

A G E N D A

COMMITTEE OF THE WHOLE MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, NOVEMBER 25, 2024, AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER (CRC), 825 MIDWAY DRIVE, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITORS' BUSINESS - Public Comment is Limited to Three Minutes Per Person
5. OMNIBUS VOTE AGENDA
 - a. WAIVE READING OF THE MINUTES (APPROVE)
 - b. MINUTES - BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING, OCTOBER 28, 2024 (APPROVE)
6. ITEMS FOR DISCUSSION:
 - a. [FY 2024/2025 SECOND QUARTER FINANCIAL REPORT](#)
 - b. [PRESENTATION OF THE 2024/2025 SNOW OPERATIONS MANUAL](#)
 - c. [DISCUSSION OF TWA FLIGHT 529 MEMORIAL ITEMS](#)
7. ADJOURNMENT

MINUTES OF THE COMMITTEE OF THE WHOLE OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, OCTOBER 28, 2024 AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER, 825 MIDWAY DRIVE, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

Note: Minutes created from meeting agenda, Clerk's notes, and PowerPoint presentation due to lack of audio recording.

1. CALL TO ORDER

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

2. ROLL CALL

Those physically present at roll call were Mayor Frank Trilla, Clerk Gretchen Boerwinkle, Trustees Mark Astrella, Sue Berglund, Umberto Davi, Gayle Neal, Gregory Ruffolo, Village Attorney Michael Durkin, Village Administrator Sean Halloran, Assistant Village Administrator Alex Arteaga, Chief Financial Officer Lora Flori, Director of Parks and Recreation Dustin Kleefisch, Director of Community Development Michael Krol, Director of Public Works Rick Valent, Chief Lauren Kaspar, Deputy Chief Benjamin Kadolph, and Deputy Clerk Christine Mardegan.

ABSENT: Village Trustee Michael Mistele, Deputy Chief Gerard Wodka.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Trustee Ruffolo to lead everyone in saying the pledge of allegiance.

4. VISITORS' BUSINESS

None present.

5. OMNIBUS VOTE AGENDA

- a. WAIVE READING OF THE MINUTES (APPROVE)
- b. MINUTES - BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING - SEPTEMBER 23, 2024 (APPROVE)

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

MOTION: Made by Trustee Davi and seconded by Trustee Neal to approve the Omnibus Vote Agenda as presented.

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

MOTION DECLARED CARRIED

6. ITEMS FOR DISCUSSION:

a. DISCUSSION OF A VACANT BUILDING ORDINANCE

Administrator Halloran opened the discussion by outlining the reasons for considering a Vacant Building Ordinance in Willowbrook. The proposed ordinance outlines a comprehensive framework for managing vacant properties within the Village to maintain public health, safety, and neighborhood stability. He acknowledged and thanked Director Krol for his input and assistance in outlining this ordinance.

The existing regulations don't properly address vacant and underutilized buildings, which leads to concerns about public safety, property value decline, and neighborhood quality. The goal of this ordinance is intended to:

- **Identify and register vacant properties**
- **Promote property maintenance**
- **Enforce accountability**

The key provisions of the ordinance include:

- **Definition of a vacant building**
- **Registration and inspection requirements**
 - Owners of vacant properties must register within 30 days of notification and renew annually with a \$200 fee.
 - A \$300 inspection fee will be assessed to cover the cost of compliance inspections
- **Maintenance and security obligations**
 - Owners must submit a maintenance plan and keep properties secure to prevent unauthorized entry.
 - If properties are boarded, they may not remain in that state for longer than six months without approval.
- **Insurance requirements**
- **Enforcement and penalties**
 - Daily fines ranging from \$100 to \$750 will be imposed for non-compliance.
 - The Village may also take corrective action, including demolition or appointment of a receiver if owners fail to comply.

The Trustees posed several questions regarding the new ordinance. Trustee Davi wondered if it could be enforced retroactively, to which Village Attorney Durkin noted that this would not be legal. Trustee Berglund wanted to know if the ordinance would apply to single family homes or condominiums. Administrator Halloran indicated that yes, the ordinance

would apply to all buildings in the Village. Trustee Berglund also wondered how this applied to squatters. Chief Kaspar indicated that squatters would continue to be treated as trespassers.

Trustee Neal also wanted to know if there was a definition of a vacant building and how would the start date be defined. Administrator Halloran noted that the first part of the ordinance includes a definition of a "vacant building" and that a timeline will be set once the ordinance is finalized and brought before the Board for approval.

The Board was in support of the ordinance and advised staff to proceed with drafting the ordinance for approval.

b. DISCUSSION OF A BUSINESS DISTRICT SAFETY PLAN

Administrator Halloran indicated that the Business District Safety Plan has been developed in response to growing concerns regarding pedestrian safety, vehicular threats, and potential criminal activities in the business district. The plan incorporates both physical security measures and community-oriented policing strategies to enhance the district's safety and attract visitors.

The proposal consists of three primary initiatives:

1. **Bollards Installation:**

Purpose: Bollards will be aesthetically aligned with the district's architecture, possibly incorporating lighting or branding

Budget: \$30,000

Timeline: Installation will occur in Spring 2025

2. **Security Cameras**

Purpose: Businesses will be encouraged to integrate private cameras into the broader security network.

Budget: \$50,000

Timeline: Installation scheduled for Spring 2025

3. **Increased Foot Patrols**

Purpose: Provide a visible police presence, deter criminal activity, and foster community relations.

Budget: \$50,000

Timeline: Patrols will commence in November 2024.

The total budget for the initiative is \$115,000 and the funds can only be used for this purpose. Trustee Astrella noted that the bollards should be aesthetically pleasing. Chief Kaspar said that the police department has already begun increasing patrols which has provided the benefit of residents and businesses getting to know the officers better. With more

officers on foot patrol this has increased the overtime requirements. For the security cameras, staff is working with Orbis and the business owners to increase the integration into the existing systems.

