

## A G E N D A

SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, DECEMBER 14, 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: 879 6579 0827**

**Written Public Comments Can Be Submitted By 5:15 pm on December 14, 2020 to [mmertens@willowbrook.il.us](mailto: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 - November 23, 2020 (APPROVE)
  - c. Monthly Financial Report - November 2020 (APPROVE)
  - d. Warrants - \$728,551.35 (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 Fiscal Year 21/22 Budget Schedule (PASS)
  - g. MOTION - A Motion to Approve the Calendar Year 2021 Payment to Intergovernmental Risk Management Agency (PASS)

- h. RECEIVE - Plan Commission Recommendation: Zoning Hearing Case 20-10: Consideration of a Petition for a Text Amendment to Amend Sections 9-6-1(b) and 9-12-10 of Title 9 - Zoning Title of the Village of Willowbrook Municipal Code Regarding the Outdoor Display of Merchandise (RECEIVE)

NEW BUSINESS

- 6. RESOLUTION - A Resolution of the Village of Willowbrook Approving and Accepting a Proposal from GHD Services, Inc. For Review of Environmental Investigation and Remediation Activities at 7775 S Quincy Street, Willowbrook Illinois at a Cost Not-To-Exceed Ten Thousand Five Hundred Dollars (\$10,500.00) (ADOPT)
- 7. RESOLUTION - A Resolution Approving and Authorizing the Purchase of One (1) Card Access System for the Willowbrook Village Hall at a Cost Not-To-Exceed \$10,710.00 (ADOPT)
- 8. RESOLUTION - A Resolution to Approving and Authorizing the Execution of an Intergovernmental Agreement Between the Village of Willowbrook and County of DuPage For the Installation of Folding Stop Signs (ADOPT)
- 9. RESOLUTION - A Resolution Approving and Authorizing the Execution of a First Amendment Agreement with Groot Industries, Inc. to Provide Residential Scavenger Services to the Village of Willowbrook (ADOPT)
- 10. DISCUSSION - Discuss Water Late Fees During the Covid-19 Restore Illinois Tier 3 Mitigation Phase (DISCUSS)

PRIOR BUSINESS

- 11. TRUSTEE REPORTS
- 12. ATTORNEY'S REPORT
- 13. CLERK'S REPORT



14. ADMINISTRATOR'S REPORT
15. MAYOR'S REPORT
16. CLOSED SESSION
17. ADJOURNMENT

MINUTES OF THE MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, NOVEMBER 23, 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 6:35 p.m. by Mayor Frank A. Trilla.

2. ROLL CALL

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

Also, physically present was Deputy Clerk Christine Mardegan.

Present Via conference call, due to COVID-19 Pandemic, were Trustee Sue Berglund, Gregory Ruffolo, Gayle Neal, Village Clerk Deborah Hahn, Village Attorney Thomas Bastian, Village Administrator Brian Pabst, Assistant Village Administrator Michael Mertens, Director of Finance Carrie Dittman, Chief Robert Schaller, Deputy Chief Lauren Kaspar, Building Official Roy Giuntoli, Planning Consultant Ann Choi and Municipal Services Foreman Andrew Passero.

Absent: None.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Trustee Oggerino 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)  
Minutes - Regular Board Meeting - November 9, 2020  
(APPROVE)
- b. Warrants - \$559,496.14 (APPROVE)

- c. ORDINANCE - An Ordinance Extending Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6 Ordinance No. 20-O-55 (PASS)
- d. ORDINANCE - An Ordinance Amending the Village of Willowbrook Personnel Manual by Amending Appendix L, Employee Safety Incentive Program Ordinance No. 20-O-56(PASS)
- e. MOTION - A Motion to Approve Meritorious Service Award for Officer Nick Volek (PASS)
- f. ORDINANCE - An Ordinance Amending Special Use Permit No. 06-07 as Approved in Ordinances No. 06-O-27 and 07-O-10 and Amended in Ordinance Nos. 07-O-22, 09-O-29, 11-O-12, and 12-O-26 Approving a Minor Change to Install an Employee Shelter at the Chick Fil-A Drive-Through - Route 83 and Plainfield Road - Willowbrook Town Center Ordinance No. 20-O-57(PASS)

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

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

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 Providing for the Levy of Taxes Fiscal Year Commencing on May 1, 2020 and Ending April 30, 2021 of the Village of Willowbrook, DuPage County, Illinois (PASS)

Finance Director Dittman advised that this ordinance is related to the Villages annual property tax levy just for the Special Recreation Park program activities. It was first presented at the October 12, 2020 Finance and Administration Committee Meeting and then on October 26, 2020 at the Village Board Meeting. There is a twenty (20) day waiting requirement to pass the ordinance to adopt the tax levy has now elapsed. 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 ADA special recreation activities.

MOTION: Made by Trustee Mistele and seconded by Trustee Oggerino to pass Ordinance No. 20-O 58 as presented.

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

MOTION DECLARED CARRIED

7. ORDINANCE - An Ordinance Amending a Special Use Permit for a Planned Unit Development and an Amendment to a Planned Unit Development as Approved in Ordinance No. 16-O-40 - PC 20-09 Carrington Club PUD Amendment (PASS)

Planning Consultant Choi stated the PUD amendment is requested by the Village of Willowbrook on behalf of the Carrington Club Homeowners Association Pulte Home Corporation who would like to amend the original PUD to allow additional fixtures that were never considered in the 2016 Ordinance. On September 12, 2016, the Village Board approved Ordinance No. 16- O-40, which granted the following: a special use for a planned unit development including a Final Plat of PUD, certain waivers from the zoning ordinance, certain variations from the Subdivision Regulations, approval of a Final Plat of Subdivision, and other related matters for the Carrington Club, for the construction of twenty-nine (29) new single family homes on over 8 acres. All 29 homes were constructed almost right up to their lot lines, otherwise known as zero lot construction, and certain fixtures such as rear patios, front steps and unenclosed uninhabitable front porches, were allowed to extend over the lots lines and into the common areas as long as approved grading and drainage were not impacted. The purpose of this PUD amendment was to allow window wells, concrete slabs, walkways, air conditioning units, gas generators {permanently affixed, hard-wired and powered by natural gas}, and other fixtures to be constructed over the lot lines of Lots 1 through 29 and into the common area provided they do not affect approved grading and/or drainage, and have been reviewed and approved by the Building Official, the Village Engineer and the Homeowner's Association. The Plan Commission voted 7-0 in favor of the proposed PUD amendment, as modified, to forward a positive recommendation to the Village Board. This must be approved by ordinance considered by the Plan Commission Committee.

Trustee Neal asked, Building Official Giuntoli if he is

comfortable of a requirement of a Village Engineer being eliminated in this project?

Building Official Giuntoli responded that he is fine with the wording be removed from the ordinance about the engineer. Ninety percent of the time I will be consulting with the engineer.

Trustee Neal also asked about the drainage system that it may be affecting other area across Clarendon Hills Road, specifically Nantucket. Are you aware of any of this?

Building Official Giuntoli responded that this amendment has nothing to do with the offsite drainage. It has no affect on it.

MOTION: Made by Trustee Ruffolo and seconded by Trustee Davi to pass Ordinance No. 20-0-59 as presented.

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

MOTION DECLARED CARRIED

8. ORDINANCE - An Ordinance Amending Chapter 9 Entitled "Hotels/Motels" of Title 3 Entitled "Business Regulations" of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois (PASS)

Building Official Giuntoli reported, at the March 9, 2020 Law and Ordinances Committee meeting, Trustee Neal provided an overview of the current Village of Willowbrook Building Code as it relates to Hotel/Motels. The Village is reviewing the code to make sure the code utilizes the best practices applied within the industry, including but not limited to yearly inspections for property maintenance, health, and sanitation related issues. We have asked our code enforcement officer, Karyn Byrne, to join us for the meeting to walk through the enforcement process and to help ensure we closeout any loose ends on the proposed yearly inspection process. In June and August 10, 2020, staff presented a redline version of the suggested code enhancements from the previous meetings. The Committee reviewed the item and provided further feedback to staff and the Village Attorney. The discussion continued at the October 12, 2020 and the November 9, 2020 Committee. Staff presented the final version for consideration and the consensus of the committee was to recommend the draft for formal consideration at the November 23, 2020 Village Board meeting.

The following is a summary of the proposed amendments to Chapter 9 Hotel / Motel code:

- Clarifies various definitions.
- Provides for an annual inspection to determine whether the hotel or motel complies with the minimum standards for property maintenance, buildings, sanitation, fire prevention and public health and safety and makes it a requirement through the business license process.
- Provides a process for suspension of business operations, revocation of license, prosecution and other penalties, hearing procedures and hearing costs.
- Prohibits licenses to owners that have been convicted of any crime involving moral turpitude, or any offense involving gambling, prostitution, a violation of the Illinois Controlled Substances Act or any other felony offense.
- Provides for the establishment to keep a register of guests.

Trustee Mistele questioned if we are keeping up with the building codes based on the International code, what is the date on this?

Building Official Giuntoli stated yes that is correct the Village has adopted the 2018 ICC family of codes.

Trustee Oggerino asked if that is the most current ones?

Building Official Giuntoli yes, that is the most current ones that are available to the public.

Attorney Bastian added, they usually update codes every three years.

Building Official Giuntoli agreed with Attorney Bastian and stated that the 2021 are just hitting the market but not available for adoption.

MOTION: Made by Trustee Oggerino and seconded by Trustee Neal to pass Ordinance No. 20-O-60 as presented.

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

MOTION DECLARED CARRIED

9. ORDINANCE - An Ordinance Amending Section 3-12-5 Entitled "Classification," of Chapter 12 Entitled "Liquor," of Title 3 Entitled "Business Regulations" of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois (PASS)

Assistant Administrator Mertens stated on October 12, 2020 the Village Board approved an ordinance allowing retail tobacco store establishments with smoking lounges as permitted use in the B4

business district. In conjunction with this text amendment application the petitioner is requesting consideration for BYOB Liquor License for the proposed smoking lounge. Currently our Village Code does not allow for BYOB licenses. The attached ordinance would amend the Village Code to reflect the creation of a new liquor license classification, Class Q, to allow BYOB for the proposed smoking lounge to be located at 7900 Joliet Road.

A summary of the draft ordinance is as follows:

- 1) Creates a new liquor license classification, a Class Q - BYOB - Cigar Lounge. A Class Q license shall authorize the one-premise consumption of a patron's own bottle (BYOB) of unopened beer, wine and/or liquor brought on the premises of a business operating as a place of public accommodation and solely as a compliment to the sale or purchase of tobacco products.
- 2) The business operating as a public accommodation must be in a freestanding building, not connected to other businesses or buildings.
- 3) The licensee must offer for rent or sale a personal and secured storage locker for members or patrons for the storage of unconsumed products.
- 4) Consumption of alcohol shall not occur in the retail area of the tobacco store.
- 5) The licensee may provide glassware and ice to patrons and may uncork or open the alcohol, pour it, and control its consumption for a corkage fee.
- 6) No person shall carry, transport, or possess alcoholic liquor in an unsealed and open condition, except as may be permitted for wine bottles from restaurants, pursuant to Section 5/6-33 of the Illinois Liquor Control Act.
- 7) All employees who perform corkage duties shall be BASSETT trained and shall serve the alcohol as if it were purchased in the establishment complying with all state and local laws.
- 8) The licensee shall provide a certificate of insurance reflecting coverage for general liability purposes as well as liquor liability insurance naming the Village of Willowbrook as an additional insured on the licensee's policies of insurance.
- 9) The annual fee for a Class Q (BYOB) license shall be One Thousand Dollars and 00/100 (\$1,000.00). The maximum number of Class Q (BYOB) licenses shall be one (1).

MOTION: Made by Trustee Davi and seconded by Trustee Ruffolo to pass Ordinance No. 20-O-61 as presented.



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

MOTION DECLARED CARRIED

10. ORDINANCE - An Ordinance Approving a Third Amendment to Intergovernmental Jurisdictional Boundary Line Agreement By and Between the Village of Willowbrook and the Village of Westmont (PASS)

Administrator Pabst shared, the Villages of Willowbrook and Westmont have previously entered into an Intergovernmental Jurisdictional Boundary Line Agreement. This agreement was first amended on or about January 22, 2001 and approved a Second Amendment to the Agreement on or about August 23, 2004. Village staff has been in discussion with the Village of Westmont regarding the property located at the following 409 W 63rd Street (PIN: 09-22-200-008). The subject property is currently within the jurisdictional area of the Village of Willowbrook. The owner of the subject property owns two parcels of land which are adjacent to the subject property and which are located within the jurisdictional area of the Village of Westmont. The property owner desires to voluntarily annex those two parcels along with the subject property into in the Village of Westmont. The Village of Willowbrook and the Village of Westmont find it beneficial to amend the Intergovernmental Jurisdictional Boundary Line Agreement by this Third Amendment so that the Subject property is within the jurisdictional area of Village of Westmont.

Mayor Trilla asked if we included anything about density in this agreement?

Administrator Pabst stated we did not, but we can certainly add that.

Trustee Mistele added that we have an approval right for this property. Administrator Pabst responded that I do not think we can prohibit restrictions on density.

Attorney Bastian suggested that Westmont may annex this property.

MOTION: Made by Trustee Mistele and seconded by Trustee Ruffolo to pass Ordinance No. 20-O-62 as presented.



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

MOTION DECLARED CARRIED

PRIOR BUSINESS

11. TRUSTEE REPORTS

Trustee Neal had no report.

Trustee Ruffolo had no report.

Trustee Mistele had no report but wished everyone a Happy and safe Thanksgiving.

Trustee Berglund had no report.

Trustee Davi had no report. When is the December Board Meeting?

Assistant Village Administrator Mertens stated that the Board Meeting for December was on December 21<sup>st</sup>. The Mayor wanted to cancel that Regular Board Meeting and have a Special Meeting on December 14<sup>th</sup>.

The Board was in consensus to have a Special Meeting on Dec. 14, 2020.

Trustee Oggerino had no report.

12. ATTORNEY'S REPORT

Attorney Bastian had no report and wished everyone a Happy and safe Thanksgiving.

13. CLERK'S REPORT

Clerk Hahn shared some information on the upcoming election for the April 2021. The packets are available in the Deputy Clerk's office they are due beginning December 14, at 8:00 a.m. until December 21, 2021 at 5:00 p.m.

Attorney Bastian added that the packets are available to anyone that is interested in running for elected office.

14. ADMINISTRATOR'S REPORT

Administrator Pabst had no report.

15. MAYOR'S REPORT

Mayor Trilla advised that we are at a heightened awareness of COVID-19 and hospitals are nearing full capacity. I urge residents to be careful over the holiday weekend. As we enter Tier 3 restrictions, there is new information available on our website and the DCEO website. When vaccinations begin the vaccines are not interchangeable. You must stick with the same company. I would like to thank all the people that work for the Village as they have all been flexible. Happy Thanksgiving.

16. CLOSED SESSION

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

17. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Oggerino to adjourn the Regular Meeting at the hour of 7:10 p.m.

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

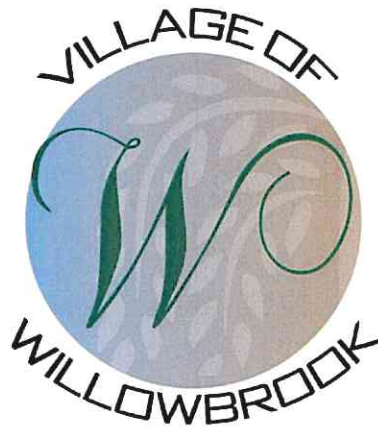
MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

\_\_\_\_\_, 2020.

\_\_\_\_\_  
Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.



MONTHLY FINANCIAL REPORT  
NOVEMBER 2020

RESPECTFULLY SUBMITTED BY:

Frank A. Trilla, Mayor

Carrie Dittman, Director of Finance

**VILLAGE OF WILLOWBROOK  
FINANCIAL REPORT  
MUNICIPAL SALES AND USE TAXES**

MONTH DIST	SALE MADE		16-17	17-18	18-19	19-20	20-21	Difference from Prior Year
MAY	FEB	\$	267,882	\$ 264,472	\$ 276,118	\$ 320,221	\$ 307,589	-3.94%
JUNE	MAR		312,681	304,436	334,282	360,870	359,968	-0.25%
JULY	APR		269,580	304,925	309,957	343,577	289,885	-15.63%
AUG	MAY		331,887	345,478	376,154	397,471	356,759	-10.24%
SEPT	JUNE		398,196	354,582	364,229	408,372	385,683	-5.56%
OCT	JULY		316,266	313,701	320,062	380,773	415,157	9.03%
NOV	AUG		315,293	361,826	339,020	389,765	390,300	0.14%
DEC	SEPT		325,374	334,582	342,467	363,388		
JAN	OCT		289,208	312,400	329,103	375,088		
FEB	NOV		304,898	319,012	362,572	368,379		
MARCH	DEC		371,080	416,900	428,214	437,962		
APRIL	JAN		263,392	285,192	296,927	311,493		
TOTAL		\$	3,765,737	\$ 3,917,506	\$ 4,079,105	\$ 4,457,359	\$ 2,505,341	
MTH AVG		\$	313,811	\$ 326,459	\$ 339,925	\$ 371,447	\$ 357,906	
BUDGET		\$	3,600,000	\$ 3,600,000	\$ 3,600,000	\$ 4,000,000	\$ 3,500,000	

YEAR TO DATE LAST YEAR : \$ 2,601,049  
YEAR TO DATE THIS YEAR : \$ 2,505,341  
DIFFERENCE : \$ (95,708)

PERCENTAGE CHANGE :

-3.68%

CURRENT FISCAL YEAR :

BUDGETED REVENUE: \$ 3,500,000  
PERCENTAGE OF YEAR COMPLETED : 58.33%  
PERCENTAGE OF REVENUE TO DATE : 71.58%  
PROJECTION OF ANNUAL REVENUE : \$ 4,293,346  
EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 793,346  
EST. PERCENT DIFF ACTUAL TO BUDGET 22.67%

VILLAGE OF WILLOWBROOK  
MONTHLY CASH AND INVESTMENT BALANCE BY FUND  
FOR THE MONTH ENDED 11/30/2020

ACCOUNT	BALANCE
<b>Fund 01 GENERAL FUND</b>	
CHECKING - 0283	58,473.99
COMMUNITY BANK OF WB - 0275	282,568.70
IL FUNDS - 5435	5,281,491.04
COMMUNITY BANK OF WB MM - 1771	305,745.29
COMMUNITY BANK RD LGHT - 0243	25,452.93
COMMUNITY BANK OF WB FSA - 3804	11,511.51
COMMUNITY BANK DRUG ACCT - 4171	84,055.97
PETTY CASH REVLVING	950.00
<b>Total For Fund 01:</b>	<b><u>6,050,249.43</u></b>
<b>Fund 02 WATER FUND</b>	
IL FUNDS WATER - 5914	620,759.37
COMMUNITY BANK OF WB WTR - 4163	658,083.02
COMMUNITY BANK OF WB - 0275	0.00
<b>Total For Fund 02:</b>	<b><u>1,278,842.39</u></b>
<b>Fund 04 MOTOR FUEL TAX FUND</b>	
IL FUNDS MFT - 5443	618,856.10
<b>Total For Fund 04:</b>	<b><u>618,856.10</u></b>
<b>Fund 06 SSA ONE BOND &amp; INTEREST FUND</b>	
IL FUNDS SSA BOND - 4621	272,807.60
<b>Total For Fund 06:</b>	<b><u>272,807.60</u></b>
<b>Fund 07 POLICE PENSION FUND</b>	
COMMUNITY BANK OF WB PP - 4155	10,003.49
COMMUNITY BANK OF WB - 0275	0.00
SCHWAB - PP MONEY MARKET	212,199.96
US TREASURIES	549,183.54
US AGENCIES	5,699,999.35
MUNICIPAL BONDS	1,112,694.78
CORPORATE BONDS	1,881,046.50
MUTUAL FUNDS	12,891,498.10
MARKET VALUE CONTRA	4,097,714.15
<b>Total For Fund 07:</b>	<b><u>26,454,339.87</u></b>
<b>Fund 09 WATER CAPITAL IMPROVEMENTS FUND</b>	
IL FUNDS WTR CAP - 1206	1,042,121.02
<b>Total For Fund 09:</b>	<b><u>1,042,121.02</u></b>
<b>Fund 10 CAPITAL PROJECT FUND</b>	
COMMUNITY BANK OF WB - 0275	680.52
<b>Total For Fund 10:</b>	<b><u>680.52</u></b>
<b>Fund 11 DEBT SERVICE FUND</b>	
IL FUNDS BOND PROCEEDS DS - 2756	11.25
<b>Total For Fund 11:</b>	<b><u>11.25</u></b>
<b>Fund 14 LAND ACQUISITION, FACILITY, EXPANSION &amp;</b>	
IL FUNDS - 5435	18,369.00
<b>Total For Fund 14:</b>	<b><u>18,369.00</u></b>
<b>Fund 15 RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX</b>	
IL FUNDS BUSINESS DISTRICT - 5435	1,853,332.75
<b>Total For Fund 15:</b>	<b><u>1,853,332.75</u></b>
<b>TOTAL CASH &amp; INVESTMENTS:</b>	<b><u>37,589,609.93</u></b>



ACCOUNT BALANCE REPORT FOR WILLOWBROOK  
 PERIOD ENDING 11/30/2020  
 CASH & INVESTMENTS BY FUND AND ACCOUNT TYPE

GL NUMBER	DESCRIPTION	END BALANCE 11/30/2020
<b>Fund 01 - GENERAL FUND</b>		
<b>MONEY MARKET</b>		
01-00-110-322	IL FUNDS - 5435	5,281,491.04
01-00-110-323	COMMUNITY BANK OF WB MM - 1771	305,745.29
01-00-110-325	COMMUNITY BANK RD LGHT - 0243	25,452.93
01-00-110-380	COMMUNITY BANK DRUG ACCT - 4171	84,055.97
	Net MONEY MARKET	5,696,745.23
<b>PETTY CASH</b>		
01-00-110-911	PETTY CASH REVLING	950.00
	Net PETTY CASH	950.00
<b>SAVINGS</b>		
01-00-110-257	COMMUNITY BANK OF WB - 0275	282,568.70
01-00-110-332	COMMUNITY BANK OF WB FSA - 3804	11,511.51
	Net SAVINGS	294,080.21
<b>Fund 02 - WATER FUND</b>		
<b>MONEY MARKET</b>		
02-00-110-113	IL FUNDS WATER - 5914	620,759.37
02-00-110-209	COMMUNITY BANK OF WB WTR - 4163	658,083.02
	Net MONEY MARKET	1,278,842.39
<b>Fund 04 - MOTOR FUEL TAX FUND</b>		
<b>MONEY MARKET</b>		
04-00-110-116	IL FUNDS MFT - 5443	618,856.10
	Net MONEY MARKET	618,856.10
<b>Fund 06 - SSA ONE BOND &amp; INTEREST FUND</b>		
<b>MONEY MARKET</b>		
06-00-110-117	IL FUNDS SSA BOND - 4621	272,807.60
	Net MONEY MARKET	272,807.60
<b>Fund 07 - POLICE PENSION FUND</b>		
<b>MONEY MARKET</b>		
07-00-110-202	COMMUNITY BANK OF WB PP - 4155	10,003.49
07-00-110-336	SCHWAB - PP MONEY MARKET	212,199.96
	Net MONEY MARKET	222,203.45
<b>AGENCY CERTIFICATES</b>		
07-00-120-260	US AGENCIES	5,699,999.35
	Net AGENCY CERTIFICATES	5,699,999.35
<b>CORPORATE BONDS</b>		
07-00-120-288	CORPORATE BONDS	1,881,046.50
	Net CORPORATE BONDS	1,881,046.50
<b>MUNICIPAL BONDS</b>		
07-00-120-270	MUNICIPAL BONDS	1,112,694.78
	Net MUNICIPAL BONDS	1,112,694.78
<b>MUTUAL FUNDS</b>		
07-00-120-290	MUTUAL FUNDS	12,891,498.10
	Net MUTUAL FUNDS	12,891,498.10
<b>MARKET VALUE</b>		
07-00-120-900	MARKET VALUE CONTRA	4,097,714.15
	Net MARKET VALUE	4,097,714.15
<b>TREASURY NOTES</b>		
07-00-120-250	US TREASURIES	549,183.54
	Net TREASURY NOTES	549,183.54
<b>Fund 09 - WATER CAPITAL IMPROVEMENTS FUND</b>		
<b>MONEY MARKET</b>		

12/04/2020 11:48 AM  
User: cdittman  
DB: Willowbrook

ACCOUNT BALANCE REPORT FOR WILLOWBROOK  
PERIOD ENDING 11/30/2020  
CASH & INVESTMENTS BY FUND AND ACCOUNT TYPE

Page: 2/2

GL NUMBER	DESCRIPTION	END BALANCE 11/30/2020
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND		
09-00-110-324	IL FUNDS WTR CAP - 1206	<u>1,042,121.02</u>
	Net MONEY MARKET	1,042,121.02
Fund 10 - CAPITAL PROJECT FUND		
SAVINGS		
10-00-110-257	COMMUNITY BANK OF WB - 0275	<u>680.52</u>
	Net SAVINGS	680.52
Fund 11 - DEBT SERVICE FUND		
MONEY MARKET		
11-00-110-111	IL FUNDS BOND PROCEEDS DS - 2756	<u>11.25</u>
	Net MONEY MARKET	11.25
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION &		
MONEY MARKET		
14-00-110-322	IL FUNDS - 5435	<u>18,369.00</u>
	Net MONEY MARKET	18,369.00
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX		
MONEY MARKET		
15-00-110-322	IL FUNDS BUSINESS DISTRICT - 5435	<u>1,853,332.75</u>
	Net MONEY MARKET	1,853,332.75

ACCOUNT BALANCE REPORT FOR WILLOWBROOK  
PERIOD ENDING 11/30/2020  
CASH & INVESTMENTS BY INSTITUTION

GL NUMBER	DESCRIPTION	END BALANCE 11/30/2020
COMMUNITY BANK OF WB		
01-00-110-105	CHECKING - 0283	58,473.99
01-00-110-257	COMMUNITY BANK OF WB - 0275	282,568.70
01-00-110-323	COMMUNITY BANK OF WB MM - 1771	305,745.29
01-00-110-325	COMMUNITY BANK RD LGHT - 0243	25,452.93
01-00-110-332	COMMUNITY BANK OF WB FSA - 3804	11,511.51
01-00-110-380	COMMUNITY BANK DRUG ACCT - 4171	84,055.97
02-00-110-209	COMMUNITY BANK OF WB WTR - 4163	658,083.02
07-00-110-202	COMMUNITY BANK OF WB PP - 4155	10,003.49
10-00-110-257	COMMUNITY BANK OF WB - 0275	680.52
	Net COMMUNITY BANK OF WB	1,436,575.42
ILLINOIS FUNDS		
01-00-110-322	IL FUNDS - 5435	5,281,491.04
02-00-110-113	IL FUNDS WATER - 5914	620,759.37
04-00-110-116	IL FUNDS MFT - 5443	618,856.10
06-00-110-117	IL FUNDS SSA BOND - 4621	272,807.60
09-00-110-324	IL FUNDS WTR CAP - 1206	1,042,121.02
11-00-110-111	IL FUNDS BOND PROCEEDS DS - 2756	11.25
14-00-110-322	IL FUNDS - 5435	18,369.00
15-00-110-322	IL FUNDS BUSINESS DISTRICT - 5435	1,853,332.75
	Net ILLINOIS FUNDS	9,707,748.13
VILLAGE OF WILLOWBROOK		
01-00-110-911	PETTY CASH REVLING	950.00
	Net VILLAGE OF WILLOWBROOK	950.00
CHARLES SCHWAB		
07-00-110-336	SCHWAB - PP MONEY MARKET	212,199.96
07-00-120-250	US TREASURIES	549,183.54
07-00-120-260	US AGENCIES	5,699,999.35
07-00-120-270	MUNICIPAL BONDS	1,112,694.78
07-00-120-288	CORPORATE BONDS	1,881,046.50
07-00-120-290	MUTUAL FUNDS	12,891,498.10
07-00-120-900	MARKET VALUE CONTRA	4,097,714.15
	Net CHARLES SCHWAB	26,444,336.38
Total - All Funds:		37,589,609.93



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INTERFUND ACTIVITY REPORT FOR WILLOWBROOK  
Period Ending 11/30/2020  
Due To/From Other Funds

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GL Number	Description	Balance
Fund 01: GENERAL FUND		
Due From Other Funds		
01-00-140-102	DUE TO/FROM WATER FUND	(1,831.00)
01-00-140-107	DUE TO/FROM POLICE PENSION FUND	123,035.80
	<b>Total Due From Other Funds</b>	121,204.80
Fund 02: WATER FUND		
Due From Other Funds		
02-00-140-101	DUE TO/FROM GENERAL FUND	1,831.00
	<b>Total Due From Other Funds</b>	1,831.00
Fund 07: POLICE PENSION FUND		
Due From Other Funds		
07-00-140-101	DUE (TO)/FROM GENERAL FUND	(123,035.80)
	<b>Total Due From Other Funds</b>	(123,035.80)

REVENUE REPORT FOR WILLOWBROOK  
 PERIOD ENDING 11/30/2020  
 ACTIVITY FOR

GL NUMBER	DESCRIPTION	MONTH 11/30/2020	YTD BALANCE 11/30/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
<b>Fund 01 - GENERAL FUND</b>						
<b>PROPERTY TAX</b>						
01-00-310-101	PROPERTY TAX LEVY - SRA	0.00	72,301.27	72,750.00	99.38	448.73
01-00-310-102	PROPERTY TAX LEVY - ROAD & BRIDGE	0.00	114,996.27	116,146.00	99.01	1,149.73
Net PROPERTY TAX		0.00	187,297.54	188,896.00	99.15	1,598.46
<b>OTHER TAXES</b>						
01-00-310-201	MUNICIPAL SALES TAX	390,299.45	2,505,340.55	3,500,000.00	71.58	994,659.45
01-00-310-202	ILLINOIS INCOME TAX	64,672.21	567,862.48	717,000.00	79.20	149,137.52
01-00-310-203	AMUSEMENT TAX	4,791.97	31,500.84	65,004.00	48.46	33,503.16
01-00-310-204	REPLACEMENT TAX	0.00	814.41	1,250.00	65.15	435.59
01-00-310-205	UTILITY TAX	57,255.97	451,289.20	850,000.00	53.09	398,710.80
01-00-310-206	LOCAL GAS TAX	18,544.15	142,609.35	275,000.00	51.86	132,390.65
01-00-310-208	PLACES OF EATING TAX	37,683.11	254,961.22	400,000.00	63.74	145,038.78
01-00-310-209	WATER TAX	17,023.79	102,072.29	160,000.00	63.80	57,927.71
01-00-310-210	WATER TAX - UNINCORPORATED	0.00	117.40	160.00	73.38	42.60
01-00-310-211	HOTEL/MOTEL TAX	7,732.74	94,225.78	216,000.00	43.62	121,774.22
01-00-310-212	SELF-STORAGE FACILITY TAX	7,081.90	67,235.23	0.00	100.00	(67,235.23)
Net OTHER TAXES		605,085.29	4,218,028.75	6,184,414.00	68.20	1,966,385.25
<b>LICENSES</b>						
01-00-310-302	LIQUOR LICENSES	100.00	29,414.00	66,750.00	44.07	37,336.00
01-00-310-303	BUSINESS LICENSES	(4,813.00)	106,813.50	93,000.00	114.85	(13,813.50)
01-00-310-304	VIDEO GAMING LICENSES	(1,500.00)	9,500.00	10,000.00	95.00	500.00
01-00-310-305	VENDING MACHINE LICENSES	(102.00)	1,938.00	2,500.00	77.52	562.00
01-00-310-306	SCAVENGER LICENSES	0.00	7,000.00	7,000.00	100.00	0.00
Net LICENSES		(6,315.00)	154,665.50	179,250.00	86.28	24,584.50
<b>PERMITS</b>						
01-00-310-401	BUILDING PERMITS	26,973.85	175,442.47	285,000.00	61.56	109,557.53
01-00-310-402	SIGN PERMITS	145.00	11,787.58	6,000.00	196.46	(5,787.58)
01-00-310-403	OTHER PERMITS	0.00	(24.00)	500.00	(4.80)	524.00
01-00-310-404	COUNTY BMP FEE	0.00	0.00	500.00	0.00	500.00
01-00-310-405	SPECIAL HAULING PERMITS (OXCART)	240.00	1,880.00	3,000.00	62.67	1,120.00
Net PERMITS		27,358.85	189,086.05	295,000.00	64.10	105,913.95
<b>FINES</b>						
01-00-310-501	CIRCUIT COURT FINES	2,481.45	36,353.72	90,000.00	40.39	53,646.28
01-00-310-502	TRAFFIC FINES	3,800.00	31,400.00	25,000.00	125.60	(6,400.00)
01-00-310-503	RED LIGHT FINES	51,575.20	397,547.00	565,000.00	70.36	167,453.00
01-00-310-504	DUI FINES	350.00	989.09	2,000.00	49.45	1,010.91
01-00-310-505	OVERWEIGHT TRUCK FINES	212.50	2,527.50	6,000.00	42.13	3,472.50
Net FINES		58,419.15	468,817.31	688,000.00	68.14	219,182.69
<b>OVERHEAD REIMBURSEMENT</b>						
01-00-310-601	ADMINISTRATIVE SUPPORT REIMB - WATER	46,857.33	328,001.31	562,288.00	58.33	234,286.69
Net OVERHEAD REIMBURSEMENT		46,857.33	328,001.31	562,288.00	58.33	234,286.69

REVENUE REPORT FOR WILLOWBROOK

PERIOD ENDING 11/30/2020

ACTIVITY FOR

GL NUMBER	DESCRIPTION	MONTH 11/30/2020	YTD BALANCE 11/30/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
<b>Fund 01 - GENERAL FUND</b>						
<b>CHARGES &amp; FEES</b>						
01-00-310-700	PLANNING APPLICATION FEES	5,230.00	11,195.00	10,000.00	111.95	(1,195.00)
01-00-310-701	PUBLIC HEARING FEES	4,850.00	8,825.00	2,500.00	353.00	(6,325.00)
01-00-310-702	PLANNING REVIEW FEES	0.00	0.00	2,500.00	0.00	2,500.00
01-00-310-704	ACCIDENT REPORT COPIES	5.00	1,035.00	2,000.00	51.75	965.00
01-00-310-705	VIDEO GAMING TERMINAL INCOME	3,378.78	13,981.30	36,000.00	38.84	22,018.70
01-00-310-706	COPIES-ORDINANCES & MAPS	0.00	0.00	50.00	0.00	50.00
01-00-310-723	ELEVATOR INSPECTION FEES	500.00	2,600.00	12,000.00	21.67	9,400.00
01-00-310-724	BURGLAR ALARM FEES	(240.00)	870.00	10,000.00	8.70	9,130.00
Net CHARGES & FEES		13,723.78	38,506.30	75,050.00	51.31	36,543.70
<b>PARK &amp; RECREATION CHARGES</b>						
01-00-310-813	PARK & REC CONTRIBUTION	0.00	0.00	3,000.00	0.00	3,000.00
01-00-310-814	PARK PERMIT FEES	0.00	(290.00)	3,000.00	(9.67)	3,290.00
01-00-310-815	SUMMER RECREATION FEES	0.00	0.00	9,230.00	0.00	9,230.00
01-00-310-817	SPECIAL EVENTS	0.00	0.00	5,450.00	0.00	5,450.00
01-00-310-819	BURR RIDGE/WILLOWBROOK BASEBALL RE	0.00	0.00	6,500.00	0.00	6,500.00
01-00-310-820	HOLIDAY CONTRIBUTION	0.00	0.00	2,500.00	0.00	2,500.00
01-00-310-823	SPRING RECREATION FEES	0.00	0.00	200.00	0.00	200.00
Net PARK & RECREATION CHARGES		0.00	(290.00)	29,880.00	(0.97)	30,170.00
<b>OTHER REVENUE</b>						
01-00-310-901	REIMBURSEMENTS - IRMA	0.00	22,034.22	0.00	100.00	(22,034.22)
01-00-310-909	SALE - FIXED ASSETS	2,101.00	2,101.00	7,500.00	28.01	5,399.00
01-00-310-910	REIMBURSEMENTS - TREE PLANTING	0.00	600.00	500.00	120.00	(100.00)
01-00-310-911	REIMBURSEMENTS - RED LIGHT ENERGY	112.60	782.31	1,440.00	54.33	657.69
01-00-310-912	REIMBURSEMENTS - BRUSH PICK-UP	2,561.76	7,601.04	10,800.00	70.38	3,198.96
01-00-310-913	OTHER RECEIPTS	0.00	4,412.97	0.00	100.00	(4,412.97)
01-00-310-915	REIMBURSEMENTS - POLICE SPECIAL DETA	0.00	0.00	5,000.00	0.00	5,000.00
01-00-310-917	REIMBURSEMENTS - PUBLIC WORKS OTHER	0.00	4,411.93	23,600.00	18.69	19,188.07
01-00-310-922	FEDERAL/STATE GRANTS	0.00	386,030.50	0.00	100.00	(386,030.50)
01-00-310-925	NICOR GAS ANNUAL PAYMENT	0.00	0.00	14,000.00	0.00	14,000.00
01-00-310-926	CABLE FRANCHISE FEES	35,486.52	128,722.79	204,000.00	63.10	75,277.21
01-00-310-928	DRUG FORFEITURES - STATE	7,750.00	7,750.00	500.00	1,550.00	(7,250.00)
01-00-310-929	DRUG FORFEITURES - FEDERAL	9,750.00	9,750.00	500.00	1,950.00	(9,250.00)
Net OTHER REVENUE		57,761.88	574,196.76	267,840.00	214.38	(306,356.76)
<b>NON-OPERATING</b>						
01-00-320-108	INTEREST INCOME	539.80	9,844.33	48,000.00	20.51	38,155.67
Net NON-OPERATING		539.80	9,844.33	48,000.00	20.51	38,155.67
<b>TRANSFERS IN</b>						
01-00-330-103	TRANSFER FROM HOTEL/MOTEL TAX	0.00	717,758.53	715,941.00	100.25	(1,817.53)
Net TRANSFERS IN		0.00	717,758.53	715,941.00	100.25	(1,817.53)







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REVENUE REPORT FOR WILLOWBROOK  
PERIOD ENDING 11/30/2020

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		ACTIVITY FOR			2020-21	
GL NUMBER	DESCRIPTION	MONTH 11/30/2020	YTD BALANCE 11/30/2020	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND						
TOTAL REVENUES						
		80.29	201,375.57	206,000.00	97.76	4,624.43
Fund 10 - CAPITAL PROJECT FUND						
NON-OPERATING						
10-00-320-108	INTEREST INCOME	0.00	0.87	0.00	100.00	(0.87)
Net NON-OPERATING		0.00	0.87	0.00	100.00	(0.87)
Fund 10 - CAPITAL PROJECT FUND:						
TOTAL REVENUES						
		0.00	0.87	0.00	100.00	(0.87)
Fund 11 - DEBT SERVICE FUND						
TRANSFERS IN						
11-00-330-101	TRANSFER FROM GENERAL FUND	230,225.50	279,851.00	279,851.00	100.00	0.00
11-00-330-102	TRANSFER FROM WATER	42,390.50	46,695.00	46,695.00	100.00	0.00
Net TRANSFERS IN		272,616.00	326,546.00	326,546.00	100.00	0.00
Fund 11 - DEBT SERVICE FUND:						
TOTAL REVENUES						
		272,616.00	326,546.00	326,546.00	100.00	0.00
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION &						
TRANSFERS IN						
14-00-330-101	TRANSFER FROM GENERAL FUND	0.00	(0.02)	0.00	100.00	0.02
Net TRANSFERS IN		0.00	(0.02)	0.00	100.00	0.02
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION & :						
TOTAL REVENUES						
		0.00	(0.02)	0.00	100.00	0.02
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX						
OTHER TAXES						
15-00-310-201	BUSINESS DISTRICT SALES TAX TOWN CEN	57,244.56	294,133.81	600,000.00	49.02	305,866.19
Net OTHER TAXES		57,244.56	294,133.81	600,000.00	49.02	305,866.19
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX:						

