exterior side yard of that subject lot. Notwithstanding any provision hereinafter to the contrary, no such fence shall be located within fifty feet (50') of the lot corner formed by the intersection of any two (2) street right-of-way lines. (Ord. 16-O-42, 9-12-2016)
- (e) Notwithstanding the provisions contained in subsections (D)2(a), (D)2(b), (D)2(c) and (D)2(d) of this section, an open or solid fence not greater than eight feet (8') in height may be located to within a minimum of ten feet (10') from a rear or interior side lot line where such lot line represents the boundary between a nonresidential district and a residential district.

Any such fence shall be buffered with berming and/or evergreens so that not more than fifty percent (50%) of the surface area of such fence shall be visible from the adjoining district. (Ord. 97-O-05, 1-27-1997)

(f) Notwithstanding the provisions contained in subsections (D)2(a) through (D)2(d) of this section, an open or solid fence not greater than six feet (6') in height may be located on an exterior side or rear lot line of a residentially zoned lot where such lot line(s) are conterminous with the right-of-way lines of the following streets:

- (1) Illinois Route 83 (Robert Kingery Highway).
- (2) Plainfield Road.
- (3) 63rd Street.
- (4) 75th Street.
- (5) Madison Street. (Ord. 13-O-26, 7-8-2013)

(g) Notwithstanding the provisions contained in subsections (D)2(a) through (D)2(d) of this section, a fence not greater than eight feet (8') in height may be located anywhere on a lot in the M-1 Light Manufacturing District, the B-4 Highway and Service Business District, or the L-O-R Limited Office and Research District, except that no fence greater than three feet (3') in height may be located in a required front or exterior side yard without site plan approval by the Plan Commission.

Any such fence greater than four and one-half feet ($4\frac{1}{2}'$) in height located within forty feet (40') of any residential district boundary (exclusive of ROW) shall be buffered with berming and/or evergreens so that no more than fifty percent (50%) of the surface area of such fence shall be visible from said adjoining residential district.



(h) An additional one foot (1') high extension of barbed wire fencing may be affixed to the top of any fence located within the M-1 Light Manufacturing District, B-4 Highway and Service Business District or L-O-R Limited Office and Research District which is not less than seven feet (7') in height, provided, that in no event shall the total height of such fence, including any barbed wire exceed eight feet (8') in height, and further provided, that barbed wire fencing is prohibited in any yard adjoining a residential district. Except as otherwise provided herein, barbed wire fencing shall be prohibited in any district within the Village. (Ord. 97-O-05, 1-27-1997)

(i) Notwithstanding the provisions contained in subsections (D)2(a) through (D)2(d) of this section, a fence not greater than six feet (6') in height and at least eighty percent (80%) open may be located anywhere on a lot whereupon the principal use is institutional, provided that such fence shall utilize a decorative design, such as wrought iron. (Ord. 99-O-10, 5-24-1999)

(j) All pools having side walls less than four feet (4') above grade, including all pools constructed below grade, shall be required to be completely enclosed by a fence. All fence openings or points of entry into pool area enclosures shall be equipped with gates. The fence and gates shall be no less than four feet (4') in height above the grade level and shall be constructed of a minimum 9-gauge, woven mesh, corrosion resistant material or solid vertical or nonsolid decay resistant material, so constructed that it will protect persons, children or animals from danger or harm by entering the swimming pool area. All gates shall be equipped with self-closing and self-latching devices placed at the top of the gate. Fence posts shall be decay or corrosion resistant and shall be set in concrete bases. All such fences required pursuant to this chapter shall further comply with all other provisions of this subsection (D).

(k) Heights of all fences shall be measured from the grade immediately adjoining such fence at all points along said fence.

(l) All fence posts and support framework shall face the interior of the property upon which such fence is located. All fence materials shall be erected such that the finished side faces adjoining properties.

(m) All fences totally enclosing a yard shall have a minimum of one gate allowing ingress/egress.

(n) Walls not greater than six feet (6') in height may be located anywhere on a lot, except within a required front, exterior side, interior side, or rear yard. Walls shall be intermittently landscaped with appropriately sized plant material to provide an aesthetically pleasing effect and interrupt long monotonous expanses.