The consensus of the Board was in favor of the Safety Plan and the recommendation is to proceed.

c. POLICE DEPARTMENT QUARTERLY CRIME UPDATE - Q3 2024

Chief Kaspar updated the Board on the 3rd quarter police department statistics, project and changes since the last report.

The information included:

- a. Total Dispatched Calls for the third quarter of calendar years 2020 through 2024
- b. Traffic Enforcement Summary the third quarter of calendar years 2020 through 2024
- c. Traffic Accident Summary for the third quarter of calendar years 2020 through 2024
- d. Offense Trends from January 2023 to current
- e. A heat map overview for all calls requiring written reports during the third quarter of 2024
- f. Investigative section updates, including RTCC, hotel crime and ORC camera update, and crime clearance status
- g. Updates on the Midway Drive speed table

7. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Astrella to adjourn the Committee of the Whole meeting at the hour of 6:00 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

November 25, 2024.

Frank A. Trilla, Mayor

Minutes transcribed by Administrative Assistant Jody Wegrzynski.



Village of WILLOWBROOK

[Return to Agenda](#)
**Village Administrator's
Office**

COMMITTEE OF THE WHOLE

AGENDA ITEM NO: 6.a.

DATE: November 25, 2024

SUBJECT:

FY 2024/2025 SECOND QUARTER FINANCIAL REPORT

STAFF REPORT

TO: Mayor Trilla and Board of Trustees
FROM: Lora Flori, Chief Financial Officer
Alex Arteaga, Assistant Village Administrator
Sean Halloran, Village Administrator
THROUGH: Sean Halloran, Village Administrator

PURPOSE AND ACTION REQUESTED

The purpose of this item is to provide an update to the Board on second-quarter financial results for fiscal year 2024/2025.

BACKGROUND/SUMMARY

1. General Fund Revenues reflect 55% of the FY 24-25 budget primarily due to:
 - a. Sales Tax Revenue of \$2,895,687 for six months or 51% collected.
 - b. Income Tax Revenue totals \$870,928 or 61% collected.
 - c. Home Rule Sales Tax Revenue of \$1,642,665 or 51% collected.
 - d. Hotel/Motel Tax Revenue totals \$214,251 or 61% collected.
 - e. Building Permit Revenue at \$438,668 or 141% collected.
 - f. Places of Eating Tax Revenue at \$359,439 or 53% collected.
 - g. Utility Tax Revenue at \$355,223 or 48% collected.
2. General Fund Expenditures are at 48% of the budget.
3. Water Fund Revenues are 52% of the FY 24-25 budget
4. Revenue and Expense Reports
5. Grant Summary