REVENUE REPORT FOR WILLOWBROOK  
 PERIOD ENDING 11/30/2020

GL NUMBER		DESCRIPTION	ACTIVITY FOR MONTH 11/30/2020	YTD BALANCE 11/30/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX							
TOTAL REVENUES			57,244.56	294,133.81	600,000.00	49.02	305,866.19
TOTAL REVENUES - ALL FUNDS			3,372,399.06	15,188,735.12	16,043,052.00	94.67	854,316.88



EXPENDITURE REPORT FOR WILLOWBROOK  
PERIOD ENDING 11/30/2020

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/20	YTD BALANCE 11/30/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. USED	APPROP. AVAIL.
<b>Fund 01 - GENERAL FUND</b>								
<b>Dept 05 - VILLAGE BOARD &amp; CLERK</b>								
<b>GENERAL MANAGEMENT</b>								
01-05-400-147	MEDICARE	71.88	551.60	887.00	62.19	335.40	1,774.00	1,222.40
01-05-400-161	SOCIAL SECURITY	307.32	2,358.54	3,794.00	62.16	1,435.46	7,588.00	5,229.46
01-05-410-101	SALARY - MAYOR & VILLAGE BO/	4,200.00	32,600.00	54,000.00	60.37	21,400.00	108,000.00	75,400.00
01-05-410-125	SALARY - VILLAGE CLERK	600.00	4,200.00	7,200.00	58.33	3,000.00	14,400.00	10,200.00
01-05-410-141	LIFE INSURANCE - ELECTED OFF	63.84	423.92	767.00	55.27	343.08	1,534.00	1,110.08
01-05-410-201	PHONE - TELEPHONES	42.41	316.12	696.00	45.42	379.88	1,392.00	1,075.88
01-05-410-301	OFFICE SUPPLIES	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-05-410-302	PRINTING & PUBLISHING	0.00	47.00	0.00	100.00	(47.00)	0.00	(47.00)
01-05-410-303	FUEL/MILEAGE/WASH	0.00	0.00	100.00	0.00	100.00	200.00	200.00
01-05-410-304	SCHOOLS/CONFERENCES/TRAV	0.00	110.00	5,770.00	1.91	5,660.00	11,540.00	11,430.00
01-05-410-307	FEES/DUES/SUBSCRIPTIONS	925.00	1,589.30	2,400.00	66.22	810.70	4,800.00	3,210.70
<b>GENERAL MANAGEMENT</b>		6,210.45	42,196.48	76,114.00	55.44	33,917.52	152,228.00	110,031.52
<b>COMMUNITY RELATIONS</b>								
<b>01-05-420-365 PUBLIC RELATIONS</b>								
<b>COMMUNITY RELATIONS</b>								
		0.00	169.96	500.00	33.99	330.04	1,000.00	830.04
		0.00	169.96	500.00	33.99	330.04	1,000.00	830.04
<b>Total Dept 05 - VILLAGE BOARD &amp; CLERK</b>		6,210.45	42,366.44	76,614.00	55.30	34,247.56	153,228.00	110,861.56
<b>Dept 07 - BOARD OF POLICE COMMISSIONERS</b>								
<b>ADMINISTRATION</b>								
01-07-400-147	MEDICARE	0.00	0.00	7.00	0.00	7.00	14.00	14.00
01-07-400-161	SOCIAL SECURITY	0.00	0.00	31.00	0.00	31.00	62.00	62.00
01-07-435-148	LIFE INSURANCE - COMMISSIONI	18.48	129.36	260.00	49.75	130.64	520.00	390.64
01-07-435-239	FEES - BOPC ATTORNEY	0.00	0.00	5,000.00	0.00	5,000.00	10,000.00	10,000.00
01-07-435-301	OFFICE SUPPLIES	0.00	0.00	100.00	0.00	100.00	200.00	200.00
01-07-435-302	PRINTING & PUBLISHING	0.00	0.00	4,000.00	0.00	4,000.00	8,000.00	8,000.00
01-07-435-304	SCHOOLS/CONFERENCES/TRAV	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
01-07-435-307	FEES/DUES/SUBSCRIPTIONS	0.00	375.00	500.00	75.00	125.00	1,000.00	625.00
01-07-435-311	POSTAGE & METER RENT	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
<b>ADMINISTRATION</b>		18.48	504.36	11,398.00	4.42	10,893.64	22,796.00	22,291.64
<b>OTHER</b>								
01-07-440-542	EXAMS - WRITTEN	0.00	5,558.00	15,000.00	37.05	9,442.00	30,000.00	24,442.00
01-07-440-543	EXAMS - PHYSICAL	0.00	1,054.50	2,000.00	52.73	945.50	4,000.00	2,945.50
01-07-440-544	EXAMS - PSYCHOLOGICAL	0.00	3,850.00	2,500.00	154.00	(1,350.00)	5,000.00	1,150.00
01-07-440-545	EXAMS - POLYGRAPH	0.00	1,280.00	1,000.00	128.00	(280.00)	2,000.00	720.00
<b>OTHER</b>		0.00	11,742.50	20,500.00	57.28	8,757.50	41,000.00	29,257.50
<b>Total Dept 07 - BOARD OF POLICE COMMISSIONERS</b>		18.48	12,246.86	31,898.00	38.39	19,651.14	63,796.00	51,549.14



EXPENDITURE REPORT FOR WILLOWBROOK  
PERIOD ENDING 11/30/2020

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ACTIVITY FOR		2020-21		% BDGT USED	AVAILABLE BALANCE	APPROP. APPROP.	APPROP. AVAIL.
MONTH	YTD BALANCE	ORIGINAL BUDGET	BUDGET				
GL NUMBER	DESCRIPTION	11/30/20	11/30/2020				
Fund 01 - GENERAL FUND							
01-10-400-147	MEDICARE	615.74	3,144.03		2,177.97	10,644.00	7,499.97
01-10-400-151	IMRF	5,781.91	29,651.65	59.08	19,566.35	98,436.00	68,784.35
01-10-400-161	SOCIAL SECURITY	1,313.83	11,835.27	60.25	8,599.73	40,870.00	29,034.73
01-10-400-171	SUI - UNEMPLOYMENT	0.00	(1.32)	57.92	775.32	1,548.00	1,549.32
01-10-455-101	SALARIES - MANAGEMENT STAF	21,576.74	107,076.83	(0.17)	68,048.17	350,250.00	243,173.17
01-10-455-102	OVERTIME	389.92	1,716.95	61.14	3,283.05	10,000.00	8,283.05
01-10-455-105	ASSISTANT VILLAGE ADMINISTR	14,423.41	77,923.73	34.34	52,251.27	260,350.00	182,426.27
01-10-455-126	SALARIES - CLERICAL	6,726.31	34,397.60	59.86	22,328.40	113,452.00	79,054.40
01-10-455-131	PERSONNEL RECRUITMENT	0.00	190.95	60.64	309.05	1,000.00	809.05
01-10-455-141	HEALTH/DENTAL/LIFE INSURANC	4,234.01	29,523.77	38.19	20,078.23	99,204.00	69,680.23
01-10-455-201	PHONE - TELEPHONES	769.05	12,959.12	59.52	25,368.00	25,368.00	12,408.88
01-10-455-266	CODIFY ORDINANCES	2,333.00	2,333.00	102.17	2,667.00	10,000.00	7,667.00
01-10-455-301	OFFICE SUPPLIES	674.15	2,868.27	46.66	5,131.73	16,000.00	13,131.73
01-10-455-302	PRINTING, PUBLISHING & TRANS	197.63	2,010.07	35.85	489.93	5,000.00	2,989.93
01-10-455-303	FUEL/MILEAGE/WASH	36.00	226.00	80.40	524.00	1,500.00	1,274.00
01-10-455-304	SCHOOLS/CONFERENCES/TRAV	0.00	204.00	30.13	1,796.00	4,000.00	3,796.00
01-10-455-305	STRATEGIC PLANNING	0.00	0.00	10.20	2,000.00	4,000.00	4,000.00
01-10-455-306	CONSULTING	0.00	16,505.00	0.00	54,495.00	142,000.00	125,495.00
01-10-455-307	FEES/DUES/SUBSCRIPTIONS	1,339.15	8,063.15	23.25	4,936.85	26,000.00	17,936.85
01-10-455-311	POSTAGE & METER RENT	(4.80)	1,977.17	62.02	3,022.83	10,000.00	8,022.83
01-10-455-315	COPY SERVICE	610.74	3,558.85	39.54	3,441.15	14,000.00	10,441.15
01-10-455-355	COMMISSARY PROVISION	104.16	1,125.28	50.84	1,874.72	6,000.00	4,874.72
01-10-455-411	MAINTENANCE - EQUIPMENT	0.00	0.00	37.51	500.00	1,000.00	1,000.00
GENERAL MANAGEMENT		61,120.95	347,289.37	0.00	278,021.63	1,250,622.00	903,332.63
COMMUNITY RELATIONS							
01-10-475-365	PUBLIC RELATIONS	309.95	371.90	7.44	4,628.10	10,000.00	9,628.10
01-10-475-367	CRISIS MANAGEMENT	1,026.00	9,398.30	37.59	15,601.70	50,000.00	40,601.70
01-10-475-370	MEALS-ON-WHEELS	0.00	0.00	0.00	2,000.00	4,000.00	4,000.00
COMMUNITY RELATIONS		1,335.95	9,770.20	30.53	22,229.80	64,000.00	54,229.80
CAPITAL IMPROVEMENTS							
01-10-485-602	BUILDING IMPROVEMENTS	0.00	35,170.39	58.62	24,829.61	120,000.00	84,829.61
01-10-485-611	FURNITURE & OFFICE EQUIPMEN	0.00	0.00	0.00	500.00	1,000.00	1,000.00
CAPITAL IMPROVEMENTS		0.00	35,170.39	58.13	25,329.61	121,000.00	85,829.61
CONTINGENCIES							
01-10-490-799	CONTINGENCIES	0.00	0.00	0.00	10,000.00	20,000.00	20,000.00
CONTINGENCIES		0.00	0.00	0.00	10,000.00	20,000.00	20,000.00
DATA PROCESSING							
01-10-460-212	EDP EQUIPMENT/SOFTWARE	0.00	115.98	11.60	884.02	2,000.00	1,884.02
01-10-460-225	INTERNET/WEBSITE HOSTING	7,804.34	11,568.08	80.63	2,778.92	28,694.00	17,125.92
01-10-460-263	EDP LICENSES	567.48	19,383.97	44.63	24,051.03	86,870.00	67,486.03
01-10-460-265	CYBER DISRUPTION	600.00	10,099.00	100.00	(10,099.00)	0.00	(10,099.00)
01-10-460-267	DOCUMENT STORAGE/SCANNING	188.65	1,745.10	34.90	3,254.90	10,000.00	8,254.90
01-10-460-306	CONSULTING SERVICES - IT	783.90	6,482.17	36.01	11,517.83	36,000.00	29,517.83
DATA PROCESSING		9,944.37	49,394.30	60.40	32,387.70	163,564.00	114,169.70



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		MONTH 11/30/20						
Fund 01 - GENERAL FUND								
BUILDINGS								
01-10-466-228	MAINTENANCE - BUILDING	3,333.06	44,597.90	30,545.00	146.01	(14,052.90)	61,090.00	16,492.10
01-10-466-236	NICOR GAS (835 MIDWAY)	103.88	375.54	2,000.00	18.78	1,624.46	4,000.00	3,624.46
01-10-466-240	ENERGY/COMED (835 MIDWAY)	0.00	0.00	3,000.00	0.00	3,000.00	6,000.00	6,000.00
01-10-466-251	SANITARY (835 MIDWAY)	67.25	354.41	450.00	78.76	95.59	900.00	545.59
01-10-466-293	LANDSCAPE - VILLAGE HALL	16.45	82.25	1,000.00	8.23	917.75	2,000.00	1,917.75
01-10-466-351	BUILDING MAINTENANCE SUPPL	549.30	3,550.41	2,000.00	177.52	(1,550.41)	4,000.00	449.59
BUILDINGS		4,069.94	48,960.51	38,995.00	125.56	(9,965.51)	77,990.00	29,029.49
LEGAL								
01-10-470-239	FEES - VILLAGE ATTORNEY	6,935.00	49,130.10	140,000.00	35.09	90,869.90	280,000.00	230,869.90
01-10-470-241	FEES - SPECIAL ATTORNEY	0.00	1,200.10	10,000.00	12.00	8,799.90	20,000.00	18,799.90
01-10-470-242	FEES - LABOR COUNSEL	335.20	1,665.80	2,000.00	83.29	334.20	4,000.00	2,334.20
LEGAL		7,270.20	51,996.00	152,000.00	34.21	100,004.00	304,000.00	252,004.00
FINANCIAL AUDIT								
01-10-471-252	FINANCIAL SERVICES	0.00	742.78	0.00	100.00	(742.78)	0.00	(742.78)
FINANCIAL AUDIT		0.00	742.78	0.00	100.00	(742.78)	0.00	(742.78)
RISK MANAGEMENT								
01-10-480-272	INSURANCE - IRMA	155,434.00	155,434.00	233,463.00	66.58	78,029.00	466,926.00	311,492.00
01-10-480-273	SELF INSURANCE - DEDUCTIBLE	0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
RISK MANAGEMENT		155,434.00	155,434.00	243,463.00	63.84	88,029.00	486,926.00	331,492.00
TRANSFERS TO OTHER FUNDS								
01-10-900-112	TRANSFER TO DEBT SERVICE - 2	230,225.50	279,851.00	279,851.00	100.00	0.00	559,702.00	279,851.00
01-10-900-114	TRANSFER TO LAFER	0.00	(0.02)	0.00	100.00	0.02	0.00	0.02
TRANSFERS TO OTHER FUNDS		230,225.50	279,850.98	279,851.00	100.00	0.02	559,702.00	279,851.02
Total Dept 10 - ADMINISTRATION		469,400.91	978,608.53	1,523,902.00	64.22	545,293.47	3,047,804.00	2,069,195.47
Dept 15 - PLANNING & ECONOMIC DEVELOPMENT								
GENERAL MANAGEMENT								
01-15-400-147	MEDICARE	39.51	198.02	381.00	51.97	182.98	762.00	563.98
01-15-400-151	IMRF	376.10	1,905.81	3,203.00	59.50	1,297.19	6,406.00	4,500.19
01-15-400-161	SOCIAL SECURITY	168.93	846.74	1,631.00	51.92	784.26	3,262.00	2,415.26
01-15-400-171	SUI - UNEMPLOYMENT	0.00	0.00	129.00	0.00	129.00	258.00	258.00
01-15-510-126	SALARIES - CLERICAL	2,804.61	14,212.07	23,386.00	60.77	9,173.93	46,772.00	32,559.93
01-15-510-141	HEALTH/DENTAL/LIFE INSURANC	610.08	4,228.18	8,062.00	52.45	3,833.82	16,124.00	11,895.82
01-15-510-301	OFFICE SUPPLIES	0.00	0.00	250.00	0.00	250.00	500.00	500.00
01-15-510-302	PRINTING & PUBLISHING	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
01-15-510-307	FEES/DUES/SUBSCRIPTIONS	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-15-510-311	POSTAGE & METER RENT	0.00	1,030.55	500.00	206.11	(530.55)	1,000.00	(30.55)
01-15-510-340	LIFE INSURANCE - PLAN COMMIS	70.56	493.92	1,032.00	47.86	538.08	2,064.00	1,570.08
01-15-510-401	OPERATING EQUIPMENT	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
GENERAL MANAGEMENT		4,069.79	22,915.29	42,074.00	54.46	19,158.71	84,148.00	61,232.71

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Fund 01 - GENERAL FUND								
DATA PROCESSING								
01-15-515-305	EDP PERSONNEL TRAINING	0.00	0.00	1,800.00	0.00	1,800.00	3,600.00	3,600.00
DATA PROCESSING		0.00	0.00	1,800.00	0.00	1,800.00	3,600.00	3,600.00
ENGINEERING								
01-15-520-229	RENT - MEETING ROOM	0.00	0.00	250.00	0.00	250.00	500.00	500.00
01-15-520-245	FEES - ENGINEERING	0.00	330.00	2,500.00	13.20	2,170.00	5,000.00	4,670.00
01-15-520-246	FEES - COURT REPORTER	362.60	1,184.25	2,700.00	43.86	1,515.75	5,400.00	4,215.75
01-15-520-254	PLAN REVIEW - ENGINEER	0.00	3,485.24	5,000.00	69.70	1,514.76	10,000.00	6,514.76
01-15-520-257	PLAN REVIEW - PLANNER	28,724.04	65,168.63	125,000.00	52.13	59,831.37	250,000.00	184,831.37
01-15-520-258	PLAN REVIEW - TRAFFIC CONSU	891.00	2,106.00	2,500.00	84.24	394.00	5,000.00	2,894.00
ENGINEERING		29,977.64	72,274.12	137,950.00	52.39	65,675.88	275,900.00	203,625.88
Total Dept 15 - PLANNING & ECONOMIC DEVELOPMENT								
		34,047.43	95,189.41	181,824.00	52.35	86,634.59	363,648.00	268,458.59
Dept 20 - PARKS & RECREATION								
CAPITAL IMPROVEMENTS								
01-20-595-643	POND IMPROVEMENTS	0.00	0.00	400.00	0.00	400.00	800.00	800.00
01-20-595-693	COURT IMPROVEMENTS	0.00	0.00	800.00	0.00	800.00	1,600.00	1,600.00
CAPITAL IMPROVEMENTS		0.00	0.00	1,200.00	0.00	1,200.00	2,400.00	2,400.00
ADMINISTRATION								
01-20-400-147	MEDICARE	34.78	287.15	648.00	44.31	360.85	1,296.00	1,008.85
01-20-400-151	IMRF	322.27	2,564.12	5,308.00	48.31	2,743.88	10,616.00	8,051.88
01-20-400-161	SOCIAL SECURITY	148.69	1,227.85	2,772.00	44.29	1,544.15	5,544.00	4,316.15
01-20-400-171	SUI - UNEMPLOYMENT	0.00	87.89	270.00	32.55	182.11	540.00	452.11
01-20-550-101	SALARIES - PERMANENT EMPLO	2,324.68	16,087.26	32,585.00	49.37	16,497.74	65,170.00	49,082.74
01-20-550-103	PART TIME - PROGRAM SUPERV	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
01-20-550-148	LIFE INSURANCE - COMMISSION	53.20	440.16	1,068.00	41.21	627.84	2,136.00	1,695.84
01-20-550-301	OFFICE/GENERAL PROGRAM SU	359.13	381.45	1,000.00	38.15	618.55	2,000.00	1,618.55
01-20-550-302	PRINTING & PUBLISHING	0.00	0.00	13,500.00	0.00	13,500.00	27,000.00	27,000.00
01-20-550-311	POSTAGE & METER RENT	0.00	163.00	3,800.00	4.29	3,637.00	7,600.00	7,437.00
ADMINISTRATION		3,242.75	21,238.88	63,451.00	33.47	42,212.12	126,902.00	105,663.12
DATA PROCESSING								
01-20-555-212	EDP EQUIPMENT/SOFTWARE	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-20-555-263	EDP LICENSES	14.99	44.97	0.00	100.00	(44.97)	0.00	(44.97)
01-20-555-306	CONSULTING - PROGRAM HOSTI	0.00	0.00	15,000.00	0.00	15,000.00	30,000.00	30,000.00
DATA PROCESSING		14.99	44.97	15,500.00	0.29	15,455.03	31,000.00	30,955.03
LANDSCAPING								
01-20-565-341	PARK LANDSCAPE SUPPLIES	0.00	3,426.84	0.00	100.00	(3,426.84)	0.00	(3,426.84)
01-20-565-342	LANDSCAPE MAINTENANCE SER	0.00	90.00	0.00	100.00	(90.00)	0.00	(90.00)
LANDSCAPING		0.00	3,516.84	0.00	100.00	(3,516.84)	0.00	(3,516.84)



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Fund 01 - GENERAL FUND									
MAINTENANCE									
01-20-570-102		OVERTIME	78.53	3,033.81	7,000.00	43.34	3,966.19	14,000.00	10,966.19
01-20-570-103		PART TIME - LABOR	0.00	798.00	2,541.00	31.40	1,743.00	5,082.00	4,284.00
01-20-570-228		MAINTENANCE - PARK BUILDING	0.00	1,215.55	12,386.00	9.81	11,170.45	24,772.00	23,556.45
01-20-570-234		RENT - EQUIPMENT	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-20-570-235		NICOR GAS (825 MIDWAY)	0.00	196.62	1,200.00	16.39	1,003.38	2,400.00	2,203.38
01-20-570-250		SANITARY (825 MIDWAY)	0.00	8.78	50.00	17.56	41.22	100.00	91.22
01-20-570-278		SANITARY USER CHARGE - PARK	17.86	147.77	150.00	98.51	2.23	300.00	152.23
01-20-570-280		BALLFIELD MAINTENANCE	0.00	8,292.80	10,000.00	82.93	1,707.20	20,000.00	11,707.20
01-20-570-281		CONTRACTED MAINTENANCE	13,799.41	91,873.16	120,900.00	75.99	29,026.84	241,800.00	149,926.84
01-20-570-331		MAINTENANCE SUPPLIES	0.00	549.19	5,000.00	10.98	4,450.81	10,000.00	9,450.81
01-20-570-411		MAINTENANCE - EQUIPMENT	362.00	1,799.56	3,500.00	51.42	1,700.44	7,000.00	5,200.44
MAINTENANCE			14,257.80	107,915.24	163,227.00	66.11	55,311.76	326,454.00	218,538.76
SUMMER PROGRAM									
01-20-575-119		SUMMER PROGRAM MATERIALS	0.00	220.00	7,600.00	2.89	7,380.00	15,200.00	14,980.00
01-20-575-517		SENIORS PROGRAM-SUMMER	0.00	0.00	5,400.00	0.00	5,400.00	10,800.00	10,800.00
SUMMER PROGRAM			0.00	220.00	13,000.00	1.69	12,780.00	26,000.00	25,780.00
FALL PROGRAM									
01-20-580-517		SENIORS PROGRAM-FALL	0.00	0.00	5,400.00	0.00	5,400.00	10,800.00	10,800.00
FALL PROGRAM			0.00	0.00	5,400.00	0.00	5,400.00	10,800.00	10,800.00
WINTER/SPECIAL PROGRAMS									
01-20-585-121		WINTER PROGRAM MATERIALS	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
01-20-585-150		CHILDRENS SPECIAL EVENTS - C	0.00	0.00	3,000.00	0.00	3,000.00	6,000.00	6,000.00
01-20-585-151		FAMILY SPECIAL EVENT - MOVIE	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
01-20-585-152		FAMILY SPECIAL EVENT - TREE I	0.00	0.00	4,900.00	0.00	4,900.00	9,800.00	9,800.00
01-20-585-153		FAMILY SPECIAL EVENT - BACK	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-20-585-154		FAMILY SPECIAL EVENT - RACE	0.00	300.05	13,600.00	2.21	13,299.95	27,200.00	26,899.95
01-20-585-155		CHILDREN'S HOLIDAY PARTY	0.00	0.00	5,000.00	0.00	5,000.00	10,000.00	10,000.00
01-20-585-157		COMMUNITY PICNIC	0.00	0.00	3,000.00	0.00	3,000.00	6,000.00	6,000.00
01-20-585-517		SENIORS PROGRAM-WINTER/SP	0.00	0.00	5,400.00	0.00	5,400.00	10,800.00	10,800.00
WINTER/SPECIAL PROGRAMS			0.00	300.05	38,900.00	0.77	38,599.95	77,800.00	77,499.95
SPRING PROGRAM									
01-20-586-121		SPRING PROGRAM MATERIALS	0.00	0.00	200.00	0.00	200.00	400.00	400.00
SPRING PROGRAM			0.00	0.00	200.00	0.00	200.00	400.00	400.00
SPECIAL RECREATION									
01-20-590-518		SPECIAL RECREATION ASSOC P	0.00	19,655.43	39,310.00	50.00	19,654.57	78,620.00	58,964.57
01-20-590-519		ADA PARK MAINTENANCE	0.00	0.00	4,840.00	0.00	4,840.00	9,680.00	9,680.00
01-20-590-520		ADA RECREATION ACCOMMODA	0.00	0.00	7,700.00	0.00	7,700.00	15,400.00	15,400.00
01-20-590-521		ADA PARK IMPROVEMENTS	0.00	0.00	15,400.00	0.00	15,400.00	30,800.00	30,800.00
SPECIAL RECREATION			0.00	19,655.43	67,250.00	29.23	47,594.57	134,500.00	114,844.57
Total Dept 20 - PARKS & RECREATION				17,515.54	152,891.41	368,128.00	41.53	215,236.59	583,364.59



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ACTIVITY FOR		2020-21		% BDGT USED	AVAILABLE BALANCE	APPROP. APPROP.	APPROP. AVAIL.
MONTH	YTD BALANCE	ORIGINAL BUDGET	11/30/2020				
GL NUMBER	DESCRIPTION	11/30/20	11/30/2020				
Fund 01 - GENERAL FUND							
Dept 25 - FINANCE DEPARTMENT							
GENERAL MANAGEMENT							
01-25-400-147	MEDICARE	395.24	2,035.87	3,373.00	60.36	1,337.13	4,710.13
01-25-400-151	IMRF	1,376.05	14,686.65	23,994.00	61.21	47,988.00	33,301.35
01-25-400-161	SOCIAL SECURITY	1,690.03	8,705.16	14,424.00	60.35	28,848.00	20,142.84
01-25-400-171	SUI - UNEMPLOYMENT	9.56	292.56	1,032.00	28.35	739.44	1,771.44
01-25-610-101	SALARIES - MANAGEMENT STAF	18,207.66	85,541.42	138,033.00	61.97	276,066.00	190,524.58
01-25-610-102	OVERTIME	0.00	0.00	1,500.00	0.00	3,000.00	3,000.00
01-25-610-104	PART TIME - CLERICAL	1,179.98	15,733.04	31,609.00	49.77	63,218.00	47,484.96
01-25-610-126	SALARIES - CLERICAL	7,956.75	37,957.63	61,500.00	61.72	123,000.00	85,042.37
01-25-610-141	HEALTH/DENTAL/LIFE INSURANC	1,583.70	10,985.80	19,008.00	57.80	38,016.00	27,030.20
01-25-610-301	OFFICE SUPPLIES	108.08	874.83	2,500.00	34.99	5,000.00	4,125.17
01-25-610-302	PRINTING & PUBLISHING	850.00	1,275.70	1,000.00	127.57	2,000.00	724.30
01-25-610-303	FUEL/MILEAGE/WASH	0.00	0.00	250.00	0.00	500.00	500.00
01-25-610-304	SCHOOLS/CONFERENCES/TRAV	135.00	340.00	1,000.00	34.00	2,000.00	1,660.00
01-25-610-307	FEES/DUES/SUBSCRIPTIONS	460.00	915.27	1,605.00	57.03	3,210.00	2,294.73
01-25-610-311	POSTAGE & METER RENT	0.00	79.95	250.00	31.98	500.00	420.05
GENERAL MANAGEMENT		33,952.05	179,423.88	301,078.00	59.59	602,156.00	422,732.12
DATA PROCESSING							
01-25-615-212	EDP EQUIPMENT/SOFTWARE	112.71	251.72	500.00	50.34	1,000.00	748.28
01-25-615-263	EDP LICENSES	12,172.00	12,172.00	12,000.00	101.43	24,000.00	11,828.00
01-25-615-267	DOCUMENT STORAGE/SCANNING	0.00	0.00	1,000.00	0.00	2,000.00	2,000.00
DATA PROCESSING		12,284.71	12,423.72	13,500.00	92.03	27,000.00	14,576.28
FINANCIAL AUDIT							
01-25-620-251	AUDIT SERVICES	24,915.00	29,915.00	34,000.00	87.99	68,000.00	38,085.00
01-25-620-252	FINANCIAL SERVICES	0.00	1,700.00	4,550.00	37.36	9,100.00	7,400.00
FINANCIAL AUDIT		24,915.00	31,615.00	38,550.00	82.01	77,100.00	45,485.00
Total Dept 25 - FINANCE DEPARTMENT		71,151.76	223,462.60	353,128.00	63.28	706,256.00	482,793.40
Dept 30 - POLICE DEPARTMENT							
ADMINISTRATION							
01-30-400-147	MEDICARE	3,399.24	21,485.58	41,024.00	52.37	19,538.42	60,562.42
01-30-400-151	IMRF	2,536.52	14,512.80	25,270.00	57.43	50,540.00	36,027.20
01-30-400-161	SOCIAL SECURITY	1,224.59	6,738.58	11,683.00	57.68	23,366.00	16,627.42
01-30-400-171	SUI - UNEMPLOYMENT	537.19	820.70	6,708.00	12.23	13,416.00	12,595.30
01-30-630-101	SALARIES - PERMANENT EMPLO	177,000.39	1,195,255.94	2,289,826.00	52.20	4,579,652.00	3,384,396.06
01-30-630-102	OVERTIME	32,829.28	194,443.31	336,000.00	57.87	672,000.00	477,556.69
01-30-630-103	OVERTIME - SPECIAL DETAIL & C	2,070.59	6,562.81	15,000.00	43.75	30,000.00	23,437.19
01-30-630-105	SALARIES-COPS GRANT OFFICE	10,265.60	15,398.40	0.00	100.00	0.00	(15,398.40)
01-30-630-126	SALARIES - CLERICAL	18,573.70	105,619.62	178,439.00	59.19	356,878.00	251,258.38
01-30-630-127	OVERTIME - CLERICAL	16.85	355.22	10,000.00	3.55	20,000.00	19,644.78
01-30-630-131	PERSONNEL RECRUITMENT	0.00	0.00	1,000.00	0.00	2,000.00	2,000.00
01-30-630-141	HEALTH/DENTAL/LIFE INSURANC	35,189.47	197,043.94	358,884.00	54.90	717,768.00	520,724.06
01-30-630-155	POLICE PENSION	82,670.24	620,026.80	1,074,713.00	57.69	2,149,426.00	1,529,399.20



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ACTIVITY FOR		2020-21		% BDGT USED	AVAILABLE BALANCE	APPROP. APPROX.	APPROP. AVAIL.
MONTH	YTD BALANCE	ORIGINAL BUDGET	11/30/2020				
GL NUMBER	DESCRIPTION	11/30/20	11/30/2020				
Fund 01 - GENERAL FUND							
01-30-630-201	PHONE - TELEPHONES	1,245.31	8,909.79	33.00	18,090.21	54,000.00	45,090.21
01-30-630-202	ACCREDITATION	0.00	4,645.00	100.00	0.00	9,290.00	4,645.00
01-30-630-241	FEES - FIELD COURT ATTORNEY	(16,900.00)	750.00	4.69	15,250.00	32,000.00	31,250.00
01-30-630-245	FIRING RANGE	0.00	153.96	6.16	2,346.04	5,000.00	4,846.04
01-30-630-301	OFFICE SUPPLIES	536.95	4,038.26	100.96	(38.26)	8,000.00	3,961.74
01-30-630-302	PRINTING & PUBLISHING	19.00	970.48	24.26	3,029.52	8,000.00	7,029.52
01-30-630-303	FUEL/MILEAGE/WASH	2,816.76	21,375.40	42.75	28,624.60	100,000.00	78,624.60
01-30-630-304	SCHOOLS/CONFERENCES/TRAV	1,053.00	3,829.82	9.57	36,170.18	80,000.00	76,170.18
01-30-630-305	TUITION REIMBURSEMENT	0.00	0.00	0.00	6,000.00	12,000.00	12,000.00
01-30-630-307	FEES/DUES/SUBSCRIPTIONS	1,823.57	17,337.93	84.58	3,162.07	41,000.00	23,662.07
01-30-630-308	CADET PROGRAM	0.00	0.00	0.00	500.00	1,000.00	1,000.00
01-30-630-309	EMPLOYEE RECOGNITION	0.00	164.04	5.47	2,835.96	6,000.00	5,835.96
01-30-630-311	POSTAGE & METER RENT	0.00	1,274.88	30.35	2,925.12	8,400.00	7,125.12
01-30-630-315	COPY SERVICE	537.68	2,027.36	49.45	2,072.64	8,200.00	6,172.64
01-30-630-345	UNIFORMS	2,777.84	9,354.67	32.82	19,145.33	57,000.00	47,645.33
01-30-630-346	AMMUNITION	0.00	929.60	6.64	13,070.40	28,000.00	27,070.40
01-30-630-401	OPERATING EQUIPMENT	4,418.06	27,337.17	109.35	(2,337.17)	50,000.00	22,662.83
01-30-630-409	MAINTENANCE - VEHICLES	5,835.88	21,388.28	42.78	28,611.72	100,000.00	78,611.72
01-30-630-421	MAINTENANCE - RADIO EQUIPME	0.00	0.00	0.00	6,500.00	13,000.00	13,000.00
ADMINISTRATION		370,477.71	2,502,750.34	53.72	2,156,241.66	9,317,984.00	6,815,233.66
DATA PROCESSING							
01-30-640-212	EDP EQUIPMENT/SOFTWARE	0.00	2,038.80	54.63	1,693.20	7,464.00	5,425.20
01-30-640-225	INTERNET/WEBSITE HOSTING	400.00	2,800.00	41.42	3,960.00	13,520.00	10,720.00
01-30-640-263	EDP LICENSES	5,000.00	18,312.75	61.04	11,687.25	60,000.00	41,687.25
01-30-640-267	DOCUMENT STORAGE/SCANNING	0.00	0.00	0.00	2,000.00	4,000.00	4,000.00
01-30-640-306	CONSULTING SERVICES	427.00	4,767.78	20.84	18,107.22	45,750.00	40,982.22
DATA PROCESSING		5,827.00	27,919.33	42.71	37,447.67	130,734.00	102,814.67
BUILDINGS							
01-30-630-228	MAINTENANCE - BUILDING	2,640.84	48,941.90	108.94	(4,014.90)	89,854.00	40,912.10
01-30-630-235	NICOR GAS (7760 QUINCY)	235.39	957.58	19.15	4,042.42	10,000.00	9,042.42
01-30-630-250	SANITARY (7760 QUINCY)	255.83	489.11	40.76	710.89	2,400.00	1,910.89
01-30-630-351	BUILDING MAINTENANCE SUPPL	0.00	428.79	14.29	2,571.21	6,000.00	5,571.21
BUILDINGS		3,132.06	50,817.38	93.89	3,309.62	108,254.00	57,436.62
RISK MANAGEMENT							
01-30-645-273	SELF INSURANCE - DEDUCTIBLE	0.00	0.00	0.00	20,000.00	40,000.00	40,000.00
RISK MANAGEMENT		0.00	0.00	0.00	20,000.00	40,000.00	40,000.00
CONSTRUCTION							
01-30-635-288	BUILDING CONSTR & REMODEL	0.00	16,325.00	1,088.33	(14,825.00)	3,000.00	(13,325.00)
CONSTRUCTION		0.00	16,325.00	1,088.33	(14,825.00)	3,000.00	(13,325.00)
PATROL							
01-30-650-268	ANIMAL CONTROL	0.00	0.00	0.00	800.00	1,600.00	1,600.00
01-30-650-343	JAIL SUPPLIES	(155.00)	221.29	14.75	1,278.71	3,000.00	2,778.71
01-30-650-348	DRUG FORFEITURE EXP - STATE	7,750.00	7,750.00	1,550.00	(7,250.00)	1,000.00	(6,750.00)

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/20	YTD BALANCE 11/30/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.	
Fund 01 - GENERAL FUND									
01-30-650-349	DRUG FORFEITURE EXP - FEDEF	9,750.00	9,750.00	500.00	1,950.00	(9,250.00)	1,000.00	(8,750.00)	
PATROL		17,345.00	17,721.29	3,300.00	537.01	(14,421.29)	6,600.00	(11,121.29)	
TRAFFIC SAFETY									
01-30-660-105	PART TIME - CROSSING GUARD	517.07	1,490.38	5,323.00	28.00	3,832.62	10,646.00	9,155.62	
TRAFFIC SAFETY		517.07	1,490.38	5,323.00	28.00	3,832.62	10,646.00	9,155.62	
CRIME PREVENTION									
01-30-670-331	COMMODITIES	0.00	226.53	5,000.00	4.53	4,773.47	10,000.00	9,773.47	
CRIME PREVENTION		0.00	226.53	5,000.00	4.53	4,773.47	10,000.00	9,773.47	
TELECOMMUNICATIONS									
01-30-675-235	RADIO DISPATCHING	0.00	140,703.28	312,000.00	45.10	171,296.72	624,000.00	483,296.72	
TELECOMMUNICATIONS		0.00	140,703.28	312,000.00	45.10	171,296.72	624,000.00	483,296.72	
RED LIGHT									
01-30-630-246	RED LIGHT - ADJUDICATOR	0.00	1,584.00	6,000.00	26.40	4,416.00	12,000.00	10,416.00	
01-30-630-247	RED LIGHT - CAMERA FEES	22,475.00	134,850.00	275,000.00	49.04	140,150.00	550,000.00	415,150.00	
01-30-630-248	RED LIGHT - COM ED	112.60	667.53	2,000.00	33.38	1,332.47	4,000.00	3,332.47	
01-30-630-249	RED LIGHT - MISC FEE	2,145.00	10,426.20	35,000.00	29.79	24,573.80	70,000.00	59,573.80	
RED LIGHT		24,732.60	147,527.73	318,000.00	46.39	170,472.27	636,000.00	488,472.27	
Total Dept 30 - POLICE DEPARTMENT									
		422,031.44	2,905,481.26	5,443,609.00	53.37	2,538,127.74	10,887,218.00	7,981,736.74	
Dept 35 - PUBLIC WORKS DEPARTMENT									
CAPITAL IMPROVEMENTS									
01-35-765-625	VEHICLES - NEW & OTHER	0.00	15,063.50	0.00	100.00	(15,063.50)	0.00	(15,063.50)	
01-35-765-685	STREET IMPROVEMENTS	0.00	1,183.00	30,000.00	3.94	28,817.00	60,000.00	58,817.00	
CAPITAL IMPROVEMENTS		0.00	16,246.50	30,000.00	54.16	13,753.50	60,000.00	43,753.50	
ADMINISTRATION									
01-35-400-147	MEDICARE	234.97	1,711.54	3,204.00	53.42	1,492.46	6,408.00	4,696.46	
01-35-400-151	IMRF	2,192.55	15,347.08	28,147.00	54.52	12,799.92	56,294.00	40,946.92	
01-35-400-161	SOCIAL SECURITY	1,004.51	7,316.28	13,700.00	53.40	6,383.72	27,400.00	20,083.72	
01-35-400-171	SUI - UNEMPLOYMENT	5.95	133.49	998.00	13.38	864.51	1,996.00	1,862.51	
01-35-710-101	SALARIES - PERMANENT EMPLO	11,344.45	93,767.56	163,587.00	57.32	69,819.44	327,174.00	233,406.44	
01-35-710-102	OVERTIME	2,036.88	4,874.43	20,000.00	24.37	15,125.57	40,000.00	35,125.57	
01-35-710-103	PART TIME - LABOR	294.00	6,590.36	11,072.00	59.52	4,481.64	22,144.00	15,553.64	
01-35-710-126	SALARIES - CLERICAL	2,968.78	15,802.75	26,308.00	60.07	10,505.25	52,616.00	36,813.25	
01-35-710-141	HEALTH/DENTAL/LIFE INSURANC	3,635.70	27,155.26	54,315.00	50.00	27,159.74	108,630.00	81,474.74	
01-35-710-201	TELEPHONES	176.58	1,411.10	2,784.00	50.69	1,372.90	5,568.00	4,156.90	
01-35-710-301	OFFICE SUPPLIES	286.13	461.32	500.00	92.26	38.68	1,000.00	538.68	
01-35-710-302	PRINTING & PUBLISHING	264.00	562.00	750.00	74.93	188.00	1,500.00	938.00	
01-35-710-303	FUEL/MILEAGE/WASH	512.16	3,386.46	10,400.00	32.56	7,013.54	20,800.00	17,413.54	
01-35-710-304	SCHOOLS/CONFERENCES/TRAV	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00	