(o) The owner of every fence constructed within the Village shall cause said fence(s) to be maintained in a safe, presentable, neat, attractive and sound structural condition at all times, including the replacement of defective parts or pickets, repainting, cleaning and other acts required for the maintenance of said fence. (Ord. 97-O-05, 1-27-1997)

(p) In no case shall any fence or wall be located on public right-of-way. (Ord. 99-O-10, 5-24-1999)



Attachment 4
Village of Willowbrook Proposed Fence Code (Clean Version)
(3 pages)



2. Fences And Walls: Fences and walls are permitted subject to the following conditions:

- (a) Fences not greater than three feet (3') in height and at least eighty percent (80%) open may be located anywhere on a lot.
- (b) Fences not greater than five feet (5') in height may be located anywhere on a lot, except in a required front or exterior side yard, and as specifically regulated hereinafter in subsection 9-12-4(D)2(d).
- (c) Fences not greater than six feet (6') in height may be located anywhere on a lot except within a required front, exterior side, interior side or rear yard. (Ord. 97-O-05, 1-27-1997)
- (d) Where an exterior side yard abuts the front yard of an adjoining lot, fences not greater than five feet (5') in height may be located anywhere on a lot except in the following areas: a required front yard, or within any portion of the subject lot abutting the front yard of an adjoining lot. Where any portion of the lot abuts the front yard of an adjoining lot, a four feet (4') in height and at least fifty percent (50%) open fence may be allowed in the exterior side yard of that subject lot. Where an exterior side yard abuts the front yard of an adjoining lot and the subject lot is located along a street listed in subsections (D)2(f)(1) through (D)2(f)(4) of this section, a five feet (5') in height and at least fifty percent (50%) open fence may be allowed in the exterior side yard of that subject lot. Notwithstanding any provision hereinafter to the contrary, no such fence shall be located within fifty feet (50') of the lot corner formed by the intersection of any two (2) street right-of-way lines. (Ord. 16-O-42, 9-12-2016)
- (e) Notwithstanding the provisions contained in subsections (D)2(a), (D)2(b), (D)2(c) and (D)2(d) of this section, an open or solid fence not greater than eight feet (8') in height may be located to within a minimum of ten feet (10') from a rear or interior side lot line where such lot line represents the boundary between a nonresidential district and a residential district.

Any such fence shall be buffered with berming and/or evergreens so that not more than fifty percent (50%) of the surface area of such fence shall be visible from the adjoining district. (Ord. 97-O-05, 1-27-1997)

- (f) Notwithstanding the provisions contained in subsections (D)2(a) through (D)2(d) of this section, an open or solid fence not greater than six feet (6') in height may be located on an exterior side or rear lot line of a residentially zoned lot where such lot line(s) are conterminous with the right-of-way lines of the following streets:

- (1) Plainfield Road.
- (2) 63rd Street.
- (3) 75th Street.
- (4) Madison Street. (Ord. 13-O-26, 7-8-2013)

- (g) Notwithstanding the provisions contained in subsections (D)2(a) through (D)2(d) of this section, an open or solid fence not greater than eight feet (8') in height may be located on an exterior side or rear lot line of a residentially zoned lot where such lot line(s) are conterminous with the right-of-way lines of Illinois Route 83. Where an exterior side yard abuts the front yard of an adjoining lot and the subject lot is located along Illinois Route 83, a five feet (5') in height and at least fifty percent (50%) open fence may be allowed in the exterior side yard of that subject lot. Notwithstanding any provision hereinafter to the



contrary, no such fence shall be located within fifty feet (50') of the lot corner formed by the intersection of any two (2) street right-of-way lines. (Ord. 16-O-42, 9-12-2016)

(h) Notwithstanding the provisions contained in subsections (D)2(a) through (D)2(d) of this section, a fence not greater than eight feet (8') in height may be located anywhere on a lot in the M-1 Light Manufacturing District, the B-4 Highway and Service Business District, or the L-O-R Limited Office and Research District, except that no fence greater than three feet (3') in height may be located in a required front or exterior side yard without site plan approval by the Plan Commission.

Any such fence greater than four and one-half feet ($4\frac{1}{2}'$) in height located within forty feet (40') of any residential district boundary (exclusive of ROW) shall be buffered with berming and/or evergreens so that no more than fifty percent (50%) of the surface area of such fence shall be visible from said adjoining residential district.