Second Quarter Financial Report

2024

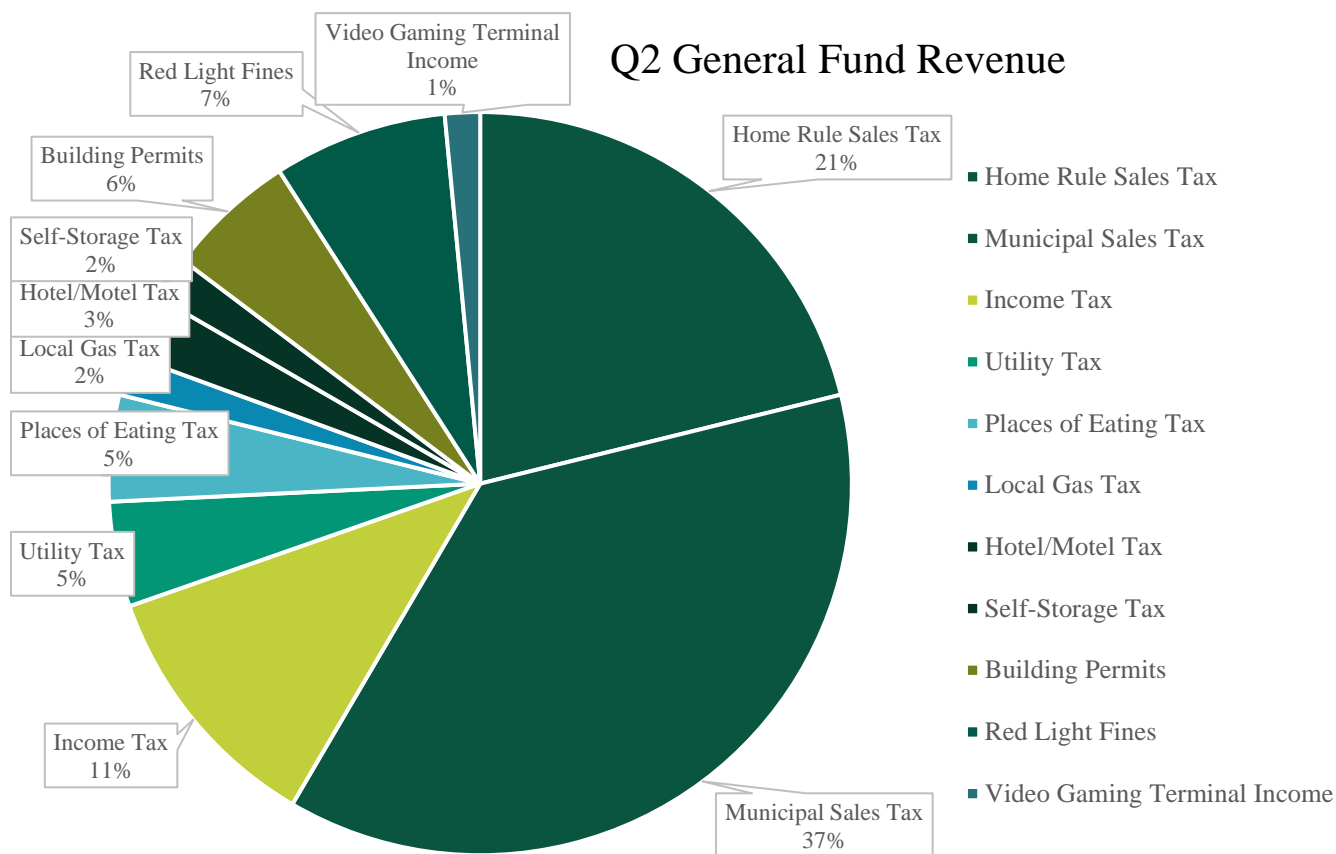


Village of
WILLOWBROOK

Prepared by the Village of Willowbrook Staff

SECTION 1: General Fund Revenue Sources

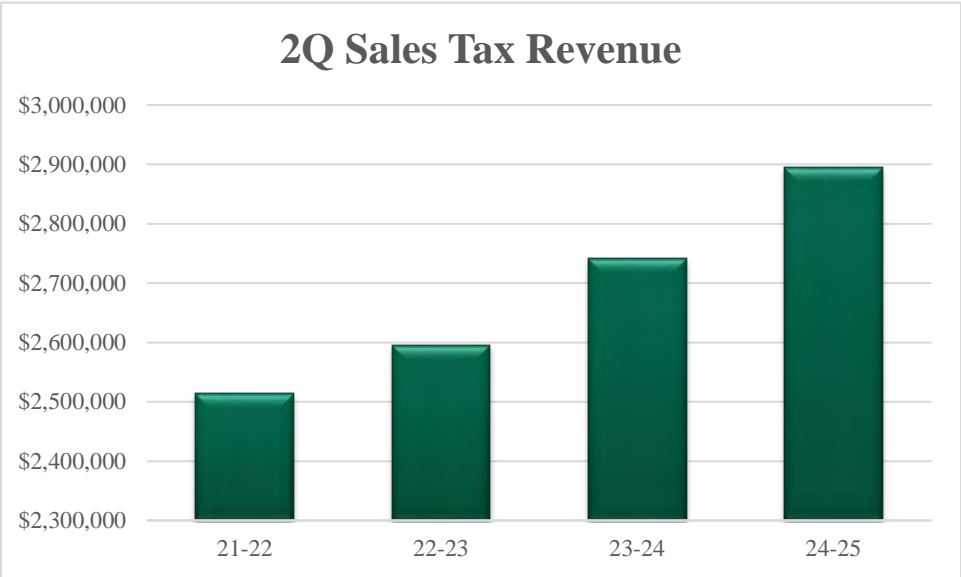
General Fund Revenues are the taxes, fees, and other charges the Village assesses to provide services to its citizens. General Fund Revenues for the FY 24-25 budget are composed of the following revenue amounts:



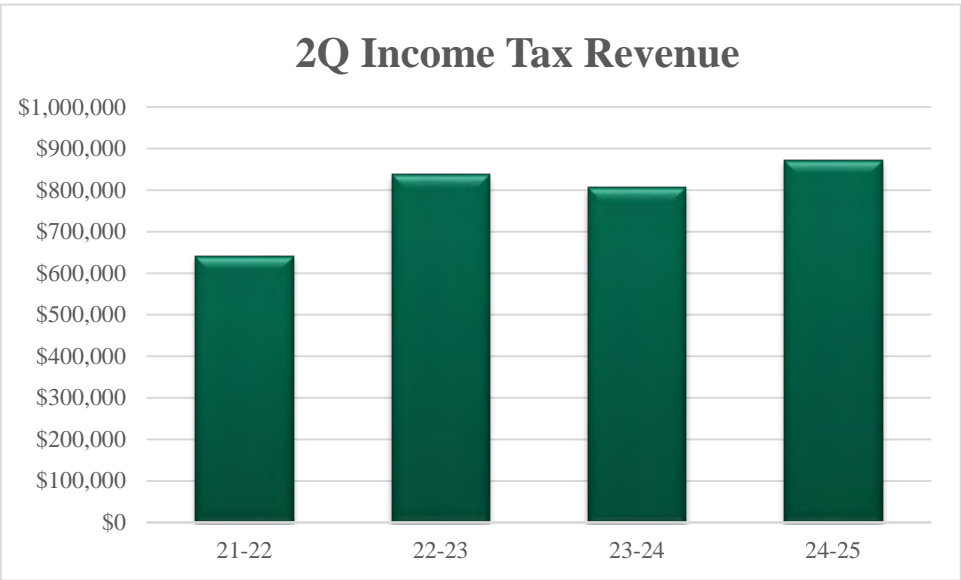
The six largest sources of revenue for the General Fund continue to be **sales tax, home rule sales tax and income tax**. Sales and income taxes are part of the State's shared revenues. At the end of the second quarter for FY 24-25, General Fund revenues are trending ahead of budgeted parameters, with 55% of expected revenues collected. Building permit revenue continues to outpace budgeted parameters, with \$438,668 collected through October and is the General Fund's fourth-largest revenue source

Sales Tax Revenue - All sales tax is administered and collected by the Illinois Department of Revenue (IDOR). One percent of this sales tax is distributed to the municipality where the sale occurred. This tax is recorded in the Village's General Fund and is used for general Village operations.