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GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	2020-21	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.	
		MONTH 11/30/20	11/30/2020	ORIGINAL BUDGET					
Fund 01 - GENERAL FUND									
01-35-710-307	FEES/DUES/SUBSCRIPTIONS	0.00	0.00	400.00	0.00	400.00	800.00	800.00	
01-35-710-311	POSTAGE & METER RENT	0.00	1,313.04	1,500.00	87.54	186.96	3,000.00	1,686.96	
01-35-710-345	UNIFORMS	0.00	636.50	3,800.00	16.75	3,163.50	7,600.00	6,963.50	
01-35-710-401	OPERATING SUPPLIES & EQUIPM	71.25	1,421.75	2,500.00	56.87	1,078.25	5,000.00	3,578.25	
01-35-710-405	FURNITURE & OFFICE EQUIPMEN	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00	
ADMINISTRATION		25,027.91	181,890.92	346,465.00	52.50	164,574.08	692,930.00	511,039.08	
DATA PROCESSING									
01-35-715-212	EDP EQUIPMENT/SOFTWARE	129.98	129.98	0.00	100.00	(129.98)	0.00	(129.98)	
01-35-715-225	INTERNET/WEBSITE HOSTING	118.35	748.45	1,296.00	57.75	547.55	2,592.00	1,843.55	
DATA PROCESSING		248.33	878.43	1,296.00	67.78	417.57	2,592.00	1,713.57	
ENGINEERING									
01-35-720-245	FEES - ENGINEERING	0.00	5,496.01	30,000.00	18.32	24,503.99	60,000.00	54,503.99	
01-35-720-254	PLAN REVIEW - ENGINEER	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00	
ENGINEERING		0.00	5,496.01	31,500.00	17.45	26,003.99	63,000.00	57,503.99	
BUILDINGS									
01-35-725-413	MAINTENANCE - GARAGE	105.50	2,244.24	5,000.00	44.88	2,755.76	10,000.00	7,755.76	
01-35-725-414	MAINTENANCE - SALT BINS	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00	
01-35-725-415	NICOR GAS	97.27	361.83	3,200.00	11.31	2,838.17	6,400.00	6,038.17	
01-35-725-417	SANITARY USER CHARGE	22.35	53.58	200.00	26.79	146.42	400.00	346.42	
01-35-725-418	MAINTENANCE - PW BUILDING	439.90	16,511.58	10,000.00	165.12	(6,511.58)	20,000.00	3,488.42	
BUILDINGS		665.02	19,171.23	19,900.00	96.34	728.77	39,800.00	20,628.77	
EQUIPMENT REPAIR									
01-35-735-409	MAINTENANCE - VEHICLES	2,835.28	15,616.23	20,000.00	78.08	4,383.77	40,000.00	24,383.77	
01-35-735-411	MAINTENANCE - EQUIPMENT	0.00	589.95	1,000.00	59.00	410.05	2,000.00	1,410.05	
EQUIPMENT REPAIR		2,835.28	16,206.18	21,000.00	77.17	4,793.82	42,000.00	25,793.82	
SNOW REMOVAL									
01-35-740-287	SNOW REMOVAL CONTRACT	0.00	0.00	70,000.00	0.00	70,000.00	140,000.00	140,000.00	
01-35-740-411	MAINTENANCE - EQUIPMENT	0.00	79.08	4,000.00	1.98	3,920.92	8,000.00	7,920.92	
SNOW REMOVAL		0.00	79.08	74,000.00	0.11	73,920.92	148,000.00	147,920.92	
STREET LIGHTING									
01-35-745-207	ENERGY - STREET LIGHTS	1,079.35	10,048.92	21,000.00	47.85	10,951.08	42,000.00	31,951.08	
01-35-745-223	MAINTENANCE - STREET LIGHTS	0.00	7,360.26	17,000.00	43.30	9,639.74	34,000.00	26,639.74	
01-35-745-224	MAINTENANCE - TRAFFIC SIGNAL	0.00	0.00	3,141.00	0.00	3,141.00	6,282.00	6,282.00	
STREET LIGHTING		1,079.35	17,409.18	41,141.00	42.32	23,731.82	82,282.00	64,872.82	
STORM WATER IMPROVEMENTS									
01-35-750-286	JET CLEANING CULVERT	0.00	14,663.85	20,000.00	73.32	5,336.15	40,000.00	25,336.15	
01-35-750-289	SITE IMPROVEMENTS	0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00	
01-35-750-290	EQUIPMENT RENTAL	0.00	120.00	3,500.00	3.43	3,380.00	7,000.00	6,880.00	
01-35-750-328	STREET & ROW MAINTENANCE	11,973.25	138,092.13	160,000.00	86.31	21,907.87	320,000.00	181,907.87	
01-35-750-338	TREE MAINTENANCE	69,902.50	94,206.50	150,000.00	62.80	55,793.50	300,000.00	205,793.50	



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		MONTH 11/30/20						
Fund 01 - GENERAL FUND								
01-35-750-381	STORM WATER IMPROVEMENTS	2,572.00	54,290.98	92,500.00	58.69	38,209.02	185,000.00	130,709.02
STORM WATER IMPROVEMENTS			84,447.75	436,000.00	69.12	134,626.54	872,000.00	570,626.54
STREET MAINTENANCE								
01-35-755-279	TRASH REMOVAL	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
01-35-755-281	ROUTE 83 BEAUTIFICATION	5,688.06	40,490.30	52,000.00	77.87	11,509.70	104,000.00	63,509.70
01-35-755-284	REIMB EXP - BRUSH PICKUP	0.00	18,500.00	35,000.00	52.86	16,500.00	70,000.00	51,500.00
01-35-755-328	STREET & ROW MAINTENANCE C	7,478.00	7,478.00	15,000.00	49.85	7,522.00	30,000.00	22,522.00
01-35-755-331	SALT	0.00	0.00	80,000.00	0.00	80,000.00	160,000.00	160,000.00
01-35-755-332	J.U.L.I.E.	0.00	1,015.55	2,400.00	42.31	1,384.45	4,800.00	3,784.45
01-35-755-333	ROAD SIGNS	0.00	3,842.20	7,700.00	49.90	3,857.80	15,400.00	11,557.80
01-35-755-401	OPERATING EQUIPMENT	0.00	33.10	1,500.00	2.21	1,466.90	3,000.00	2,966.90
STREET MAINTENANCE			13,166.06	195,600.00	36.48	124,240.85	391,200.00	319,840.85
NUISANCE CONTROL								
01-35-760-258	PEST CONTROL	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
01-35-760-259	MOSQUITO ABATEMENT	0.00	26,960.00	35,300.00	76.37	8,340.00	70,600.00	43,640.00
NUISANCE CONTROL			0.00	36,300.00	74.27	9,340.00	72,600.00	45,640.00
Total Dept 35 - PUBLIC WORKS DEPARTMENT			127,469.70	1,233,202.00	53.28	576,131.86	2,466,404.00	1,809,333.86
Dept 40 - BUILDING & ZONING DEPARTMENT								
GENERAL MANAGEMENT								
01-40-400-147	MEDICARE	164.78	995.91	1,905.00	52.28	909.09	3,810.00	2,814.09
01-40-400-151	IMRF	1,555.28	9,431.33	17,621.00	53.52	8,189.67	35,242.00	25,810.67
01-40-400-161	SOCIAL SECURITY	704.60	4,258.37	8,147.00	52.27	3,888.63	16,294.00	12,035.63
01-40-400-171	SUI - UNEMPLOYMENT	0.00	0.00	387.00	0.00	387.00	774.00	774.00
01-40-810-101	SALARIES - PERMANENT EMPLO	8,793.29	56,117.45	97,014.00	57.84	40,896.55	194,028.00	137,910.55
01-40-810-102	OVERTIME	0.00	0.00	11,000.00	0.00	11,000.00	22,000.00	22,000.00
01-40-810-126	SALARIES - CLERICAL	2,804.68	14,212.74	23,386.00	60.77	9,173.26	46,772.00	32,559.26
01-40-810-141	HEALTH/DENTAL/LIFE INSURANC	2,084.64	14,465.34	24,278.00	59.58	9,812.66	48,556.00	34,090.66
01-40-810-201	TELEPHONES	42.41	505.51	876.00	57.71	370.49	1,752.00	1,246.49
01-40-810-301	OFFICE SUPPLIES	0.00	923.57	1,000.00	92.36	76.43	2,000.00	1,076.43
01-40-810-302	PRINTING & PUBLISHING	798.00	1,608.95	750.00	214.53	(858.95)	1,500.00	(108.95)
01-40-810-303	FUEL/MILEAGE/WASH	28.19	198.38	1,000.00	19.84	801.62	2,000.00	1,801.62
01-40-810-304	SCHOOLS/CONFERENCES/TRAV	0.00	652.52	1,200.00	54.38	547.48	2,400.00	1,747.48
01-40-810-307	FEES/DUES/SUBSCRIPTIONS	0.00	130.00	500.00	26.00	370.00	1,000.00	870.00
01-40-810-311	POSTAGE & METER RENT	0.00	151.35	400.00	37.84	248.65	800.00	648.65
01-40-810-315	COPY SERVICE	752.56	2,937.76	4,500.00	65.28	1,562.24	9,000.00	6,062.24
01-40-810-345	UNIFORMS	0.00	21.97	400.00	5.49	378.03	800.00	778.03
01-40-810-409	MAINTENANCE - VEHICLES	0.00	1,608.11	500.00	321.62	(1,108.11)	1,000.00	(608.11)
GENERAL MANAGEMENT			17,728.43	194,864.00	55.54	86,644.74	389,728.00	281,508.74
DATA PROCESSING								
01-40-815-267	DOCUMENT STORAGE/SCANNING	3,420.60	3,420.60	9,000.00	38.01	5,579.40	18,000.00	14,579.40
DATA PROCESSING			3,420.60	9,000.00	38.01	5,579.40	18,000.00	14,579.40

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GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 11/30/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
		MONTH 11/30/20							
Fund 01 - GENERAL FUND									
ENGINEERING									
01-40-820-245	FEES - ENGINEERING	0.00	442.64	0.00	0.00	100.00	(442.64)	0.00	(442.64)
01-40-820-246	FEES - DRAINAGE ENGINEER	0.00	450.00	0.00	0.00	100.00	(450.00)	0.00	(450.00)
01-40-820-254	PLAN REVIEW - CIVIL ENGINEER	0.00	7,506.32	12,000.00	12,000.00	62.55	4,493.68	24,000.00	16,493.68
01-40-820-255	PLAN REVIEW - STRUCTURAL	0.00	0.00	7,000.00	7,000.00	0.00	7,000.00	14,000.00	14,000.00
01-40-820-258	PLAN REVIEW - BUILDING CODE	14,436.27	86,141.50	140,000.00	140,000.00	61.53	53,858.50	280,000.00	193,858.50
ENGINEERING		14,436.27	94,540.46	159,000.00	159,000.00	59.46	64,459.54	318,000.00	223,459.54
INSPECTION									
01-40-830-109	PART TIME - INSPECTOR	3,990.00	27,699.00	40,000.00	40,000.00	69.25	12,301.00	80,000.00	52,301.00
01-40-830-115	PLUMBING INSPECTION	0.00	2,300.00	15,000.00	15,000.00	15.33	12,700.00	30,000.00	27,700.00
01-40-830-117	ELEVATOR INSPECTION	772.00	1,989.00	5,000.00	5,000.00	39.78	3,011.00	10,000.00	8,011.00
01-40-830-119	CODE ENFORCEMENT INSPECTI	0.00	901.25	5,000.00	5,000.00	18.03	4,098.75	10,000.00	9,098.75
INSPECTION		4,762.00	32,889.25	65,000.00	65,000.00	50.60	32,110.75	130,000.00	97,110.75
Total Dept 40 - BUILDING & ZONING DEPARTMENT		40,347.30	239,069.57	427,864.00	427,864.00	55.88	188,794.43	855,728.00	616,658.43
Dept 53 - HOTEL/MOTEL									
GENERAL MANAGEMENT									
01-53-401-307	FEES DUES SUBSCRIPTIONS	0.00	0.00	500.00	500.00	0.00	500.00	1,000.00	1,000.00
GENERAL MANAGEMENT		0.00	0.00	500.00	500.00	0.00	500.00	1,000.00	1,000.00
COMMUNITY RELATIONS									
01-53-435-319	CHAMBER DIRECTORY	0.00	1,500.00	3,000.00	3,000.00	50.00	1,500.00	6,000.00	4,500.00
COMMUNITY RELATIONS		0.00	1,500.00	3,000.00	3,000.00	50.00	1,500.00	6,000.00	4,500.00
SPECIAL EVENTS									
01-53-436-379	SPECIAL PROMOTIONAL EVENTS	0.00	0.00	2,500.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
SPECIAL EVENTS		0.00	0.00	2,500.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
Total Dept 53 - HOTEL/MOTEL		0.00	1,500.00	6,000.00	6,000.00	25.00	4,500.00	12,000.00	10,500.00
TOTAL EXPENDITURES									
		1,188,193.01	5,307,886.22	9,646,169.00	9,646,169.00	55.03	4,338,282.78	19,292,338.00	13,984,451.78



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Fund 02 - WATER FUND								
Dept 50 - WATER DEPARTMENT								
CAPITAL IMPROVEMENTS								
02-50-440-626	VEHICLES - NEW & OTHER	0.00	15,063.50	0.00	100.00	(15,063.50)	0.00	(15,063.50)
02-50-440-694	DISTRIBUTION SYSTEM REPLAC	3,274.80	3,274.80	7,500.00	43.66	4,225.20	15,000.00	11,725.20
CAPITAL IMPROVEMENTS								
		3,274.80	18,338.30	7,500.00	244.51	(10,838.30)	15,000.00	(3,338.30)
ADMINISTRATION								
02-50-400-147	MEDICARE	236.22	1,811.52	3,523.00	51.42	1,711.48	7,046.00	5,234.48
02-50-400-151	IMRF	2,208.23	16,612.85	31,969.00	51.97	15,356.15	63,938.00	47,325.15
02-50-400-161	SOCIAL SECURITY	1,010.24	7,747.86	15,062.00	51.44	7,314.14	30,124.00	22,376.14
02-50-400-171	SUI - UNEMPLOYMENT	5.95	89.19	866.00	10.30	776.81	1,732.00	1,642.81
02-50-401-101	SALARIES - PERMANENT EMPLO	11,344.00	92,263.68	162,087.00	56.92	69,823.32	324,174.00	231,910.32
02-50-401-102	OVERTIME	2,154.30	15,819.04	50,000.00	31.64	34,180.96	100,000.00	84,180.96
02-50-401-103	PART TIME - LABOR	294.00	4,406.36	4,538.00	97.10	131.64	9,076.00	4,669.64
02-50-401-126	SALARIES - CLERICAL	2,968.68	15,801.91	26,308.00	60.07	10,506.09	52,616.00	36,814.09
02-50-401-141	HEALTH/DENTAL/LIFE INSURANC	3,675.28	27,632.52	55,848.00	49.48	28,215.48	111,696.00	84,063.48
02-50-401-201	PHONE - TELEPHONES	343.40	2,319.20	5,592.00	41.47	3,272.80	11,184.00	8,864.80
02-50-401-239	FEES - VILLAGE ATTORNEY	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
02-50-401-301	OFFICE SUPPLIES	0.00	318.10	500.00	63.62	181.90	1,000.00	681.90
02-50-401-302	PRINTING & PUBLISHING	0.00	5,055.00	5,200.00	97.21	145.00	10,400.00	5,345.00
02-50-401-303	FUEL/MILEAGE/WASH	512.15	3,386.43	11,000.00	30.79	7,613.57	22,000.00	18,613.57
02-50-401-304	SCHOOLS CONFERENCE TRAVE	0.00	52.35	1,500.00	3.49	1,447.65	3,000.00	2,947.65
02-50-401-307	FEES DUES SUBSCRIPTIONS	379.85	1,075.75	410.00	262.38	(665.75)	820.00	(255.75)
02-50-401-311	POSTAGE & METER RENT	0.00	2,687.50	6,000.00	44.79	3,312.50	12,000.00	9,312.50
02-50-401-405	FURNITURE & OFFICE EQUIPME	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
ADMINISTRATION								
		25,132.30	197,079.26	381,903.00	51.60	184,823.74	763,806.00	566,726.74
OTHER								
02-50-449-102	INTEREST EXPENSE	4,595.00	9,190.00	9,190.00	100.00	0.00	18,380.00	9,190.00
02-50-449-104	BOND PRINCIPAL EXPENSE	11,314.00	11,314.00	11,314.00	100.00	0.00	22,628.00	11,314.00
02-50-449-105	INTEREST EXPENSE - IEPA LOAN	0.00	7,166.24	14,146.00	50.66	6,979.76	28,292.00	21,125.76
02-50-449-106	PRINCIPAL EXPENSE - IEPA LOA	0.00	20,057.86	40,302.00	49.77	20,244.14	80,604.00	60,546.14
OTHER								
		15,909.00	47,728.10	74,952.00	63.68	27,223.90	149,904.00	102,175.90
DATA PROCESSING								
02-50-417-212	EDP EQUIPMENT/SOFTWARE	1,049.93	1,049.93	35,364.00	2.97	34,314.07	70,728.00	69,678.07
02-50-417-263	EDP LICENSES	1,075.00	1,765.00	15,605.00	11.31	13,840.00	31,210.00	29,445.00
02-50-417-306	IT CONSULTING	214.00	382.00	3,750.00	10.19	3,368.00	7,500.00	7,118.00
DATA PROCESSING								
		2,338.93	3,196.93	54,719.00	5.84	51,522.07	109,438.00	106,241.07
ENGINEERING								
02-50-405-245	FEES - ENGINEERING	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
ENGINEERING								
		0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
RISK MANAGEMENT								
02-50-415-273	SELF INSURANCE - DEDUCTIBLE	0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
RISK MANAGEMENT								
		0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00

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<b>Fund 02 - WATER FUND</b>								
<b>TRANSFERS TO OTHER FUNDS</b>								
02-50-410-501	REIMBURSE OVERHEAD GENERAL	46,857.33	328,001.31	562,288.00	58.33	234,286.69	1,124,576.00	796,574.69
02-50-900-109	TRANSFER TO WATER CAPITAL I	0.00	200,000.00	200,000.00	100.00	0.00	400,000.00	200,000.00
02-50-900-112	TRANSFER TO DEBT SERVICE - I	42,390.50	46,695.00	46,695.00	100.00	0.00	93,390.00	46,695.00
<b>TRANSFERS TO OTHER FUNDS</b>								
		89,247.83	574,696.31	808,983.00	71.04	234,286.69	1,617,966.00	1,043,269.69
<b>WATER PRODUCTION</b>								
02-50-420-206	ENERGY - ELECTRIC PUMP	1,187.71	4,865.64	18,900.00	25.74	14,034.36	37,800.00	32,934.36
02-50-420-361	CHEMICALS	0.00	475.39	1,500.00	31.69	1,024.61	3,000.00	2,524.61
02-50-420-362	SAMPLING ANALYSIS	135.00	1,190.00	4,000.00	29.75	2,810.00	8,000.00	6,810.00
02-50-420-488	MAINTENANCE - PUMPS & WELL	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
02-50-420-491	PUMP INSPECTION REPAIR MAIN	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
02-50-420-575	PURCHASE OF WATER	135,487.17	952,162.54	1,739,500.00	54.74	787,337.46	3,479,000.00	2,526,837.46
<b>WATER PRODUCTION</b>								
		136,809.88	958,693.57	1,764,900.00	54.32	806,206.43	3,529,800.00	2,571,106.43
<b>WATER STORAGE</b>								
02-50-425-473	WELLHOUSE REPAIRS & MAINTENANCE	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
02-50-425-474	WELLHOUSE REPAIRS & MAIN - 1	0.00	1,574.68	1,500.00	104.98	(74.68)	3,000.00	1,425.32
02-50-425-475	MATERIALS & SUPPLIES- STAND	138.00	395.80	5,500.00	7.20	5,104.20	11,000.00	10,604.20
02-50-425-485	REPAIRS & MAINTENANCE-STAN	359.74	1,998.70	6,300.00	31.73	4,301.30	12,600.00	10,601.30
<b>WATER STORAGE</b>								
		497.74	3,969.18	14,800.00	26.82	10,830.82	29,600.00	25,630.82
<b>TRANSPORTATION/DISTRIBUTION</b>								
02-50-430-276	LEAK SURVEYS	2,140.00	2,778.50	9,000.00	30.87	6,221.50	18,000.00	15,221.50
02-50-430-277	WATER DISTRIBUTION REPAIRS/	32,952.70	105,339.38	200,000.00	52.67	94,660.62	400,000.00	294,660.62
02-50-430-299	LANDSCAPING - OTHER	184.08	920.40	1,500.00	61.36	579.60	3,000.00	2,079.60
02-50-430-401	OPERATING EQUIPMENT	780.00	780.00	2,000.00	39.00	1,220.00	4,000.00	3,220.00
02-50-430-425	J. U. L. I. E. MAINTENANCE & SUP	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
02-50-430-476	MATERIAL & SUPPLIES - DISTRIB	6,903.19	7,506.85	35,000.00	21.45	27,493.15	70,000.00	62,493.15
<b>TRANSPORTATION/DISTRIBUTION</b>								
		42,959.97	117,325.13	248,000.00	47.31	130,674.87	496,000.00	378,674.87
<b>METERS &amp; BILLING</b>								
02-50-435-278	METERS FLOW TESTING	0.00	17,046.88	2,500.00	681.88	(14,546.88)	5,000.00	(12,046.88)
02-50-435-461	NEW METERING EQUIPMENT	0.00	0.00	15,000.00	0.00	15,000.00	30,000.00	30,000.00
02-50-435-462	METER REPLACEMENT	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
02-50-435-463	MAINTENANCE - METER EQUIPM	0.00	1,556.60	2,500.00	62.26	943.40	5,000.00	3,443.40
<b>METERS &amp; BILLING</b>								
		0.00	18,603.48	21,500.00	86.53	2,896.52	43,000.00	24,396.52
<b>Total Dept 50 - WATER DEPARTMENT</b>								
		316,170.45	1,939,630.26	3,389,757.00	57.22	1,450,126.74	6,779,514.00	4,839,883.74
<b>TOTAL EXPENDITURES</b>								
		316,170.45	1,939,630.26	3,389,757.00	57.22	1,450,126.74	6,779,514.00	4,839,883.74



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		MONTH 11/30/20	ORIGINAL BUDGET							
	Fund 03 - HOTEL/MOTEL TAX FUND									
	Dept 53 - HOTEL/MOTEL									
	TRANSFERS TO OTHER FUNDS									
03-53-900-101	TRANSFER TO GENERAL	0.00	715,941.00	717,758.53	715,941.00	100.25	(1,817.53)	1,431,882.00	714,123.47	
	TRANSFERS TO OTHER FUNDS	0.00	715,941.00	717,758.53	715,941.00	100.25	(1,817.53)	1,431,882.00	714,123.47	
	Total Dept 53 - HOTEL/MOTEL	0.00	715,941.00	717,758.53	715,941.00	100.25	(1,817.53)	1,431,882.00	714,123.47	
	TOTAL EXPENDITURES	0.00	715,941.00	717,758.53	715,941.00	100.25	(1,817.53)	1,431,882.00	714,123.47	

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/20	YTD BALANCE 11/30/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. 600,000.00	APPROP. 600,000.00	APPROV. AVAIL.
Fund 04 - MOTOR FUEL TAX FUND									
Dept 56 - MOTOR FUEL TAX									
CAPITAL IMPROVEMENTS									
04-56-430-684	STREET MAINTENANCE CONTRA	0.00	226,372.34	300,000.00	75.46	73,627.66	600,000.00	373,627.66	
	CAPITAL IMPROVEMENTS	0.00	226,372.34	300,000.00	75.46	73,627.66	600,000.00	373,627.66	
ENGINEERING									
04-56-430-245	ENGINEERING	0.00	5,205.85	25,000.00	20.82	19,794.15	50,000.00	44,794.15	
	ENGINEERING	0.00	5,205.85	25,000.00	20.82	19,794.15	50,000.00	44,794.15	
	Total Dept 56 - MOTOR FUEL TAX	0.00	231,578.19	325,000.00	71.25	93,421.81	650,000.00	418,421.81	
TOTAL EXPENDITURES									
		0.00	231,578.19	325,000.00	71.25	93,421.81	650,000.00	418,421.81	

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GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 11/30/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
		MONTH 11/30/20							
Fund 06 - SSA ONE BOND & INTEREST FUND									
Dept 60 - SSA BOND									
OTHER									
06-60-550-401	BOND PRINCIPAL EXPENSE	0.00	0.00		180,000.00	0.00	180,000.00	360,000.00	360,000.00
06-60-550-402	BOND INTEREST EXPENSE	0.00	70,962.50		141,925.00	50.00	70,962.50	283,850.00	212,887.50
OTHER		0.00	70,962.50		321,925.00	22.04	250,962.50	643,850.00	572,887.50
Total Dept 60 - SSA BOND		0.00	70,962.50		321,925.00	22.04	250,962.50	643,850.00	572,887.50
TOTAL EXPENDITURES									
		0.00	70,962.50		321,925.00	22.04	250,962.50	643,850.00	572,887.50

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/20	YTD BALANCE 11/30/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.	
Fund 07 - POLICE PENSION FUND									
Dept 62									
ADMINISTRATION									
07-62-401-242	LEGAL FEES	0.00	550.00	1,000.00	55.00	450.00	2,000.00	1,450.00	
07-62-401-251	AUDIT FEES	3,515.00	3,515.00	3,515.00	100.00	0.00	7,030.00	3,515.00	
07-62-401-252	ACTUARY SERVICES	0.00	6,000.00	4,400.00	136.36	(1,600.00)	8,800.00	2,800.00	
07-62-401-253	FINANCIAL ADVISORY FEES	0.00	15,392.00	27,500.00	55.97	12,108.00	55,000.00	39,608.00	
07-62-401-254	FIDUCIARY INSURANCE	0.00	0.00	3,283.00	0.00	3,283.00	6,566.00	6,566.00	
07-62-401-304	SCHOOLS CONFERENCE TRAVE	500.00	2,090.00	4,210.00	49.64	2,120.00	8,420.00	6,330.00	
07-62-401-307	FEES DUES SUBSCRIPTIONS	295.00	795.00	819.00	97.07	24.00	1,638.00	843.00	
07-62-401-311	POSTAGE & METER RENT	0.00	48.71	0.00	100.00	(48.71)	0.00	(48.71)	
07-62-401-531	DEPT OF INSURANCE FILING FEE	0.00	4,544.07	4,400.00	103.27	(144.07)	8,800.00	4,255.93	
07-62-401-543	EXAMS - PHYSICAL	0.00	0.00	750.00	0.00	750.00	1,500.00	1,500.00	
ADMINISTRATION									
		4,310.00	32,934.78	49,877.00	66.03	16,942.22	99,754.00	66,819.22	
PENSION BENEFITS									
07-62-401-581	PENSION BENEFITS	110,031.51	769,517.91	1,332,332.00	57.76	562,814.09	2,664,664.00	1,895,146.09	
07-62-401-582	WIDOW'S PENSION	6,931.86	48,523.02	83,182.00	58.33	34,658.98	166,364.00	117,840.98	
07-62-401-583	NON-DUTY DISABILITY BENEFITS	5,992.97	41,950.79	72,297.00	58.03	30,346.21	144,594.00	102,643.21	
07-62-401-584	DUTY DISABILITY BENEFITS	6,007.61	42,053.27	72,091.00	58.33	30,037.73	144,182.00	102,128.73	
PENSION BENEFITS									
		128,963.95	902,044.99	1,559,902.00	57.83	657,857.01	3,119,804.00	2,217,759.01	
Total Dept 62									
		133,273.95	934,979.77	1,609,779.00	58.08	674,799.23	3,219,558.00	2,284,578.23	
TOTAL EXPENDITURES									
		133,273.95	934,979.77	1,609,779.00	58.08	674,799.23	3,219,558.00	2,284,578.23	



EXPENDITURE REPORT FOR WILLOWBROOK  
 PERIOD ENDING 11/30/2020

DB: Willowbrook											
GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/20	YTD BALANCE 11/30/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.			
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND											
Dept 65 - WATER CAPITAL IMPROVEMENTS											
CAPITAL IMPROVEMENTS											
09-65-440-600	WATER SYSTEM IMPROVEMENT:	5,000.00	5,000.00	135,380.00	3.69	130,380.00	270,760.00	265,760.00			
09-65-440-602	MTU REPLACEMENT	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00			
CAPITAL IMPROVEMENTS											
		5,000.00	5,000.00	136,380.00	3.67	131,380.00	272,760.00	267,760.00			
Total Dept 65 - WATER CAPITAL IMPROVEMENTS											
		5,000.00	5,000.00	136,380.00	3.67	131,380.00	272,760.00	267,760.00			
TOTAL EXPENDITURES											
		5,000.00	5,000.00	136,380.00	3.67	131,380.00	272,760.00	267,760.00			

EXPENDITURE REPORT FOR WILLOWBROOK  
 PERIOD ENDING 11/30/2020

DB: Willowbrook

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 11/30/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
		MONTH 11/30/20	MONTH 11/30/20						
Fund 11 - DEBT SERVICE FUND									
Dept 70 - DEBT SERVICE FUND									
OTHER									
11-70-550-401	BOND PRINCIPAL EXPENSE	218,686.00		218,686.00	218,686.00	100.00	0.00	437,372.00	218,686.00
11-70-550-402	BOND INTEREST EXPENSE	53,930.00		107,860.00	107,860.00	100.00	0.00	215,720.00	107,860.00
OTHER		272,616.00		326,546.00	326,546.00	100.00	0.00	653,092.00	326,546.00
Total Dept 70 - DEBT SERVICE FUND		272,616.00		326,546.00	326,546.00	100.00	0.00	653,092.00	326,546.00
TOTAL EXPENDITURES									
		272,616.00		326,546.00	326,546.00	100.00	0.00	653,092.00	326,546.00

EXPENDITURE REPORT FOR WILLOWBROOK  
 PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/20	YTD BALANCE 11/30/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX								
Dept 15 - PLANNING & ECONOMIC DEVELOPMENT								
CONTINGENCIES								
15-15-401-242	LEGAL FEES	47.50	3,474.10	10,000.00	34.74	6,525.90	20,000.00	16,525.90
CONTINGENCIES		47.50	3,474.10	10,000.00	34.74	6,525.90	20,000.00	16,525.90
ADMINISTRATION								
15-15-455-513	SALES TAX REBATE- TOWN CEN	0.00	0.00	84,515.00	0.00	84,515.00	169,030.00	169,030.00
15-15-455-514	SALES TAX REBATE - PFM	0.00	0.00	165,000.00	0.00	165,000.00	330,000.00	330,000.00
ADMINISTRATION		0.00	0.00	249,515.00	0.00	249,515.00	499,030.00	499,030.00
STREET MAINTENANCE								
15-15-745-224	MAINT TRAFFIC SIGNALS	0.00	0.00	3,141.00	0.00	3,141.00	6,282.00	6,282.00
STREET MAINTENANCE		0.00	0.00	3,141.00	0.00	3,141.00	6,282.00	6,282.00
Total Dept 15 - PLANNING & ECONOMIC DEVELOPMENT		47.50	3,474.10	262,656.00	1.32	259,181.90	525,312.00	521,837.90
TOTAL EXPENDITURES								
		47.50	3,474.10	262,656.00	1.32	259,181.90	525,312.00	521,837.90
TOTAL EXPENDITURES - ALL FUNDS								
		1,915,300.91	9,537,815.57	16,734,153.00	57.00	7,196,337.43	33,468,306.00	23,930,490.43

WARRANTS

5d

December 14, 2020

GENERAL CORPORATE FUND	-----	\$266,494.26
WATER FUND	-----	\$187,821.09
SSA ONE BOND & INTEREST FUND	-----	\$250,962.50
WATER CAPITAL IMPROVEMENTS FUND	-----	\$19,380.00
MOTOR FUEL TAX FUND	-----	562.50
RT 83/PLAINFIELD RD BUSINESS DIST TAX	-----	\$3,331.00
TOTAL WARRANTS	-----	\$728,551.35

Carrie Dittman, Director of Finance

APPROVED:  
Frank A. Trilla, Mayor

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
CHECK DATE FROM 12/05/2020 - 12/15/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
12/15/2020	APCH	190(E)*#	INTERGOVERNMENTAL PERSONNEL	EMP DED PAY- INSURANCE	210-204	00	15,668.43
				LIFE INSURANCE - ELECTED OFFICIALS	410-141	05	57.12
				LIFE INSURANCE - COMMISSIONERS	435-148	07	18.48
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	3,763.96
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	86.65
				HEALTH/DENTAL/LIFE INSURANCE	510-141	15	610.08
				LIFE INSURANCE - PLAN COMMISSION	510-340	15	70.56
				LIFE INSURANCE - COMMISSIONERS	550-148	20	53.20
				HEALTH/DENTAL/LIFE INSURANCE	610-141	25	5,150.69
				HEALTH/DENTAL/LIFE INSURANCE	630-141	30	26,844.00
				HEALTH/DENTAL/LIFE INSURANCE	710-141	35	3,421.77
				HEALTH/DENTAL/LIFE INSURANCE	810-141	40	1,857.56
				CHECK APCHK 190(E) TOTAL FOR FUND 01:			57,602.50
12/15/2020	APCH	191(E)*#	WEX BANK	FUEL/MILEAGE/WASH	455-303	10	36.00
				FUEL/MILEAGE/WASH	630-303	30	2,836.34
				FUEL/MILEAGE/WASH	710-303	35	387.24
				FUEL/MILEAGE/WASH	810-303	40	44.22
				CHECK APCHK 191(E) TOTAL FOR FUND 01:			3,303.80
12/15/2020	APCH	96430*#	ACCESS ONE, INC.	PHONE - TELEPHONES	455-201	10	462.95
				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	91.76
				PHONE - TELEPHONES	455-201	20	91.76
				PHONE - TELEPHONES	630-201	30	302.84
				PHONE - TELEPHONES	630-201	30	58.30
				INTERNET/WEBSITE HOSTING	640-225	30	400.00
				TELEPHONES	710-201	35	91.76
				CHECK APCHK 96430 TOTAL FOR FUND 01:			2,056.27
12/15/2020	APCH	96432	AMERICAN TRAFFIC SOLUTIONS	RED LIGHT - CAMERA FEES	630-247	30	21,725.83
				RED LIGHT - MISC FEE	630-249	30	2,452.50
				CHECK APCHK 96432 TOTAL FOR FUND 01:			24,178.33
12/15/2020	APCH	96433	ARROWHEAD SCIENTIFIC INC	OPERATING EQUIPMENT	630-401	30	144.09
12/15/2020	APCH	96435	BLACK GOLD SEPTIC	MAINTENANCE - PW BUILDING	725-418	35	350.00



CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
 CHECK DATE FROM 12/05/2020 - 12/15/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
12/15/2020	APCH	96436	CARROLL CONSTRUCTION SUPPLY	STREET & ROW MAINTENANCE OTHER	755-328	35	122.18
				STREET & ROW MAINTENANCE OTHER	755-328	35	487.35
				CHECK APCHK 96436 TOTAL FOR FUND 01:			609.53
12/15/2020	APCH	96437	CDW GOVERNMENT, INC.	DRUG FORFEITURE EXP - STATE	650-348	30	2,788.20
12/15/2020	APCH	96438	CHOICE OFFICE EQUP & SUPPLIES IN	COPY SERVICE	455-315	10	585.78
12/15/2020	APCH	96439	CHRISTINE MARDEGAN	FUEL/MILEAGE/WASH	455-303	10	22.66
12/15/2020	APCH	96440*#	CHRISTOPHER B. BURKE	FEES - ENGINEERING	520-245	15	440.00
				FEES - ENGINEERING-REIMB	520-245	15	440.00
				FEES - ENGINEERING	720-245	35	220.00
				FEES - ENGINEERING	720-245	35	1,435.00
				PLAN REVIEW - CIVIL ENGINEER	820-254	40	110.00
				PLAN REVIEW - CIVIL ENGINEER-REIMB	820-254	40	868.00
				PLAN REVIEW - CIVIL ENGINEER	820-254	40	110.00
				PLAN REVIEW - BUILDING CODE-REIMB	820-258	40	220.00
				PLAN REVIEW - BUILDING CODE-REIMB	820-258	40	391.04
				PLAN REVIEW - BUILDING CODE-REIMB	820-258	40	385.00
				PLAN REVIEW - BUILDING CODE-REIMB	820-258	40	1,130.18
				PLAN REVIEW - BUILDING CODE-REIMB	820-258	40	110.00
				PLAN REVIEW - BUILDING CODE-REIMB	820-258	40	110.00
				CHECK APCHK 96440 TOTAL FOR FUND 01:			5,969.22
12/15/2020	APCH	96441#	CHRISTOPHER B. BURKE	CRISIS MANAGEMENT	475-367	10	864.00
				FEES - ENGINEERING	720-245	35	220.00
				FEES - ENGINEERING	720-245	35	2,045.00
				FEES - ENGINEERING	720-245	35	842.00
				CHECK APCHK 96441 TOTAL FOR FUND 01:			3,971.00
12/15/2020	APCH	96442#	CITY WIDE OF ILLINOIS	MAINTENANCE - BUILDING	466-228	10	1,120.32
				MAINTENANCE - BUILDING	630-228	30	1,827.23
				BUILDING MAINTENANCE SUPPLIES	630-351	30	360.22
				BUILDING MAINTENANCE SUPPLIES	630-351	30	25.93
				BUILDING MAINTENANCE SUPPLIES	630-351	30	266.49
				CHECK APCHK 96442 TOTAL FOR FUND 01:			3,600.19
12/15/2020	APCH	96443#	COMCAST CABLE	INTERNET/WEBSITE HOSTING	460-225	10	227.17
				INTERNET/WEBSITE HOSTING	715-225	35	218.44

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
CHECK APCHK 96443 TOTAL FOR FUND 01:							
							445.61
12/15/2020	APCH	96444*#	COMED	RED LIGHT - COM ED	630-248	30	40.99
				RED LIGHT - COM ED	630-248	30	40.33
				ENERGY - STREET LIGHTS	745-207	35	427.30
				ENERGY - STREET LIGHTS	745-207	35	89.37
				ENERGY - STREET LIGHTS	745-207	35	491.84
CHECK APCHK 96444 TOTAL FOR FUND 01:							1,089.83
12/15/2020	APCH	96445	COPSPUS INC.	OPERATING EQUIPMENT	630-401	30	1,289.40
12/15/2020	APCH	96446	DELL MARKETING LP	EDP EQUIPMENT/SOFTWARE	460-212	10	1,014.00
12/15/2020	APCH	96447*#	DELTA DENTAL PLAN OF ILLINOIS	EMP DED PAY- INSURANCE	210-204	00	1,486.51
				EMP DED PAY- INSURANCE	210-204	00	39.06
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	271.09
				HEALTH/DENTAL/LIFE INSURANCE	610-141	25	114.32
				HEALTH/DENTAL/LIFE INSURANCE	630-141	30	1,982.53
				HEALTH/DENTAL/LIFE INSURANCE	710-141	35	213.93
				HEALTH/DENTAL/LIFE INSURANCE	810-141	40	228.64
CHECK APCHK 96447 TOTAL FOR FUND 01:							4,336.08
12/15/2020	APCH	96448#	DISCOVERY BENEFITS SIMPLIFY	EMP DED PAY - FSA FEE	210-221	00	35.70
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	14.30
CHECK APCHK 96448 TOTAL FOR FUND 01:							50.00
12/15/2020	APCH	96449*#	DUPAGE COUNTY	MAINTENANCE - TRAFFIC SIGNALS	745-224	35	3,141.00
12/15/2020	APCH	96450	DUPAGE COUNTY PUBLIC WORKS	SANITARY (825 MIDWAY)	570-250	20	4.39
12/15/2020	APCH	96451	DUPAGE COUNTY RECORDER	FEES/DUES/SUBSCRIPTIONS	455-307	10	82.00
12/15/2020	APCH	96453	Eva's Place	ACCOUNTS PAYABLE	210-101	00	3,440.00
12/15/2020	APCH	96454	EWS WELDING SUPPLY, INC	MAINTENANCE - BUILDING	466-228	10	142.38
12/15/2020	APCH	96455	FALCO'S LANDSCAPING INC	STREET & ROW MAINTENANCE	750-328	35	4,680.00
				STREET & ROW MAINTENANCE	750-328	35	5,200.00
				STREET & ROW MAINTENANCE	750-328	35	4,420.00
				STREET & ROW MAINTENANCE	750-328	35	4,550.00
				STREET & ROW MAINTENANCE	750-328	35	3,900.00
				STREET & ROW MAINTENANCE OTHER	755-328	35	4,680.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
12/15/2020	APCH	96456#	FIRST NATIONAL BANK OMAHA	CHECK APCHK 96455 TOTAL FOR FUND 01:			27,430.00
				PRINTING, PUBLISHING & TRANSCRIPTION	455-302	10	40.48
				FEES/DUES/SUBSCRIPTIONS	455-307	10	12.99
				FEES/DUES/SUBSCRIPTIONS	455-307	10	9.99
				FEES/DUES/SUBSCRIPTIONS	455-307	10	51.00
				COMMISSARY PROVISION	455-355	10	58.88
				EDP LICENSES	460-263	10	64.99
				EDP LICENSES	460-263	10	337.50
				EDP LICENSES	460-263	10	136.66
				CRISIS MANAGEMENT	475-367	10	450.00
				EDP LICENSES	555-263	20	14.99
				OFFICE SUPPLIES	610-301	25	264.76
				FEES/DUES/SUBSCRIPTIONS	610-307	25	80.63
				OPERATING EQUIPMENT	630-401	30	25.97
				CHECK APCHK 96456 TOTAL FOR FUND 01:			1,548.84
12/15/2020	APCH	96457#	FOX TOWN PLUMBING INC	MAINTENANCE - BUILDING	630-228	30	131.50
				MAINTENANCE - PW BUILDING	725-418	35	616.00
				CHECK APCHK 96457 TOTAL FOR FUND 01:			747.50
12/15/2020	APCH	96458	FSS TECHNOLOGIES LLC	MAINTENANCE - PW BUILDING	725-418	35	1,620.32
12/15/2020	APCH	96459	GEWALT HAMILTON ASSOCIATES INC	PLAN REVIEW - TRAFFIC CONSULTANT	520-258	15	567.00
				PLAN REVIEW - TRAFFIC CONSULTANT	520-258	15	81.00
				CHECK APCHK 96459 TOTAL FOR FUND 01:			648.00
12/15/2020	APCH	96461	HINSDALE NURSERIES, INC.	TREE MAINTENANCE	750-338	35	2,604.00
12/15/2020	APCH	96462	HUNTER ASPHALT PAVING INC	STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	1,475.00
12/15/2020	APCH	96464	ILL. MUNICIPAL LEAGUE	OFFICE SUPPLIES	410-301	05	50.00
12/15/2020	APCH	96466	JOHN J. HANDZIK	UNIFORMS	630-345	30	282.69
12/15/2020	APCH	96467	JSN CONTRACTORS SUPPLY	MAINTENANCE - BUILDING	466-228	10	795.00
12/15/2020	APCH	96468	KANE, MCKENNA & ASSOCIATES, INC.	CONSULTING	455-306	10	3,766.25
				CONSULTING	455-306	10	525.00
				CONSULTING	455-306	10	256.25
				CHECK APCHK 96468 TOTAL FOR FUND 01:			4,547.50
12/15/2020	APCH	96469	KEVRON PRINTING & DESIGN INC	PRINTING & PUBLISHING	410-302	05	129.00