(i) An additional one foot (1') high extension of barbed wire fencing may be affixed to the top of any fence located within the M-1 Light Manufacturing District, B-4 Highway and Service Business District or L-O-R Limited Office and Research District which is not less than seven feet (7') in height, provided, that in no event shall the total height of such fence, including any barbed wire exceed eight feet (8') in height, and further provided, that barbed wire fencing is prohibited in any yard adjoining a residential district. Except as otherwise provided herein, barbed wire fencing shall be prohibited in any district within the Village. (Ord. 97-O-05, 1-27-1997)

(j) Notwithstanding the provisions contained in subsections (D)2(a) through (D)2(d) of this section, a fence not greater than six feet (6') in height and at least eighty percent (80%) open may be located anywhere on a lot whereupon the principal use is institutional, provided that such fence shall utilize a decorative design, such as wrought iron. (Ord. 99-O-10, 5-24-1999)

(k) All pools having side walls less than four feet (4') above grade, including all pools constructed below grade, shall be required to be completely enclosed by a fence. All fence openings or points of entry into pool area enclosures shall be equipped with gates. The fence and gates shall be no less than four feet (4') in height above the grade level and shall be constructed of a minimum 9-gauge, woven mesh, corrosion resistant material or solid vertical or nonsolid decay resistant material, so constructed that it will protect persons, children or animals from danger or harm by entering the swimming pool area. All gates shall be equipped with self-closing and self-latching devices placed at the top of the gate. Fence posts shall be decay or corrosion resistant and shall be set in concrete bases. All such fences required pursuant to this chapter shall further comply with all other provisions of this subsection (D).

(l) Heights of all fences shall be measured from the grade immediately adjoining such fence at all points along said fence.

(m) All fence posts and support framework shall face the interior of the property upon which such fence is located. All fence materials shall be erected such that the finished side faces adjoining properties.

(n) All fences totally enclosing a yard shall have a minimum of one gate allowing ingress/egress.

(o) Walls not greater than six feet (6') in height may be located anywhere on a lot, except within a required front, exterior side, interior side, or rear yard. Walls shall be intermittently landscaped with appropriately sized plant material to provide an aesthetically pleasing effect and interrupt long monotonous expanses.

(p) The owner of every fence constructed within the Village shall cause said fence(s) to be maintained in a safe, presentable, neat, attractive and sound structural condition at all times, including the replacement



of defective parts or pickets, repainting, cleaning and other acts required for the maintenance of said fence.
(Ord. 97-O-05, 1-27-1997)

(q) In no case shall any fence or wall be located on public right-of-way. (Ord. 99-O-10, 5-24-1999)

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

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

AGENDA NO. 9.

AGENDA DATE: 10/26/20

STAFF REVIEW: Mike Mertens, Assistant Village Administrator

SIGNATURE: M. Mertens

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: T. Bastian /nm

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst /nm

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

BACKGROUND:

The Law and Ordinance Committee has been reviewing enhancements to Chapter 9 Hotel / Motel Village Code to provide for yearly inspections for property maintenance, health, and sanitation related issues. During this staff review process the Deputy Clerk reviewed the Village Code for Business License Fees applied to the businesses within the community and has advised that the Village does not currently impose a late fee on business licenses.

The current Village ordinance language that relates to License Fees can be found in Chapter 1A of the Village code. Business license applications are processed through the Deputy Clerks office. Business license are due by January 1 of each year.

A survey of the surrounding community's business license late fees is as follows:

- **Burr Ridge:** Currently they do not require business licenses
- **Clarendon Hills:** Late fee is $\frac{1}{2}$ of the cost of the business license plus the fee of the license after 30 days.
- **Darien:** Late fee is 25%, after one month it is 50%.
- **Downers Grove:** Late fee is \$50.00.
- **Hinsdale:** Late fee is 20%.
- **Lisle:** Late fee is \$50. Second late fee is another \$50, after another 30 Days.
- **Westmont:** Late fee is \$10 or 10% whichever is greater after 1 month.
- **Wheaton:** Late fee is 10% late after 1 month.
- **Willowbrook:** Currently No Late Fee.

On September 14, 2020, staff presented our business license comparable communities late fee survey as well as our current business license process. Upon discussion the consensus of the Law and Ordinances Committee was to consider a 10% late fee applied after 30-days and a 20% late fee applied after 60-days with citations to be issued after 3 months.

STAFF RECOMMENDATION

The attached ordinance amends Chapter 1A to incorporate late fees and penalties as part of the Business License process as follows:

- A 10% late fee applied after 30-days
- A 20% late fee applied after 60-days
- Citations to be issued after 3 months

ACTION PROPOSED:

Pass the Ordinance

ORDINANCE NO. 20-O

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

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

SECTION 1. That Chapter 1A entitled “License Fees” of Title 3 entitled “Business Regulations” of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois, as amended, is hereby further amended by adding thereto Section 3-1A-2 to read as follows:

“3-1A-2: LATE FEES:

(A) The following late fees are hereby assessed to the license fees set forth in Section 3-1A-1 of this Chapter:

1. Ten percent (10%) if payment of the license fee is received after thirty (30) days but less than sixty (60) days after the license due date.
2. Twenty percent (20%) if payment of the license fee is received more than sixty (60) days after the license due date.