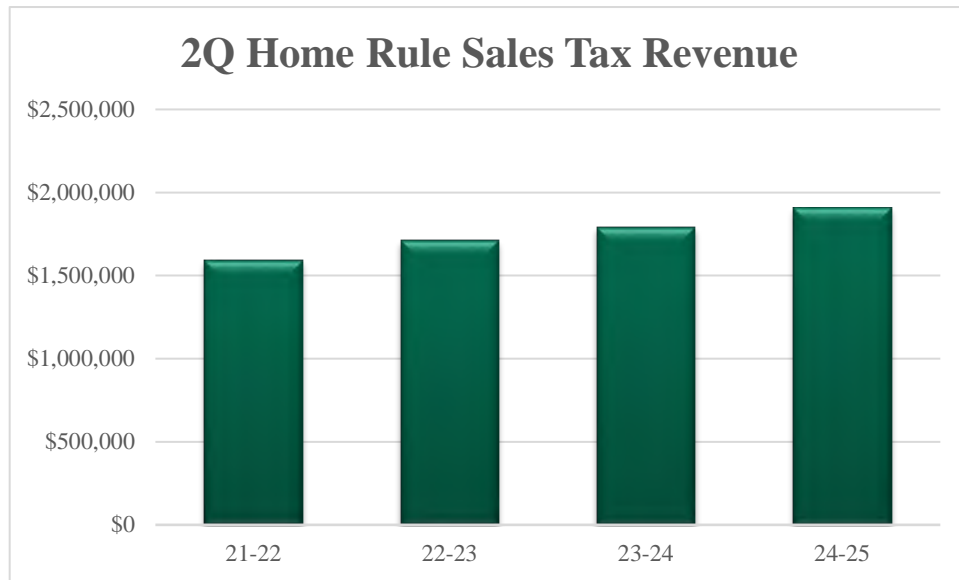
Sales tax has a six-month lag from when the sale occurs to when the Village receives the money. FY 24-25 actual revenues show six months' collections for this October 2024 report. The six months of revenue totaled \$2,895,687 vs \$2,741,409 for the same period last year, an increase of 6%. The second quarter's actual dollars are 51% of the budgeted dollars, which is in line for the quarter.



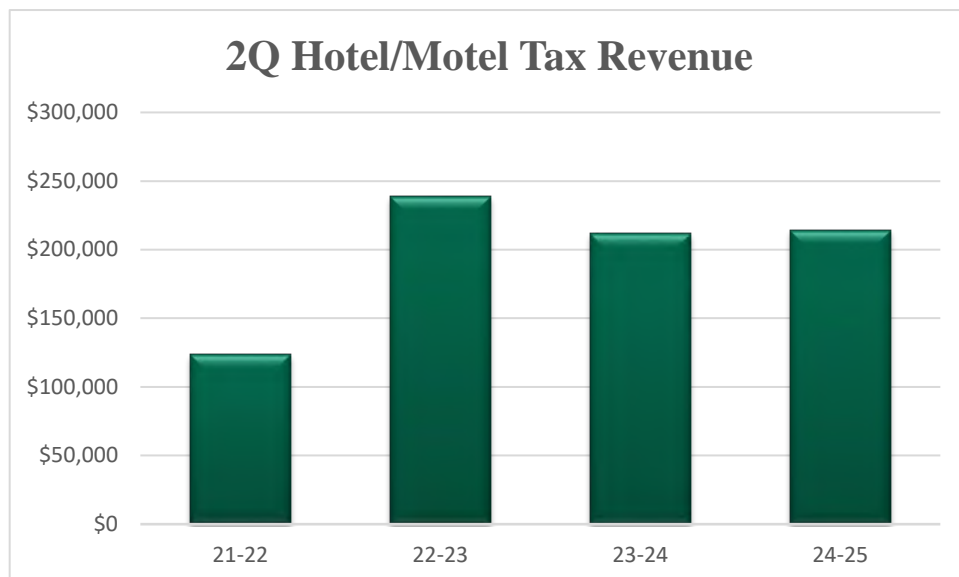
Income Tax Revenue - Income tax receipts remain steady through October 2024, with revenues totaling \$870,928 vs. \$806,127 for the same period last year, an 8% increase. The second quarter's actual dollars are 61% of the budgeted dollars, which is greater than anticipated for the quarter. The chart below displays actual dollars for six months of FY 24-25.



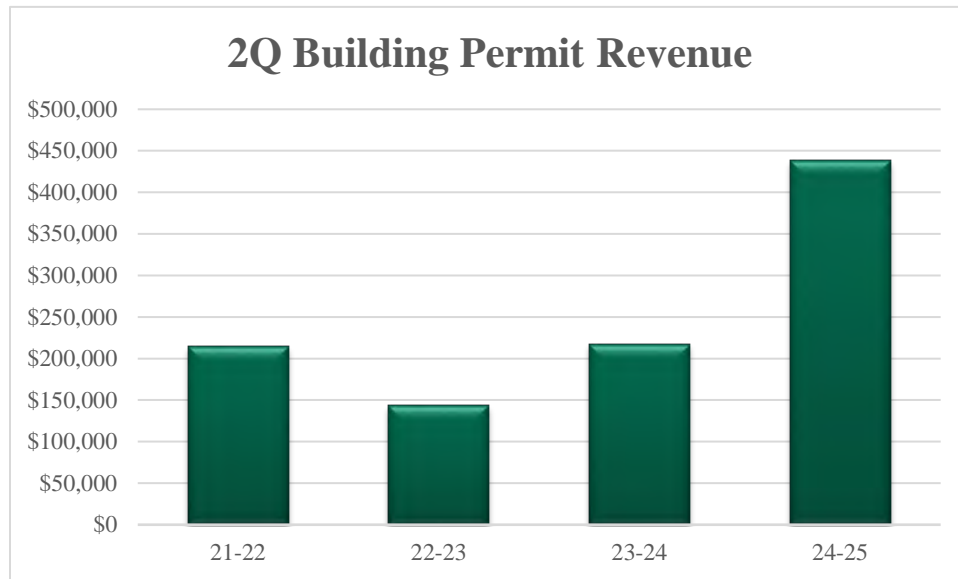
Home Rule Sales Tax Revenue – Home Rule Sales tax receipts remain steady through October 2024, with six months of revenues totaling \$1,642,665 vs. \$1,509,893 for the same period last year, a 9% increase. The second quarter's actual dollars are 51% of the budgeted dollars, which is slightly more than anticipated for the quarter. The chart below displays actual dollars for six months of FY 24-25.