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
 CHECK DATE FROM 12/05/2020 - 12/15/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
12/15/2020	APCH	96470	KING CAR WASH	FUEL/MILEAGE/WASH	630-303	30	325.00
12/15/2020	APCH	96471#	KONICA MINOLTA BUSINESS SOLUTION	COPY SERVICE	630-315	30	163.32
				COPY SERVICE	810-315	40	309.39
				CHECK APCHK 96471 TOTAL FOR FUND 01:			472.71
12/15/2020	APCH	96472	KPRG AND ASSOCIATES, INC.	CRISIS MANAGEMENT	475-367	10	1,483.53
12/15/2020	APCH	96473*#	LAW OFFICES STORINO RAMELLO&DURK	FEES - VILLAGE ATTORNEY	470-239	10	12,236.21
				FEES - SPECIAL ATTORNEY	470-241	10	1,000.00
				FEES - LABOR COUNSEL	470-242	10	256.50
				CRISIS MANAGEMENT	475-367	10	380.00
				CHECK APCHK 96473 TOTAL FOR FUND 01:			13,872.71
12/15/2020	APCH	96475	METRO REPORTING SERVICE LTD.	FEES - COURT REPORTER	520-246	15	525.30
12/15/2020	APCH	96478	MITECHS, INC.	CONSULTING SERVICES - IT	460-306	10	1,957.50
12/15/2020	APCH	96479	MONROE TRUCK EQUIPMENT INC	MAINTENANCE - VEHICLES	735-409	35	143.30
12/15/2020	APCH	96480	NCPERS GROUP LIFE INSURANCE	EMP DED - SUPPLEMENTAL LIFE INSURANCE	210-213	00	80.00
12/15/2020	APCH	96481#	NICOR GAS	NICOR GAS (835 MIDWAY)	466-236	10	197.38
				NICOR GAS (7760 QUINCY)	630-235	30	348.68
				NICOR GAS	725-415	35	199.69
				CHECK APCHK 96481 TOTAL FOR FUND 01:			745.75
12/15/2020	APCH	96482#	NJ RYAN TREE & LANDSCAPE LLC	CONTRACTED MAINTENANCE	570-281	20	7,500.00
				CONTRACTED MAINTENANCE	570-281	20	5,775.00
				TREE MAINTENANCE	750-338	35	5,700.00
				TREE MAINTENANCE	750-338	35	6,150.00
				TREE MAINTENANCE	750-338	35	6,150.00
				TREE MAINTENANCE	750-338	35	5,850.00
				TREE MAINTENANCE	750-338	35	5,400.00
				CHECK APCHK 96482 TOTAL FOR FUND 01:			42,525.00
12/15/2020	APCH	96483	NOTARY SERVICE BONDING AGENCY	FEES/DUES/SUBSCRIPTIONS	630-307	30	53.95
12/15/2020	APCH	96484	OCCUPATIONAL HEALTH CENTERS	EXAMS - PHYSICAL	440-543	07	320.50
12/15/2020	APCH	96485	ORKIN EXTERMINATING	MAINTENANCE - BUILDING	630-228	30	96.63
12/15/2020	APCH	96486	PETER R. MEYERS	FEES - LABOR COUNSEL	470-242	10	875.00

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
 CHECK DATE FROM 12/05/2020 - 12/15/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
12/15/2020	APCH	96487#	QUADIENT LEASING USA, INC.	POSTAGE & METER RENT	455-311	10	408.24
				FEES/DUES/SUBSCRIPTIONS	630-307	30	547.17
				CHECK APCHK 96487 TOTAL FOR FUND 01:			955.41
12/15/2020	APCH	96488	QUALIFICATION TARGETS INC.	FIRING RANGE	630-245	30	725.54
12/15/2020	APCH	96489*#	RAGS ELECTRIC, INC	MAINTENANCE - BUILDING	466-228	10	610.50
				MAINTENANCE - STREET LIGHTS	745-223	35	6,863.78
				CHECK APCHK 96489 TOTAL FOR FUND 01:			7,474.28
12/15/2020	APCH	96490	RATHS, RATHS & JOHNSON, INC.	PLAN REVIEW - BUILDING CODE-REIMB	820-258	40	685.50
12/15/2020	APCH	96491	RAY O'HERRON CO., INC.	OPERATING EQUIPMENT	630-401	30	64.20
				OPERATING EQUIPMENT	630-401	30	64.20
				OPERATING EQUIPMENT	630-401	30	699.00
				OPERATING EQUIPMENT	630-401	30	707.70
				OPERATING EQUIPMENT	630-401	30	707.70
				OPERATING EQUIPMENT	630-401	30	707.70
				OPERATING EQUIPMENT	630-401	30	64.20
				OPERATING EQUIPMENT	630-401	30	103.20
				CHECK APCHK 96491 TOTAL FOR FUND 01:			3,117.90
12/15/2020	APCH	96492	RYDIN DECAL	PRINTING & PUBLISHING	630-302	30	251.34
12/15/2020	APCH	96493#	SATELLITE PHONE STORE	PHONE - TELEPHONES	455-201	10	65.76
				PHONE - TELEPHONES	630-201	30	65.76
				CHECK APCHK 96493 TOTAL FOR FUND 01:			131.52
12/15/2020	APCH	96494	SAUBER MFG. CO	MAINTENANCE - VEHICLES	735-409	35	643.00
12/15/2020	APCH	96495	SUBURBAN DOOR CHECK & LOCK SERVI	OPERATING EQUIPMENT	630-401	30	18.00
12/15/2020	APCH	96496	T.P.I.	PLAN REVIEW - BUILDING CODE-REIMB	820-258	40	4,335.98
				PLAN REVIEW - BUILDING CODE-REIMB	820-258	40	7,392.00
				PART TIME - INSPECTOR-REIMB	830-109	40	3,801.00
				PLUMBING INSPECTION-REIMB	830-115	40	350.00
				CHECK APCHK 96496 TOTAL FOR FUND 01:			15,878.98
12/15/2020	APCH	96497	TAMELING INDUSTRIES	STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	343.04
12/15/2020	APCH	96498	TEMPERATURE ENGINEERNG INC	MAINTENANCE - PW BUILDING	725-418	35	7,750.00



Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
12/15/2020	APCH	96499	THOMSON REUTERS - WEST	MAINTENANCE - PW BUILDING	725-418	35	692.30
12/15/2020	APCH	96500	TRAFFIC CONTROL & PROTECTIONS	CHECK APCHK 96498 TOTAL FOR FUND 01:			8,442.30
12/15/2020	APCH	96501*#	WAREHOUSE DIRECT	FEES/DUES/SUBSCRIPTIONS	630-307	30	185.57
				OPERATING EQUIPMENT	630-401	30	500.00
				COMMISSARY PROVISION	455-355	10	36.25
				COMMISSARY PROVISION	455-355	10	16.99
				OFFICE SUPPLIES	630-301	30	250.21
				OFFICE SUPPLIES	630-301	30	32.15
				OFFICE SUPPLIES	630-301	30	20.51
				OFFICE SUPPLIES	630-301	30	17.10
				OFFICE SUPPLIES	630-301	30	101.48
				OFFICE SUPPLIES	630-301	30	11.99
				PRINTING & PUBLISHING	630-302	30	378.09
				OPERATING EQUIPMENT	630-401	30	206.98
				OPERATING EQUIPMENT	630-401	30	88.41
				OFFICE SUPPLIES	810-301	40	37.61
				OFFICE SUPPLIES	810-301	40	39.99
				CHECK APCHK 96501 TOTAL FOR FUND 01:			1,237.76
12/15/2020	APCH	96502#	WAREHOUSE DIRECT	COMMISSARY PROVISION	455-355	10	16.99
				OPERATING EQUIPMENT	630-401	30	72.54
				CHECK APCHK 96502 TOTAL FOR FUND 01:			89.53
12/15/2020	APCH	96503	WILLOWBROOK FORD INC.	MAINTENANCE - VEHICLES	630-409	30	100.00
				MAINTENANCE - VEHICLES	630-409	30	143.60
				CHECK APCHK 96503 TOTAL FOR FUND 01:			243.60
				Total for fund 01 GENERAL FUND			266,494.26

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
 CHECK DATE FROM 12/05/2020 - 12/15/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND							
12/15/2020	APCH	189(E)	DUPAGE WATER COMMISSION	PURCHASE OF WATER	420-575	50	114,588.32
12/15/2020	APCH	190(E)*#	INTERGOVERNMENTAL PERSONNEL	HEALTH/DENTAL/LIFE INSURANCE	401-141	50	3,482.98
12/15/2020	APCH	191(E)*#	WEX BANK	FUEL/MILEAGE/WASH	401-303	50	387.23
12/15/2020	APCH	96430*#	ACCESS ONE, INC.	PHONE - TELEPHONES	401-201	50	91.76
				PHONE - TELEPHONES	401-201	50	91.76
				CHECK APCHK 96430 TOTAL FOR FUND 02:			183.52
12/15/2020	APCH	96431	ALARM DETECTION SYSTEMS INC	REPAIRS & MAINTENANCE-STANDPIPE/PUMPH	425-485	50	349.86
				REPAIRS & MAINTENANCE-STANDPIPE/PUMPH	425-485	50	241.89
				REPAIRS & MAINTENANCE-STANDPIPE/PUMPH	425-485	50	208.26
				CHECK APCHK 96431 TOTAL FOR FUND 02:			800.01
12/15/2020	APCH	96434	ASSOCIATED TECHNICAL SERV. LTD.	LEAK SURVEYS	430-276	50	638.50
12/15/2020	APCH	96444*#	COMED	ENERGY - ELECTRIC PUMP	420-206	50	812.29
12/15/2020	APCH	96447*#	DELTA DENTAL PLAN OF ILLINOIS	HEALTH/DENTAL/LIFE INSURANCE	401-141	50	213.93
12/15/2020	APCH	96452	ETP LABS INC	SAMPLING ANALYSIS	420-362	50	100.00
12/15/2020	APCH	96460	H AND R CONSTRUCTION INC.	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	4,500.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	3,980.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	7,200.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	4,500.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	11,160.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	4,500.00
				CHECK APCHK 96460 TOTAL FOR FUND 02:			35,840.00
12/15/2020	APCH	96463	IL ENVIRONMENTAL PROTECTION AGEN	INTEREST EXPENSE - IEPA LOAN	449-105	50	6,979.71
				PRINCIPAL EXPENSE - IEPA LOAN	449-106	50	20,244.39
				CHECK APCHK 96463 TOTAL FOR FUND 02:			27,224.10
12/15/2020	APCH	96476	METROPOLITAN INDUSTRIES INC	MATERIALS & SUPPLIES- STANDPIPE/PUMPH	425-475	50	138.00
12/15/2020	APCH	96477	MID AMERICAN WATER	MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	797.00
12/15/2020	APCH	96489*#	RAGS ELECTRIC, INC	MATERIALS & SUPPLIES- STANDPIPE/PUMPH	425-475	50	971.67

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND							
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	1,581.59
				CHECK APCHK 96489 TOTAL FOR FUND 02:			<u>2,553.26</u>
12/15/2020	APCH	96501*#	WAREHOUSE DIRECT	OFFICE SUPPLIES	401-301	50	61.95
				Total for fund 02 WATER FUND			187,821.09

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 04 MOTOR FUEL TAX FUND							
12/15/2020	APCH	96440*#	CHRISTOPHER B. BURKE	ENGINEERING	430-245	56	562.50
				Total for fund 04 MOTOR FUEL TAX FUND			562.50



Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 06 SSA ONE BOND & INTEREST FUND							
12/15/2020	APCH	96474	MCHENRY SAVINGS BANK	BOND PRINCIPAL EXPENSE	550-401	60	180,000.00
				BOND INTEREST EXPENSE	550-402	60	70,962.50
				CHECK APCHK 96474 TOTAL FOR FUND 06:			<u>250,962.50</u>
				Total for fund 06 SSA ONE BOND & INTEREST FUND			250,962.50

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 09 WATER CAPITAL IMPROVEMENTS FUND							
12/15/2020	APCH	96465	IXOM WATERCARE INC.	WATER SYSTEM IMPROVEMENTS	440-600	65	19,380.00
				Total for fund 09 WATER CAPITAL IMPROVEMENTS FU			19,380.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 15 RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX							
12/15/2020	APCH	96449*#	DUPAGE COUNTY	MAINT TRAFFIC SIGNALS	745-224	15	3,141.00
12/15/2020	APCH	96473*#	LAW OFFICES STORINO RAMELLO&DURK	LEGAL FEES	401-242	15	190.00
				Total for fund 15 RT 83/PLAINFIELD RD BUSINESS			3,331.00
				TOTAL - ALL FUNDS			728,551.35

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

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

Payroll Liability Check Register  
For Check Dates 11/01/2020 to 11/30/2020

Check Number	Vendor Name	Check Date	Check Amount
53892	AFLAC	11/20/2020	2,710.08
53893	COMMUNITY BANK OF WILLOWBROOK	11/20/2020	272.23
53894	I C M A RETIREMENT TRUST - 457	11/20/2020	825.00
53895	ILLINOIS STATE DISBURSEMENT UNIT	11/20/2020	2,244.30
53896	ILLINOIS FRATERNAL	11/20/2020	1,104.00
53897	NATIONWIDE RETIREMENT SOLUTIONS	11/20/2020	8,242.84
53898	VILLAGE OF WILLOWBROOK	11/20/2020	49,921.83
EFT334	EFTPS	11/20/2020	41,821.42
EFT335	I.M.R.F. PENSION FUND	11/20/2020	24,991.05
EFT336	ILLINOIS DEPT. OF REVENUE	11/20/2020	5,801.36
53884	I C M A RETIREMENT TRUST - 457	11/13/2020	825.00
53885	NATIONWIDE RETIREMENT SOLUTIONS	11/13/2020	2,237.95
53886	VILLAGE OF WILLOWBROOK	11/13/2020	1,451.50
EFT332	EFTPS	11/13/2020	11,797.28
EFT333	ILLINOIS DEPT. OF REVENUE	11/13/2020	2,214.92
53879	COMMUNITY BANK OF WILLOWBROOK	11/06/2020	272.23
53880	I C M A RETIREMENT TRUST - 457	11/06/2020	825.00
53881	ILLINOIS STATE DISBURSEMENT UNIT	11/06/2020	997.30
53882	NATIONWIDE RETIREMENT SOLUTIONS	11/06/2020	8,240.48
53883	VILLAGE OF WILLOWBROOK	11/06/2020	49,921.83
EFT330	EFTPS	11/06/2020	33,794.74
EFT331	ILLINOIS DEPT. OF REVENUE	11/06/2020	7,572.89
Total Checks: 22		Total Paid:	\$258,085.23



# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

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

**AGENDA NO. 5e**

**AGENDA DATE: 12/14/20**

**STAFF REVIEW:** Mike Mertens, Assistant Village Administrator

**SIGNATURE:** *M. Mertens*

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

**SIGNATURE:** *T. Bastian*

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

**SIGNATURE:** *Brian Pabst*

**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 Centers for Disease Control and Prevention has reported 15,040,175 confirmed cases and 285,351 deaths in the United States and the Illinois Department of Public Health has reported 812,430 confirmed cases and 13,666 deaths that are attributable to COVID-19 as of December 10, 2020.

On July 24, 2020 Illinois Governor JB Pritzker issued an additional Executive Order amending the criteria. On October 20, 2020, the Governor implemented additional restrictions limiting gatherings sizes and banning indoor bar and restaurant services beginning on October 23, 2020 for regions 7 and 8. On November 10, 2020 the Governor issued Executive Order 2020-70 further tightening restrictions on bars, restaurants and social gatherings to help mitigate the spread of COVID-19. On November 20, 2020, the Governor implemented Tier 3 Resurgence Mitigation restrictions to combat the exponential growth of COVID-19 within the State. (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 follow 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 of 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.**

**ORDINANCE NO. 20-O-63**

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

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**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**, on November 13, 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, 20-O-45, 20-O-48, 20-O-53 and 20-O-55 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, 20-O-45, 20-O-48, 20-O-53 and 20-O-55, and as further extended by this Village Ordinance 20-O-63, 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 14<sup>th</sup> day of December, 2020.

ROLL CALL VOTE:

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

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

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

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

APPROVED:

\_\_\_\_\_  
Frank A. Trilla, Mayor

ATTEST:

\_\_\_\_\_  
Deborah A. Hahn, Village Clerk



## Illinois Department of Commerce & Economic Opportunity

JB Pritzker, Governor

# RESTORE ILLINOIS TIER 3 RESURGENCE MITIGATION FAQ

*Updated 11/29/20*

## General Mitigation Questions

### How long will the Tier 3 mitigation measures be in place for?

- Effective November 20, 2020, all regions in the State will operate under the new mitigation requirements to combat the surge of COVID-19 across Illinois. IDPH will continue to track the positivity rates and hospital capacity metrics in regions over a 14-day monitoring period to determine if mitigations can be relaxed, if additional mitigations are required, or if current mitigation should remain in place.
- In order to see a removal of Tier 3 mitigations and transition to Tier 2, a region must experience less than 12 percent test positivity rate for three consecutive days AND greater than 20 percent available intensive care unit (ICU) and hospital bed availability AND declining 7-day average COVID hospitalizations in 7 out of the last 10 days.

### Which entities will be charged with enforcement of these new rules?

- State and local law enforcement along with local health departments and the Illinois Department of Public Health.

### What are the gathering limitations under the Tier 3 Resurgence mitigations?

- Indoor gatherings of more than one household are prohibited.
- Outdoor gatherings are limited to no more than ten people.

## Restaurant, Bars, and Social Events/Banquets

### What is considered “outdoor dining”?

A dining or drinking area is considered an outdoor dining or drinking area if the area meets any of the following criteria:

1. Located on the rooftop of a building or within establishment with retractable roof (should remain open during hours of operation of outdoor dining and/or drinking); or
2. Outdoor space connected to or located on the site of a restaurant, grocery store, health or fitness center, hotel, golf club, or other social club with a food establishment license; or
3. Indoor space where 50% or more of a wall can be removed via the opening of windows, doors, or panels provided that dining tables are within 8-ft from such opening; or
4. Any other outdoor dining and drinking areas authorized by local governments provided that food and drinks are prepared by licensed food or liquor establishments and that proper

social distancing of 6-ft between designated customer tables and/or other seating areas is observed and parties are of 6 persons or fewer

**Is an outdoor structure such as a dome, tent, or igloo permitted as “outdoor dining” under the guidance?**

- Yes. Below outlines the guidance for outdoor dining structures and businesses should consult the Illinois Fire Marshal and local fire department for specific guidance on Fire Codes for these structures:

Tents and Other Outdoor Structures for Multiple Tables/Separate Dining Groups

Provided they comply with all required municipal and/or local liquor commission restrictions and approvals, temporary outdoor structures, including tents, are permissible if they comply with the following requirements:

- Temporary outdoor structures must have at least two of the sides open to provide adequate air flow;
- Patrons inside a temporary outdoor structure must be seated, and tables must be spaced a minimum of six feet apart;
- All structural materials should have a fire-resistant certification or flame certification showing material is fire-rated or noncombustible;
- Restaurants will need inclement weather plans in writing and trained staff to prevent any injuries in storms, snow, or other unsafe situations

Tents or Domes/Igloos for Single Table Dining Groups

- Single party only (subject to mitigation restrictions on dining party size);
- The structure must maintain air circulation at all times, for example via an open door, two opposing window/side openings or an open roof panel or panels. Interactions with waitstaff should be brief and all parties must have masks on during these exchanges.
- Sanitize the chairs and table after each use; and
- Servers and other waitstaff to minimize their time in the structure, including instituting measures such as a QR Code menu.

Heating Devices

Businesses should consult with local municipalities and ensure compliance with local and state fire codes to determine if heating devices are permitted within a temporary outdoor structure, and if so, how to operate the device within the structure. Assuming the heating device is permitted, establishments should follow these additional safety considerations to ensure responsible operations:

- Outdoor spaces with heating devices must keep devices away from combustible materials, such as tents, at all times
- Enclosed areas with heating devices must have clearly marked entrances and exits
- Businesses must have sufficient fire extinguishers to cover indoor and outdoor spaces



**Can bars and restaurants allow walk-in patrons for outdoor dining?**

- Bars and restaurants should take reservations for all parties for outdoor dining for contact tracing purposes. However, bars and restaurants can accept walk-ins provided they record the contact information of at least one person in the party – this is considered a walk-up reservation.

**Bars and restaurants are required to utilize a reservation system for patrons. How long should the business retain the reservation record?**

- The state recommends businesses maintain a copy of the reservation list for a minimum of 28 days. This will enable the business and state/local health officials to contact the patrons in the event of exposure to COVID-19.

**Do the mitigation measures impact drive-thru, take-out or delivery for restaurants?**

- No. Mitigations do not restrict take-out, drive-thru, or delivery options for restaurants.

**Do these restrictions apply to indoor food courts?**

- Indoor food courts can continue to operate for takeout and grab-and-go services, but the food cannot be consumed in the food court common area.

**Do the restrictions apply to cafeterias in offices and manufacturing facilities?**

- Cafeterias in offices and manufacturing facilities can continue to operate for takeout and grab-and-go services

**Can bars and restaurants in mitigation areas serve food and beverages indoors in conjunction with a meeting or special event?**

- No. Bars and restaurants in mitigation areas are not permitted to have any indoor dining and service, and therefore may not host meetings, events or gatherings within their establishment.

**Do bars and restaurants need to stop accepting customers at 11:00 p.m., or do they have to clear the premises by 11:00 p.m.?**

- All patrons must be off the premises by 11:00 p.m. and may reopen at 6:00 a.m. or later. Drive-thru, carry out, and delivery service is still permitted after 11:00 p.m., but customers must depart after obtaining their food and there should not be congregation of customers outside of the restaurant after closure time.

**Can restaurants and cafeterias within airports, hospitals, and college dining halls continue to provide indoor dining and exempt from mitigation measures?**

- Yes. From the beginning of the emergency declaration to respond to COVID-19, executive order 2020-07 provided that businesses located in airports, hospitals, and dining halls in colleges and universities are exempt from the requirements of this Executive Order. For purposes of ensuring that individuals can eat a meal with no alternatives provided in these venues for eating, they are not subject to the mitigation measures imposed in regions. Patrons must follow the restaurant and bar guidelines in the establishment,

including wearing masks when waitstaff approach and when they are not eating or drinking at a table.

**Is video gaming permitted at bars, restaurants and other licensed video gaming locations in areas under mitigation?**

- No. All video gaming terminals must be closed.
- Failure to comply with mitigation efforts and restrictions could subject licensees to discipline from the Illinois Gaming Board, up to and including license revocation

**Are meetings and events still permissible, even at a reduced capacity?**

- No; meeting rooms, banquet centers, private party rooms, country clubs, etc. may not host meetings or events – including weddings – under any capacity.

## **Retail & Service Counters**

**What are the new capacity restrictions for retail and general merchandise stores?**

- Retail and [service counter stores](#) that are not primarily engaged in the sale of groceries or medicinal drugs (pharmacies) are limited to 25% capacity
- “Big Box” stores that sell both groceries and other items are limited to 25% capacity

**What about grocery stores and pharmacies?**

- Retail stores that primarily sell groceries (i.e. Jewel, Kroger, Mariano’s, Whole Foods, etc.) or medicinal drugs (pharmacies) can continue to operate at 50% capacity
- For the purpose of this guidance, a retail store “primarily sells groceries” if it derives at least 65% of its revenues from the sale of food items
- For the purpose of this guidance, a retail store “primarily sells medicinal drugs” if it derives at least 50% of its revenues from the sale of prescription and over-the-counter drugs

**How do the capacity restrictions impact malls?**

- The 25% capacity restriction applies to each store as well as each common area at the mall
- Indoor food courts are permissible for takeaway services only

**Do they store employees count towards the capacity restrictions?**

- No

**What are the capacity restrictions for cannabis dispensaries?**

- Recreational dispensaries are limited to 25% capacity
- Dispensaries that derive at least 50% of their revenue from the sale of medicinal can operate at up to 50% capacity

**What about Flea Markets & Farmer’s Markets**

- Flea markets and farmer’s markets should operate at 25% capacity, or 15 people per 1,000 feet.
- Booths/exhibits should be spaced the lesser of every third spot, or 30 feet apart
- Indoor flea markets should open windows and doors for fresh air flow



- Face coverings should always be worn, whether indoor or outdoor
- Flea Markets should have hand sanitizer available for customers upon entering the flea market and/or available at various locations within the flea market
- If possible, vendors should use an impermeable barrier or a second table between vendors and customers
- Flea Market should have employees monitoring the venue to ensure customers are social distancing and wearing face coverings

## **Sports and Fitness Centers**

### **What are the current restrictions on health and fitness facilities?**

- Health and fitness centers are limited to 25% of occupancy at any given time
- No group fitness classes
- 1-on-1 personal training permitted
- Workout stations should be configured to be 6 feet apart (either positioned or decommissioning at certain stations), or 3 feet apart with impermeable barriers installed
- Locker rooms should be closed (except minimum facilities for swimmers may be open to shower/change), including all amenities such as saunas, steam rooms, and whirlpools should also be closed
- Reservations are required

### **What does it mean that a “reservation” is required?**

- Health and fitness facilities must use a reservation system (1) to know how many members are using the facility and ensure that they do not exceed capacity limits and (2) to have a record of members who were at the facility at a certain time for contact tracing purposes. Walk-up reservations (including through membership card swipes) are sufficient as long as the gym knows how many members are at the facility and has a record of when members were on premises for contact tracing.

### **What about “specialty” gyms such as a spin studio or a gym with high intensity cardio classes?**

- Gyms that typically offer one group class at a time can no longer offer those classes. However, these gyms may operate at 25% capacity for individual users

### **Is yoga considered an indoor class subject to the same restrictions?**

- Yoga classes that are performed in a group setting are not permitted under Tier 3 mitigation measures.
- Individuals can practice yoga on a mat and 6 feet apart from other patrons wearing a face covering in the gym, but not as part of a group class

### **Is 1:1 personal training still okay?**

- Yes. Personal training sessions are still permitted during Tier 3 mitigation. Both trainer and trainee need to wear a mask during the session.

### **Are youth and recreational sports still permissible?**

- All indoor group sporting and recreational activities including youth and adult recreational sports are currently not permitted
- Only 1-on-1 training for indoor sports can occur right now.

**What's the policy on tennis?**

- Indoor tennis practice and lessons only; two people total per court or a player can utilize a ball machine, no competitive or recreational play.
- Outdoor tennis is permitted

**What's the policy on swimming?**

- Lap swimming is permitted at fitness facilities; swimmers cannot share lanes
- Swim team competitions and practices are prohibited
- Group swim lessons should be paused
- 1:1 swimming instruction is allowed

**Do indoor pools have to close because locker rooms must be closed?**

- Fitness and instruction facilities with indoor pools can keep a minimum amount of locker room space open to provide basic sanitary services, but must limit access to no more than 10 persons at a time
- Guests must always wear face coverings in locker rooms
- Indoor pools and water parks for recreation, amusement or group lessons must close

**Do fitness centers need to close locker room restroom facilities?**

- No, restroom facilities in locker rooms can remain open.
- Operators must minimize congregation for use of restroom facilities and abide by sanitation requirements.
- Operators must clearly indicate that other common areas, changing rooms, showers, amenities, etc. are closed.

**What's the guidance for indoor basketball?**

- Indoor group sporting and recreational basketball is to be closed. Only individual shooting around, practice drills, and other training may occur

**What about outdoor sports?**

- Teams may practice outdoor in groups of 10 or less, with proper social distancing
- Competitive play is not permissible

**Is golf still permissible?**

- Yes; golf courses can continue to operate under the [golf guidance](#)
- Indoor dining service and meeting rooms must stay closed
- Group lessons are limited to 10 people, including the instructor

**Are competitive and group dance classes permitted?**

- No. All groups practices and competitions must pause all activity during Tier 3 mitigations



**Are professional sports and collegiate level sports subject to the Tier 3 mitigations?**

- No. Professional sports and collegiate level sports teams are exempt from these mitigations

## **Indoor Recreation, Theaters, and other Entertainment Venues**

**What are the restrictions on indoor recreation?**

- All indoor recreation currently subject to the [indoor and outdoor recreation](#) guidelines must close
- Additionally, other recreational activities such as movie theatres, museums, and bowling alleys must also close

**What about outdoor recreation?**

- Outdoor recreational facilities, including outdoor exhibits at zoos and museums, can continue to operate at 25% capacity
- Outdoor group activities limited to 10 people or less, participants/guests must wear face coverings at all times

**What about zoos?**

- Outdoor areas at zoos can continue to operate at 25% capacity
- Group tours must be limited to 10 people or less
- Indoor exhibits must remain closed

**What's the policy on indoor child activity centers that are not associated with a day care?**

- Indoor activity and play centers should be closed

**Can casinos continue to operate?**

- No

**What about video gaming terminals in bars, restaurants and other locations?**

- All video gaming terminals must be closed.

**Is there guidance for pictures or other interactions with Santa?**

- Santa and patrons need to all wear masks
- Impermeable barrier such as plexiglass can put up in front of Santa for people to stand in front of the partition or patrons need to be at least 6 feet from Santa
- No indoor visits with Santa (mall or other indoor venue)
- For outdoor pictures, pictures can be set up in a tent or other structure with two sides open

**Is there guidance for an outdoor holiday market?**

- 25% capacity of the outdoor space
- Everyone needs to wear a mask unless they are eating or drinking

- Grab & Go only for food and drink sales, common area for tables should not be available (see below for FAQ on tents and other structures for outdoor use)
- Vendor booths should be separated at least 30 feet apart
- Operator needs to manage the entry/exit points to manage the capacity
- See FAQ above this one for guidance on pictures and other interactions with Santa

#### **How do the Tier 3 mitigations apply to organized holiday light displays at zoos and other outdoor venues?**

- Venue should implement a reservation system to stagger entry times
- 25% capacity of the outdoor space and no indoor exhibits open
- Everyone must wear a face covering
- Operator should have staff throughout the facility to get patrons to move on and not congregate in groups
- Operator must follow the restaurant and bar Tier 3 restrictions for any food and beverage stations available at the venue

### **Personal Care Services**

#### **What are the new capacity restrictions for businesses that offer personal care services?**

- Personal services facilities such as spas, hair salons, barber shops, nail salons, waxing centers, tattoo parlors, and similar facilities may be open but must cap occupancy at no more than 25 percent

#### **Are facials and beard trimmings permitted?**

- No; Any service that requires the patron to remove the face covering is prohibited

#### **Are massages and other body treatments permitted?**

- Massage therapy and other body treatments are allowed as deemed necessary by a medical provider, but appointments must be spaced by a minimum of 15 minutes and facilities should take steps to sanitize and circulate clean air through service rooms before and after each service
- Spa body services such as body scrubs, body wraps and other body treatments should not be provided.

#### **Are nails services permissible?**

- Yes, with face coverings worn at all times

#### **Is pet grooming permissible?**

- Yes, at 25% capacity

### **Places of Worship and Funerals**

#### **Do the regional mitigation measures apply to churches and other places of worship?**

- Religious organizations and houses of worship are strongly encouraged to consult and follow the recommended practices and guidelines from the [Illinois Department of Public Health](#).
- As set forth in the IDPH guidelines, the safest practices for religious organizations at this time are to provide services online, in a drive-in format, or outdoors (and consistent with social distancing requirements and guidance regarding wearing face coverings), and to limit indoor services to 10 people.
- Religious organizations are strongly encouraged to take steps to ensure social distancing, the use of face coverings, and implementation of other public health measures
- Places of worship should not hold events or meeting outside of the regular worship services

**Are there restrictions on funerals?**

- Funerals are limited to 10 family members of the decedents, not including staff, see [IDPH guidance](#)

## **Day Cares and Day Camps**

**Are daycares permissible?**

- Daycares licensed by DCFS should continue to follow [those guidelines](#)

**What about day camps not licensed by DCFS?**

- Day camps not licensed by DCFS can operate in group sizes of 15 or fewer
- Tier 3 mitigations do not impact day camp guidance

**Are overnight camps permissible?**

- No

## **Miscellaneous Questions**

**Do the mitigation measures impact libraries?**

- The operations of libraries are at the discretion of local governmental entities

**Does the prohibition on meetings and events impact governmental entities?**

- The mitigation measures do not affect services provided by governments to ensure their continued operations or to provide for or support the health, safety, and welfare of the public
- However, governmental agencies, including school boards, are encouraged to hold public meetings remotely

**What about educational and certification-type classes?**

- Tier 3 mitigations do not affect classes offered by schools, colleges or universities
- Certification, licensure and/or professional development classes are permissible, but it is highly recommended that these classes be held virtually



**What about photography studios?**

- Outdoor photography is permissible with groups up to 10 people
- Indoor photography should not operate at this time

**Are window visits permitted as an option to spend time with a family member and friend(s) that are part of vulnerable populations?**

- Yes. Members of the same household may visit with a family member or friend for a window visit at their residence.
- All persons need to wear masks during the visit and must observe social distancing
- If the individual is at a long term care facility, this is subject to any restrictions the facility imposes and members of the general public should follow the Illinois Department of Public Health [Guidance](#) on Long Term Care Facilities for any additional inquiries



# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

MOTION TO APPROVE THE FISCAL YEAR 2021/22 BUDGET SCHEDULE

AGENDA NO. 5f

AGENDA DATE: 12/14/20

STAFF REVIEW: Carrie Dittman, Director of Finance

SIGNATURE: C. Dittman /mm

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: T. Bastian /mm

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst

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

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

Attached is the Fiscal Year 2021/22 (May 1, 2021 thru April 30, 2022) proposed Budget Schedule. The schedule generally reflects the same budget process that has been followed in previous years, with the following deviations:

- **Community-wide Citizen Survey:** The Village will investigate utilizing the new Polco online platform to conduct the survey this year. The poll will open in January 2021.
- **Goal Setting Workshop:** The Village conducted a financial status update workshop on October 6, 2020; further goal setting is deferred at this time.

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

The Staff Budget Kick-Off Meeting is scheduled for December 11, 2020 and the schedule will proceed as outlined in the attachment. The draft budget will be prepared for review at a Joint Committee meeting, currently scheduled to occur on February 15<sup>th</sup>. The Board Budget workshop is tentatively scheduled to occur on March 15<sup>th</sup>, with final approval of the budget to occur at the regular meeting of the Village Board on April 26, 2021.

### ACTION PROPOSED:

Approve the FY 2021/22 Budget Schedule.

## **BUDGET SCHEDULE FY 2021-22**

<b>Event</b>	<b>Date</b>
<b>Goal Setting Workshop</b>	N/A
<b>Community Needs Survey</b>	N/A
<b>Senior Staff Workshop</b> Review current fiscal year initiatives and assess progress Identify initiatives that will carry over to next fiscal year Identify any new initiatives/eliminate if needed Present budget workbook (including budget guidelines) to staff	December 11, 2020
<b>Department Budget Proposals Entered in B S &amp; A</b>	January 8, 2021
<b>Departmental Budget Review by Finance &amp; Village Admin</b>	w/o January 11 & 18, 2021
<b>Final Staff Budget Meeting and Adjustments</b>	January 25, 2021
<b>Presentation to Joint Committees</b>	February 15, 2021
<b>Public Hearing on Appropriation Ordinance</b>	March 15, 2021
<b>Board Budget Workshop I</b>	March 15, 2021
<b>Board Budget Workshop II (if needed)</b>	April 12, 2021 (BoT)
<b>Final Approval of Budget</b>	April 26, 2021 (BoT)
<b>Adopt Appropriation Ordinance</b>	By July 1, 2021

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

**MOTION TO APPROVE THE CALENDAR YEAR 2021 PAYMENT TO THE INTERGOVERNMENTAL RISK MANAGEMENT AGENCY (IRMA)**

**AGENDA NO.** 5g

**AGENDA DATE:** 12/14/2020

**STAFF REVIEW:** Carrie Dittman, Director of Finance

**SIGNATURE:** C. Dittman /mm

**LEGAL REVIEW:** Tom Bastian, Village Attorney

**SIGNATURE:** T. Bastian /mm

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

**SIGNATURE:** Brian Pabst

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

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

Willowbrook is a member of the Intergovernmental Risk Management Agency (IRMA) which provides liability and workers compensation insurance to a pool of municipal members. An annual premium notice is issued each year in December based upon each member's revenues and claims experience. In accordance with the Village's Personnel Manual, any premium credit amount earned based on the experience modifier is intended to be distributed to employees as a safety incentive upon approval by the Board of Trustees. This year, there is no premium credit to be distributed.

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

The Board also annually considers approval of the annual premium to IRMA for continued liability insurance coverage. The Village opted to continue our \$10,000 deductible, and IRMA gives a deductible credit of \$26,177 that may be applied to the premium or banked into reserves for future use. Staff is recommending payment of the 2021 calendar year premium of **\$237,971** (exclusive of the optional deductible credit) from the Village's budget line item, which is \$4,508 over the budgeted amount of \$233,463. The payment of the annual IRMA premium typically comes out of the Village's General Fund.

IRMA holds a credit, called the Excess Surplus, on the Village's behalf of \$953,394, which may be used towards the premium payment or withdrawn by the Village.

The premium calculation is based on the Village's loss history over the past 5 years (2015-2019).

A summary of the premium and surplus fund is attached.