(B) In addition to any late fee assessed for late payment of a license fee, any licensee that has not paid its annual license fee within ninety (90) days of the license fee due date shall be issued a citation.”

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

SECTION 2: That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED and APPROVED this 26th day of October, 2020.

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen,
Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

An Ordinance of the Village of Willowbrook Reducing Certain Licensee Fees for the 2021 Licensing Year

AGENDA NO. 10.

AGENDA DATE: 10/26/20

STAFF REVIEW: Mike Mertens, Assistant Village Administrator

SIGNATURE: Mr. Mertens

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: T. Bastian / mm

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst / mm

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

In late 2019, a new and significant outbreak of Coronavirus Disease 2019 (COVID-19) emerged in China. The World Health Organization declared COVID-19 a Public Health Emergency of International Concern on January 30, 2020, and the United States Secretary of Health and Human Services declared that COVID-19 presents a public health emergency on January 27, 2020.

On March 9, 2020 Illinois Governor JB Pritzker declared all counties in the State of Illinois as a disaster area, (Governor's Disaster Proclamation). Following the lead of Governor J. B. Pritzker, the DuPage County Board issued a DuPage County Disaster Proclamation. The Centers for Disease Control (CDC) and World Health Organization have declared the COVID-19 a global pandemic. The CDC recommended that all events over 50 people be postponed or cancelled. The State of Illinois has entered Phase 4 of the Restore Illinois Plan with limited occupancy for restaurants, retail and office uses with facemask requirements and is still recommending a minimum six-foot social distancing policy. This action of social distancing is to prevent the spread of COVID-19.

The initial Stay-at-Home order and now the limited Phase 4 access to indoor services has had a drastic economic impact on local businesses, especially sit-down restaurants, and cafes.

STAFF RECOMMENDATION

At the October 6, 2020 Special Village Board meeting, Mayor Trilla asked staff to investigate options for a Covid-19 Pandemic Gaming Terminal Fee and Liquor License Reduction Program. The consensus of the Finance and Administration Committee was to recommend a one-year 75% discount program for gaming terminal fees and liquor license fees, excluding retail and grocery licenses. The program would then be revisited again in one year to determine if additional consideration is warranted.

The attached ordinance provides for a one-year 75% discount off gaming terminal fees and liquor licenses. Retail / Grocery Store licenses were not included in the proposed program as they were not restricted by the Governor's Stay-at-Home Order.

ACTION PROPOSED:

Pass the Ordinance

ORDINANCE NO. 20-O—

**AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK REDUCING CERTAIN
LICENSEE FEES FOR THE 2021 LICENSING YEAR**

WHEREAS, the COVID-19 Pandemic has resulted in substantial losses of revenue for certain licensed businesses operating within the Village of Willowbrook; and

WHEREAS, certain businesses, such as dine-in restaurants and on-premise liquor licensees, are restricted by Department of Health and other regulations as to the number of patrons that can be seated inside of those licensed establishments; and

WHEREAS, certain other licensed establishments were forced to completely close and suspend their business operations for a period of three (3) months; and

WHEREAS, given the current increases in reported Coronavirus cases and increases in positivity rates, it is unlikely that dine-in restaurants, dine-in food service establishments and on-premise consumption liquor licensed establishments will be allowed, pursuant to guidelines currently in place, to resume full-service operations in the near future; and

WHEREAS, in an attempt to ease the extreme financial burdens facing such establishments, the corporate authorities of the Village have determined that it would be in the best interest of those affected entities to reduce the 2021 license fees for certain businesses.

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

SECTION ONE. The 2021 license fees for the following license classifications are hereby reduced for the 2021 license year as follows:

Class	Liquor License	Year 2020 License Fee	Year 2021 License Fee
B	Entertainment, dancing and consumption	\$2,500	\$625
B-1	Retail - no consumption - restaurant	\$500	\$125
B-2	Retail - consumption on and off premises - coffee/sandwich shop	\$1,500	\$375
C	One day license	\$250	\$63
D	Hotel, motel type of class	\$3,500	\$875
F	Recreational facility - consumption	\$2,500	\$625
G	Private recreational facility - consumption	\$250	\$63
H	Catering	\$250	\$63
I	Indoor/Outdoor commercial recreational	\$2,500	\$625
J	Homeowners' association	\$250	\$63
L	Retail consumption on and off premises of a brewpub or Class I brewer	\$2,500	\$625
M	Retail - no consumption - gas stations	\$2,500	\$625
N	Retail - on premises consultation - hair and nail salon	\$1,500	\$375
O	Video Gaming Cafes	\$5,000	\$1,250
P	Restaurants with video gaming machines	\$5,000	\$1,250
Video Gaming Fee		Year 2020 License Fee	Year 2021 License Fee
	Video gaming license fee, per machine	\$500, per machine	\$125, per machine

The foregoing reduced license fees set forth in Section One of this Ordinance shall be in effect for the 2021 license year. Effective January 1, 2022, the foregoing reduced license fees shall automatically revert to the license fee schedule set forth in Title 3, Chapter 12, Section 3-

12-5 and Title 3, Chapter 1A, Section 3-1A-1(36), respectively, of the Village Code of Ordinances.

SECTION TWO. This Ordinance shall be in full force and effect from and after its passage and approval and publication in the manner provided by law.

PASSED and APPROVED this 26th day of October, 2020 by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen,
Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

An Ordinance of the Village of Willowbrook Establishing a One Year Moratorium on Unregulated and Unlicensed Use of Food Trucks and Mobile Food Vendors Within the Corporate Limits of the Village of Willowbrook	AGENDA NO. 11. AGENDA DATE: 10/26/20
STAFF REVIEW: Mike Mertens, Assistant Village Administrator	SIGNATURE: <u>M. Mertens</u>
LEGAL REVIEW: Tom Bastian, Village Attorney	SIGNATURE: <u>T. Bastian /mnr</u>
RECOMMENDED BY: Brian Pabst, Village Administrator	SIGNATURE: <u>B. Pabst /mnr</u>
REVIEWED & APPROVED BY COMMITTEE: YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	

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

At the Law and Ordinance Committee on July 13, 2020, staff presented an overview of the Village ordinances for food trucks operating within the community. The Committee sought to have a thorough review of our Village Code of Ordinances to standardize the code language with comparable community leading practices with a focus on public health, safety, welfare, and appropriate business licensing.

The current Village ordinance language for food trucks is vague focus and limited in control measures. Section 3-1-A-1: Fees Enumerated: references "food trucks" in section 16. Food Dealers as follows: (d) Itinerant vendor (each vehicle whose place of business is not within the corporate limits of the Village but does retail business within the corporate limits of the Village).

The COVID-19 Pandemic has had a crippling effect on restaurants and other food service establishments within the Village. Due to various restrictions placed upon restaurants and other food service establishments within the Village by the Phase IV Guidelines issued by the Illinois Department of Public Health as well as restrictions imposed by Governor JB Pritzker's various Executive Orders related to the pandemic, restaurants and other food service establishments are struggling to remain open and solvent. During the COVID-19 pandemic there has been an increase in the number of unlicensed food trucks and mobile food vendors operating within the corporate limits of the Village. the uninspected, unregulated, and unlicensed operation of food trucks and mobile food vendors throughout the Village presents a threat to the health, welfare, and safety of the residents of the Village

STAFF RECOMMENDATION

The Village finds that it is in the best interest of the health, safety and welfare of the residents, visitors and the licensed businesses operating in the Village to impose a one-year moratorium of the operation of unlicensed and unregulated food trucks within the Village until such time as a comprehensive study can be conducted as to the licensing, regulation, inspection of food trucks and mobile food vendors and the effect of such operations may have on existing licensed restaurants and licensed food service establishments lawfully operating with the Village.

ACTION PROPOSED: Pass the Ordinance

ORDINANCE NO. 20-O-_____

**AN ORDINANCE OF THE VILLAGE WILLOWBROOK
ESTABLISHING A ONE YEAR MORATORIUM ON UNREGULATED
AND UNLICENSED USE OF FOOD TRUCKS AND
MOBILE FOOD VENDORS WITHIN THE CORPORATE LIMITS
OF THE VILLAGE OF WILLOWBROOK**

WHEREAS, the Village of Willowbrook is a Home Rule Unit of Government as provided by Article VII Section 6 of the Constitution of the State of Illinois of 1970; and

WHEREAS, as a Home Rule Unit of Government, the Village is expressly empowered to legislate and perform any function pertaining to its government and affairs, including but limited to the power to regulate for the protection of the public health, safety and welfare; and

WHEREAS, the COVID-19 Pandemic has had a crippling effect on restaurants and other food service establishments within the Village; and