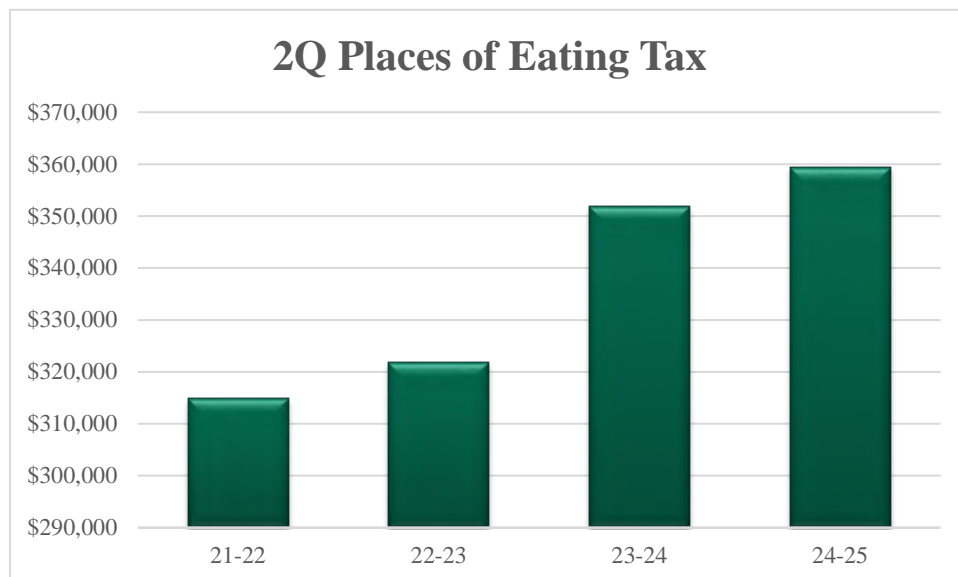
Hotel/Motel Tax Revenue – Hotel/Motel tax receipts remain steady through October 2024, with six months of revenues totaling \$214,251 vs. \$211,986 for the same period last year, a 1% increase. The second quarter's actual dollars are 61% of the budgeted dollars, which is in line for the quarter. Some of the revenue decline is due to late collections. The chart below displays actual dollars for six months of FY 24-25.



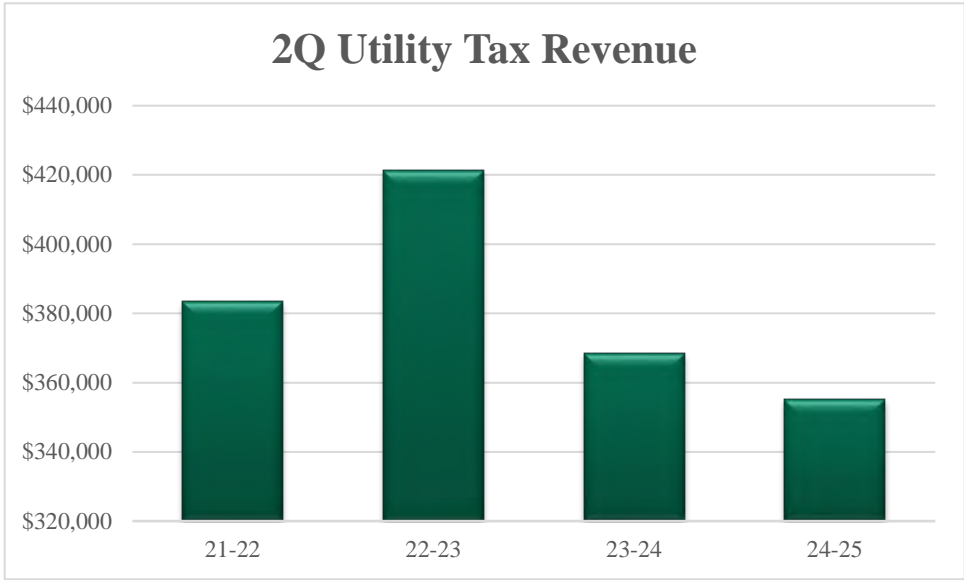
Building Permit Revenue – Building Permit revenues remain steady through October 2024, with six months of revenues totaling \$438,668 vs. \$217,436 for the same period last year, a 102% increase. The second quarter's actual dollars are 141% of the budgeted dollars, which is greater than anticipated for the quarter. The chart below displays actual dollars for six months of FY 24-25.



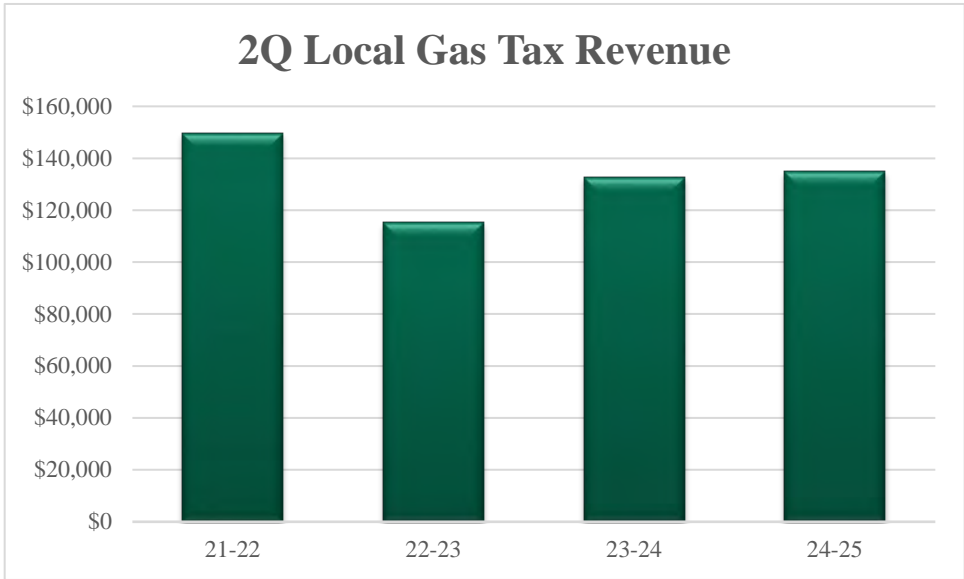
Places of Eating Tax Revenue – Places of Eating tax receipts remain steady through October 2024, with six months of revenues totaling \$359,439 vs. \$351,943 for the same period last year, a 2% increase. The second quarter's actual dollars are 53% of the budgeted dollars, which is greater than anticipated for the quarter. The chart below displays actual dollars for six months of FY 24-25.