**ACTION PROPOSED:** PASS THE MOTION





INTERGOVERNMENTAL RISK  
MANAGEMENT AGENCY

*The Risk Management Solution for Local Government*

December 3, 2020

Village of Willowbrook

PRELIMINARY STATEMENT OF 2021 ANNUAL CONTRIBUTION

Contribution computed at a rate of \$2.114 per \$100 of five-year average Revenue Base	\$235,685
Plus or Minus the Experience Modifier	\$2,286
Optional Deductible Credit (\$10,000 deductible)	(\$26,177)
2021 Annual Contribution	\$211,794
Members Reserve	0
<b>2021 CONTRIBUTION DUE</b>	<b>\$211,794</b>
Excess Surplus Credit Available at 10.31.2020	\$953,394

Please make checks payable to Intergovernmental Risk Management Agency and enclose the completed and signed Statement of Payment. If you prefer to pay by wire transfer or ACH, contact us and we'll send the instructions. As part of our internal controls, we need the signed Statement of Payment either returned with the check, faxed to 708-236-6336, or emailed to [ritab@irmarisk.org](mailto:ritab@irmarisk.org)

Payment is due on or before February 1, 2021. According to Bylaw Article IV Section 4.01, any payments which are more than fifteen days late shall incur an interest penalty fee equal to 1% per month or portion thereof. Please do not make your payment prior to January 1<sup>st</sup>.

Members may enter into an Installment Payment Agreement, per Bylaws Section 3.02. Please contact Rita for additional information.

Rita Boserup  
Director, Financial Services & Administration  
(708) 236-6335





INTERGOVERNMENTAL RISK  
MANAGEMENT AGENCY

*The Risk Management Solution for Local Government*

PRELIMINARY STATEMENT OF PAYMENT  
2021 CONTRIBUTION

Member: Village of Willowbrook

Invoice # xxxx

Due: February 1, 2021

Excess Surplus Credit available that can be applied to contribution: \$953,394

\$211,794

Member's 2021 Annual Contribution Due

( \_\_\_\_\_ ) Amount of Excess Surplus Credit applied to payment

+ \_26,177\_\_\_\_\_ Amount of Optional Deductible Credit to be deposited to the  
Optional Deductible Credit Reserve Fund max of : \$26,177

\_237,971\_\_\_\_\_ Net Payment for 2021 Contribution

Method of payment \_\_\_\_\_ ACH \_\_\_\_\_ Wire transfer ☒ Check

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

Members can choose to receive a combination of a credit/check up to a maximum of their Excess Surplus Credit Available. Any remaining funds will be carried over for future years and earn investment income at the same rate as IRMA's investment portfolio. Please send a separate request for any excess surplus refunds to be paid out by check.

-----  
If you have any questions, please contact Rita Boserup at (708) 236-6335 or [ritab@irmarisk.org](mailto:ritab@irmarisk.org)

**Please return this copy with your payment for proper credit, or if paying electronically, scan and either fax to 708-236-6336 or email to [ritab@irmarisk.org](mailto:ritab@irmarisk.org)**

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

### ITEM TITLE:

Receive Plan Commission Recommendation – Public Hearing Case 20-10: Consideration of a petition for a text amendment to amend Sections 9-6-1(B) and 9-12-10 of Title 9 – Zoning Title of the Village of the Willowbrook Municipal Code regarding the outdoor display of merchandise.

### AGENDA NO.

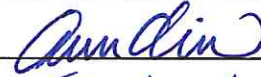
5h

### AGENDA DATE:

12/14/20

**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 ☐ NO ☐ N/A ☒

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

Recently, the Village of Willowbrook ("Village") was approached by a local automobile service station owner interested in utilizing existing outdoor areas for the display of merchandise. Willowbrook is currently home to six existing automobile service stations. The Village has prohibited the outdoor display of merchandise at service stations to prevent these businesses from having large unattractive displays, the intention likely being that Willowbrook would become another Hinsdale back in the day. Over the years, the fuel industry has changed dramatically as service stations were replaced or complemented by and/or with convenience stores. The perception of the industry has changed as well, and gas stations are now expected to sell a much broader variety of items such as windshield washer fluid, anti-freeze, melting salt, oil products, gas drying agents, propane, firewood, and mulch.

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

This petition is to consider a text amendment to allow the "outdoor display of merchandise" as a temporary use at automobile service stations and drugstores. As a temporary use permit, gas stations would need to reapply annually (calendar year) with the building department. The Village's building department currently charges approximately anywhere between \$300 to \$400 for an annual temporary use permit which includes a plan review and a final building inspection. An alternative option to allowing the "outdoor display of merchandise" as a temporary use in the business districts is to allow the outdoor display of merchandise by-right without requiring local gas station owners to apply for a temporary use permit, as is permitted in the nearby community of Darien. A disadvantage of allowing the outdoor display of merchandise by-right is that the Village would have little control over the amount of merchandise displayed, the displays' locations on the site, and the height of the displays, which raises various safety and aesthetic concerns.

The Plan Commission conducted a public hearing on this petition at their November 4, 2020 meeting and this public hearing was continued to December 2, 2020 as a definitive consensus was not reached by the members of the Plan Commission. Most of the commissioners expressed support for allowing the outdoor display of merchandise at gas station and drugstores by-right with restrictions, and planning staff was instructed to look at alternatives to achieve this. The Plan Commission continued the public hearing on this petition to their December 2, 2020 meeting. The following members were in attendance: Chairman Kopp, Vice Chairman Wagner, Commissioners Kaczmarek, Kaucky, Soukup, Remkus and Walec. There were no members of the public that came forward with public comments at both meetings.

Planning staff presented three options. Option 1 was already presented at the November 4, 2020 hearing and this option would allow the outdoor display of merchandise at gas stations and drugstores through a temporary use permit.

Option 2 would allow the outdoor display of merchandise at gas stations with several restrictions by-right by amending section 9-6-1(B) but would allow these displays at drugstores with a minimum gross floor area of 13,500 square feet with several restrictions through a temporary use permit. Option 3 would amend Sections 9-6-1(B), 9-12-2 and 9-12-4 to allow the outdoor display of merchandise at gas stations as an accessory use, and the outdoor displays of merchandise at drugstores through a temporary use permit. In addition to permitted and special uses, the Village allows certain accessory uses and defines generally the types of accessory uses which will be allowed. Planning staff did not recommend this option since a public hearing would need to be rescheduled to a future date. Sections 9-12-2 and 9-12-4 were not listed in the original hearing notice.

The Plan Commission was in favor of allowing the outdoor display of merchandise at automobile service stations by-right and also supported staff's recommendation to allow the outdoor display of merchandise at drugstores with a minimum gross floor area of 13,500 square feet through a temporary use permit. The following modifications were recommended:

Modify the wording that references the maximum area of 100 square feet to incorporate some more flexibility if needed:

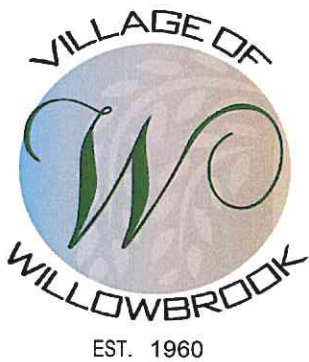
"Merchandise shall also be displayed in an area no larger than one hundred square feet (100 SF) in size."

"The sum of all merchandise display areas shall be no larger than one hundred square feet (100 SF) in size unless an exception to this provision has been granted by the Village Administrator or his/her designee."

At the December 2, 2020 meeting, the Plan Commission voted 7-0 in favor of the text amendment with modifications, to forward a positive recommendation to the Village Board.

**ACTION PROPOSED:** December 14, 2020: Receive Plan Commission Recommendation.





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

## MEMORANDUM

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

MEMO FROM: Dan Kopp, Chairman, Plan Commission

DATE: December 14, 2020

SUBJECT: **Zoning Hearing Case 20-10:** Village of Willowbrook, 835 Midway Drive, Willowbrook, Illinois. Consideration of a petition for a text amendment to amend Sections 9-6-1(B) and 9-12-10 of Title 9 – Zoning Title of the Village of the Willowbrook Municipal Code regarding the outdoor display of merchandise.

At the regular meeting of the Plan Commission held on December 2, 2020, the above referenced application was discussed and the following motion was made:

**MOTION:** Made by Remkus and seconded by Walec that based on the submitted petition and testimony presented, I move that the Plan Commission recommend to the Village Board approval of the text amendment presented under Option 2 on pages 3 to 5 of the Staff Report for PC Case Number 20-10, as modified by discussion at the public hearing, to allow the outdoor display of merchandise for automobile service stations by-right, and to allow the outdoor display of merchandise for drugstores with a minimum gross floor area of thirteen thousand five hundred (13,500) square feet as a temporary use permit.

**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

### Mayor

Frank A. Trilla

### Village Clerk

Deborah A. Hahn

### Village Trustees

Sue Berglund

Umberto Davi

Michael Mistele

Gayle Neal

Paul Oggerino

Gregory Ruffolo

### Village Administrator

Brian Pabst

### Chief of Police

Robert Schaller

### Director of Finance

Carrie Dittman



Proud Member of the  
Illinois Route 66 Scenic Byway





**Village of Willowbrook**  
Staff Report to the Village Board

<b>Plan Commission Original Public Hearing Date:</b>	November 4, 2020				
<b>Plan Commission Public Hearing Continuation Date:</b>	December 2, 2020				
<b>Village Board Receive:</b>	December 14, 2020				
<b>Prepared By:</b>	Ann Choi, Planning Consultant				
<b>Case Title:</b>	<b>PC 20-10:</b> Consideration of a petition for a text amendment to amend Sections 9-6-1(B) and 9-12-10 of Title 9 – Zoning Title of the Village of the Willowbrook Municipal Code regarding the outdoor display of merchandise.				
<b>Petitioner:</b>	Village of Willowbrook, 835 Midway Drive, Willowbrook IL 60527				
<b>Action Requested by Petitioner:</b>	Consideration and recommendation of the following text amendment:				
<b>Code Sections to be Amended:</b>	Title 9 – Zoning Sections: <table border="0"><tr><td>9-6-1(B)</td><td>General Conditions</td></tr><tr><td>9-12-10</td><td>Temporary Uses</td></tr></table>	9-6-1(B)	General Conditions	9-12-10	Temporary Uses
9-6-1(B)	General Conditions				
9-12-10	Temporary Uses				
<b>Documents Attached:</b>	<i>Attachment 1:</i> Comparison of Nearby Municipalities' Ordinances <i>Attachment 2:</i> Village of Willowbrook Current Zoning Ordinance, Sections 9-6-1(B) and 9-12-10 <i>Attachment 3:</i> Village of Willowbrook Proposed Temporary Uses Ordinance (Clean Version) <i>Attachment 4:</i> Public Hearing Notice				

<b>Necessary Action by the Village Board:</b>	Receive Plan Commission Recommendation.
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#### **Discussion at the November 4, 2020 Plan Commission Meeting**

The Plan Commission conducted a public hearing on this petition at their November 4, 2020 meeting held virtually via Zoom. The following members were in attendance: Chairman Kopp, Vice Chairman Wagner, Commissioners Kaczmarek, Kaucky, Remkus, Soukup and Walec. There were no members of the public that came forward with public comments/questions. The public hearing for PC 20-10 was continued from the November 4, 2020 regular meeting of the Plan Commission to the next regular meeting of the Plan Commission on December 2, 2020 since a consensus was not reached by the members of the Plan Commission. The Plan Commissioners were not able to agree upon how the outdoor display of merchandise should be allowed – either by-right or allowed through a temporary use permit that would have to be applied for annually. Therefore, the Plan Commission agreed to continue the zoning case.

Chairman Kopp was concerned with the Village imposing prohibitions on some business and not others. These prohibitions include the fees required when applying for a temporary use permit for the outdoor display of merchandise. Chairman Kopp acknowledged, however, that allowing outdoor retail displays should come with some restrictions and agreed with the conditions that were presented at the November 4, 2020 meeting (and repeated on **pages 4 and 5** of this staff report). Commissioner Kaucky supported the idea of allowing outdoor retail displays by-right to remain competitive with surrounding communities such as Darien without the requirement of annual permit fees or inspections. Commissioner Remkus agreed and held forth that there was too already much bureaucracy and approvals required for existing businesses.

Roy Giuntoli, the Village's Building Official, explained that the role of the building department is to promote safety and accessibility, and that the building department strives to be proactive rather than reactive. Requiring businesses to apply for a temporary use permit to display merchandise would allow him to review a submitted plan, approve the plan, and inspect the display after it has been installed. Building Official Giuntoli also wanted to avoid receiving complaints of injuries to customers/passersby (if allowed by-right) by improperly installed displays. Building Official Giuntoli further explained that the estimated \$300-\$400 annual temporary permit fee was a worst-case scenario cost in cases where business owners submit a sub-standard plan that would require significant staff time to review and multiple back and forth correspondence with the applicant, or if installations failed to comply with the proposed conditions and would require several reinspections. In response to Chairman Kopp's original question, Building Official Giuntoli noted that retail businesses in planned unit developments do not need to pay for an annual temporary use permit fee, because the fee for a planned unit development is well in excess of the estimated \$300-\$400 a year.

Chairman Kopp posed to the Plan Commission the following questions:

1. Should the Village allow the outdoor display of merchandise at gas stations and drugstores with the approval of the Village Administrator or his/her designee with the proposed restrictions as an annual temporary use permit, or
2. Should the Village allow the outdoor display of merchandise at gas stations and drugstores with the proposed restrictions by-right?

Chairman Kopp, Vice Chairman Wagner, Commissioners Kaczmarek, Kaucky, Remkus and Walec all agreed that outdoor retail displays should be permitted by-right with restrictions. Chairman Kopp, seconded by Commissioner Remkus, made the motion to continue the public hearing to the December 2, 2020 date at the same location and asked planning staff to look at alternatives.

Planning staff presents options in the following section.





## Proposed Amendments:

New language is highlighted in the red and is underlined. Language to be eliminated is indicated with a ~~strikethrough~~.

### Option 1 (Staff Recommendation):

Allow the outdoor display of merchandise at automobile service stations and drugstores through a temporary use permit **as presented in the staff report dated November 4, 2020** (or as relisted on **pages 14 to 16** of this staff report). Annual permit fees range anywhere from \$300-\$400 but after the first year, the annual fee can be significantly reduced, especially when the permit submittal becomes more streamlined.

### Option 2:

Amend Section 9-6-1(B) to allow the outdoor display of merchandise for automobile service stations with several restrictions by-right. Amend Section 9-12-10 to allow the outdoor display of merchandise for drugstores with a minimum gross floor area of 13,500 square feet with several restrictions through a temporary use permit. Planning staff recommends that drugstores should still be required to apply for a temporary use permit annually like grocery stores.

### 9-6-1: GENERAL CONDITIONS:

(B) Business Establishments: All business establishments shall be retail trade or service establishments dealing directly with consumers and all goods produced on the premises shall be sold on the premises where produced, and all business, service, storage, merchandise, display, and where permitted, repair and processing shall be conducted wholly within a completely enclosed building, ~~except for~~ with the following exceptions: off street automobile parking, off street loading, open sales lots, drive-in facilities, ~~and~~ outdoor activities authorized by Section 9-12-10 of the Willowbrook Code in districts where they are permitted, and the display of merchandise wherein the principal use is an automobile service station, subject to the conditions listed in Section 9-6-1(B)1 below. Goods sold shall consist primarily of new merchandise, except for antique shops. (Ord. 77-O-14, 3-31-1977)

#### 1. The outdoor display of merchandise as provided for in Section 9-12-10(A) and shall be subject to the following conditions:

- (a) Merchandise shall also be displayed in an area no larger than one hundred square feet (100 SF) in size.
- (b) All outdoor displays and/or attractions shall be located immediately adjoining the side or front facade of the principal building or underneath a canopy, but not within a required yard.
- (c) Such outdoor display of merchandise shall be incidental to the primary business and shall be located only on private property.
- (d) Merchandise shall not be located within required parking spaces or those spaces designated for disabled persons.
- (e) At least three feet (3') of walkway shall be maintained at all times for pedestrian traffic, and if applicable, as required by the Illinois Accessibility Code.
- (f) No individual item or stack of items may exceed six feet (6') in height unless an exception to this provision has been granted by the Village Administrator or his/her designee.



#### 9-12-10: TEMPORARY USES:

**(A)** There are several uses which are temporary in nature, which may be permitted due to their unique nature. The following uses may be permitted in each district on a temporary outdoor permit basis upon the approval of the Village Administrator or his/her designee, subject to such conditions and restrictions as the Village Administrator or his/her designee deems appropriate together with the time limits and other conditions set forth below:

A carnival or circus when operated or sponsored by a local not for profit organization (not to be located in any residential district, except on park, church or school property) to continue for a period not to exceed one week. Such uses shall comply with the setback requirements of the district in which they are located.

Contractor's office and equipment shed (containing no cooking or sleeping accommodations) accessory to a construction project, and to continue only for the duration of the project, while building permits are in force. Such offices and/or equipment shall be removed upon expiration or termination of such building permits, or issuance of an occupancy certificate for the last dwelling unit.

In Business Districts B-1 through B-4, Christmas tree sales for a period not to exceed forty-five (45) days commencing no earlier than November 10 of each year.

In the B-1, B-2, B-3 and B-4 Business Districts, outdoor garden supply sales for a period not to exceed one hundred twenty (120) days commencing no earlier than March 15 of each year and ceasing no later than July 15 of each year.

In the B-1, B-2, B-3, B-4 Business Districts and the M1 Light Manufacturing District, outdoor seating in a designated area in conjunction with a restaurant, fast food establishment or a production brewery taproom, for a period not to exceed two hundred forty-five (245) days commencing no earlier than April 1 of each year and ceasing no later than December 1 of each year. Approval of such use shall be subject to consideration of such issues as location, vehicle and pedestrian circulation and safety, fire access, sanitation and supervision standards deemed appropriate by the Village Administrator or his/her designee.

In the B-1, B-2, B-3, and B-4 Business Districts, the outdoor display of product, or approved product related merchandise, by businesses wherein the principal use is retail grocery, and the business maintains a gross floor area in excess of thirty thousand (30,000) square feet, or wherein the principal use is a drug store, and the business maintains a gross floor area in excess of thirteen thousand five hundred (13,500) square feet. Such displays may commence no earlier than April 1 of each year and cease no later than December 15 of each year. All outdoor displays shall be subject to the conditions listed in Section 9-12-10(B).

In the B-1, B-2, B-3 and B-4 Business Districts, the outdoor display of merchandise or conduct of attractions in connection with art fairs, sidewalk sales, grand openings, automobile shows or other special promotions. All outdoor displays and/or attractions shall comply with the setback requirements of the district in which they are located. Each freestanding business or shopping center is permitted four (4) special promotions per calendar year for a period not to exceed ten (10) days for each promotion.



Real estate office (containing no cooking or sleeping accommodations unless located within a model dwelling unit) incidental to a new housing project, and then to continue only until disposal of substantially all the units within the development.

**(B) The outdoor display of merchandise by businesses wherein the principal use is a drugstore, and the drugstore maintains a minimum gross floor area of 13,500 square feet, is permitted as provided for in Section 9-12-10(A) and shall be subject to the following conditions:**

- 1. All outdoor displays and/or attractions shall be located immediately adjoining the side or front facade of the principal building or underneath a canopy, but not within a required yard.**
- 2. Such outdoor display of merchandise shall be incidental to the primary business and shall be located only on private property.**
- 3. Merchandise shall not be located within required parking spaces or those spaces designated for disabled persons.**
- 4. At least three feet (3') of walkway shall be maintained at all times for pedestrian traffic, and if applicable, as required by the Illinois Accessibility Code.**
- 5. No individual item or stack of items may exceed six feet (6') in height unless an exception to this provision has been granted by the Village Administrator or his/her designee.**

**Option 3 (Not Recommended – A New Public Hearing Will Need to be Scheduled):**

Amend Sections 9-6-1(B), 9-12-2 and 9-12-4 to allow the outdoor display or merchandise for automobile service stations as an accessory use. Amend Section 9-12-10 to allow the outdoor display of merchandise for drugstores with a minimum gross floor area of 13,500 square feet with several restrictions through a temporary use permit. Planning staff recommends that drugstores should still be required to apply for a temporary use permit annually like grocery stores. **Please note that if the Plan Commission recommends this option, the public hearing will need to be scheduled to a future date to re-notice the hearing to include all code sections to be amended.**

**9-6-1: GENERAL CONDITIONS:**

(B) Business Establishments: All business establishments shall be retail trade or service establishments dealing directly with consumers and all goods produced on the premises shall be sold on the premises where produced, and all business, service, storage, merchandise, display, and where permitted, repair and processing shall be conducted wholly within a completely enclosed building, except for off street automobile parking, off street loading, open sales lots, drive-in facilities and outdoor activities authorized by Sections **9-12-2, 9-12-4 and** 9-12-10 of the Willowbrook Code in districts where they are permitted. Goods sold shall consist primarily of new merchandise, except for antique shops. (Ord. 77-O-14, 3-31-1977)

**9-12-2: PERMITTED ACCESSORY BUILDINGS, STRUCTURES AND USES:**

In each district there may be established those uses which are accessory (as defined in chapter 2 of this title) to the permitted and special uses listed in the district regulations. Without limiting the foregoing, any of the following buildings, structures or uses are specifically permitted as accessory uses and therefore shall also be permitted obstructions in required yards, and open courts, as specified herein. Under no circumstances shall



any permitted accessory structures be allowed on an easement or nearer than five feet (5') to the property line, except for fences, landscape plantings and walks as specifically regulated hereinafter.

The following accessory buildings, structures and uses are permitted and may be obstructions in yards and courts as stipulated hereinafter. (Ord. 97-O-05, 1-27-1997)

**Note:**

- "X" - Denotes permitted obstruction in yard or court
- "-" - Denotes prohibited obstruction in yard or court
- "F" - Denotes in front yards and exterior side yards adjoining a street
- "S" - Denotes in interior side yards
- "R" - Denotes in rear yards
- "C" - Denotes in open court yards

Permitted Use/Obstruction	Permitted Encroachment	F	S	R	C
<b>Air conditioning units:</b>					
(A) Window units	1-1/2'	-	X	X	X
(B) Central air condensing units	4'	-	-	X	X
Antenna, shortwave radio, transmitting and receiving, citizen band radio, transmitting and receiving, broadcast band radio, receiving	Subject to bulk and setback regulations set forth in section 9-3-15 of this title	-	-	X	-
Antenna, television, receiving	Within 15' of lot line, not more than 2 antennae on any 1 structure	-	-	X	-
Arbors/trellises (maximum 8' height/width)	2'	X	X	X	X
Architectural entry monuments	Within 10' of lot line	X	X	X	X
<b>Awning/canopies/marquees:</b>					
(A) Residential	3' (1-1/2' within interior side yard)	X	X	X	X
(B) Non-residential	1/3 district yard standard	X	X	X	X
Balconies	4'	X	-	X	X
Barbecue stoves (permanent)	Within 10' of lot line	-	-	X	X
Bath houses/saunas/hot tubs	Per bulk standards	-	-	X	X
Bay windows	2'	X	X	X	X
Carports (attached)	Per bulk standards	-	X	X	X
Children's recreational equipment/playhouses	Per bulk standards	-	X	X	X
Compost bins (maximum size 100 cu. ft./5' high)	Within 10' of lot line/20' from principal structure on adjacent property	-	-	X	-
Decks/terraces/patios (maximum height 4' within a required yard/all open to sky)	Within 10' of lot line	-	X	X	X
Driveways	Within 5' of lot line or as specifically required hereunder	X	X	X	X
Eaves/gutters/downspouts	3'	X	X	X	X
Fallout shelters (completely underground)	Within 10' of lot line	-	-	X	X
Fences/walls	As specifically regulated hereinafter	X	X	X	X
Fire escapes	5'	-	-	X	X
Fireplaces/chimneys (attached to principal building)	2'	X	X	X	X





Permitted Use/Obstruction	Permitted Encroachment	F	S	R	C
Flag poles (maximum 3 poles/lot)	Per bulk standards	X	X	X	X
<b>Garages (private):</b>					
(A) Attached	District yard standards	-	-	X	X
(B) Detached	Per bulk standards	-	X	X	X
Greenhouses (maximum size the greater of 125 sq. ft. or 1% lot area)	Per bulk standards	-	-	X	-
Landscape plantings	Anywhere on lot except a maximum of 18" above curb level or edge of pavement if there is no curb within 15' of the lot corner formed by the intersection of 2 right-of-way lines	X	X	X	X
Laundry drying equipment (non- mechanical)	Within 5' of lot line	-	-	X	-
Lawn ornaments/furniture/ornamental/lighting/statuary	Within 5' of lot line	X	X	X	X
<b><u>Outdoor display of merchandise in conjunction with an automobile service station</u></b>	<b><u>As specifically regulated hereinafter</u></b>	-	-	-	-
Parking/loading	As specifically regulated in this title	-	X	X	X
Porches (maximum height 4' within a required yard/all open to sky)	Within 10' of lot line	-	X	X	X
Refuse bins (maximum size the greater of 125 sq. ft. or 1% lot area)	Within 10' of lot line and 20' from principal structure on adjacent property	-	-	X	-
<b>Satellite earth stations:</b>					
(A) Commercial/industrial	As specifically regulated hereinafter	-	X	X	X
(B) Non-commercial/industrial		-	-	X	-
Screened houses (maximum size 100 sq. ft.)	Per bulk standards	-	-	X	X
Signs	As specifically regulated in this title	X	X	X	X
Sills/cornices, break courses and ornamental features of the principal building	1'	X	X	X	X
Steps/stoops (maximum height 4'/10' into yard)	4' (3' within interior side yard)	X	X	X	X
Storage sheds (maximum size the greater of 125 sq. ft. or 1% lot area)	Per bulk standards	-	-	X	-
Swimming pools/equipment	Per bulk standards	-	-	X	-
Vegetable gardens	Within 5' of lot line	-	-	X	-
Walks	Anywhere on lot	X	X	X	X

(Ord. 97-O-05, 1-27-1997; amd. Ord. 19-O-18, 8-12-2019)

#### 9-12-4: BULK REGULATIONS:

- (A) When an accessory use building is structurally attached to the principal building, it is subject to and must conform to all regulations of this title applicable to the principal building. (Ord. 77-O-14, 3-31-1977; amd. Ord. 97-O-05, 1-27-1997)



- (B) No detached accessory building shall be located closer to a principal building than ten feet (10'). Further, a detached accessory building shall be located at least five feet (5') from any interior side lot line and at least ten feet (10') from the rear lot line. (Ord. 97-O-05, 1-27-1997)
- (C) All detached accessory structures shall not exceed fifteen feet (15') in height except:
1. The height of signs shall be regulated by chapter 11 of this title.
  2. The height of any flagpole shall not exceed thirty feet (30'). The length of the flag shall not exceed one-third (1/3) of the height of the flagpole to which it is attached.
  3. The height of detached canopies shall not exceed eighteen feet (18') with a minimum clearance above grade of fourteen feet (14').
  4. The height of antenna for use in shortwave radio, transmitting and receiving, citizen band radio, transmitting and receiving, broadcast band radio, receiving shall be regulated by section 9-3-15 of this title. (Ord. 19-O-18, 8-12-2019)
- (D) Except as otherwise provided by this title, all accessory structures and uses shall conform to the district regulations of the district in which they are located, with the following exceptions: (Ord. 77-O-14, 3-31-1977; amd. Ord. 97-O-05, 1-27-1997)
1. Appurtenant Structures:
    - (a) The total area of all structures either attached or detached from the principal structure that are used as a private garage shall not exceed the following capacity:
      - (1) For single-family detached dwellings, eight hundred (800) square feet per dwelling unit, or thirty five percent (35%) of the foundation area of the habitable portion of the principal structure, whichever is greater.
      - (2) For single-family attached dwellings and multiple-family dwellings, five hundred (500) square feet per dwelling unit.
      - (3) The minimum foundation area for any garage shall be two hundred forty (240) square feet. (Ord. 01-O-13, 5-14-2001)
    - (b) Detached garages shall be located to the rear of the rear line of the principal structure and shall be a distance of five feet (5') from any interior side lot line and a distance of at least ten feet (10') from the rear lot line. Detached garages shall not be permitted in the exterior side yard in any district. All detached garages shall be a distance of at least ten feet (10') from the principal structure, and the intervening space may not be roofed or enclosed. (Ord. 90-O-42, 11-26-1990; amd. Ord. 97-O-05, 1-27-1997)
    - (c) Greenhouses, sheds, or other buildings for storage purposes incidental to permitted uses shall have a floor area not exceeding one hundred twenty five (125) square feet in area, or one percent (1%) of the area of the lot on which said structure is located, whichever is greater. Greenhouses, sheds, or buildings for storage purposes shall be located to the rear of the rear line of the principal structure on any lot and located a distance of at least five feet (5') from any interior side lot line, and at least ten feet (10') from the rear lot line. Greenhouses and storage sheds shall be a distance of at least ten feet (10') from the principal structure, and the intervening space may be roofed, but not enclosed. (Ord. 87-O-46, 11-9-1987)
    - (d) Swimming pool decks, swimming pool mechanical equipment, children's playhouses, private swimming pools, hot tubs, saunas, screened houses and bathhouses shall be located a distance of at least five feet (5') from any interior side lot line and at least ten feet (10') from the rear lot line. (Ord. 88-O-9, 4-25-1988)
    - (e) Children's recreational equipment may be located anywhere except in a required front yard. (Ord. 97-O-05, 1-27-1997)





(f) Not more than three (3) flagpoles may be constructed and maintained on a zoning lot. Flagpoles may be located anywhere on the lot provided that they shall be a distance of at least ten feet (10') from the nearest lot line. (Ord. 90-O-42, 11-26-1990)

(g) Nonmechanical laundry drying equipment may be located in the rear yard provided that it shall be a distance of at least five feet (5') from the nearest lot line.

(h) Open terraces, porches, patios and decks may be located in the required interior side yard or rear yard provided that they shall not exceed four feet (4') in height above the adjoining grade, and shall be located a distance of at least ten feet (10') from any lot line.

(i) Arbors, trellises and chimneys may project into any required yard not more than twenty four inches (24") for a linear distance not greater than eight feet (8').

(j) Bay windows and wing walls may project not more than twenty four inches (24") into any required yard.

(k) Eaves, gutters and permanent downspouts may project not more than three feet (3') into a required front, rear or side yard. (Ord. 97-O-05, 1-27-1997)

(l) On corner lots, no obstructions of any kind, including vegetation higher than eighteen inches (18") above curb level or edge of pavement, if there is no curb, shall be located in any portion of a yard situated within fifteen feet (15') of the lot corner formed by the intersection of the two (2) street right-of-way lines. (Ord. 84-O-57, 10-22-1984)

(m) Compost bins no larger than one hundred (100) cubic feet and no taller than five feet (5'), designed to hold compostable materials in such a way as to not allow material to be windblown, shall be located in the rear yard on any lot at least ten feet (10') from any lot line. In no event shall a compost bin be located closer than twenty feet (20') to a principal structure on an adjacent property. (Ord. 90-O-42, 11-26-1990)

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 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)

**3. Outdoor Display of Merchandise: The outdoor display of merchandise in conjunction with an automobile service station is permitted subject to the following conditions:**

**(a) Merchandise shall also be displayed in an area no larger than one hundred square feet (100 SF) in size.**

**(b) All outdoor displays and/or attractions shall be located immediately adjoining the side or front facade of the principal building or underneath a canopy, but not within a required yard.**

**(c) Such outdoor display of merchandise shall be incidental to the primary business and shall be located only on private property.**

**(d) Merchandise shall not be located within required parking spaces or those spaces designated for disabled persons.**

**(e) At least three feet (3') of walkway shall be maintained at all times for pedestrian traffic, and if applicable, as required by the Illinois Accessibility Code.**

**(f) No individual item or stack of items may exceed six feet (6') in height unless an exception to this provision has been granted by the Village Administrator or his/her designee.**

(E) All satellite earth stations shall be subject to the following regulations, in order to reduce such dangers to the public as the collapse or toppling of such stations and electrical fires or outages, and to minimize the negative visual impact thereof:

1. (a) Only one satellite earth station shall be permitted on any lot. (Ord. 97-O-05, 1-27-1997)

(b) Satellite earth stations, the reflector element of which is larger than two meters (2 m) (6.56') in diameter when located in a commercial or industrial district, or larger than one meter (1 m) (3.28') in diameter when located in a noncommercial, nonindustrial district, shall not be mounted on or attached to any principal or accessory building, unless the applicant can demonstrate to the satisfaction of the Director of Municipal Services that such location is physically necessary to allow reception of satellite delivered signals.

(c) Satellite earth stations shall not be permitted in any required front yard or exterior side yard in any commercial or industrial district, or in any required front yard, side yard or open court in any noncommercial, nonindustrial district, and shall not be located closer than ten feet (10') to the rear lot line in any district, unless the applicant can demonstrate to the satisfaction of the Director of Municipal Services that such location is physically necessary to allow reception of satellite delivered signals.

(d) No freestanding satellite earth station shall exceed a total height of fifteen feet (15') above adjacent grade level, and no satellite earth station structurally attached to a principal structure shall exceed a total height of six feet (6') above the building height, both as measured to the highest point of such satellite earth station, unless the applicant can demonstrate to the satisfaction of the Director of Municipal Services that more height is physically necessary in order to permit reception of signals; in such case, the satellite earth station cannot exceed the minimum height necessary to receive signals. No satellite earth station shall be structurally attached to another accessory structure, unless the applicant can demonstrate to the satisfaction of the Director of Municipal Services that such attachment is physically necessary to permit the reception of signals; in such case, the satellite earth station cannot exceed the minimum height necessary to receive signals.



(e) The reflector element of any satellite earth station shall not exceed a diameter of two meters (2 m) (6.56'), unless the applicant can demonstrate to the satisfaction of the Director of Municipal Services that a larger diameter is physically necessary in order to permit reception of signals; in such case, the diameter of the reflector element shall not exceed the minimum necessary to receive signals. (Ord. 97-O-05, 1-27-1997; amd. Ord. 05-O-32, 11-14-2005)

(f) No advertising, logos, symbols, lettering or numbering shall be permitted on any satellite earth station.

(g) Every satellite earth station shall be designed and constructed to withstand a minimum wind impact pressure of thirty (30) pounds per square foot.

(h) All satellite earth stations shall be constructed of approved materials and shall comply with the requirements of the Village Building Code and any amendments thereto.

(i) All satellite earth stations shall comply with the requirements of the Village Electrical Code and any amendments thereto.

(j) Every satellite earth station, the reflector element of which is larger than two meters (2 m) (6.56') in diameter when located in a commercial or industrial district, or larger than one meter (1 m) (3.28') in diameter when located in a noncommercial, nonindustrial district, shall be landscaped and/or screened by a well maintained wall, fence, densely planted compact hedge, or berm and hedge, to a minimum height equal to the height of the satellite earth station, so that said satellite earth station shall not be visible from any adjoining lot or street. Such landscaping, screening, walls or fences shall comply with all applicable bulk regulations.

2. A building permit shall be obtained prior to the installation of any satellite earth station. Applications for a permit to install a satellite earth station shall include, in addition to any requirements contained in the Village Building Code and the Village Electrical Code, the following documents:

(a) A spotted survey of the lot upon which the satellite earth station is to be constructed, showing thereon the proposed location (dimensionalized) of the satellite earth station.

(b) Plans and specifications for the installation, including elevation, dish configuration, mounting, foundation, and any motorization, fencing, etc.

(c) Landscape plan for completely screening the installation, if such screening is required by subsection 9-12-4(E)1(j) of this section. (Ord. 97-O-05, 1-27-1997)

The following section is the staff report that was presented at the November 4, 2020 meeting of the Plan Commission and has been restated for reference.

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## History & Discussion of Request

Recently, the Village of Willowbrook ("Village") was approached by a local automobile service station owner interested in utilizing existing outdoor areas for the display of merchandise. Willowbrook is currently home to six existing automobile service stations:

1. Willowbrook Citgo (6900 Kingery Highway)
2. BP (6949 Kingery Highway)
3. Shell Gas (7000 S. Kingery Highway)
4. Shell Gas (7505 S. Kingery Highway)
5. Mobil Gas/Bucky's Express (7675 Kingery Highway)
6. Mobil Gas/7-11 (535 Joliet Road)

The Village has prohibited the outdoor display of merchandise at service stations to prevent these businesses from having large unattractive displays, the intention likely being that Willowbrook would become another Hinsdale back in the day. Over the years, the fuel industry has changed dramatically as service stations were replaced or complemented by and/or with convenience stores. The perception of the industry has changed as well, and gas stations are now expected to sell a much broader variety of items such as windshield washer fluid, anti-freeze, melting salt, oil products, gas drying agents, propane, firewood, and mulch.

This petition is to consider a text amendment to allow the "outdoor display of merchandise" as a temporary use in the business districts. As a temporary use permit, gas stations would need to reapply annually (calendar year) with the building department. The Village's building department currently charges approximately anywhere between \$300 to \$400 for an annual temporary use permit which includes a plan review and a final building inspection.

An alternative option to allowing the "outdoor display of merchandise" as a temporary use in the business districts is to allow the outdoor display of merchandise by-right without requiring local gas station owners to apply for a temporary use permit, as is permitted in the nearby community of Darien. A disadvantage of allowing the outdoor display of merchandise by-right is that the Village would have little control over the amount of merchandise displayed, the displays' locations on the site, and the height of the displays, which raises various safety and aesthetic concerns. A few images have been provided below to illustrate examples of excessive displays. Planning staff does not recommend this option as these concerns would not be addressed unless complaints were filed with the building department.







Allowing outdoor display areas to showcase merchandise could help increase the economic viability of the businesses. Revisions to Section 9-12-10 (Temporary Uses) would establish standards for outdoor display and sales of goods in the business districts. Outdoor display and sales would be limited to a maximum of one hundred square feet (100 SF).

Many of the current zoning regulations applicable to outdoor displays and sales areas focus on large grocery stores or uses such as outdoor garden supply sales or attractions and are not effective at addressing these smaller commercial locations. The Village current permits the outdoor display of product, or approved product related merchandise, by businesses wherein the principal use is retail grocery, and the business maintains a gross floor area in excess of thirty thousand (30,000) square feet. The proposed text amendment also proposes to allow the outdoor display of goods at drugstores (such as Walgreen's) with a minimum floor area of fourteen thousand five hundred square feet (13,500 SF).

### Proposed Text Amendments

The following sections are to be amended. New language is highlighted in the red and is underlined. Language to be eliminated is indicated with a ~~strike through~~.

#### 9-12-10: TEMPORARY USES:

- (A) There are several uses which are temporary in nature, which may be permitted due to their unique nature. The following uses may be permitted in each district on a temporary outdoor permit basis upon the approval of the Village Administrator or his/her designee, subject to such conditions and restrictions as the Village Administrator or his/her designee deems appropriate together with the time limits and other conditions set forth below:

A carnival or circus when operated or sponsored by a local not for profit organization (not to be located in any residential district, except on park, church or school property) to continue for a period not to exceed one week. Such uses shall comply with the setback requirements of the district in which they are located.

Contractor's office and equipment shed (containing no cooking or sleeping accommodations) accessory to a construction project, and to continue only for the duration of the project, while building permits are in force. Such offices and/or equipment shall be removed upon expiration or termination of such building permits, or issuance of an occupancy certificate for the last dwelling unit.





In Business Districts B-1 through B-4, Christmas tree sales for a period not to exceed forty-five (45) days commencing no earlier than November 10 of each year.

In the B-1, B-2, B-3 and B-4 Business Districts, outdoor garden supply sales for a period not to exceed one hundred twenty (120) days commencing no earlier than March 15 of each year and ceasing no later than July 15 of each year.

In the B-1, B-2, B-3, B-4 Business Districts and the M1 Light Manufacturing District, outdoor seating in a designated area in conjunction with a restaurant, fast food establishment or a production brewery taproom, for a period not to exceed two hundred forty-five (245) days commencing no earlier than April 1 of each year and ceasing no later than December 1 of each year. Approval of such use shall be subject to consideration of such issues as location, vehicle and pedestrian circulation and safety, fire access, sanitation and supervision standards deemed appropriate by the Village Administrator or his/her designee.

In the B-1, B-2, B-3, and B-4 Business Districts, the outdoor display of product, or approved product related merchandise, by businesses wherein the principal use is retail grocery, and the business maintains a gross floor area in excess of thirty thousand (30,000) square feet, or wherein the principal use is a drug store, and the business maintains a gross floor area in excess of thirteen thousand five hundred (13,500) square feet. Such displays may commence no earlier than April 1 of each year and cease no later than December 15 of each year. All outdoor displays shall be subject to the conditions listed in Section 9-12-10(B).

In the B-1, B-2, B-3 and B-4 Business Districts, the outdoor display of merchandise or conduct of attractions in connection with art fairs, sidewalk sales, grand openings, automobile shows or other special promotions. All outdoor displays and/or attractions shall comply with the setback requirements of the district in which they are located. Each freestanding business or shopping center is permitted four (4) special promotions per calendar year for a period not to exceed ten (10) days for each promotion.