WHEREAS, due to various restrictions placed upon restaurants and other food service establishments within the Village by the Phase IV Guidelines issued by the Illinois Department of Public Health as well as restrictions imposed by Governor JB Pritzker's various Executive Orders related to the pandemic, restaurants and other food service establishments are struggling to remain open and solvent; and

WHEREAS, during the course of the COVID-19 pandemic there has been an increase in the number of unlicensed food trucks and mobile food vendors operating within the corporate limits of the Village; and

WHEREAS, the proliferation of unlicensed food trucks and mobile food vendors operating within the Village has added an additional burden to licensed restaurants and other licensed food establishments within the Village; and

WHEREAS, the uninspected, unregulated and unlicensed operation of food trucks and mobile food vendors throughout the Village presents a threat to the health, welfare and safety of the residents of the Village; and

WHEREAS, the Corporate Authorities of the Village of Willowbrook hereby determine that it is in the best interest of the health, safety and welfare of the residents of the Village, Visitors of the Village and the licensed businesses operating in the Village to impose a moratorium of the operation of unlicensed and unregulated food trucks within the Village until such time as a comprehensive study can be conducted as to the licensing, regulation, inspection of food trucks and mobile food vendors and the effect of such operations may have on existing licensed restaurants and licensed food service establishments lawfully operating with the Village.

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

SECTION 1. The foregoing recitals are found to be true and correct and are hereby adopted as the findings of the Corporate Authorities of the Village of Willowbrook as if fully restated herein.

SECTION 2. The Village of Willowbrook hereby establishes a moratorium on the private operation of food trucks and mobile food vendors in the Village of Willowbrook. The moratorium will expire without further action by the Village of Board of Trustees on the earlier

of one year from the effective date of this Ordinance, or the completion of the comprehensive study conducted by the Village as to the effect of food truck and mobile food vendors may have on existing licensed restaurants and licensed food service establishments within the Village and until the Village completes the analysis of a licensing, inspection and regulatory scheme for food trucks and mobile food vendors.

SECTION 3. This ordinance shall be in full force and effect upon and after its passage approval in the manner provided by law.

PASSED and APPROVED this 26th day of October, 2020.

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen,
Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING
AGENDA ITEM - HISTORY/COMMENTARY

A RESOLUTION OF THE VILLAGE OF WILLOWBROOK FURTHER MODIFYING
THE VILLAGE OF WILLOWBROOK'S PERSONNEL MANUAL BY AMENDING THE
NON-UNION SALARY PLAN

AGENDA NO. 18.

AGENDA DATE: 10/26/2020

STAFF REVIEW: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst /mm

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: T. Bastian /mm

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst /mm

REVIEWED & APPROVED BY COMMISSION: YES NO N/A

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

Staff was directed to conduct a non-sworn employee salary survey as a part of FY 20/21 budget discussions and for future consideration. This report was presented to the Village Board at the May 11, 2020 meeting. Two salary surveys were conducted, the first using seven towns (presented 5/11) and a second using twelve (presented 6/8). The survey results indicate that the Village of Willowbrook is under the average salary ranges in most categories.

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

Staff presented comparable community results and possible pay plans based on a 9-year step plan to the Finance and Administration Committee on June 8, 2020, and incorporated feedback into the meetings held July 13, 2020, August 10, 2020, and September 14:

- Use a 9-year step to reach the maximum of the range (as presented June 8)
- Use a 10% differential between grades (as presented June 8)
- Incorporate 15 grades into the pay plan (as presented June 8)
- Use a fixed increase each year to reach the maximum at Year 9 (as presented June 8)
- Use the 60th percentile of the comparable community surveys to place Willowbrook's existing positions into a grade (as presented July 13)
- Plug each position into the correct year of the new pay plan based on current salary (as presented August 10); if resulting increase was < 2.5%, move to next step in pay plan.

At a Special Village Board meeting on October 6, 2020, staff presented the above findings and recommendation. Staff was directed to provide additional salary survey information regarding two positions which will be discussed tonight in closed session with the final pay plan to be considered at the October 26, 2020 Village Board meeting.