Utility Tax Revenue - Utility tax receipts remain steady through October 2024, with six months revenues totaling \$355,223 vs. \$368,413 for the same period last year, a 4% decrease. The second quarter's actual dollars are 48% of the budgeted dollars, which is less than anticipated for the quarter. The chart below displays actual dollars for six months of FY 24-25.

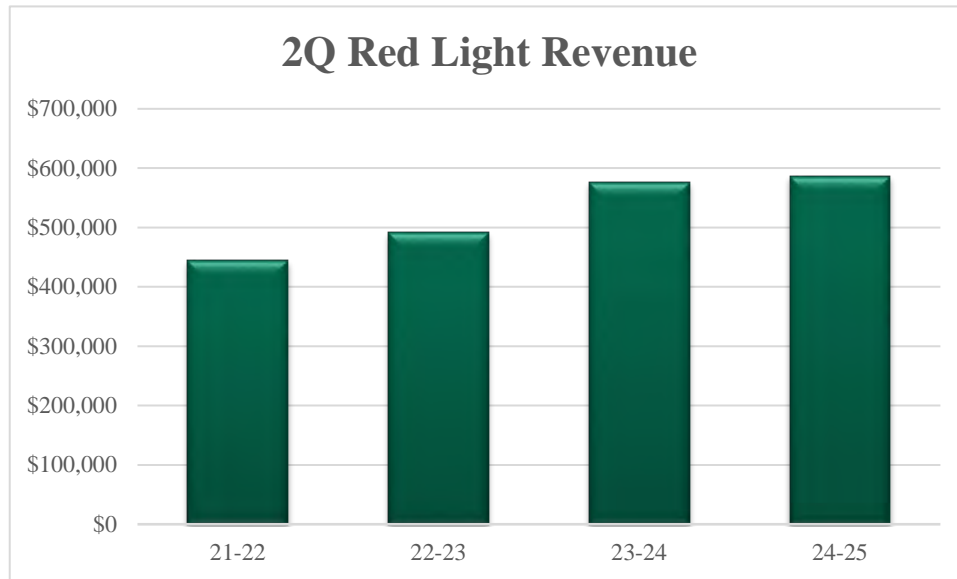


Local Gas Tax Revenue – Local Gas tax receipts remain steady through October 2024, with six months of revenues totaling \$132,930 vs. \$135,059 for the same period last year, a 2% increase. The second quarter's actual dollars are 50% of the budgeted dollars, which is in line for the quarter. The chart below displays actual dollars for six months of FY 24-25.