In the B-1, B-2, B-3 and B-4 Business Districts, the outdoor display of merchandise by businesses wherein the principal use is automobile service station. Merchandise shall also be displayed in an area no larger than one hundred square feet (100 SF) in size. All outdoor displays shall be subject to the conditions listed in Section 9-12-10(B).

Real estate office (containing no cooking or sleeping accommodations unless located within a model dwelling unit) incidental to a new housing project, and then to continue only until disposal of substantially all the units within the development.

**(B) The outdoor display of merchandise is permitted as provided for in Section 9-12-10(A) and shall be subject to the following conditions:**

- 1. All outdoor displays and/or attractions shall be located immediately adjoining the side or front facade of the principal building or underneath a canopy, but not within a required yard.**
- 2. Such outdoor display of merchandise shall be incidental to the primary business and shall be located only on private property.**
- 3. Merchandise shall not be located within required parking spaces or those spaces designated for disabled persons.**





4. At least three feet (3') of walkway shall be maintained at all times for pedestrian traffic, and if applicable, as required by the Illinois Accessibility Code.
5. No individual item or stack of items may exceed six feet (6') in height unless an exception to this provision has been granted by the Village Administrator or his/her designee.

### **Staff Recommendation**

Staff supports the proposed text amendment to allow the outdoor display of merchandise at automobile service stations and drugstores with a minimum gross floor area of 13,500 square feet through a temporary use permit. The Village would have more oversight as to the location of these displays, the height, the maximum area they would occupy, the minimum width of walks, etc., and can guarantee a level of safety that could be not guaranteed if these displays were allowed by-right.

### **Discussion at the December 2, 2020 Plan Commission Meeting**

The Plan Commission conducted a public hearing on this petition at their November 4, 2020 meeting and this public hearing was continued to December 2, 2020 as a definitive consensus was not reached by the members of the Plan Commission. Most of the commissioners expressed support for allowing the outdoor display of merchandise at gas station and drugstores by-right with restrictions, and planning staff was instructed to look at alternatives to achieve this. The Plan Commission continued the public hearing on this petition to their December 2, 2020 meeting. The following members were in attendance: Chairman Kopp, Vice Chairman Wagner, Commissioners Kaczmarek, Kaucky, Soukup, Remkus and Walec. There were no members of the public that came forward with public comments/questions.

Planning staff presented three options. Option 1 was already presented at the November 4, 2020 hearing and this option would allow the outdoor display of merchandise at gas stations and drugstores through a temporary use permit. To recap, this temporary use permit would require an annual application with a maximum fee of \$300 to \$400 with subsequent years potentially costing significantly less once a streamlined process was established. Nearby communities of Downers Grove and Hinsdale follow this model.

Option 2 would allow the outdoor display of merchandise at gas stations with several restriction by-right by amending section 9-6-1(B), but would allow these displays at drugstores with a minimum gross floor area of 13,500 square feet with several restrictions through a temporary use permit. Planning staff recommends that drugstores should still be required to apply for a temporary use permit annually since grocery stores that are not part of a PUD are required to do so.

Option 3 would amend Sections 9-6-1(B), 9-12-2 and 9-12-4 to allow the outdoor display of merchandise at gas stations as an accessory use, and the outdoor displays of merchandise at drugstores through a temporary use permit for reasons stated above. In addition to permitted and special uses, the Village allows certain accessory uses and defines generally the types of accessory uses which will be allowed. Outdoor retail displays as accessory uses would be regulated similarly to the way fences are regulated in that the zoning code lists conditions for fences to regulate height, openness, and allowable locations. Conditions for the outdoor retail displays would regulate the maximum area of the display, the height, where it can be located, the minimum required width of the sidewalk, etc. However, treating outdoor retail displays as an accessory use, would not require a permit. Fences as an accessory use are required to obtain a permit through the building department. Planning staff did not recommend this option since a public hearing would need to be rescheduled to a future date to and prepare a new hearing notice that includes all code sections to be amended. Sections 9-12-2 and 9-12-4 were not listed in the original hearing notice.



### Discussion

Commissioners Kaucky and Remkus both agreed that the 100 square foot maximum allowable area for these displays was too restricting and thought this should be increased but did not offer what this area could be. Commissioner Kaucky also thought that the wording regulating the maximum area was confusing and should be clarified to allow multiple displays. Vice Chairman Wagner expressed support for a 100 square foot maximum and referenced the images in the staff report that illustrated examples of excessive displays. Commissioner Walec suggested that adding an exception that could be granted by the Village administrator or his/her designee could offer some flexibility.

Chairman Kopp personally thought a drugstore with a minimum floor area of 13,500 square feet would likely be a national chain and that this drugstore would be more concerned about their exterior appearance than the Village of Willowbrook. Chairman Kopp was inclined to allow outdoor displays of merchandise at drugstores by-right but if drugstores are not currently requesting this by-right, this should be addressed to a later date if/when a drugstore submits an application for a text amendment.

Chairman Kopp was in favor of allowing the outdoor display of merchandise at automobile service stations by-right and supported Commissioner Walec's suggestion about the maximum area requirement. Chairman Kopp also supported staff's recommendation to allow the outdoor display of merchandise at drugstores with a minimum gross floor area of 13,500 square feet through a temporary use permit. The following modifications were made:

Modify the wording that references the maximum area of 100 square feet to incorporate some more flexibility if needed:

"Merchandise shall also be displayed in an area no larger than one hundred square feet (100 SF) in size."

**"The sum of all merchandise display areas shall be no larger than one hundred square feet (100 SF) in size unless an exception to this provision has been granted by the Village Administrator or his/her designee."**

### **Motion**

The following sample motions were provided in the staff report for the Plan Commission:

#### Option 1

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 under Option 1 on pages 14 to 16 of the Staff Report for PC Case Number 20-10 to allow the outdoor display of merchandise for automobile service stations and drugstores with a minimum a gross floor area of thirteen thousand five hundred (13,500) square feet as a temporary use permit.

#### Option 2

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 under Option 2 on pages 3 to 5 of the Staff Report for PC Case Number 20-10 to allow the outdoor display of merchandise for automobile service stations by-right, and to allow the outdoor display of merchandise for drugstores with a minimum gross floor area of thirteen thousand five hundred (13,500) square feet as a temporary use permit.





**Option 3**

Based on the submitted petition and testimony presented, I move that the Plan Commission recommend to schedule a new public hearing to consider a petition to allow the outdoor display of merchandise for automobile service stations and drugstores by-right as an accessory use or through a temporary use permit.

The following motion made by Remkus was seconded by Walec 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 under Option 2 on pages 3 to 5 of the Staff Report for PC Case Number 20-10, as modified by discussion at the public hearing, to allow the outdoor display of merchandise for automobile service stations by-right, and to allow the outdoor display of merchandise for drugstores with a minimum gross floor area of thirteen thousand five hundred (13,500) square feet as a temporary use permit.**





**Attachment 1**  
**Comparison of Nearby Municipalities' Ordinances**  
**(1 page)**

**Attachment 1: Comparison of Nearby Communities**

Municipality	How Outdoor Displays are Permitted	Rules and Regulations
<b>BURR RIDGE</b> Pop: 10,559	Special Use Permit	Outdoor activities listed as special uses, such as outdoor dining areas, drive through windows, and outdoor displays of merchandise, may be approved by the Board of Trustees upon recommendation from the Plan Commission.
<b>CLARENDON HILLS</b> Pop: 8,500	Retail goods establishments, heavy retail, rental, and service, and vehicle dealerships are permitted to have accessory outdoor sales and display of merchandise.	The Zoning Administrator can also render an interpretation that a use not listed in this section would typically have outdoor sales and display and permit such use to include outdoor sales and display on the site.  (1) Outdoor sales and display of goods not offered for sale by the establishment is prohibited. (2) Any outdoor display must be located on the same lot as the principal use. No outdoor display is permitted in the public right-of-way. (3) All outdoor sales and display of vehicles for vehicle dealerships must comply with the parking lot perimeter landscape requirements of Article 11. Outdoor display of vehicles on hydraulic lifts, manufactured ramps, or similar mechanisms is prohibited. (4) No required parking area may be used as outdoor display.
<b>DARIEN</b> Pop: 21,954	By-right	The display of merchandise, similar to that within the business, for sale or rent to the public on a sidewalk immediately adjoining the side or front facade of the principal building but not within a required yard, shall be permitted provided that a five foot (5') wide minimum area is clear and free from display or sales.
<b>DOWNERS GROVE</b> Pop: 49,387	Temporary Use Permit in all business districts	Subject to the following conditions: (a) Such outdoor display of merchandise shall be incidental to the primary business and be located only on private property. Except for holiday tree sales, the outdoor display of merchandise shall not be permitted on any vacant or abandoned lots. (b) Merchandise shall meet all principal structure setback requirements of the underlying zoning district except that in the Fairview Concentrated Business District the required setback for the outdoor display of merchandise shall be four (4) feet. (c) Merchandise shall not be located within required parking spaces or those spaces designated for disabled persons. (d) At least five (5) feet of walkway shall be maintained at all times for pedestrian traffic. (e) Those businesses whose gross floor area is fifteen thousand (15,000) square feet or more are allowed to install a seasonal landscape display and sales center per the above requirements provided that the display or sales center: (1) Shall be allowed consecutively from March 15 through November 15. (2) Shall be cleaned as needed to maintain an orderly fashion and kept free of refuse. (f) Outdoor displays within the DB Downtown Business or DC Downtown Core Districts are exempt from Temporary Use permit requirements provided that: (1) Such outdoor display shall be incidental to the primary business and be located only on private property. (2) At least five (5) feet of public right-of-way shall be provided and maintained at all times for pedestrian traffic. (3) The displays shall be located at least five (5) feet from any drive aisle, parking space, or point of vehicular access. (4) Merchandise may be displayed only during normal business hours of the owner and must be placed inside at the close of business. (5) Merchandise must be displayed in an area no larger than fifty (50) square feet in size. (6) Outdoor display of vending machines and propane tanks are exempt from Temporary Use permit requirements provided that they are within two (2) feet of the face of the building.
<b>HINSDALE</b> Pop: 16,816	Temporary Use Permit	Requires the prior approval of the Board of Trustees who establishes a limitation on the duration of every temporary use approved.
<b>LOMBARD</b> Pop: 44,303	Conditional Use Permit in most business districts.	Permanent outdoor displays are prohibited. Outside display and sales of products the sale of which is a permitted or conditional use in said district.
<b>WESTMONT</b> Pop: 24,685	Temporary Use Permit in the B-3 district	The outdoor storage or display of goods, vehicles or materials shall be prohibited irrespective of whether or not they may be for sale, except for uses such as: Art or flower displays, golf courses, sidewalk cafes or similar uses intended to be displayed out-of-doors, subject to the issuance of a temporary permit.
<b>WILLOWBROOK</b> Pop: 8,540	Prohibited. Temporary Use Permit allows the following with specific time frames:	(1) Christmas tree sales (45 days starting Nov. 1) (2) Outdoor garden supply sales (March 15 – July 15, not to exceed 120 days) (3) Grocery stores > 30,000 SF (April 1 to December 15) (4) Conduct of attractions in connection with art fairs, sidewalk sales, grand openings, automobile shows or other special promotions – 4 special promotions per calendar year for a period not to exceed 10 days for each promotion.



**Attachment 2**  
Village of Willowbrook Current Zoning Ordinance,  
Sections 9-6-1(B) and 9-12-10  
(2 pages)

**Section 9-6-1: GENERAL CONDITIONS:**

(B) Business Establishments: All business establishments shall be retail trade or service establishments dealing directly with consumers and all goods produced on the premises shall be sold on the premises where produced, and all business, service, storage, merchandise, display, and where permitted, repair and processing shall be conducted wholly within a completely enclosed building, except for off street automobile parking, off street loading, open sales lots, drive-in facilities and outdoor activities authorized by Section 9-12-10 of the Willowbrook Code in districts where they are permitted. Goods sold shall consist primarily of new merchandise, except for antique shops. (Ord. 77-O-14, 3-31-1977)

**Section 9-12-10: TEMPORARY USES:**

There are several uses which are temporary in nature, which may be permitted due to their unique nature. The following uses may be permitted in each district on a temporary outdoor permit basis upon the approval of the Village Administrator or his/her designee, subject to such conditions and restrictions as the Village Administrator or his/her designee deems appropriate together with the time limits and other conditions set forth below:

A carnival or circus when operated or sponsored by a local not for profit organization (not to be located in any residential district, except on park, church or school property) to continue for a period not to exceed one week. Such uses shall comply with the setback requirements of the district in which they are located.

Contractor's office and equipment shed (containing no cooking or sleeping accommodations) accessory to a construction project, and to continue only for the duration of the project, while building permits are in force. Such offices and/or equipment shall be removed upon expiration or termination of such building permits, or issuance of an occupancy certificate for the last dwelling unit.

In Business Districts B-1 through B-4, Christmas tree sales for a period not to exceed forty-five (45) days commencing no earlier than November 10 of each year.

In the B-1, B-2, B-3 and B-4 Business Districts, outdoor garden supply sales for a period not to exceed one hundred twenty (120) days commencing no earlier than March 15 of each year and ceasing no later than July 15 of each year.

In the B-1, B-2, B-3, B-4 Business Districts and the M1 Light Manufacturing District, outdoor seating in a designated area in conjunction with a restaurant, fast food establishment or a production brewery taproom, for a period not to exceed two hundred forty-five (245) days commencing no earlier than April 1 of each year and ceasing no later than December 1 of each year. Approval of such use shall be subject to consideration of such issues as location, vehicle and pedestrian circulation and safety, fire access, sanitation and supervision standards deemed appropriate by the Village Administrator or his/her designee.

In the B-1, B-2, B-3, and B-4 Business Districts, the outdoor display of product, or approved product related merchandise, by businesses wherein the principal use is retail grocery, and the business maintains a gross





floor area in excess of thirty thousand (30,000) square feet. Such displays may commence no earlier than April 1 of each year and cease no later than December 15 of each year.

In the B-1, B-2, B-3 and B-4 Business Districts, the outdoor display of merchandise or conduct of attractions in connection with art fairs, sidewalk sales, grand openings, automobile shows or other special promotions. All outdoor displays and/or attractions shall comply with the setback requirements of the district in which they are located. Each freestanding business or shopping center is permitted four (4) special promotions per calendar year for a period not to exceed ten (10) days for each promotion.

Real estate office (containing no cooking or sleeping accommodations unless located within a model dwelling unit) incidental to a new housing project, and then to continue only until disposal of substantially all the units within the development. (Ord. 77-O-14, 3-31-1977; amd. Ord. 87-O-20, 5-11-1987; Ord. 97-O-05, 1-27-1997; Ord. 05-O-04, 2-28-2005; Ord. 05-O-32, 11-14-2005; Ord. 20-O-31, 7-27-2020)



### **Attachment 3**

#### **Village of Willowbrook Proposed Temporary Uses Ordinance (Clean Version) (2 pages)**

#### **Section 9-12-10: TEMPORARY USES:**

- (A) There are several uses which are temporary in nature, which may be permitted due to their unique nature. The following uses may be permitted in each district on a temporary outdoor permit basis upon the approval of the Village Administrator or his/her designee, subject to such conditions and restrictions as the Village Administrator or his/her designee deems appropriate together with the time limits and other conditions set forth below:

A carnival or circus when operated or sponsored by a local not for profit organization (not to be located in any residential district, except on park, church or school property) to continue for a period not to exceed one week. Such uses shall comply with the setback requirements of the district in which they are located.

Contractor's office and equipment shed (containing no cooking or sleeping accommodations) accessory to a construction project, and to continue only for the duration of the project, while building permits are in force. Such offices and/or equipment shall be removed upon expiration or termination of such building permits, or issuance of an occupancy certificate for the last dwelling unit.

In Business Districts B-1 through B-4, Christmas tree sales for a period not to exceed forty-five (45) days commencing no earlier than November 10 of each year.

In the B-1, B-2, B-3 and B-4 Business Districts, outdoor garden supply sales for a period not to exceed one hundred twenty (120) days commencing no earlier than March 15 of each year and ceasing no later than July 15 of each year.

In the B-1, B-2, B-3, B-4 Business Districts and the M1 Light Manufacturing District, outdoor seating in a designated area in conjunction with a restaurant, fast food establishment or a production brewery taproom, for a period not to exceed two hundred forty-five (245) days commencing no earlier than April 1 of each year and ceasing no later than December 1 of each year. Approval of such use shall be subject to consideration of such issues as location, vehicle and pedestrian circulation and safety, fire access, sanitation and supervision standards deemed appropriate by the Village Administrator or his/her designee.

In the B-1, B-2, B-3, and B-4 Business Districts, the outdoor display of product, or approved product related merchandise, by businesses wherein the principal use is retail grocery, and the business maintains a gross floor area in excess of thirty thousand (30,000) square feet, or wherein the principal use is a drug store, and the business maintains a gross floor area in excess of thirteen thousand five hundred (13,500) square feet. Such displays may commence no earlier than April 1 of each year and cease no later than December 15 of each year. All outdoor displays shall be subject to the conditions listed in Section 9-12-10(B).

In the B-1, B-2, B-3 and B-4 Business Districts, the outdoor display of merchandise or conduct of attractions in connection with art fairs, sidewalk sales, grand openings, automobile shows or



other special promotions. All outdoor displays and/or attractions shall comply with the setback requirements of the district in which they are located. Each freestanding business or shopping center is permitted four (4) special promotions per calendar year for a period not to exceed ten (10) days for each promotion.

In the B-1, B-2, B-3 and B-4 Business Districts, the outdoor display of merchandise by businesses wherein the principal use is automobile service station. Merchandise shall also be displayed in an area no larger than one hundred square feet (100 SF) in size. All outdoor displays shall be subject to the conditions listed in Section 9-12-10(B).

Real estate office (containing no cooking or sleeping accommodations unless located within a model dwelling unit) incidental to a new housing project, and then to continue only until disposal of substantially all the units within the development.

(B) The outdoor display of merchandise is permitted as provided for in Section 9-12-10(A) and shall be subject to the following conditions:

1. All outdoor displays and/or attractions shall be located immediately adjoining the side or front facade of the principal building or underneath a canopy, but not within a required yard.
2. Such outdoor display of merchandise shall be incidental to the primary business and shall be located only on private property.
3. Merchandise shall not be located within required parking spaces or those spaces designated for disabled persons.
4. At least three feet (3') of walkway shall be maintained at all times for pedestrian traffic, and if applicable, as required by the Illinois Accessibility Code.
5. No individual item or stack of items may exceed six feet (6') in height unless an exception to this provision has been granted by the Village Administrator or his/her designee.





**Attachment 4**  
**Public Hearing Notice (2 pages)**

**NOTICE OF PUBLIC HEARING**  
**ZONING HEARING CASE NO. 20-10**

NOTICE IS HEREBY GIVEN that the Plan Commission of the Village of Willowbrook, DuPage County, Illinois, will conduct a public hearing at a regular meeting of the Plan Commission on the 4th of November 2020 at the hour of 7:00 P.M. This meeting would typically take place in the Willowbrook Police Department Training Room, 7760 S. Quincy St, Willowbrook, IL 60527. However, due to the current circumstances concerning Covid-19, this meeting will be held virtually. Internet address and access instructions will be provided on the Village of Willowbrook's Plan Commission website once available:

<https://www.willowbrookil.org/Archive.aspx?AMID=44>

The purpose of this public hearing shall be to consider a petition for a text amendment to amend Sections 9-6-1(B) and 9-12-10 of Title 9 – Zoning Title of the Village of the Willowbrook Municipal Code regarding the outdoor display of merchandise.

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

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

Any individual with a disability requiring a reasonable accommodation in order to participate in any public meeting held under the authority of the Village of Willowbrook should contact Ann Choi, Village of Willowbrook, 835 Midway, Willowbrook, IL 60527, or call (630) 920-2233, Monday through Friday, between 8:30 A.M. and 4:30 P.M.

All persons desiring to be heard in support or opposition to the application shall be afforded an opportunity and may submit their statements orally, in written form, or both. Written comments may be submitted up to the hour of 6:00pm on November 4, 2020 to [planner@willowbrook.il.us](mailto:planner@willowbrook.il.us). This hearing may be recessed to another date if not concluded on the evening scheduled.

/s/ Brian Pabst  
Village Administrator  
(630) 920-2261

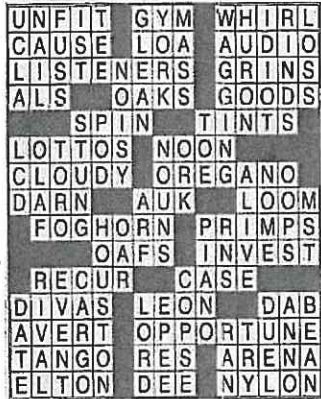
Published in the October 19, 2020 edition of *The Chicago Sun Times* newspaper.



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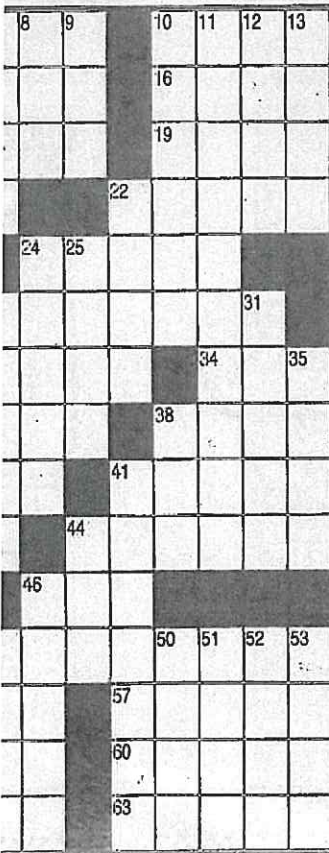
# OSWORD

PREVIOUS PUZZLE SOLVED



10-19-20 © 2020 UFS, Dist. by Andrews McMeel for UFS

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|----------------------|-------------------|
| 26 Foot parts        | 46 Floated down   |
| 27 Young raptor      | the river         |
| 28 Like a rookie     | 47 Hurt           |
| 29 Pod content       | 48 Steak cut      |
| 30 Striped antelope  | 49 Game die       |
| 31 Battle tactic     | 50 By mouth       |
| 33 Swipe             | 51 Air France     |
| 35 Advance           | destination       |
| 37 Police raid       | 52 Apply caulking |
| 38 Pamplona cry      | 53 Whirlpool      |
| 40 Modern-speed unit | 55 To's opposite  |
| 41 Without a goal    | 56 Like valleys   |
| 43 By leaps and —    |                   |
| 44 Indentation       |                   |



## Storage - Legal

## Storage - Legal

Extra Space Storage will hold a public auction to sell personal property belonging to those individuals listed below at the location indicated:

- #1598 1301 S Harlem Ave. Berwyn, IL 60402 (708)776-3606 on October 27 2020 at 10:00 AM Ira Bay 1128.  
#7239 1301 S Cicero Ave. Cicero, IL 60604 (708)328-6313 on October 27 2020 at 11:00 AM Cristian Orozco 2188  
#0729 707 W Harrison St. Chicago, IL 60607 (312)939-0135 on October 27 2020 at 01:00 PM Rakeisha Merritt 3053; Phil Olson 3058;  
#0731 1255 S Wabash Ave. Chicago, IL 60605 (312)254-6096 on October 27 2020 at 02:00 PM Tammie Ford 2163; Kathleen White 4006; Shannon Bonner 4088; Mary Maxine Reed 5018; Osama Alamoudi 6003  
#1810 601 W Harrison St. Chicago, IL 60607 (312)360-1153 on October 27 2020 at 02:30 PM Craig Atkins 103  
#7013 1205 W Jackson Blvd. Chicago, IL 60607 (773)832-7366 on October 27 2020 at 03:00 PM Mikael Thames 4103  
#8433 1242 W Washington Blvd. Chicago, IL 60607 (312)442-2458 on October 27 2020 at 05:00 PM Anton Gratch 110, Cindy Brown 50

The auction will be listed and advertised on [www.storageauctions.com](http://www.storageauctions.com). Purchases must be made with cash only and paid at the above referenced facility in order to complete the transaction. Extra Space Storage may refuse any bid and may rescind any purchase until the winning bidder takes possession of the personal property.  
10/12, 10/19/2020 #114918

## Public Hearings

## Public Hearings

### NOTICE OF PUBLIC HEARING ZONING HEARING CASE NO. 20-10

NOTICE IS HEREBY GIVEN that the Plan Commission of the Village of Willowbrook, DuPage County, Illinois, will conduct a public hearing at a regular meeting of the Plan Commission on the 4th of November 2020 at the hour of 7:00 P.M. This meeting would typically take place in the Willowbrook Police Department Training Room, 7760 S. Quincey St., Willowbrook, IL 60527. However, due to the current circumstances concerning Covid-19, this meeting will be held virtually. Internet address and access instructions will be provided on the Village of Willowbrook's Plan Commission website once available:

<https://www.willowbrookil.org/Archive.aspx?AMID=44>

The purpose of this public hearing shall be to consider a petition for a text amendment to amend Sections 9-6-1(B) and 9-12-10 of Title 9 - Zoning Title of the Village of the Willowbrook Municipal Code regarding the outdoor display of merchandise.

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

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

Any individual with a disability requiring a reasonable accommodation in order to participate in any public meeting held under the authority of the Village of Willowbrook should contact Ann Choi, Village of Willowbrook, 835 Midway, Willowbrook, IL 60527, or call (630) 920-2233, Monday through Friday, between 8:30 A.M. and 4:30 P.M.

All persons desiring to be heard in support or opposition to the application shall be afforded an opportunity and may submit their statements orally, in written form, or both. Written comments may be submitted up to the hour of 6:00pm on November 4, 2020 to [planner@willowbrookil.us](mailto:planner@willowbrookil.us). This hearing may be recessed to another date if not concluded on the evening scheduled.

/s/ Brian Pabst  
Village Administrator  
(630) 920-2261

Published in the October 19, 2020 edition of The Chicago Sun Times newspaper.  
10/19/2020 #1115490

## Public Hearings

## Public Hearings

### NOTICE OF PUBLIC HEARING ZONING HEARING CASE NO. 20-09

NOTICE IS HEREBY GIVEN that the Plan Commission of the Village of Willowbrook, DuPage County, Illinois, will conduct a public hearing at a regular meeting of the Plan Commission on the 4th of November, 2020 at the hour of 7:00 P.M. This meeting would typically take place in the Willowbrook Police Department Training Room, 7760 S. Quincey St., Willowbrook, IL 60527. However, due to the current circumstances concerning Covid-19, this meeting will be held virtually. Internet address and access instructions will be provided on the Village of Willowbrook's Plan Commission website once available:

<https://www.willowbrookil.org/Archive.aspx?AMID=44>

The purpose of this public hearing shall be to consider a petition requesting approval of an Amendment to a Special Use for a Planned Unit Development and Amendment to a Planned Unit Development to allow for major changes under Section 9-13-4(C)(a) including certain relief, exceptions and waivers from Title 9 of the Village Code, on property legally described as follows:

ALL LOTS AND OUTLOTS IN CARRINGTON CLUB SUBDIVISION, A SUBDIVISION OF PART OF THE NORTHEAST QUARTER OF SECTION 22, TOWNSHIP 38 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN DUPAGE COUNTY, ILLINOIS, ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 27, 2016 AS DOCUMENT NO. R2016-104256 (CARRINGTON CLUB SUBDIVISION).

PINs: 09-22-207-025, 09-22-207-026, 09-22-207-027, 09-22-207-028, 09-22-207-029, 09-22-207-030, 09-22-207-031, 09-22-207-032, 09-22-207-033, 09-22-207-034, 09-22-207-035, 09-22-207-036, 09-22-207-037, 09-22-207-038, 09-22-207-039, 09-22-207-040, 09-22-207-041, 09-22-207-042, 09-22-207-043, 09-22-207-044, 09-22-207-045, 09-22-207-046, 09-22-207-047, 09-22-207-048, 09-22-207-049, 09-22-207-050, 09-22-207-051, 09-22-207-052, 09-22-207-053, 09-22-207-054

ADDRESS: 6521 Arabian Circle, 6531 Arabian Circle, 6541 Arabian Circle, 6551 Arabian Circle, 309 Arabian Circle, 315 Arabian Circle, 321 Arabian Circle, 327 Arabian Circle, 333 Arabian Circle, 322 Arabian Circle, 316 Arabian Circle, 310 Arabian Circle, 311 Palomino Trail, 317 Palomino Trail, 323 Palomino Trail, 6550 Arabian Circle, 6540 Arabian Circle, 6530 Arabian Circle, 6520 Arabian Circle, 6510 Arabian Circle, 6500 Arabian Circle, 330 Arabian Circle, 324 Arabian Circle, 318 Arabian Circle, 312 Arabian Circle, 320 Palomino Trail, 314 Palomino Trail, 308 Palomino Trail, 302 Palomino Trail, all in Willowbrook IL 60527, and Outlot in Willowbrook IL 60514.

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

A copy of the Village's petition is on file in the Office of the Village Planner, Village of Willowbrook, 835 Midway, Willowbrook, Illinois, and is available for public inspection. Any individual with a disability requiring a reasonable accommodation in order to participate in any public meeting held under the authority of the Village of Willowbrook should contact Ann Choi, Village of Willowbrook, 835 Midway, Willowbrook, IL 60527, or call (630) 920-2233, Monday through Friday, between 8:30 A.M. and 4:30 P.M.

All persons desiring to be heard in support or opposition to the application shall be afforded an opportunity and may submit their statements orally, in written form, or both. Written comments may be submitted up to the hour of 6:00pm on November 4, 2020 to [planner@willowbrookil.us](mailto:planner@willowbrookil.us). This hearing may be recessed to another date if not concluded on the evening scheduled.

/s/ Brian Pabst  
Village Administrator  
(630) 920-2261

Published in the October 19, 2020 edition of The Chicago Sun Times Newspaper.  
10/19/2020 #1115371

## LEGAL SERVICES

The JOYNER LAW OFFICE

ATTORNEY IS AVAILABLE DURING COVID-19 VIA PHONE OR VIDEO CHAT

DEBT BE GONE!

Chapter 13 BANKRUPTCY Chapter 7 - EZ Payment Plan

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## FRANK & ERNEST



THAVES 10-19



## VILLAGE OF WILLOWBROOK

### BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

A RESOLUTION OF THE VILLAGE OF WILLOWBROOK APPROVING AND ACCEPTING A PROPOSAL FROM GHD SERVICES, INC. FOR REVIEW OF ENVIRONMENTAL INVESTIGATION AND REMEDIATION ACTIVITIES AT 7775 S. QUINCY STREET, WILLOWBROOK, ILLINOIS AT A COST NOT TO EXCEED TEN THOUSAND FIVE HUNDRED DOLLARS (\$10,500.00)

AGENDA NO. 6

AGENDA DATE: 12/14/2020

STAFF REVIEW: Brian Pabst, Village Administrator

SIGNATURE: Brian Pabst

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: T. Bastian

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: Brian Pabst

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

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

On August 22, 2018 the USEPA contacted the Village to advise of the release (on that day) of a report from the Agency for Toxic Substances and Disease Registry (ATSDR, which is a subsidiary of the CDC) on a business, Sterigenics International Inc., located within our corporate business park that emits a chemical, ethylene oxide (EtO). At that time, the facilities in Willowbrook operated under an IEPA permit. There have been numerous related events since culminating in Sterigenics relocating out of state.

The Sterigenics building located at 7775 South Quincy Street reported a spill containing ethylene glycol to the IEPA in 2013 resulting in a no further remediation (NFR) letter from the IEPA in 2014. However, there was a second spill on August 23, 2018 of Ethylene Glycol at the 7775 Quincy Street location necessitating further environmental work. Subsequently, on October 21, 2020, Carol Nissen – Project Manager for Tetra Tech, Inc. who is employed by Sterigenics, submitted to the Village another building permit application, primarily for site remediation. Sterigenics advised that their agreement with their landlord requires that they receive an NFR letter from the IEPA even though the size of the spill does not require an IEPA permit. As reported by Sterigenics, this spill was approximately 1700 gallons of a liquid containing water, ethylene glycol and sulfuric acid. Sterigenics reported that only 7 to 27 gallons of this liquid went into the soil while the majority was captured in their containment pit. The first remediation attempt was unsuccessful and another attempt at removing all contaminated soil will be conducted as a part of this building permit.

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

The location of the spills has been in the northeast corner area of the building however, it is unknown at this time if the contamination of soil or groundwater traveled to neighboring properties. Therefore, staff is recommending that the Village utilize an environmental expert to review all documentation pertaining to the first spill in 2013 and the second spill in 2018 and conclude whether there is enough information available to indicate that the spills on the site may have resulted in soil and groundwater contamination to areas outside of the Sterigenics property line. Should information be available that indicates the spill event may have resulted in impacts to Village owned property, as a second step, GHD will prepare a work plan to perform investigation activities on Village owned property. The scope of service for both steps of this contract are listed therein at a cost not-to-exceed \$10,500.

ACTION PROPOSED: Adopt Resolution.

**RESOLUTION NO. 20-R-\_\_\_\_\_**

**A RESOLUTION OF THE VILLAGE OF WILLOWBROOK APPROVING AND  
ACCEPTING A PROPOSAL FROM GHD SERVICES, INC. FOR REVIEW OF  
ENVIRONMENTAL INVESTIGATION AND REMEDIATION ACTIVITIES AT 7775 S.  
QUINCY STREET, WILLOWBROOK, ILLINOIS AT A COST NOT TO EXCEED TEN  
THOUSAND FIVE HUNDRED DOLLARS (\$10,500.00)**

---

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

**SECTION 1:** The proposal submitted by GHD Services, Inc. for review of  
environmental investigation and remediation activities at 7775 S. Quincy Street, Willowbrook,  
Illinois at a cost not to exceed Ten Thousand Five Hundred Dollars (\$10,500.00) is hereby  
accepted and approved.

**SECTION 2:** The Village Mayor is hereby authorized and directed to execute that  
certain agreement, on behalf of the Village, with GHD Services, Inc., a copy of which is attached  
hereto as Exhibit "A" and made a part hereof.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

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

**PASSED** and **APPROVED** this 14<sup>th</sup> day of December, 2020 by a roll call vote as follows:

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

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

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

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

APPROVED:

\_\_\_\_\_  
Frank A. Trilla, Mayor

ATTEST:

\_\_\_\_\_  
Deborah A. Hahn, Village Clerk



**EXHIBIT “A”**



November 19, 2020

Reference No. 11198759

Mr. Brian Pabst  
Village Administrator  
Village of Willowbrook  
835 Midway Drive  
Willowbrook, IL 60527

Dear Mr. Pabst:

**Re: Proposal for Review of Environmental Investigation and Remediation Activities  
Sterigenics International, LLC  
7775 S. Quincy Street  
Willowbrook, Illinois 60527**

GHD is pleased to provide this proposal the Village of Willowbrook (Village) to conduct a review of documentation related to environmental investigation and remediation activities performed at 7775 S. Quincy Street in Willowbrook, Illinois (Site). GHD understands that an approximate 1,700-gallon spill of a mixture of water, ethylene glycol and sulfuric acid occurred at the Site on August 23, 2018. Site investigation and remediation activities have been performed at the Site in pursuit of a No Further Remediation (NFR) letter from the Illinois Environmental Protection Agency (Illinois EPA) Site Remediation Program (SRP). GHD understands that the Village requests professional opinion whether the investigation activities have sufficiently characterized the nature and extent of the contamination related to the spill event. Should the review of the documentation indicate that contamination resulting from the spill has potentially impacted Village property, the Village requests a work plan be prepared to conduct environmental investigation activities on Village property to determine whether soil and groundwater has been impacted by the spill event.

#### **Scope of Services**

GHD proposes to review the documentation supplied by the Village related to the August 23, 2018 spill event. This documentation includes correspondence between Sterigenics' consultant and the Illinois EPA SRP, a combined Focused Site Investigation Report, Remediation Objectives Report, Remedial Action Plan and Remedial Action Completion Report. GHD will also review documentation related to a spill incident on the Site for which an NFR letter has been issued in 2014. Following the review of all documentation, GHD will prepare a letter to the Village describing whether the investigation and remediation activities documented within the correspondence and reports appears to sufficiently characterize the nature and extent of impacts related to the spills of regulated substances which may have occurred on the Site. Specifically, the GHD letter will conclude whether information is available to indicate that spills on the Site may have resulted in soil or groundwater contamination to areas outside of the property boundary for the Site.

Should information be available that indicates the spill event may have resulted in impacts to Village-owned property, GHD will prepare a work plan to perform investigation activities on Village-owned property. The work plan will describe the rationale for the location of the investigation activities, the



methodologies to complete the work, and will also include a discussion of the report deliverable that will summarize the results of the investigation.

The investigation work plan may include the advancement of soil borings to collect soil samples, the installation of monitoring wells to collect groundwater samples, and potentially the installation of soil gas sampling points for the collection of soil gas samples. Laboratory methods selected for samples will be identified within the work plan. Health and Safety and Quality Assurance/Quality Control measures that will be adhered to during the investigation activities will also be described within the work plan. A discussion will be included regarding the management of all investigation-derived wastes anticipated to be generated during the investigation work. The work plan will also include a discussion of how sample laboratory results will be compared to any applicable remediation criteria.

### **Schedule and Cost Estimate**

It is anticipated that the review of the Site investigation and remediation documentation and, if needed, the preparation of the work plan for investigation on Village-owned property can be completed within two weeks of notice to proceed from the Village. The proposed cost for the scope of work described above, based on the information presently understood by GHD, is summarized below.

Description	Estimated Cost
Site Investigation/Remediation Documentation Review and Summary Letter Preparation	\$6,500
Work Plan to Conduct Investigation on Village-Owned Property	\$4,000
<b>Total</b>	<b>\$10,500</b>

The project will be billed on a time and materials basis, in accordance with the attached Terms and Conditions. GHD will begin the project upon approval to proceed.

Thank you for the opportunity to provide this proposal. Please contact me at 773-380-9249 at your convenience if you have any questions or would like to discuss this proposal further.

Sincerely,

GHD

Derek Hubbartt  
Associate/Senior Project Manager

DH/lg/2

Attachment



**Professional Terms and Conditions**

GHD Services Inc. ("GHD") and Client (as set out below) agree that any professional services performed by GHD for Client, relating to the scope of work, will be on the following standard terms:

1. Invoices for services rendered will be issued monthly payable on receipt. Amounts due will be increased at the rate of 1 1/2 percent per month after 30 days. GHD reserves the right, without penalty, to discontinue services in the event of non-payment of undisputed amounts.
2. GHD maintains statutory workers compensation insurance, and professional, pollution, general, auto, and employers liability insurance which GHD deems adequate. Certificates of insurance shall be provided on request.
3. GHD's services are solely for Client's benefit and may not be relied upon by any third party without GHD's express written consent. Any use, change, or distribution of Work Product without the written consent of GHD shall be at Client's risk and will not give rise to liability of GHD.
4. GHD shall perform its professional services in the manner consistent with the level of care and skill ordinarily exercised by other professional firms acting under similar circumstances and at similar times. GHD makes no other warranty, implied or expressed.
5. GHD shall indemnify and hold harmless Client for its services to the extent GHD's neglect or willful misconduct causes liability for the Client. Neither party shall be liable for any consequential loss, injury or damages suffered by the other party, including but not limited to loss of use, earnings, and business interruption.
6. To the maximum extent permitted by law, GHD's liability and that of its employees, agents, directors, officers, and subcontractors to Client due to any negligent acts, errors or omissions, shall not exceed \$1,000,000, except as to damages resulting from the gross negligence or willful misconduct of GHD.
7. Client acknowledges that the pre-existing presence, if any, of pollutants, and other potentially hazardous conditions at the project site were not caused by or are not the responsibility of GHD, and that this contractual arrangement does not transfer any legal responsibilities for such conditions to GHD.
8. GHD may terminate this Agreement for nonpayment or other default by Client. Terms agreed to under this Agreement shall survive any such termination.
9. Client hereby agrees that this agreement may be assigned to another entity within the GHD group of companies that will be directly or indirectly wholly-owned by GHD Group Pty Ltd. (a "Related Entity"). Any such Related Entity shall assume all of GHD's liabilities, duties and obligations in, to, and under this Agreement. Client hereby agrees that this assignment may be effected without any further notice or action on the part of GHD. Upon request, Client agrees to execute and deliver any further documents as may be reasonably requested by GHD or its successor to evidence such consent and/or assignment.