ACTION PROPOSED: Adopt the Resolution

RESOLUTION NO. 20-R-_____

**A RESOLUTION OF THE VILLAGE OF WILLOWBROOK FURTHER
MODIFYING THE VILLAGE OF WILLOWBROOK'S PERSONNEL
MANUAL BY AMENDING THE NON-UNION SALARY PLAN**

WHEREAS, upon review of the Village of Willowbrook Non-Union Salary Plan, the corporate authorities of the Village of Willowbrook have determined that it is appropriate to further amend the Village of Willowbrook Non-Union Salary Plan as set forth on Exhibit "A" attached hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois that the Village of Willowbrook Personnel Manual, as amended, is hereby further amended by amending the Village Non-Union Salary Plan as detailed on Exhibit "A" attached hereto and made a part hereof.

This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED and **APPROVED** this 26th day of October, 2020 by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen, Village Clerk

EXHIBIT "A"

**VILLAGE OF WILLOWBROOK
NON-UNION SALARY PLAN**

VILLAGE OF WILLOMBROOK
FULL-TIME EMPLOYEE PAY PLAN STRUCTURE
EFFECTIVE MAY 1, 2020

Pay Grade	Position(s)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
1	Receptionist	37,190	39,256	41,322	43,388	45,455	47,521	49,587	51,653	53,719
2		40,909	43,182	45,455	47,727	50,000	52,273	54,545	56,818	59,091
3	Building & Zoning Secretary Police Secretary	45,000	47,500	50,000	52,500	55,000	57,500	60,000	62,500	65,000
4	Public Works Secretary (Utility Billing)	49,500	52,250	55,000	57,750	60,500	63,250	66,000	68,750	71,500
5	Maintenance Worker (Public Works) Financial Analyst	54,450	57,475	60,500	63,525	66,550	69,575	72,600	75,625	78,650
6	Exec. Secretary/Deputy Clerk Police Sec/Accred. Mgr	59,895	63,223	66,550	69,878	73,205	76,533	79,860	83,188	86,515
7		65,885	69,545	73,205	76,865	80,526	84,186	87,846	91,506	95,167
8	Public Works Foreman	72,473	76,499	80,526	84,552	88,578	92,604	96,631	100,657	104,683
9		79,720	84,149	88,578	93,007	97,436	101,865	106,294	110,723	115,151
10	Supt of Public Works Building Official	87,692	92,564	97,436	102,308	107,179	112,051	116,923	121,795	126,667
11	Deputy Chief of Police	96,461	101,820	107,179	112,538	117,897	123,256	128,615	133,974	139,333
12	Asst Village Administrator Director of Finance	106,108	112,003	117,897	123,792	129,687	135,582	141,477	147,372	153,267
13	Chief of Police	116,718	123,203	129,687	136,171	142,656	149,140	155,625	162,109	168,593
14		128,390	135,523	142,656	149,789	156,921	164,054	171,187	178,320	185,453
15	Village Administrator	141,229	149,075	156,921	164,767	172,614	180,460	188,306	196,152	203,998
	Annual Incr.	5.56%	5.26%	5.00%	4.76%	5.00%	4.55%	4.35%	4.17%	4.00%

VILLAGE OF WILLOWBROOK

BOARD MEETING
AGENDA ITEM - HISTORY/COMMENTARY

A RESOLUTION AMENDING THE VILLAGE OF WILLOWBROOK PERSONNEL
MANUAL TO CREATE THE EMPLOYMENT POSITION OF FULL-TIME
RECEPTIONIST AND TO RECLASSIFY THE EMPLOYMENT POSITION OF
INTERIM SUPERINTENDENT OF PARKS AND RECREATION TO
PART-TIME PARKS AND RECREATION MANAGER IN THE VILLAGE OF
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

AGENDA NO. 19.

AGENDA DATE: 10/26/2020

STAFF REVIEW: Brian Pabst, Village Administrator

SIGNATURE: *B. Pabst /m*

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: *T. Bastian /m*

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: *B. Pabst /m*

REVIEWED & APPROVED BY COMMISSION: YES NO N/A

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

Staff was directed to conduct a non-sworn employee salary survey as a part of FY 20/21 budget discussions and for future consideration. This report was presented to the Village Board at the May 11, 2020 meeting. Two salary surveys were conducted, the first using seven towns (presented 5/11) and a second using twelve (presented 6/8).

During this process one of our part-time receptionist, Anne Rossi, has resigned to move out of state. As such the Village Administrator reviewed the position needs for the Village receptionist position. This position is responsible for the following items:

- Answering and directing all calls that come into the Village Hall
- Responding to inquiries and providing information to customers as appropriate
- Serving as cashier for all payments made for Village services and charges
- Entering and balancing daily cash receipts in the accounting system
- Registering participants in Village recreation programs
- Communicating with recreation instructors and participants
- Sorting and distributing mail for the Village
- Performing other duties as assigned

Additionally, the Village Administrator reviewed the part-time Parks and Recreation job title and finds it advisable to adjust the title from Interim Superintendent of Parks and Recreation to part-time Parks and Recreation Manager.