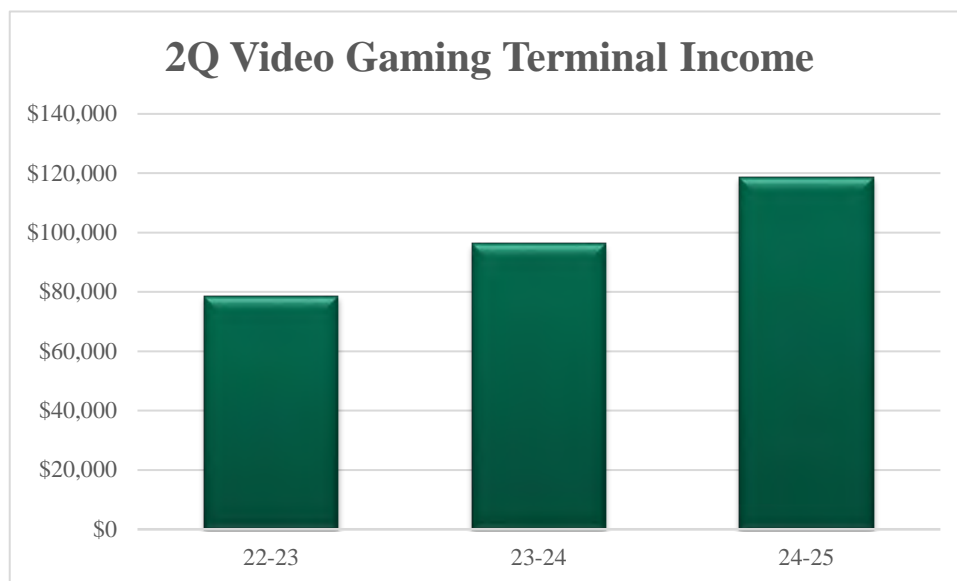


OTHER REVENUE SOURCES

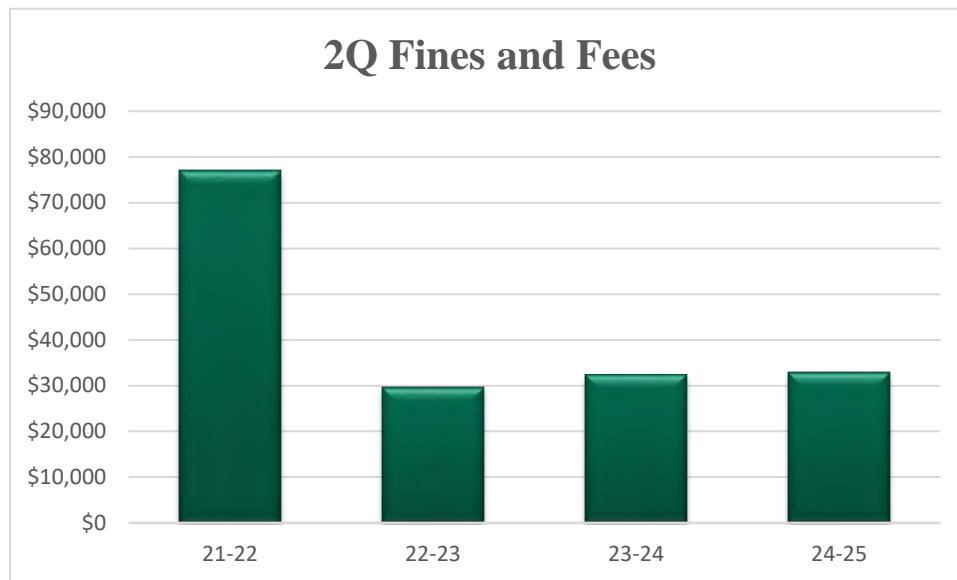
Red Light Revenue – FY 24-25 actual revenues show six collection months for this August 2024 report. Collected amounts equal \$576,924 last year vs. \$587,198 this year, which is 2% higher than last year. The second quarter's actual dollars are 66% of the budgeted dollars, which is greater than anticipated for the quarter. The chart below displays actual dollars for six months of FY 24-25.



Video Terminal Income Revenue – Video gaming revenue is trending positively compared to budgeted parameters at 34% for this second quarter of FY 24-25; with six months revenues totaling \$118,763 vs. \$96,214 for the same period last year, a 23% increase. The second quarter's actual dollars are 68% of the budgeted dollars, which is greater than anticipated for the quarter. The chart below displays actual dollars for six months of FY 24-25.



Fines & Fees – Revenue from Police Fines & Fees is much higher than expected. As of October 2024, revenues total \$ 32,950 vs. \$32,376 for the same period last year, which is a 2% increase.



Conclusion – For the first six months of the fiscal year, General Fund revenues are trending ahead of budgeted parameters at 55%, or 5% ahead of where they're budgeted. The only subcategory that is under 50% is the Intergovernmental line item, and that is because the Village will not receive revenue from grants until the projects are completed. Staff expects to receive these funds towards the end of the fiscal year.

SECTION 2: General Fund Expenditures

General Fund Expenditures – General Fund Expenditures account for the daily operations of the Village, including Village Administrator’s Office, Community Development, Parks and Recreation, Police, and Public Works.

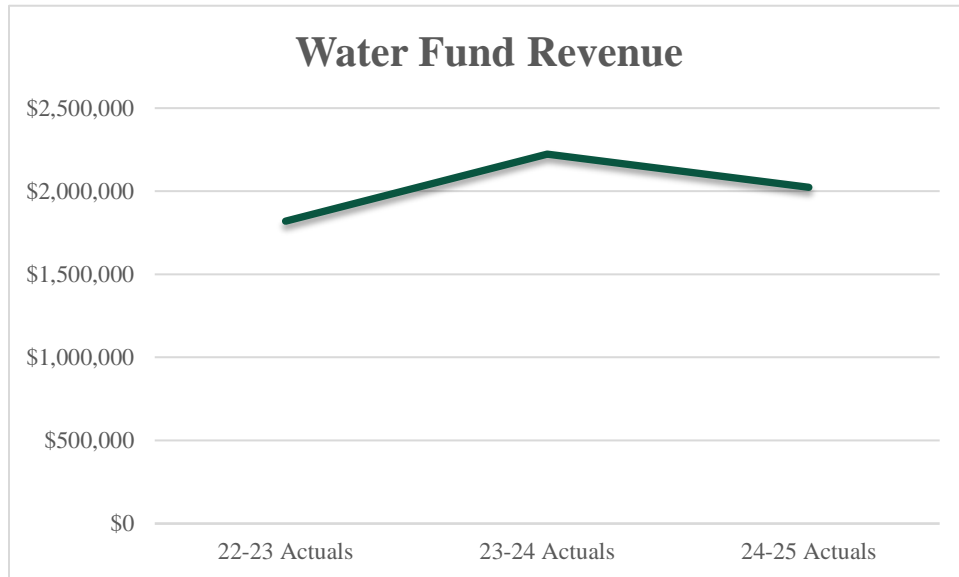
At the end of the second quarter of FY 24-25, General Fund Operating Expenditures are at 48% of the budget. Overall, the General Fund is operating within the parameters of budgeted dollars. The charts below display General Fund expenditures by department and category type.

OPERATING EXPENDITURES BY DEPARTMENT THROUGH OCTOBER 2024

GENERAL FUND	BUDGET	YTD ACTUAL	AVAILABLE	PCT USED
EXPENSES				
Village Administrator's Office	\$2,977,610	\$927,901	\$2,049,709	31%
Community Development	\$603,111	\$264,064	\$339,047	44%
Parks and Recreation	\$820,070	\$608,172	\$211,898	74%
Police	\$6,741,110	\$3,315,893	\$3,425,217	49%
Public Works	\$1,331,037	\$927,305	\$403,732	70%
TOTAL OPERATING EXPENDITURES	\$12,472,938	\$6,043,335	\$6,429,603	48%

SECTION 3: Water Revenues

Water Revenues – Water revenues are customer user-based charges for service for the water and wastewater treatment facilities. These revenue streams are dependent on customer usage. At the end of the second quarter for FY 24-25, Water Operating revenue is slightly behind budgeted parameters at 52%.