These Terms and Conditions are hereby accepted this \_\_\_\_ day of \_\_\_\_, 20\_\_.

**Client Signature:**

\_\_\_\_\_  
Name of Company:

\_\_\_\_\_  
Per:

\_\_\_\_\_  
Title:

I have authority to bind the Corporation



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## 2020 US Fee Schedule

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**Principals:** \$285.00

**Associates:** \$220.00 - \$260.00

**Specialist:** \$220.00 - \$260.00

**Engineers:**

- ◆ Level A \$150.00
- ◆ Level B \$160.00
- ◆ Level C \$160.00 - \$180.00
- ◆ Level D \$195.00
- ◆ Level E \$220.00 - \$240.00
- ◆ Level F \$260.00

**Geologists/Hydrogeologists:**

- ◆ Level A \$150.00
- ◆ Level B \$150.00
- ◆ Level C \$160.00 - \$180.00
- ◆ Level D \$195.00
- ◆ Level E \$220.00
- ◆ Level F \$260.00

**Environmental Chemists/Scientists/Planners:**

- ◆ Level A \$130.00
- ◆ Level B \$150.00
- ◆ Level C \$160.00 - \$180.00
- ◆ Level D \$180.00 - \$195.00
- ◆ Level E \$220.00
- ◆ Level F \$260.00

**Industrial Hygienists/Safety Professionals:**

- ◆ Level A \$130.00
- ◆ Level B \$150.00
- ◆ Level C \$160.00 - \$180.00
- ◆ Level D \$180.00 - \$195.00
- ◆ Level E \$220.00
- ◆ Level F \$260.00

**Information Technologists:**

- ◆ Level A \$130.00
- ◆ Level B \$150.00
- ◆ Level C \$160.00 - \$180.00
- ◆ Level D \$180.00 - \$195.00
- ◆ Level E \$220.00
- ◆ Level F \$260.00

**Database Analysts:**

- ◆ Level A \$115.00
- ◆ Level B \$130.00
- ◆ Level C \$150.00 - \$160.00
- ◆ Level D \$180.00 - \$220.00
- ◆ Level E \$220.00 - \$240.00
- ◆ Level F \$240.00 - \$260.00

**Technicians/Technologists:**

- ◆ Level A \$105.00
- ◆ Level B \$115.00
- ◆ Level C \$150.00
- ◆ Level D \$150.00 - \$180.00
- ◆ Level E \$180.00 - \$195.00
- ◆ Level F \$220.00 - \$260.00

**Draft/CADD:**

- ◆ Level A \$95.00
- ◆ Level B \$105.00
- ◆ Level C \$105.00
- ◆ Level D \$140.00
- ◆ Level E \$140.00
- ◆ Level F \$140.00

**Technical Apprentices:** \$95.00 - \$105.00

**Administrative Support:** \$70.00



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## **2020 Fee Schedule**

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**Notes:**

- 1) Rates are for employees of GHD companies.
- 2) Associated project costs will be charged to clients at the rate of \$6.50 per hour worked.
- 3) Travel and accommodation charges are identified under disbursements and are invoiced to clients as incurred. All travel via common carrier being at coach class rates. Lodging costs and meal allowances for each full day depend on the area.
- 4) Other project related disbursements, expenses and subcontractor costs will be invoiced with a markup of 15%.
- 5) Fee schedule is subject to change.



# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

**A Resolution Approving and Authorizing the Purchase of One (1) Card Access System for the Willowbrook Village Hall at a Cost Not-To-Exceed \$10,710.00**

**AGENDA NO. 7**

**AGENDA DATE: 12/14/20**

**STAFF REVIEW:** Andrew Passero, Public Works Foreman

**SIGNATURE:** A. Passero /man

**LEGAL REVIEW:** Tom Bastian, Village Attorney

**SIGNATURE:** T. Bastian /man

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

**SIGNATURE:** Brian Pabst

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

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

As the Village Board may be aware the card access system for the Village Hall is outdated and in need of upgrading. The Village Hall front access door cannot be opened with the current card system and new access cards cannot be made for new personnel. Staff is recommending that the Village consider upgrading to the card access system to match the system that is currently being utilized at the Willowbrook Police Department on Quincy Drive.

Public Works staff solicited a proposal for a replacement system from Applied Communications Group (ACG). The proposal calls for ACG to provide material and labor to install the new S2 Card Access System and upgrade the existing door locks and card readers to wireless interface with the new Card Access System. The proposal covers a full turnkey system will all necessary installation, testing and training.

The scope of work includes the installation of cable supports, wire for wireless Interface, DPS in doors, com devices in locks, wireless WRI400 for card reader door, upgrade firmware on door Locks, S2 panels, programming/training and miscellaneous labor & material handling.

### STAFF RECOMMENDATION

Staff investigated other vendors and systems as a replacement door card access option. The installation of an alternate system would require new readers at each door and the replacement of the entire door lock system in conjunction with an alternate programming system. This option would be more costly for the Village as well as having two separate system to maintain at the Village Hall and Police Department.

Public Works staff recommends upgrading the card access system to the same system that is used in the Police Department for consistency in training, parts and a system that is well received by the department an amount not-to-exceed \$10,710.00.

**ACTION PROPOSED:** Adopt the Resolution

**RESOLUTION NO. 20-R-\_\_\_\_\_**

**A RESOLUTION APPROVING AND AUTHORIZING THE PURCHASE OF AN S2  
CARD ACCESS SYSTEM AND UPGRADED EXISTING DOOR LOCKS AND  
CARD READERS AT A COST NOT TO EXCEED \$10,710.00**

**WHEREAS**, the Village has determined that it is necessary to purchase a new card access system and upgraded existing door locks and card readers for the Village; and

**WHEREAS**, of the proposals received by the Village, Village staff has determined that it is in the best interest of the Village to accept the proposal of Applied Communications Group, attached hereto as Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the proposal submitted by Applied Communications Group for a new S2 card access system and upgraded door locks and card readers at a cost not to exceed \$10,710.00, is hereby accepted and approved.

**BE IT FURTHER RESOLVED** that the Village Administrator is hereby authorized and directed to execute, on behalf of the Village, the purchase order for one S2 card access system and upgraded existing door locks and card readers.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

This Resolution shall be in full force and effect upon its passage and approval, as required by law.

PASSED and APPROVED by the Mayor and Board of Trustees of the Village of Willowbrook this 14th day of December, 2020 by a roll call vote as follows:

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

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

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

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

APPROVED:

\_\_\_\_\_  
Frank A. Trilla, Mayor

ATTEST:

\_\_\_\_\_  
Deborah A. Hahn,  
Village Clerk



## **EXHIBIT "A"**



Date Oct 08, 2020  
 Client Village of Willowbrook  
 Contact Andrew Passero  
 System Card Access  
 Section NA  
 Jobsite Willowbrook Village Hall

Contact Keith Svitanek  
 Phone 630-259-5231  
 Drawing Date NA  
 Addendas NA

**Intro :** *Applied Communications Group is pleased to provide this proposal for the following project. Applied's proposal includes competitive pricing, timely installation and a commitment to providing ongoing support of your systems requirements.*

**Scope :** *ACG will provide material and labor to install the new S2 card Access System and upgrade the existing Door Locks and Card Readers to wireless interface with the new Card Access System. Quote covers a full turnkey system will all necessary installation, testing and training.*

Qty	Unit	Scope of Work
20	ea	Install Cable Supports
2	ea	Install Wire for Wireless Interface
3	ea	Install DPS in Doors
3	ea	Install Com Devices in Locks
1	ea	Install Wireless WRI400 for Card Reader Door
4	ea	Upgrade Firmware on door Locks
1	ea	Install S2 Panels
1	lot	Programming/Training
1	ea	Misc Labor & Material Handling

Qty	Unit	Equipment & Material Description
20	ea	Cable Supports
1	ea	S2 Netbox Controller S2-NB4-E2R-WM
1	ea	S2 Netbox Blade S2-ACM
2	ea	Schlage Panel Interface Module PIM400-TD2
3	ea	Schlage Power Supply 593PI-12DC
1	ea	Wireless Reader Interface WRI400
3	ea	Schlage Com Module COM400L
3	ea	Schlage door Contact 46929121
3	ea	Schlage Pigtail Adapter 23536774
1	lot	MISC Security Wire SEC-W
1	ea	Miscellaneous Materials and Consumables

MATERIAL TOTAL	\$6,834.00
TAX	\$0.00
LABOR TOTAL	\$3,876.00
<b>TOTAL INVESTMENT</b>	<b>\$10,710.00</b>

All listed material is guaranteed to be as specified above. All work is to be completed in accordance with current standards and general installation practices. Any additions or changes to the above specifications resulting in additional cost to Applied Communications Group, Inc. will be performed only upon written orders, and will be invoiced as an Engineering Change Order above this original quotation. Owner agrees to carry building insurance. Certificates of insurance reflecting Applied's coverages are available upon request. The above prices, specifications are hereby accepted. Applied has authorization to perform all work as specified in the quotation. Payment in full is due within 30 days, interest @ 1.5% a month is due on invoices over 30 days, in addition to any collection fees which may be incurred and will be responsible for all attorney fees.

Customer Signature \_\_\_\_\_ Date of Acceptance \_\_\_\_\_



1. Free and clear access for all work area will be required.
2. Plenum cable has been quoted.
3. Union labor has been quoted.
4. All labor has been quoted on normal time.
5. An on-site, secure area for materials and tools will be designated by the client for Applied's use during the installation.
6. All conduit, cores, sleeves and cable trays if needed, will be supplied.
7. Customer shall provide a 'project leader' who will be available at all times while Applied personnel are working. The project leader shall be well versed with the project and will have authority to make binding, billable decisions for the customer at all times. No changes in the Scope of Work will be accepted without a signed Engineering Change Order (ECO) by Project Leader.
8. Customer shall be responsible for and billed any time Applied is unable to work due to Customer, other trades and other contractors working on the job site.
9. Permit fee's have not been included and will be considered billable to the customer.
10. Contract Pricing is contingent on approved submittal package.
11. No allowances have been included unless clearly specified.



# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

**A Resolution Approving and Authorizing the Execution of an Intergovernmental Agreement Between the Village of Willowbrook and the County of DuPage for the Installation of Folding Stop Signs**

AGENDA NO. 8

AGENDA DATE:  
December 14, 2020

STAFF REVIEW: Mike Mertens, Assistant Village Administrator

SIGNATURE: Mike Mertens

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: T. Bastian

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: Brian Pabst

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

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

DuPage County has recently updated their requirements for installing and utilizing emergency folding stop signs for traffic signals under their jurisdiction. The updated Intergovernmental agreement established approved locations for emergency folding stop signs, the process for the utilization of the emergency signs and defines the type, size, and location acceptable by the DuPage County Department of Transportation.

The Village of Willowbrook is responsible for the entire cost of installing and maintaining the emergency folding stop signs. The agreement also requires that the Village of Willowbrook indemnify, hold harmless and defend DuPage County from and against any liability, claims, etc.

The DuPage County Board authorized the Director of Transportation / County Engineer to sign the Intergovernmental Agreement going forward.

The Intergovernmental Agreement covers the traffic signals at the following intersections:

- Madison Avenue and Plainfield Road
- 63<sup>rd</sup> Street and Madison Avenue (east bound & north bound)
- 63<sup>rd</sup> Street and Clarendon Hills Road
- Illinois Route 83 and Plainfield Road
- Illinois Route 83 and 63<sup>rd</sup> Street

### STAFF RECOMMENDATION

Approve attached Intergovernmental Agreement with DuPage County

### ACTION PROPOSED:

Adopt the Resolution

**RESOLUTION NO. 20 R-\_\_\_\_\_**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN  
INTERGOVERNMENTAL AGREEMENT BETWEEN THE  
VILLAGE OF WILLOWBROOK AND THE COUNTY OF DUPAGE FOR THE  
INSTALLATION OF FOLDING STOP SIGNS**

**WHEREAS**, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and

**WHEREAS**, the provisions of the Intergovernmental Cooperation Act (5 ILCS 220/1, *et seq.*) authorizes and encourages intergovernmental cooperation; and

**WHEREAS**, the Village of Willowbrook (“Village”) and the County of DuPage (“DuPage”) are units of government within the meaning of the Constitution of the State of Illinois, 1970, Article VII, Section 10, having the power and authority to enter into intergovernmental agreements; and

**WHEREAS**, the Village desires to install folding stop signs on certain traffic control signals located on DuPage rights of way; and

**WHEREAS**, the County of DuPage will authorize and permit the installation of folding stop signs on DuPage rights of way upon the terms and conditions as set forth in that certain Intergovernmental Agreement by and between the Village and the County of DuPage, attached hereto as Exhibit “A” 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, as follows:

The foregoing recitals are adopted as the findings of the corporate authorities of the Village of Willowbrook, DuPage County, Illinois.

**BE IT FURTHER RESOLVED** that the Intergovernmental Agreement (the “Agreement”) by and between the Village of Willowbrook and the County of DuPage for the installation, by the Village, of folding stop signs on those certain traffic control signals as detailed in the Agreement, is hereby approved and the Mayor of the Village of Willowbrook is hereby directed and authorized to execute said Agreement on behalf of the Village of Willowbrook and the Village Clerk is hereby directed to attest to said signature. A copy of said Agreement is attached hereto as Exhibit “A” and made a part hereof.

This Resolution shall be in full force and effect upon its passage and approval as required by law.

**PASSED** and **APPROVED** this 14<sup>th</sup> day of December, 2020 by a roll call vote as follows:

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

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

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

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

APPROVED:

\_\_\_\_\_  
Frank A. Trilla, Mayor

ATTEST:

\_\_\_\_\_  
Deborah A. Hahn, Village Clerk



**EXHIBIT "A"**

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE COUNTY OF DuPAGE  
AND THE VILLAGE OF WILLOWBROOK  
FOR THE INSTALLATION AND MAINTENANCE OF FOLDING STOP SIGNS  
AT SIGNALIZED INTERSECTIONS AT COUNTY HIGHWAYS**

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE COUNTY OF DuPAGE  
AND THE VILLAGE OF WILLOWBROOK  
FOR THE INSTALLATION AND MAINTENANCE OF FOLDING STOP SIGNS  
AT SIGNALIZED INTERSECTIONS AT COUNTY HIGHWAYS**

This Intergovernmental Agreement (hereinafter referred to as "AGREEMENT") is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the County of DuPage (hereinafter referred to as the "COUNTY"), a body corporate and politic, with offices at 421 N. County Farm Road, Wheaton, Illinois and the MUNICIPALITY of the Village of Willowbrook (hereinafter referred to as the "MUNICIPALITY"), a municipal corporation with offices at 835 Midway Drive, Willowbrook, Illinois. The COUNTY and the MUNICIPALITY are hereinafter sometimes individually referred to as a "PARTY" or together as the "PARTIES."

**RECITALS**

WHEREAS, the COUNTY has jurisdiction over certain rights-of-way designated as County Highways as specified in DuPage County Resolution DT-0024D-07; and

WHEREAS, certain County Highways lie within the corporate limits of the MUNICIPALITY; and

WHEREAS, the MUNICIPALITY desires to install folding stop signs (hereinafter referred to individually as "SIGN" and in plurality as "SIGNS") on traffic signals at signalized intersections under the jurisdiction of, or maintained by, the County, or on County Highways

WHEREAS, the COUNTY by virtue of its power set forth in "Counties Code" (55 ILCS 5/1-1001 et seq.) and "Illinois Highway Code" (605 ILCS 5/1-101 et seq.) and the MUNICIPALITY by virtue of its power set forth in the "Illinois Municipal Code" (65 ILCS 5/1-1-1 et seq.) are authorized to enter into this AGREEMENT; and

WHEREAS, a cooperative intergovernmental agreement is appropriate and such an agreement is authorized and encouraged by Article 7, Section 10 of the Illinois Constitution and Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.).

NOW, THEREFORE, in consideration of the premises, the mutual covenants, terms, and conditions herein set forth, and the understanding of each party to the other, the parties do hereby mutually covenant, promise and agree as follows:

## 1.0 INCORPORATION

- 1.1 All recitals set forth above are incorporated herein and made part thereof, the same constituting the factual basis for this AGREEMENT.
- 1.2 The headings of the paragraphs and subparagraphs of this AGREEMENT are inserted for convenience of reference only and shall not be deemed to constitute part of this AGREEMENT or to the effect of the construction hereof.

## 2.0 SCOPE OF PROJECT

- 2.1 The SIGNS shall not be used except for emergency purposes and shall only be opened by MUNICIPALITY'S police officers. The SIGNS shall not be opened to traffic while traffic control signals are operating in a normal traffic control mode.
- 2.2 The SIGNS shall be mounted **only at locations listed in Exhibit A** on the near right signal post of each approach or on a separate signpost near the signal post within the COUNTY right-of-way.
  - 2.2.1 The SIGNS shall be mounted at a height of at least 5 feet, measured from the bottom of the SIGN to the near edge of the pavement. The SIGN shall be mounted so as not to cause a hazard to pedestrians or cyclists.
  - 2.2.2 The SIGN shall not interfere with the pedestrian pushbutton or other traffic control devices at the intersection. If the SIGN is required to be relocated to provide adequate mounting space for traffic signal equipment or other traffic control devices, including signage, the MUNICIPALITY will be responsible for relocating or removing the SIGN in accordance with Section 3.3 of this AGREEMENT.
  - 2.2.3 The SIGNS shall be an octagon when opened with white retroreflective message and border on a red retroreflective background. The standard size shall be 30" x 30" as described in the "Manual on Uniform Traffic Control Devices for Streets and Highways".



- 2.2.4 The SIGNS may be of a bi-fold or tri-fold construction. Bi-folded SIGNS will fold from top to bottom. Tri-folded SIGNS will fold from left and right to the center.
- 2.2.5 Bi-folded SIGNS, shall be closed in the down position to ensure that damaged signs do not fall into the open position.
- 2.2.6 The closed SIGNS may show a municipal logo, but shall not show any other message, graphic, or advertisement.
- 2.3 When in the closed position, the SIGNS shall be secured with a cotter pin or other similar, reusable hardware, or, at the COUNTY's discretion, a lock and key provided by the COUNTY. Bi-folded SIGNS shall also be secured by the same method in the open position.
- 2.4 Any other lock assembly used by the MUNICIPALITY will be removed by the COUNTY's traffic signal maintenance crews, along with the SIGNS. Removal costs shall be billed directly to the MUNICIPALITY by the COUNTY's Electrical Maintenance Contractor and MUNICIPALITY shall pay said bill.
- 2.5 The police officer placing the SIGNS in the open condition must also switch the controller from a "run" mode to a "flash" mode. When the power is restored, the police officer must open the police door on the controller cabinet and place the signal switch in the "flashing" position to allow the signal to flash red in all directions. The MUNICIPALITY must notify the COUNTY's Electrical Maintenance Contractor to switch the controller to normal operation when power is restored. When power is restored and the traffic signals have resumed normal operation, the MUNICIPALITY is responsible for returning and securing the SIGNS to the closed position.

### **3.0 RESPONSIBILITY OF THE MUNICIPALITY**

- 3.1 The MUNICIPALITY is responsible for the entire cost of installing and maintaining the SIGNS.

- 3.2 The MUNICIPALITY will be responsible for the removal of the SIGNS if, in the opinion of the COUNTY, they are found to be the cause of operational problems or they are not used in compliance with this AGREEMENT. The MUNICIPALITY shall remove the SIGNS within 14 calendar days of notification by the COUNTY. If the MUNICIPALITY does not remove said SIGNS within that time, the COUNTY reserves the right to have its own forces remove the sign and bill the cost to the MUNICIPALITY. The MUNICIPALITY shall pay said bill.
- 3.3 The MUNICIPALITY will be responsible for the relocation of the SIGNS if the COUNTY determines that the proper placement, visibility, or accessibility of traffic signal equipment or other traffic control devices, including other signage, is inhibited by the placement of the SIGNS. The MUNICIPALITY shall remove the SIGNS within 14 calendar days of notification by the COUNTY and may relocate said SIGNS subject to the terms of this AGREEMENT. If the MUNICIPALITY does not remove said SIGNS within that time, the COUNTY reserves the right to have its own forces remove the sign and bill the cost to the MUNICIPALITY. The MUNICIPALITY shall pay said bill.

#### **4.0 MAINTENANCE**

- 4.1 Upon completion of the installation of the SIGNS, the MUNICIPALITY is responsible for future maintenance of the SIGNS installed on equipment under this AGREEMENT, including meeting all requirements set forth in the Manual on Uniform Traffic Control Devices.
- 4.2 The PARTIES hereto agree that this AGREEMENT only addresses the SIGNS; nothing in this AGREEMENT changes, alters or modifies existing jurisdiction or maintenance responsibilities for existing roadways, appurtenances, or traffic signals listed in Exhibit A.

#### **5.0 INDEMNIFICATION**

- 5.1 The MUNICIPALITY shall indemnify, hold harmless and defend the COUNTY its officials, officers, employees, and agents from and against all liability, claims, suits, demands, proceedings and actions, including costs, fees,



and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property resulting from, or connected with the MUNICIPALITY, or its agents' negligent or willful acts, errors or omissions in its performance under this Agreement.

Nothing contained herein shall be construed as prohibiting the COUNTY, its officials, directors, officers and employees, at their sole cost and expense, from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings and actions brought against them. Pursuant to Illinois law, any attorney representing the COUNTY, who is not already an Assistant State's Attorney, is to be appointed a Special Assistant State's Attorney, in accordance with applicable law. The COUNTY's participation in its defense shall not remove the MUNICIPALITY's duty to indemnify, defend, and hold the COUNTY harmless, as set forth above provided, however, that the MUNICIPALITY shall have the authority to direct the defense and to settle any claim, suit, demand, proceeding or action against the COUNTY for which the MUNICIPALITY would be required to indemnify the COUNTY hereunder subject to the approval of the State's Attorney to settle all claims. The State's Attorney shall not unreasonably withhold such approval. The COUNTY's participation in its defense shall not remove the MUNICIPALITY's duty to indemnify, defend, and hold the COUNTY harmless, as set forth above.

The MUNICIPALITY'S indemnification of the COUNTY shall survive the termination, or expiration, of this Agreement. Neither PARTY waives, by these indemnity requirements, any defenses or protections under the Local Government and Governmental Employees Tort Liability Act (745 ILCS 10/1 et seq.) or otherwise available to them under the law.

## **6.0 NOTICES**

- 6.1 Any notice required shall be deemed properly given to the PARTY to be notified at the time it is personally delivered or mailed by certified mail, return receipt requested, or sent by e-mail, to the PARTY's address. The address of each PARTY is as specified below. Either PARTY may change its address for receiving notices by



giving notices thereof in compliance with the terms of this subsection.

Municipality

835 Midway Drive, Willowbrook IL 60527  
ATTN: Brian Pabst, Village Administrator  
Phone: (630) 920-2261  
Email: bpabst@willowbrook.il.us

County of DuPage

Division of Transportation  
421 N. County Farm Road  
Wheaton, IL 60187  
ATTN: Christopher C. Snyder, P.E.  
Director of Transportation/County Engineer  
Phone: (630) 407-6900  
Email: christopher.snyder@dupageco.org

**7.0 AMENDMENT OR MODIFICATION OF THIS AGREEMENT**

- 7.1 No modification or amendment to this AGREEMENT shall be effective until approved by the PARTIES in writing.
- 7.2 If the modification to this AGREEMENT is solely to add additional locations to Exhibit A, the County Engineer is authorized to modify this AGREEMENT on behalf of the COUNTY to add the additional locations to Exhibit A.

**8.0 NON-ASSIGNMENT**

- 8.1 This AGREEMENT shall not be assigned by either PARTY without the written consent of the other PARTY, whose consent shall not be unreasonably withheld.

**9.0 AUTHORITY TO EXECUTE/RELATIONSHIP**

- 9.1 The PARTIES hereto have read and reviewed the terms of this AGREEMENT and by their signature as affixed below represent that the signing PARTY has the authority to execute this AGREEMENT and that the PARTIES intend to be bound by the terms and conditions contained herein.

9.2 This AGREEMENT shall not be deemed or construed to create an employment, joint venture, partnership or other agency relationship between the PARTIES.

#### **10.0 GOVERNING LAW**

10.1 This AGREEMENT shall be governed by the laws of the State of Illinois as to both interpretation and performance.

10.2 The forum for resolving any disputes concerning the parties' respective performance, or failure to perform, under this AGREEMENT, shall be the Judicial Circuit Court for DuPage County.

#### **11.0 SEVERABILITY**

11.1 In the event, any provision of this AGREEMENT is held to be unenforceable or invalid for any reason, the enforceability thereof shall not affect the remainder of the AGREEMENT. The remainder of this AGREEMENT shall be construed as if not containing the particular provision and shall continue in full force, effect, and enforceability, in accordance with its terms.

#### **12.0 FORCE MAJEURE**

12.1 Neither PARTY shall be liable for any delay or non-performance of their obligations caused by any contingency beyond their control including but not limited to Acts of God, war, civil unrest, strikes, walkouts, fires or natural disasters.

IN WITNESS whereof, the parties set their hands and seals as of the date first written above.

COUNTY OF DU PAGE

Village of Willowbrook

\_\_\_\_\_  
Christopher C. Snyder  
DuPage County Director of  
Transportation/County Engineer

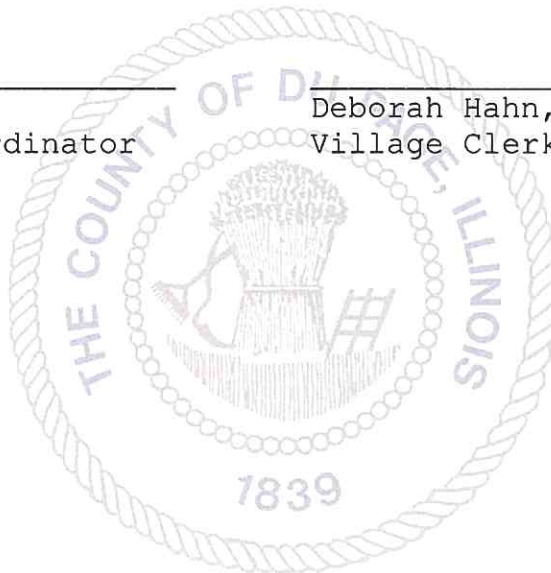
By: \_\_\_\_\_  
Frank A. Trilla,  
Mayor

ATTEST:

ATTEST:

\_\_\_\_\_  
Joan McAvoy  
Transportation Coordinator

\_\_\_\_\_  
Deborah Hahn,  
Village Clerk





## EXHIBIT A

Madison Avenue and Plainfield Road

63<sup>rd</sup> Street and Madison Avenue  
(east bound & north bound)

63<sup>rd</sup> Street and Clarendon Hills Road

Illinois Route 83 and Plainfield Road

Illinois Route 83 and 63<sup>rd</sup> Street

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

**A Resolution Approving and Authorizing the Execution of a First Amendment Agreement with Groot Industries, Inc. to Provide Residential Scavenger Services to the Village of Willowbrook**

**AGENDA NO. 9**

**AGENDA DATE: 12/14/20**

**STAFF REVIEW:** Mike Mertens, Assistant Village Administrator

**SIGNATURE:** M. Mertens

**LEGAL REVIEW:** Tom Bastian, Village Attorney

**SIGNATURE:** T. Bastian

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

**SIGNATURE:** Brian Pabst

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

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

We have received several inquiries regarding the brush pick-up fee that is now itemized on the Groot Industries service invoice. The Village over the years has contracted a twice a year brush collection program for all single-family homes within the community. The program is funded through what is called a "pass-through" collection fee that was in our contracts with Republic Services and now Groot Industries. The past contracts the Village had with Republic Services called for the contractor to bill the residents a minimum monthly pass-through surcharge for the Village brush collection program. The old rate in the Republic Services contract was billed at \$2.16 per household, per quarter (Exhibit 1). The new contract with Groot Services adjusted the pass-through rate to \$4.35 per household, per quarter (Exhibit 2). This amount was updated to cover the current Village cost for the spring and fall brush collection program. The Village then applies that pass-through collected fee to pay a separate contractor to perform the twice a year brush collection program for the single-family homes.

The Village had the same program with Republic, although it was at a lower rate that did not cover the full cost of the program and it was not broken out as a separate item on your bill. Since the Village does not have a general property tax like our neighboring communities, this was the method chosen to fund this Village program over the years.

As you may be aware, the contract with Republic Services expired this past July. With that in mind, the Village went out for competitive bid for refuse services to secure the best pricing for the quality service our residents expect. The Village received four proposals and Groot Industries coming in as the lowest bidder. They offer three different cart sizes in the contract so residents can determine which size best suits their needs and budget. As indicated in the chart below, the Village has received a better rate structure for most of the residents, depending on the size of the refuse & recycling cart that is used for the property.

The comparisons are as follows:

Cart Size for Refuse & Recycling	Republic Services Contract Ending 07/31/20	Groot Industries Beginning 08/01/20	Delta
95 Gallon	\$65.61 / Quarter	\$55.74 / Quarter	Decrease of \$9.87 / Qtr.
65 Gallon	\$63.12 / Quarter	\$52.74 / Quarter	Decrease of \$10.38 / Qtr.
35 Gallon	\$59.46 / Quarter	\$49.74 / Quarter	Decrease of \$9.97 / Qtr.
35 Gallon - Senior	\$46.53 / Quarter	\$46.74 / Quarter	Increase of \$0.21 / Qtr.
Village Brush Pick Up Program	\$2.16 / Quarter	\$4.35 / Quarter	Increase of \$2.18 / Qtr.

The updated \$4.35 brush collection fee covers the cost of the twice a year brush collection program. The pricing achieved with the new Groot contract still provides an overall cost savings (95, 65, & 35-gallon services) to most of the residents.

The Current Brush Collection program is as follows:

- Occurs in the Spring and the Fall of each year, the Village has done additional storm brush programs over the last two years as well.
- Billed by Groot Industries \$4.35 / Quarter or \$17.40 / year / single family home
- 2020 program contract was with D. Ryan Tree & Landscaping at a cost of \$31,200 / year
- Branches and trimmings only with an 8" diameter maximum
- 4 'x 8' area with the unbound limbs facing the street
- Utilize a chipper system with an outside contractor
- The fall 2020 program collected 14 trucks at 30 yards each or 2,940 cubic yards, not counting extra pickups for oversized piles.

A survey of neighboring communities brush programs is attached (Exhibit 3).

Residents began to make calls to both Groot Industries and the Village of Willowbrook as the invoices went out for the quarterly refuse service bills. Resident concerns were as follows:

- 1) Transparency of the program funding. The \$4.35 / quarter was not listed on the Groot Industries mailer (Exhibit 4) or the Village website until November 12, 2020 (exhibit 5).
- 2) Some residents to not use the brush collection program due to minimal vegetation on their property.
- 3) Some residents already have a landscape company taking care of their trees and shrubs.
- 4) Some residents thought the Village paid for the full program.
- 5) Some residents thought the Village should bill for the services instead of Groot Industries.
- 6) Some residents thought the Village should consider a user-based sticker program.

#### **STAFF RECOMMENDATION**

This item was discussed at the November 23, 2020 Municipal Services Committee. Staff offered the following options for consideration for moving forward with the 2021 Village Brush Program:

- 1) Keep the program as currently design as highlighted above.
- 2) Modify the program to once a year brush collection program and billed twice a year at \$4.35/single family home.
- 3) Convert to a Village funded program.
- 4) Convert the program, being with the fall brush collection, to a sticker program through Groot industries. In this program the brush and branches must be bundled with twin and may not exceed 4 feet in length or 2 feet in diameter. Individual branches should not exceed 4 inches in diameter. Bundles should not exceed 40 pounds each.
- 5) Remove Groot Industries from the Brush Collection billing starting in the 1<sup>st</sup> quarter 2021. The Village takes over the billing at \$4.35 / quarter, starting in the 2<sup>nd</sup> quarter 2021. Create an Opt-Out program for residents who do not use the brush collection program.

Upon discussion, the consensus of the Committee was to recommend that the Village Board keep the level of service for the program the same for 2021 but have the Village of Willowbrook take over the full funding of the brush collection program moving forward. Additionally, the Committee recommend that upon Village Board consideration that a letter be mailed to the single-family homeowners explaining the funding enhancements to the program (attached). The attached Resolution removes the pass-through fee from the Groot Service contract.

**ACTION PROPOSED:** Adopt the Resolution



## Exhibit "A"

### AGREEMENT FOR SCAVENGER SERVICES

THIS AGREEMENT ("Agreement"), made and entered into as of this 26th day of October, 2015, by and between the VILLAGE OF WILLOWBROOK, a municipal corporation, organized and existing under the laws of the State of Illinois (hereinafter referred to as "VILLAGE") and Allied Waste Services of North America LLC, doing business as Republic Services of Melrose Park//Allied Waste Services of Melrose Park, a corporation authorized to do business in the State of Illinois (hereinafter referred to as "CONTRACTOR"):

WHEREAS, the VILLAGE is authorized by statute to contract for the collection and disposal of refuse and recyclable materials; and

WHEREAS, the VILLAGE and the CONTRACTOR had entered into an Agreement for Scavenger Services on the 8<sup>th</sup> day of August 2011 that allows for an extension of up to four years; and

WHEREAS, the CONTRACTOR has submitted a proposal for an extension of the Agreement for Scavenger Services; and

WHEREAS, the VILLAGE has determined, after substantial study and negotiation that a proposal by CONTRACTOR is in the best interest of, and most favorable to the VILLAGE; and

WHEREAS, the VILLAGE has negotiated an agreement with the CONTRACTOR that is mutually acceptable to the VILLAGE and to the CONTRACTOR; and

WHEREAS, the CONTRACTOR acknowledges that this Agreement is specifically for single family residential scavenger services as defined herein, and that it is the intent of the VILLAGE to license multiple scavenger firms to collect garbage, landscape waste and recyclables from industrial, commercial, institutional and multiple family dwellings.

NOW, THEREFORE, IN CONSIDERATION of the promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

#### I. GENERAL

- A. The VILLAGE hereby grants to the CONTRACTOR the exclusive right, privilege and license to provide single family residential scavenger service within the corporate limits of the VILLAGE, beginning on January 1, 2016, until and through December 31, 2019, unless and until extended,

## V. DISPOSITION OF MATERIALS

- A. The CONTRACTOR shall have available for use throughout the term of this Agreement an Illinois Environmental Protection Agency (IEPA), an Indiana Department of Environmental Management (IDEM), or Wisconsin Department of Natural Resources (WDNR) permitted site for the ultimate disposal of all refuse collected under this Agreement unless otherwise directed by the VILLAGE to dispose of the waste in a particular site or location.
- B. All garbage, landscape waste and recyclable material shall be removed from the VILLAGE at the close of each day of collection and shall be disposed of at a lawfully operated regional pollution control facility(ies) located outside the VILLAGE and at the CONTRACTOR'S sole expense.
- C. The CONTRACTOR hereby warrants that sufficient sites for the disposal of refuse will be available to the CONTRACTOR during the full term of this Agreement and any renewal thereof.
- D. All landscape waste shall be disposed of at a lawfully operated landscape waste composting facility. Said facility may treat, compost, ground or land apply said landscape waste. Said facility shall not be located within the corporate limits of the VILLAGE. No landscape waste may be disposed of at a landfill or solid waste incinerator unless otherwise authorized by the Illinois Environmental Protection Act (415 ILCS 5/1).

## VI. BILLING AND COLLECTION

- A. The CONTRACTOR will be solely responsible for printing and distributing refuse/yard waste stickers to the VILLAGE and local retailers as hereinbefore set forth. The monthly charge for cart service shall be billed by the CONTRACTOR directly to the resident on a quarterly basis.
- B. The CONTRACTOR shall collect and include on each quarterly bill a minimum surcharge of \$2.16 per customer to fund the annual brush collection program. All collected surcharges shall be remitted at no charge to the VILLAGE within ninety (90) days after the due date of the quarterly bill. The VILLAGE reserves the right to change the amount of the surcharge when necessary.
- C. For the term of this Agreement, the CONTRACTOR shall pay all charges due for the CONTRACTOR'S disposal of garbage at the stipulated facility. At no time shall the VILLAGE be required to pay for actual

RESOLUTION NO. 20 R- 25

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN  
AGREEMENT WITH GROOT INDUSTRIES, INC. TO PROVIDE RESIDENTIAL  
SCAVENGER SERVICES TO THE VILLAGE OF WILLOWBROOK**

---

WHEREAS, the Village has requested proposals for professional residential scavenger services to the Village of Willowbrook; and

WHEREAS, of the proposals received and reviewed by the Village, the Village has determined that it is in the best interest of the Village to approve the proposal submitted by Groot Industries, Inc. and to enter into a four (4) year agreement with Groot Industries, Inc. to provide professional residential scavenger services to the Village of Willowbrook.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook DuPage County, Illinois, that the proposal of Groot Industries, Inc. to provide professional residential scavenger services to the Village, is hereby accepted.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]



landscape waste. Said facility shall not be located within the corporate limits of the VILLAGE. No landscape waste may be disposed of at a landfill or solid waste incinerator unless otherwise authorized by the Illinois Environmental Protection Act (415 ILCS 5/1, *et seq.*).

#### VI. BILLING AND COLLECTION

- A. The CONTRACTOR will be solely responsible for printing and distributing refuse/yard waste stickers to the VILLAGE and local retailers as hereinbefore set forth. The monthly charge for cart service shall be billed by the CONTRACTOR directly to the resident on a quarterly basis.
- B. The CONTRACTOR shall include on each quarterly bill, in addition to the rates set forth on Exhibit A and made a part hereof, a minimum surcharge of \$4.35 per quarter per customer to fund the annual brush collection program. The surcharge for the annual brush collection program shall be included as a separate line item on each customer's quarterly bill. All collected surcharges shall be remitted at no charge to the VILLAGE within ninety (90) days after the due date of the quarterly bill. The VILLAGE reserves the right to change the amount of the surcharge when necessary. The VILLAGE shall give the CONTRACTOR an advance notice of ninety (90) days should the surcharge amount be increased/decreased to allow the change to be applied to the next available billing cycle.
- C. For the term of this Agreement, the CONTRACTOR shall pay all charges due for the CONTRACTOR'S disposal of garbage refuse and yard waste, if any, at the stipulated facility. At no time shall the VILLAGE be required to pay for actual disposal charges. The CONTRACTOR will be responsible for any interest, penalties or late payment charge assessed as a result of the CONTRACTOR'S failure to make timely payment as set forth above.
- D. Residents of the VILLAGE may choose to subscribe to a yard waste season cart service in place of the yard waste sticker service. For single family residences selecting this optional service:
  - (1) The CONTRACTOR shall provide the single family residence with a choice of a thirty-five (35), sixty-five (65), or ninety-five (95) gallon cart used solely for yard waste.
  - (2) The cost to the residents for each thirty-five (35) gallon cart used for yard waste shall be \$160.00 per season effective August 1, 2020. The cost to the residents for each sixty-five (65) gallon cart used for yard waste shall be \$180.00 per season effective August 1, 2020. The cost to the residents for each ninety-five (95) gallon cart used for yard waste shall be \$200.00 per season effective August 1, 2020. These rates shall be subject to an annual increase as outlined under Exhibit A attached hereto.

## Community Survey - Exhibit 3.

Woodridge - Residents may drop off their brush on the second Saturday of each month, from May through October. The price is \$5 for the first carload (\$3 for same day returning car) and \$10 per pickup truck, van, or trailer. The Village site does not require bundling, has no length requirement, and can accept branches up to 8" in diameter. Only branches accepted, no leaves or grass clippings.

Hinsdale - After storms where tree damage has occurred, surveys are conducted where severity is assessed and clean up procedures are determined. Branches from public trees are either removed as they are found or stacked on the parkway for later disposal. In addition, private property trees are also assessed to see if Village-wide brush pick-up is warranted. If so determined, residents may stack storm damaged tree debris in the parkway for pick-up by Public Services crews.

Burr Ridge - The Village pays for a once a year brush pickup program. No limit on quantity. 8-inch diameter size limit – no leaves, grass, stumps or logs over 8" diameter.

Darien – The City offers a community paid brush collection program four (4) times a year. Tree branches and trimmings up to 6" in diameter picked up by their public works department.

Westmont – Offers a program through Waste Management refuse collection without requiring a sticker. The program is small twigs, branches and tree limbs that are no more than 4 feet in length and no wider than 4 inches in diameter. Brush must be tied with twine or string and must weigh less than 50 pounds.