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

At a Special Village Board meeting on October 6, 2020, the Village Administrator presented the above findings and recommended turning the position into a full-time receptionist position. Specifically, the Village Administrator recommends reclassifying the position of Receptionist from Part-Time to Full-Time.

Additionally, the Village Administrator recommends the job title change for our park's employee to part-time Parks and Recreation Manager.

ACTION PROPOSED: Adopt the Resolution

RESOLUTION NO. 20-R-_____

**A RESOLUTION AMENDING THE VILLAGE OF WILLOWBROOK PERSONNEL
MANUAL TO CREATE THE EMPLOYMENT POSITION OF FULL-TIME
RECEPTIONIST AND TO RECLASSIFY THE EMPLOYMENT POSITION OF
INTERIM SUPERINTENDENT OF PARKS AND RECREATION TO
PART-TIME PARKS AND RECREATION MANAGER
IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS**

WHEREAS, the corporate authorities of the Village of Willowbrook have previously adopted the Village of Willowbrook Personnel Manual;

WHEREAS, upon review of the Village of Willowbrook Personnel Manual, the corporate authorities of the Village have determined that it is in the best interest of the Village to amend the Personnel Manual in the manner hereinafter set forth.

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

SECTION 1: The Village of Willowbrook Personnel Manual is hereby amended to create the employment position of “Full-Time Receptionist” which employment position shall be compensated at the rate set forth in “Pay Grade 1”.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

SECTION 2: The Village of Willowbrook Personnel Manual is hereby further amended by reclassifying the employment position of "Interim Superintendent of Parks and Recreation" to "Part-Time Parks and Recreation Manager".

This Resolution shall be effective from and after its passage and approval in the manner required by law.

PASSED and APPROVED this 26th day of October, 2020 by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen, Village Clerk

VILLAGE OF WILLOWSBROOK

BOARD MEETING
AGENDA ITEM - HISTORY/COMMENTARY

A RESOLUTION APPROVING THE PROMOTION OF ELIZABETH KOMPERDA
TO THE EMPLOYMENT POSITION OF FULL-TIME RECEPTIONIST IN THE
VILLAGE OF WILLOWSBROOK, DUPAGE COUNTY, ILLINOIS

AGENDA NO. 20.

AGENDA DATE: 10/26/2020

STAFF REVIEW: Brian Pabst, Village Administrator

SIGNATURE: *B. Pabst /m*

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: *T. Bastian /m*

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: *B. Pabst /m*

REVIEWED & APPROVED BY COMMISSION: YES NO N/A

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

Staff was directed to conduct a non-sworn employee salary survey as a part of FY 20/21 budget discussions and for future consideration. This report was presented to the Village Board at the May 11, 2020 meeting. Two salary surveys were conducted, the first using seven towns (presented 5/11) and a second using twelve (presented 6/8). The survey results indicate that the Village of Willowbrook is under the average salary ranges in most categories.

During this process one of our part-time receptionist, Anne Rossi, has resigned to move out of state. As such the Village Administrator review of the position needs for the Village and the receptionist position. This position is responsible for the following items:

- Answering and directing all calls that come into the Village Hall
- Responding to inquiries and providing information to customers as appropriate
- Serving as cashier for all payments made for Village services and charges
- Entering and balancing daily cash receipts in the accounting system
- Registering participants in Village recreation programs
- Communicating with recreation instructors and participants
- Sorting and distributing mail for the Village
- Performing other duties as assigned

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

At a Special Village Board meeting on October 6, 2020, the Village Administrator presented the above findings and recommended turning the position into a full-time receptionist position. Specifically, the Village Administrator recommends approving the promotion of Elizabeth Komperda to fulltime receptionist effective November 1, 2020, with a Pay Grade 1 within the Village Salary Plan.

ACTION PROPOSED: Adopt the Resolution

RESOLUTION NO. 20-R-_____

**A RESOLUTION APPROVING THE PROMOTION OF ELIZABETH KOMPERDA
TO THE EMPLOYMENT POSITION OF FULL-TIME RECEPTIONIST IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS**

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois that the promotion of Elizabeth Komperda from the employment position of "Part-Time Receptionist" to the employment position of Full-Time Receptionist" effective November 1, 2020 is hereby approved.

PASSED and **APPROVED** this 26th day of October, 2020 by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen, Village Clerk