Oak Brook - Does not have a brush pick-up.

Downers Grove - Does not have a brush pick-up.



#### Yard Waste Program

##### April 1 – Second Full Week in December:

Landscape waste will be collected each week on the same day as refuse and recycling collection. Residents can choose from a pay-per-bag option or a yard waste subscription for an annual fee.



**Pay-Per-Bag Option:** An unlimited amount of properly prepared yard waste bags will be collected as long as a prepaid sticker is attached to each item. Approved yard waste containers include Kraft style paper yard waste bags (not exceeding 30 gallons).

Stickers will be available at the following locations:

Jewel Food Store – 303 Holmes Avenue, Clarendon  
Hills Jewel Food Store – 7329 S. Cass Avenue, Darien  
Village Hall – 835 Midway Drive, Willowbrook  
Walgreens – 501 Plainfield Road, Willowbrook

Refuse/yard waste Sticker (per sticker): \$3.00

**Yard Waste Cart Subscription Option:** Residents may choose to subscribe to a yard waste season cart subscription in place of the yard waste sticker service. Residents will be billed annually for the subscription service

##### 2020 Yard Waste Subscription Rates:

35 Gallon Cart: \$160.00/annually  
65 Gallon Cart: \$180.00/annually  
95 Gallon Cart: \$200.00/annually

Any yard waste outside the cart will be collected as long as it is properly prepared in a kraft style yard waste bag and has a prepaid sticker affixed to each item.

All bundled brush and material too bulky to be placed in a bag shall be bundled with biodegradable natural fiber twine and shall not exceed 4 feet in length and 2 feet in diameter per bundle, with each bundle not to exceed 50 pounds.

##### Christmas Trees:

Christmas trees will be collected on your normal solid waste collection day the first three weeks of January at no additional charge.

#### Curbside Collection Program:

or Wednesday each week. Please see enclosed service map for your collection day. Collection will occur between then hours of 7:00 a.m. and 5:00 p.m.

- Residents will be provided with a default cart size of one (1) 65 gallon refuse cart and one (1) 65 gallon recycling cart at no charge. 95 or 35 gallon carts for refuse and/or recycling will be available upon request at no charge.
- Residents will receive one exchange of their cart size at no charge within 30 days of delivery. After that time there will be a \$25.00 exchange fee.
- Any additional refuse outside the cart will be collected as long as it is in a properly prepared container (plastic bag or plastic or galvanized metal can not to exceed thirty two (32) gallons, with two handles and not over fifty (50) pounds in weight) with a prepaid refuse sticker affixed to each item.
- Refuse/yard waste Sticker (per sticker): \$3.00
- Program includes one bulk item pick up per week at no charge. Any additional bulk item will require one prepaid refuse/yard waste sticker affixed to each item.
- Appliances are \$40.00 per item and requires a call in to Groot for special pickup.

##### 2020 Collection Program Rates

35 Gallon Cart: \$49.74/quarterly  
65 Gallon Cart: \$52.74/quarterly  
95 Gallon Cart: \$55.74/quarterly  
35 Gallon Senior Rate: \$46.74/quarterly



[www.groot.com](http://www.groot.com)

Groot Industries  
2500 Landmaster Road  
Elk Grove Village, IL 60007



## Announcing: New Franchise Hauler Starting August 1, 2020!



Groot Industries

### Announcing Franchise Waste Hauling Agreement Awarded to Groot Industries

The Village of Willowbrook is pleased to announce the award of a waste hauler franchise agreement to Groot Industries beginning August 1, 2020.

\*\*\*Carts will be delivered the week of July 27th. The first pick-up will occur on Monday, August 3, 2020. \*\*\*

#### Collection Highlights

- Weekly collection will occur on Monday, Tuesday and Wednesday (please see service map within for more detail).
- Residents will be provided the default level of service which includes a 65 gallon cart for refuse and a 65 gallon cart for recycling. Alternate sized refuse cart options are available.
- Senior discounts for homeowners 65 and older.
- Pay-per-bag and subscription options available for yard waste collection.

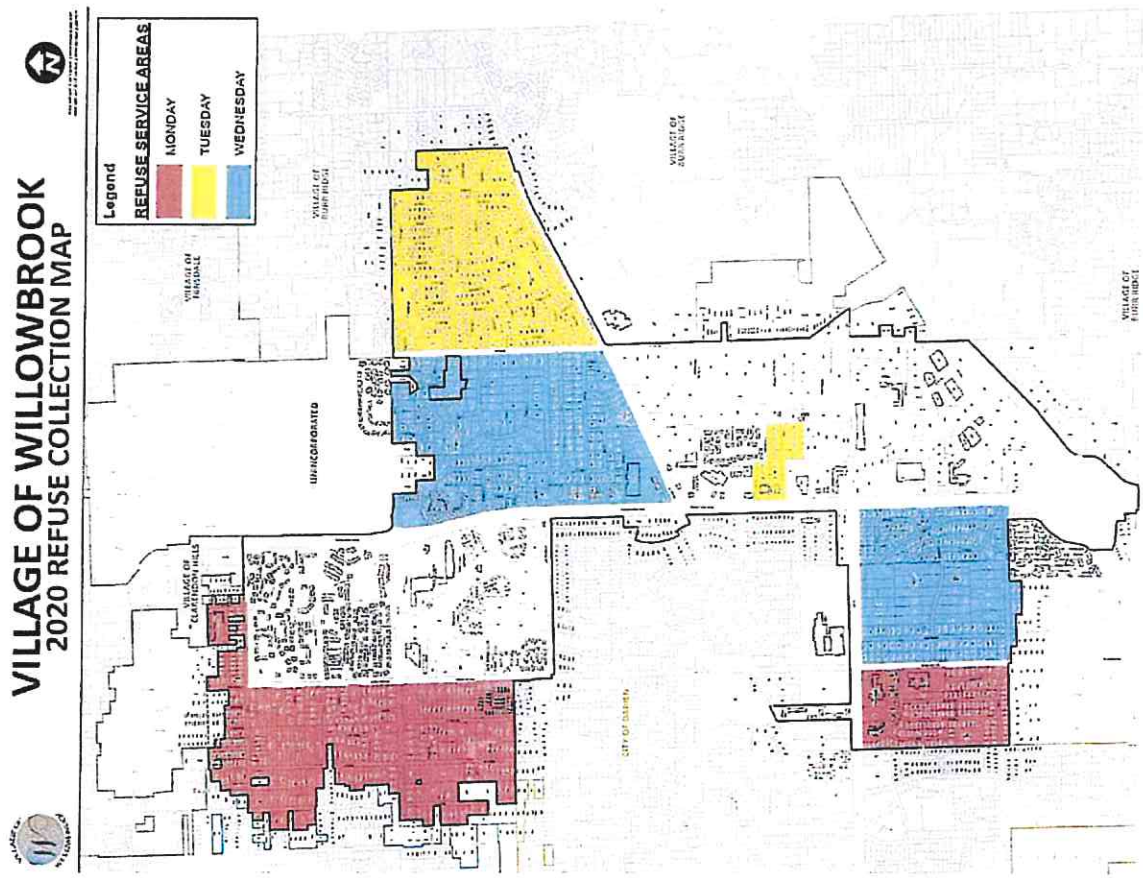


Every household will be receiving a 65 gallon refuse cart. If you would like a 95 or 35 gallon refuse cart, please email us your name, address and desired cart size at:

[Willowbrook@Groot.com](mailto:Willowbrook@Groot.com)



# VILLAGE OF WILLOWBROOK 2020 REFUSE COLLECTION MAP



**Rates:**  
 Quarterly bills will be sent to residences prior to each billing period. To pay bills on-line, register at [www.groot.com](http://www.groot.com) when you received your first invoice in the mail.

**Construction Demolition Debris:**  
 Groot will collect 2 cubic yards of construction debris each week at no cost. All material must be cut to no more than 4 feet in length and no larger than 2 feet in diameter. For the safety of the collector, all debris must be bagged or bundled and free of nails and sharp objects not exceeding 25 pounds.

**Bulk & Oversized Item Disposal:**  
 The program includes collection of one bulk item per week (not appliances or oversized/overweight items) at no additional cost.

Bulk items include: boxes, barrels, crates, furniture, and similar items that do not fit into a proper container and can be collected/lifted by one driver without assistance. Exceptions include items which are banned from direct disposal into a landfill: (appliances, tires, car batteries, TV's, electronic waste).

Oversized and overweight items are any single large or extra heavy item that requires Groot to schedule a special pick-up. An example of an oversized item is a piano, hot tub, or any item that requires two or more people to lift. There will be an additional fee per item.

**Senior Citizens Discount:**  
 Single-family households where the head of the household is age 65 or older, are eligible for a discounted collection rate for the Curbside Collection Program. Proof of age and home ownership must be provided with a valid ID.

**White Goods/Appliances:**  
 Groot will collect refrigerators, freezers, air conditioners, washers, dryers, dishwashers, hot water tanks, dehumidifiers, and other white goods at \$40.00 per item. Residents must call Groot at 888-485-0900 to schedule collection of white goods. Items should not be placed at the curb until the evening before the scheduled collection.

## Holidays Observed:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Christmas Day

If the holiday falls on a weekday, on or before your scheduled collection, service will be delayed by one

day for the remainder of the holiday week. If the holiday falls on Sunday, it will be observed on Monday and service will be delayed one day the entire week.

**Recycling Program:** Unlimited recyclable materials are collected on your current day of service. Recyclable materials in the cart do not need to be separated from each other. Please place only approved recycling items in the recycling cart. The collector is trained to check the contents of the cart. If there are foreign materials present, the cart will be left with a violation notice.

**Plastic Items:** All plastic bottles and containers with numbers 1 through 5 & 7 may be recycled. Please do not place any plastic bags (i.e. grocery, kitchen) in the recycling cart. Return plastic bags to your grocery store.

## Metal Items:

- aluminum cans
- steel or tin cans
- empty aerosol cans
- aluminum foil
- aluminum baking trays

## Glass Items:

- bottles and jars only
- brown, green and clear glass

No mirrors, window glass or porcelain accepted

## Paper Items:

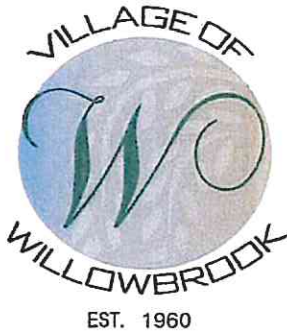
- Office Paper (printer paper, school papers)
- Newspaper (all newspaper inserts acceptable)
- Magazines, Catalogs (glossy and non-glossy)
- Corrugated Cardboard - Flattened
- Paperboard/Chipboard (cereal, pasta, soda or clothing boxes.) Telephone directories, brown paper (grocery) bags. **NO PLASTIC GROCERY BAGS**
- Aseptic Containers - Juice & Milk Cartons

## Preparation of Materials:

- Non-paper materials and paper materials may be commingled (mixed together) in the recycling cart.
- For automated collection, carts must be kept 4 feet from parkway trees, mail boxes and from other carts.
- Flatten all corrugated cardboard boxes and paperboard/chipboard in 2'x2' sections, and remove any non-paper packing material.
- Materials that exceed cart capacity may be placed in paper bags and placed beside the cart.
- Contact Groot to replace a damaged or lost cart.
- Do not place recyclable materials in plastic bags nor use plastic or silver duct tape.

Groot Mailer  
 Exhibit 4  
 pg 2





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

## Mayor

Frank A. Trilla

## Village Clerk

Deborah A. Hahn

## Village Trustees

Sue Berglund

Umberto Davi

Michael Mistele

Gayle Neal

Paul Oggerino

Gregory Ruffolo

## Village Administrator

Brian Pabst

## Chief of Police

Robert Schaller

## Director of Finance

Carrie Dittman



Proud Member of the  
Illinois Route 66 Scenic Byway

## BRUSH COLLECTION FEE CLARIFICATION

We have received a number of inquiries regarding the brush pick-up fee that is now itemized on your Groot Industries service invoice and wanted to provide some clarity regarding the program.

The Village over the years has contracted a twice a year brush collection program for all single-family homes within the community. The program is funded through what is called a "pass-through" collection fee that was in our contracts with Republic Services and now Groot Industries.

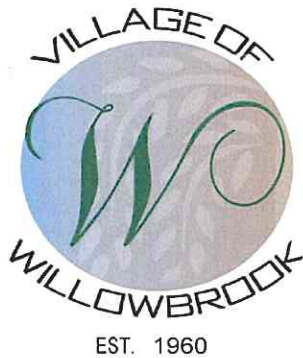
The charge of \$4.35 fee is a "pass-through" fee that Groot Industries collects on behalf of the Village. The Village then applies that collected fee to pay a separate contractor to perform the twice a year brush collection program for the single-family homes. The fee charged for the program is charged to each single-family home per billing cycle.

The Village had the same program with Republic, although it was at a lower rate that did not cover the full cost of the program and it was not broken out as a separate item on your bill. Since the Village does not have a general property tax like our neighboring communities, this was the method chosen to fund this Village program.

As you may be aware, the contract with Republic Services expired this past July. With that in mind, the Village went out for competitive bid for refuse services to secure the best pricing for the quality service our residents expect. The Village received four proposals and Groot Industries coming in as the lowest bidder. They offer three different cart sizes in the contract so residents can determine which size best suits their needs and budget. As indicated in the chart below, the Village has received a better rate structure for the majority of the residents, depending on the size of the refuse & recycling cart that is used for the property. The comparisons are as follows:

Cart Size for Refuse & Recycling	Republic Services Contract Ending 07/31/20	Republic Services Bid	Groot Industries
95 Gallon	\$65.61 / Quarter	\$70.47 / Quarter	\$55.74 / Quarter
65 Gallon	\$63.12 / Quarter	\$67.98 / Quarter	\$52.74 / Quarter
35 Gallon	\$59.46 / Quarter	\$64.32 / Quarter	\$49.74 / Quarter
35 Gallon - Senior	\$46.53 / Quarter	\$51.39 / Quarter	\$46.74 / Quarter
Village Brush Pick Up Program	\$2.16 / Quarter	\$4.35 / Quarter	\$4.35 / Quarter

The updated \$4.35 brush collection fee covers the full cost of the twice a year brush collection program. The pricing achieved with the new Groot contract still provides an overall cost savings (95, 65 & 35 gallon services) to most of the residents. We are aware there are properties owners who do not partake in the program every spring and fall or some not at all; however, at this point the Village does not have an opt out method for this program. The brush program will be reviewed again at our next Municipal Services Committee meeting for possible enhancements for the 2021 season.



Draft Resident  
Letter. Pg 1

December 15, 2020

Dear Village of Willowbrook homeowner,

As many of you know, the Village of Willowbrook recently completed a competitive bid process to cover refuse and recycling collection services. The result of this normal Village process, known as Request for Proposal (RFP), resulted in the Village selecting Groot Industries as the lowest and most responsive bidder. Groot Industries began their collection services in August of this year.

**Mayor**

Frank A. Trilla

**Village Clerk**

Deborah A. Hahn

**Village Trustees**

Sue Berglund

Umberto Davi

Michael Mistele

Gayle Neal

Paul Oggerino

Greg Ruffolo

**Village  
Administrator**

Brian Pabst

**Chief of Police**

Robert Schaller

**Director of  
Finance**

Carrie Dittman

The invoice that Groot Industries sends to households has been showing a brush collection line-item charge of \$4.35. This pass-through line item is billed quarterly and helps defray the costs of the Village of Willowbrook's current twice-a-year brush collection program. Groot Industries billing protocol is to show the brush collection charge as a separate line item. Charging for this brush collection program is not a new charge. In the past, our previous refuse collector, Republic Services, also charged this pass-through fee, but incorporated it into the refuse billing. Then, as now, the fee charged for this collection does not cover the full cost of the program, it helps defray the total cost. In both cases, the amount collected by the refuse company for the program was returned to the Village, who in turn contracted with a separate vendor to perform the twice-a-year brush collection program. The cost for the brush collection program in 2020 was \$31,200.

As a result of the new Groot Industries billing, the Village received many calls requesting either an explanation of the brush collection line item or residents expressing various opinions on how it affected your household. In response to those concerns, the Mayor and Village Board brought the brush collection program as an agenda item at our recent Board Meeting. The Mayor and Board of Trustees discussed all aspects of the twice-a-year brush collection program. The Board then voted on a course of action and the result of that vote is that the Village will suspend pass through billing to the residents for this charge and the Village will cover the full program expense for the coming year.

On the back of this letter, we have provided a comparison chart that shows refuse charges and container enhancements for our residents with our refuse company, Groot Industries. As we are all aware, this year has brought multiple challenges to both residents and to your Village. Moving forward, the Village will continue to monitor the brush collection program and will be including our findings as we move forward in our next budgeting evaluations.

Sincerely,

The Village of Willowbrook





A comparison of the last Republic Services Quarterly Fee and Groot Industries Fee for 2020/2021 are as follows:

<b>Cart Size for Refuse &amp; Recycling</b>	<b>Republic Services Contract Ending 07/31/20</b>	<b>Groot Industries Beginning 08/01/20</b>	<b>Delta</b>
95 Gallon	\$65.61 / Quarter	\$55.74 / Quarter	Decrease of \$9.87 / Qtr.
65 Gallon	\$63.12 / Quarter	\$52.74 / Quarter	Decrease of \$10.38 / Qtr.
35 Gallon	\$59.46 / Quarter	\$49.74 / Quarter	Decrease of \$9.97 / Qtr.
35 Gallon - Senior	\$46.53 / Quarter	\$46.74 / Quarter	Increase of \$0.21 / Qtr.
Village Brush Pick Up Program *	\$2.16 / Quarter	\$4.35 / Quarter	Increase of \$2.18 / Qtr.

\*The Village will cover the twice-a-year brush program cost moving forward into 2021.

For a copy of the full four-year Groot industries refuse contract it can be viewed on the Village Website at the following link:

<https://www.willowbrookil.org/278/Vendor-Contracts>

**RESOLUTION NO. 20 R-\_\_\_\_\_**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A FIRST  
AMENDMENT AGREEMENT WITH GROOT INDUSTRIES, INC. TO PROVIDE  
RESIDENTIAL SCAVENGER SERVICES TO THE VILLAGE OF WILLOWBROOK**

**WHEREAS**, the Village, by Resolution No. 20-R-25, approved an Agreement with Groot Industries, Inc. for professional residential scavenger services to the Village of Willowbrook; and

**WHEREAS**, Article VI of the Agreement entitled "Billing and Collection", subsection B, provides:

The CONTRACTOR shall include on each quarterly bill, in addition to the rates set forth on Exhibit A and made a part hereof, a minimum surcharge of \$4.35 per quarter per customer to fund the annual brush collection program. The surcharge for the annual brush collection program shall be included as a separate line item on each customer's quarterly bill. All collected surcharges shall be remitted at no charge to the VILLAGE within ninety (90) days after the due date of the quarterly bill. The VILLAGE reserves the right to change the amount of the surcharge when necessary. The VILLAGE shall give the CONTRACTOR an advance notice of ninety (90) days should the surcharge amount be increased/decreased to allow the change to be applied to the next available billing cycle."; and

**WHEREAS**, the Village and Groot Industries, Inc. desire to amend the Agreement by deleting Article VI B in its entirety as set forth in that certain "First Amendment to the Municipal Waste Scavenger Services Agreement" attached hereto as Exhibit "A" and made a part hereof.

**NOW, THEREFORE, BE IT RESOLVED** the First Amendment to the Agreement with Groot Industries, Inc. for the provision of residential scavenger services is hereby approved and the Village Mayor is hereby directed to execute, on behalf of the Village, the First Amendment to Municipal Waste Scavenger Services Agreement with Groot Industries, Inc. in substantial conformity with Exhibit "A" attached hereto and made a part hereof, and the Village Clerk is hereby directed to attest to the signature of the Mayor.

**PASSED** and **APPROVED** this 14<sup>th</sup> day of December, 2020 by a roll call vote as follows:

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

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

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

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

APPROVED:

\_\_\_\_\_  
Frank A. Trilla, Mayor

ATTEST:

\_\_\_\_\_  
Deborah A. Hahn, Village Clerk



**EXHIBIT "A"**

**FIRST AMENDMENT TO MUNICIPAL WASTE SCAVENGER SERVICES  
AGREEMENT WITH GROOT INDUSTRIES, INC.**

**FIRST AMENDMENT TO THE  
MUNICIPAL WASTE SERVICE AGREEMENT  
BETWEEN  
GROOT INDUSTRIES, INC. AND  
THE VILLAGE OF WILLOWBROOK**

THIS FIRST AMENDMENT is made this \_\_\_\_ day of December, 2020, between Groot Industries, Inc. (the "Contractor") and Village of Willowbrook, Illinois, to amend and modify the terms and conditions of the Municipal Waste Service Agreement (the "Agreement") dated May 26, 2020. The purpose of this First Amendment to the Agreement is to amend and clarify certain terms of the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is hereby agreed that the Agreement is amended as follows:

**I.** Article VI entitled "Billing and Collection", Section (B), shall be deleted in its entirety and held for naught.

**II.** Contractor shall delete from each bill the sum of \$4.35 per customer surcharge for the annual brush collection program as set forth in Article VI (B).

**III.** The remaining terms and conditions of the Agreement, not modified by this First Amendment, are hereby ratified and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this First Amendment on the date first set forth above.

CONTRACTOR:  
GROOT INDUSTRIES, INC.

VILLAGE:  
VILLAGE OF WILLOWBROOK

By: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Frank A. Trilla, Mayor

ATTEST:

ATTEST:

\_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_  
Deborah A. Hahn, Village Clerk

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

### Discuss Water Late Fees During the Covid-19 Restore Illinois Tier 3 Mitigation Phase

AGENDA NO. 10

AGENDA DATE: 12/14/20

STAFF REVIEW: Mike Mertens, Assistant Village Administrator

SIGNATURE: 

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: 

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: 

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

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

In late 2019, a new and significant outbreak of Coronavirus Disease 2019 (COVID-19) emerged in China. 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

On March 20, 2020 Governor Pritzker issued an Executive Order in response to the Covid-19 pandemic, No. 2020-10. This executive order established a stay-at-home order, social distancing requirements and a cessation of non-essential business operations. The stay-at-home directives, locally and nationally, have caused the furloughs and layoffs of millions of people. During this COVID-19 pandemic shutdown, staff was directed to hold off on issuing water billing late fees and performing water shutoffs. During this time, the Village paused late fees and shutoff penalties for the months of March, April, and May 2020 for residential and commercial accounts.

The State of Illinois entered Stage 4 of the Restore Illinois Plan on Friday June 26, 2020. The Municipal Services Committee discussed the moratorium on water late fees and water shutoffs at their June 22, 2020 Committee meeting. Upon discussion of the subject matter, the consensus of the Committee was to resume normal billing activities starting with the July billing cycle. The Village Board was advised that the late fees for March, April and May would be waived for the three-month period and the normal billing process resumed with the July billing cycle.

On November 10, 2020, the Governor issued Executive Order 2020-70 further tightening restrictions on bars, restaurants, and social gatherings to help mitigate the spread of COVID-19. On November 20, 2020, the Governor implemented Tier 3 Resurgence Mitigation restrictions to combat the exponential growth of COVID-19 within the State. (attached).

#### The normal billing process is as follows:

Payments are due 30 days after the bill is issued. On the 31<sup>st</sup> day, a 10% penalty is added to any unpaid accounts giving the account holder an additional 15 days to pay before a shutoff letter is mailed and \$25 is added to their account. The shutoff date for said letter is the day after the following second Monday of the month board meeting. If payment is not made, water is shut off and a \$70 fee is added to the account. Residential properties are billed quarterly over three (3) billing cycles. Commercial properties are billed every



month.

**A sample of billing dates for District 1 (residential):**

**Service dates:** 7/1-9/30/2020      **Date of bill:**10/9/2020      **Due Date:** 11/8/2020 (30 days from billing date).

If not paid on 11/8, a 10% late penalty is added, due 45 days from billing date. The bill is then due with late fee included by (11/23/2020). If not paid 45 days from billing date, shutoff letter is mailed out with a \$25 fee added. Balance is due on the date of the second board meeting of the following month (12/21/2020) or water is shutoff and \$70 fee added to bill.

**Recent 10% late fees assessed are:**

District 1 (residential) & District 4 (commercial) total Nov. 2020 = \$2,704.97

District 3 (residential) & District 4 (commercial) total Oct. 2020 = \$2,105.85

District 2 (residential) & District 4 (commercial) total Sep. 2020 = \$3,290.04

**Average of these totals \$2,700.28/monthly**

A survey of surrounding communities' current practices during the COVID-19 pandemic is as follows:

- **Burr Ridge:** Due to the Pandemic we have suspended any shut offs but continue to send notices. We resumed late fees/penalties in July 2020.
- **Downers Grove:** They are charging late fees and resumed doing shutoffs in September 2020.
- **DuPage County/City of Darien:** No late fees and no shutoffs.
- **Hinsdale:** They are charging late fees but will waive if asked. They are not doing shutoffs.
- **Woodridge:** They have suspending water shutoffs and late fees during Tier 3 mitigation efforts.

**STAFF RECOMMENDATION**

Staff is seeking feedback from the Village Board on a short-term moratorium for water late fees and shutoffs during the State of Illinois Tier 3 Resurgence Mitigation restrictions.

**ACTION PROPOSED:**

Direct staff as desired.



## Illinois Department of Commerce & Economic Opportunity

JB Pritzker, Governor

# RESTORE ILLINOIS TIER 3 RESURGENCE MITIGATION FAQ

*Updated 11/23/20*

## General Mitigation Questions

### How long will the Tier 3 mitigation measures be in place for?

- Effective November 20, 2020, all regions in the State will operate under the new mitigation requirements to combat the surge of COVID-19 across Illinois. IDPH will continue to track the positivity rates and hospital capacity metrics in regions over a 14-day monitoring period to determine if mitigations can be relaxed, if additional mitigations are required, or if current mitigation should remain in place.
- In order to see a removal of Tier 3 mitigations and transition to Tier 2, a region must experience less than 12 percent test positivity rate for three consecutive days AND greater than 20 percent available intensive care unit (ICU) and hospital bed availability AND declining 7-day average COVID hospitalizations in 7 out of the last 10 days.

### Which entities will be charged with enforcement of these new rules?

- State and local law enforcement along with local health departments and the Illinois Department of Public Health.

### What are the gathering limitations under the Tier 3 Resurgence mitigations?

- Indoor gatherings of more than one household are prohibited.
- Outdoor gatherings are limited to no more than ten people.

## Restaurant, Bars, and Social Events/Banquets

### What is considered “outdoor dining”?

A dining or drinking area is considered an outdoor dining or drinking area if the area meets any of the following criteria:

1. Located on the rooftop of a building or within establishment with retractable roof (should remain open during hours of operation of outdoor dining and/or drinking); or
2. Outdoor space connected to or located on the site of a restaurant, grocery store, health or fitness center, hotel, golf club, or other social club with a food establishment license; or
3. Indoor space where 50% or more of a wall can be removed via the opening of windows, doors, or panels provided that dining tables are within 8-ft from such opening; or
4. Any other outdoor dining and drinking areas authorized by local governments provided that food and drinks are prepared by licensed food or liquor establishments and that proper

social distancing of 6-ft between designated customer tables and/or other seating areas is observed and parties are of 6 persons or fewer

**Is an outdoor structure such as a dome, tent, or igloo permitted as “outdoor dining” under the guidance?**

- Yes. Below outlines the guidance for outdoor dining structures and businesses should consult the Illinois Fire Marshal and local fire department for specific guidance on Fire Codes for these structures:

#### Tents and Other Outdoor Structures for Multiple Tables/Separate Dining Groups

Provided they comply with all required municipal and/or local liquor commission restrictions and approvals, temporary outdoor structures, including tents, are permissible if they comply with the following requirements:

- Temporary outdoor structures must have at least two of the sides open to provide adequate air flow;
- Patrons inside a temporary outdoor structure must be seated, and tables must be spaced a minimum of six feet apart;
- All structural materials should have a fire-resistant certification or flame certification showing material is fire-rated or noncombustible;
- Restaurants will need inclement weather plans in writing and trained staff to prevent any injuries in storms, snow, or other unsafe situations

#### Tents or Domes/Igloos for Single Table Dining Groups

- Single party only (subject to mitigation restrictions on dining party size);
- The structure must maintain air circulation at all times, for example via an open door, two opposing window/side openings or an open roof panel or panels. Interactions with waitstaff should be brief and all parties must have masks on during these exchanges.
- Sanitize the chairs and table after each use; and
- Servers and other waitstaff to minimize their time in the structure, including instituting measures such as a QR Code menu.

#### Heating Devices

Businesses should consult with local municipalities and ensure compliance with local and state fire codes to determine if heating devices are permitted within a temporary outdoor structure, and if so, how to operate the device within the structure. Assuming the heating device is permitted, establishments should follow these additional safety considerations to ensure responsible operations:

- Outdoor spaces with heating devices must keep devices away from combustible materials, such as tents, at all times
- Enclosed areas with heating devices must have clearly marked entrances and exits
- Businesses must have sufficient fire extinguishers to cover indoor and outdoor spaces



**Can bars and restaurants allow walk-in patrons for outdoor dining?**

- Bars and restaurants should take reservations for all parties for outdoor dining for contact tracing purposes. However, bars and restaurants can accept walk-ins provided they record the contact information of at least one person in the party – this is considered a walk-up reservation.

**Bars and restaurants are required to utilize a reservation system for patrons. How long should the business retain the reservation record?**

- The state recommends businesses maintain a copy of the reservation list for a minimum of 28 days. This will enable the business and state/local health officials to contact the patrons in the event of exposure to COVID-19.

**Do the mitigation measures impact drive-thru, take-out or delivery for restaurants?**

- No. Mitigations do not restrict take-out, drive-thru, or delivery options for restaurants.

**Do these restrictions apply to indoor food courts?**

- Indoor food courts can continue to operate for takeout and grab-and-go services, but the food cannot be consumed in the food court common area.

**Do the restrictions apply to cafeterias in offices and manufacturing facilities?**

- Cafeterias in offices and manufacturing facilities can continue to operate for takeout and grab-and-go services

**Can bars and restaurants in mitigation areas serve food and beverages indoors in conjunction with a meeting or special event?**

- No. Bars and restaurants in mitigation areas are not permitted to have any indoor dining and service, and therefore may not host meetings, events or gatherings within their establishment.

**Do bars and restaurants need to stop accepting customers at 11:00 p.m., or do they have to clear the premises by 11:00 p.m.?**

- All patrons must be off the premises by 11:00 p.m. and may reopen at 6:00 a.m. or later. Drive-thru, carry out, and delivery service is still permitted after 11:00 p.m., but customers must depart after obtaining their food and there should not be congregation of customers outside of the restaurant after closure time.

**Can restaurants and cafeterias within airports, hospitals, and college dining halls continue to provide indoor dining and exempt from mitigation measures?**

- Yes. From the beginning of the emergency declaration to respond to COVID-19, executive order 2020-07 provided that businesses located in airports, hospitals, and dining halls in colleges and universities are exempt from the requirements of this Executive Order. For purposes of ensuring that individuals can eat a meal with no alternatives provided in these venues for eating, they are not subject to the mitigation measures imposed in regions. Patrons must follow the restaurant and bar guidelines in the establishment,

including wearing masks when waitstaff approach and when they are not eating or drinking at a table.

**Is video gaming permitted at bars, restaurants and other licensed video gaming locations in areas under mitigation?**

- No. All video gaming terminals must be closed.
- Failure to comply with mitigation efforts and restrictions could subject licensees to discipline from the Illinois Gaming Board, up to and including license revocation

**Are meetings and events still permissible, even at a reduced capacity?**

- No; meeting rooms, banquet centers, private party rooms, country clubs, etc. may not host meetings or events – including weddings – under any capacity.

## **Retail & Service Counters**

**What are the new capacity restrictions for retail and general merchandise stores?**

- Retail and [service counter stores](#) that are not primarily engaged in the sale of groceries or medicinal drugs (pharmacies) are limited to 25% capacity
- “Big Box” stores that sell both groceries and other items are limited to 25% capacity

**What about grocery stores and pharmacies?**

- Retail stores that primarily sell groceries (i.e. Jewel, Kroger, Mariano’s, Whole Foods, etc.) or medicinal drugs (pharmacies) can continue to operate at 50% capacity
- For the purpose of this guidance, a retail store “primarily sells groceries” if it derives at least 65% of its revenues from the sale of food items
- For the purpose of this guidance, a retail store “primarily sells medicinal drugs” if it derives at least 50% of its revenues from the sale of prescription and over-the-counter drugs

**How do the capacity restrictions impact malls?**

- The 25% capacity restriction applies to each store as well as each common area at the mall
- Indoor food courts are permissible for takeaway services only

**Do they store employees count towards the capacity restrictions?**

- No

**What are the capacity restrictions for cannabis dispensaries?**

- Recreational dispensaries are limited to 25% capacity
- Dispensaries that derive at least 50% of their revenue from the sale of medicinal can operate at up to 50% capacity

**What about Flea Markets & Farmer’s Markets**

- Flea markets and farmer’s markets should operate at 25% capacity, or 15 people per 1,000 feet.
- Booths/exhibits should be spaced the lesser of every third spot, or 30 feet apart
- Indoor flea markets should open windows and doors for fresh air flow

- Face coverings should always be worn, whether indoor or outdoor
- Flea Markets should have hand sanitizer available for customers upon entering the flea market and/or available at various locations within the flea market
- If possible, vendors should use an impermeable barrier or a second table between vendors and customers
- Flea Market should have employees monitoring the venue to ensure customers are social distancing and wearing face coverings

## **Sports and Fitness Centers**

### **What are the current restrictions on health and fitness facilities?**

- Health and fitness centers are limited to 25% of occupancy at any given time
- No group fitness classes
- 1-on-1 personal training permitted
- Workout stations should be configured to be 6 feet apart (either positioned or decommissioning at certain stations), or 3 feet apart with impermeable barriers installed
- Locker rooms should be closed (except minimum facilities for swimmers may be open to shower/change), including all amenities such as saunas, steam rooms, and whirlpools should also be closed
- Reservations are required

### **What does it mean that a “reservation” is required?**

- Health and fitness facilities must use a reservation system (1) to know how many members are using the facility and ensure that they do not exceed capacity limits and (2) to have a record of members who were at the facility at a certain time for contact tracing purposes. Walk-up reservations (including through membership card swipes) are sufficient as long as the gym knows how many members are at the facility and has a record of when members were on premises for contact tracing.

### **What about “specialty” gyms such as a spin studio or a gym with high intensity cardio classes?**

- Gyms that typically offer one group class at a time can no longer offer those classes. However, these gyms may operate at 25% capacity for individual users

### **Is yoga considered an indoor class subject to the same restrictions?**

- Yoga classes that are performed in a group setting are not permitted under Tier 3 mitigation measures.
- Individuals can practice yoga on a mat and 6 feet apart from other patrons wearing a face covering in the gym, but not as part of a group class

### **Is 1:1 personal training still okay?**

- Yes. Personal training sessions are still permitted during Tier 3 mitigation. Both trainer and trainee need to wear a mask during the session.

### **Are youth and recreational sports still permissible?**



- All indoor group sporting and recreational activities including youth and adult recreational sports are currently not permitted
- Only 1-on-1 training for indoor sports can occur right now.

**What's the policy on tennis?**

- Indoor tennis practice and lessons only; two people total per court or a player can utilize a ball machine, no competitive or recreational play.
- Outdoor tennis is permitted

**What's the policy on swimming?**

- Lap swimming is permitted at fitness facilities; swimmers cannot share lanes
- Swim team competitions and practices are prohibited
- Group swim lessons should be paused
- 1:1 swimming instruction is allowed

**Do indoor pools have to close because locker rooms must be closed?**

- Fitness and instruction facilities with indoor pools can keep a minimum amount of locker room space open to provide basic sanitary services, but must limit access to no more than 10 persons at a time
- Guests must always wear face coverings in locker rooms
- Indoor pools and water parks for recreation, amusement or group lessons must close

**Do fitness centers need to close locker room restroom facilities?**

- No, restroom facilities in locker rooms can remain open.
- Operators must minimize congregation for use of restroom facilities and abide by sanitation requirements.
- Operators must clearly indicate that other common areas, changing rooms, showers, amenities, etc. are closed.

**What's the guidance for indoor basketball?**

- Indoor group sporting and recreational basketball is to be closed. Only individual shooting around, practice drills, and other training may occur

**What about outdoor sports?**

- Teams may practice outdoor in groups of 10 or less, with proper social distancing
- Competitive play is not permissible

**Is golf still permissible?**

- Yes; golf courses can continue to operate under the [golf guidance](#)
- Indoor dining service and meeting rooms must stay closed
- Group lessons are limited to 10 people, including the instructor

**Are competitive and group dance classes permitted?**

- No. All groups practices and competitions must pause all activity during Tier 3 mitigations

**Are professional sports and collegiate level sports subject to the Tier 3 mitigations?**

- No. Professional sports and collegiate level sports teams are exempt from these mitigations

**Indoor Recreation, Theaters, and other Entertainment Venues**

**What are the restrictions on indoor recreation?**

- All indoor recreation currently subject to the [indoor and outdoor recreation](#) guidelines must close
- Additionally, other recreational activities such as movie theatres, museums, and bowling alleys must also close

**What about outdoor recreation?**

- Outdoor recreational facilities, including outdoor exhibits at zoos and museums, can continue to operate at 25% capacity
- Outdoor group activities limited to 10 people or less, participants/guests must wear face coverings at all times

**What about zoos?**

- Outdoor areas at zoos can continue to operate at 25% capacity
- Group tours must be limited to 10 people or less
- Indoor exhibits must remain closed

**What's the policy on indoor child activity centers that are not associated with a day care?**

- Indoor activity and play centers should be closed

**Can casinos continue to operate?**

- No

**What about video gaming terminals in bars, restaurants and other locations?**

- All video gaming terminals must be closed.

**Personal Care Services**

**What are the new capacity restrictions for businesses that offer personal care services?**

- Personal services facilities such as spas, hair salons, barber shops, nail salons, waxing centers, tattoo parlors, and similar facilities may be open but must cap occupancy at no more than 25 percent

**Are facials and beard trimmings permitted?**

- No; Any service that requires the patron to remove the face covering is prohibited

**Are massages and other body treatments permitted?**

- Massage therapy and other body treatments are allowed as deemed necessary by a medical provider, but appointments must be spaced by a minimum of 15 minutes and facilities

should take steps to sanitize and circulate clean air through service rooms before and after each service

- Spa body services such as body scrubs, body wraps and other body treatments should not be provided.

**Are nails services permissible?**

- Yes, with face coverings worn at all times

**Is pet grooming permissible?**

- Yes, at 25% capacity

## **Places of Worship and Funerals**

**Do the regional mitigation measures apply to churches and other places of worship?**

- Religious organizations and houses of worship are strongly encouraged to consult and follow the recommended practices and guidelines from the [Illinois Department of Public Health](#).
- As set forth in the IDPH guidelines, the safest practices for religious organizations at this time are to provide services online, in a drive-in format, or outdoors (and consistent with social distancing requirements and guidance regarding wearing face coverings), and to limit indoor services to 10 people.
- Religious organizations are strongly encouraged to take steps to ensure social distancing, the use of face coverings, and implementation of other public health measures
- Places of worship should not hold events or meeting outside of the regular worship services

**Are there restrictions on funerals?**

- Funerals are limited to 10 family members of the decedents, not including staff, see [IDPH guidance](#)

## **Day Cares and Day Camps**

**Are daycares permissible?**

- Daycares licensed by DCFS should continue to follow [those guidelines](#)

**What about day camps not licensed by DCFS?**

- Day camps not licensed by DCSF can operate in group sizes of 15 or fewer
- Tier 3 mitigations do not impact day camp guidance

**Are overnight camps permissible?**

- No

## **Miscellaneous Questions**

**Do the mitigation measures impact libraries?**

- The operations of libraries are at the discretion of local governmental entities



**Does the prohibition on meetings and events impact governmental entities?**

- The mitigation measures do not affect services provided by governments to ensure their continued operations or to provide for or support the health, safety, and welfare of the public
- However, governmental agencies, including school boards, are encouraged to hold public meetings remotely

**What about educational and certification-type classes?**

- Tier 3 mitigations do not affect classes offered by schools, colleges or universities
- Certification, licensure and/or professional development classes are permissible, but it is highly recommended that these classes be held virtually

**What about photography studios?**

- Outdoor photography is permissible with groups up to 10 people
- Indoor photography should not operate at this time