		Q2 Actuals 2022-2023	Q2 Actuals 2023-2024	Q2 Actuals 2024-2025
	TAXES			
02-00-310-712	WATER USAGE	\$1,770,892	\$1,909,853	\$1,813,240
02-00-310-713	WATER PENALTIES	\$12,959	\$10,556	\$6,422
02-00-310-714	WATER METER SALES	\$1,451	\$9,353	\$9,163
02-00-310-716	WATER METER READING FEES	\$2,473	\$3,372	\$3,371
02-00-310-717	CONSTRUCTION USAGE	\$400	\$600	\$1,600
02-00-310-718	SHUTOFF/NSF FEE	\$6,550	\$8,865	\$4,740
02-00-310-719	FIXED MONTHLY FEE	\$0	\$128,419	\$125,694
02-00-320-100	OTHER INCOME	\$741	\$0	\$0
02-00-320-108	INTEREST INCOME	\$23,337	\$152,109	\$55,000
02-00-320-113	GAIN/LOSS ON SALE OF FIXED ASSETS			
02-00-320-713	WATER CONNECTION FEES	\$900	\$0	\$4,575
	TOTAL TAXES	\$1,819,702	\$2,223,126	\$2,023,805

SECTION 5: Revenue Report

Revenue – Overall revenues are coming in strong across all funds and expenditures are coming in within budget expectations.

Expenditures within the operational funds appear to be trending in line with budgeted dollars or slightly below. Some capital funds may appear to be trending ahead or behind budget, depending on whether equipment has been purchased or projects completed.

VILLAGE OF WILLOWBROOK REVENUE AND EXPENDITURE ALL FUNDS SUMMARY THROUGH OCTOBER 2024						
FUND	REVENUE		% Collected	EXPENDITURES		% Expensed
	BUDGET	Y.T.D.		BUDGET	Y.T.D.	
<i>General Fund</i>	\$16,486,083	\$9,033,485	55%	\$12,943,549	\$6,043,335	48%
<i>Capital Improvement Program</i>	\$8,037,820	\$8,037,820	100%	\$8,037,820	\$6,011,004	75%
<i>Water Fund</i>	\$3,891,175	\$2,023,805	52%	\$3,719,594	\$2,055,734	55%
<i>Business District Fund</i>	\$665,759	\$354,751	53%	\$466,271	\$105,274	23%
<i>Motor Fuel Tax</i>	\$397,870	\$209,281	53%	\$171,623	\$7,695	4%
<i>General Obligation Bond</i>	\$100,000	\$170,317	170%	\$7,955,000	\$7,955,000	100%
<i>Opportunity Reserve Fund</i>	\$0	—	—	—	—	—
<i>TIF Redevelopment District Fund</i>	\$153,000	\$129,643	85%	—	—	—

TAXES		2024-2025 Proposed Revenue	Q2 Actuals 2024-2025	Percentage Collected
01-00-310-101	PROPERTY TAX LEVY - SRA	\$71,133	\$38,505	54%
01-00-310-102	PROPERTY TAX LEVY - ROAD AND BRIDGE	\$117,995	\$75,715	64%
01-00-310-200	HOME RULE SALES TAX-1%	\$3,211,181	\$1,642,665	51%
01-00-310-201	MUNICIPAL SALES TAX	\$5,642,346	\$2,895,687	51%
01-00-310-202	ILLINOIS INCOME TAX	\$1,431,535	\$870,928	61%
01-00-310-205	UTILITY TAX	\$741,293	\$355,223	48%
01-00-310-208	PLACES OF EATING TAX	\$683,451	\$359,439	53%
01-00-310-206	LOCAL GAS TAX	\$268,453	\$135,059	50%
01-00-310-203	AMUSEMENT TAX	\$94,991	\$51,770	54%
01-00-310-204	REPLACEMENT TAX	\$2,155	\$1,161	54%
01-00-310-209	WATER TAX	\$179,658	\$90,669	50%
01-00-310-210	WATER TAX - UNINCORPORATED	\$188	\$1,063	565%
01-00-310-211	HOTEL/MOTEL TAX	\$353,358	\$214,252	61%
01-00-310-212	SELF-STORAGE FACILITY TAX	\$277,879	\$148,592	53%
	TOTAL TAXES	\$13,075,616	\$6,880,728	53%
INTERGOVERNMENTAL		2024-2025 Proposed Revenue	Q2 Actuals 2024-2025	Percentage Collected
01-00-310-922	FEDERAL/STATE GRANTS	\$759,000	\$144,363	19%
01-00-310-928	DRUG FORFEITURE - STATE			
01-00-310-929	DRUG FORFEITURE - FEDERAL			
	TOTAL INTERGOVERNMENTAL	\$759,000	\$144,363	19%
LICENSES AND PERMITS		2024-2025 Proposed Revenue	Q2 Actuals 2024-2025	Percentage Collected
01-00-310-302	LIQUOR LICENSES	\$87,075	\$86,700	100%
01-00-310-303	BUSINESS LICENSES	\$98,150	\$102,633	105%
01-00-310-304	VIDEO GAMING LICENSES	\$18,500	\$15,000	81%
01-00-310-305	VENDING MACHINE LICENSES	\$1,428	\$1,338	94%
01-00-310-306	SCAVENGER LICENSES	\$7,000	\$5,000	71%
01-00-310-401	BUILDING PERMITS	\$311,807	\$438,668	141%
01-00-310-402	SIGN PERMITS	\$8,500	\$7,835	92%
01-00-310-403	OTHER PERMITS	\$0	\$505	
01-00-310-404	COUNTY BMP FEE			
01-00-310-405	SPECIAL HAULING PERMITS (OXCART)	\$3,141	\$3,845	122%
	TOTAL LICENSES AND PERMITS	\$535,601	\$661,524	124%

FINES		2024-2025 Proposed Revenue	Q2 Actuals 2024-2025	Percentage Collected
01-00-310-501	CIRCUIT COURT FINES	\$70,511	\$35,874	51%
01-00-310-502	TRAFFIC FINES	\$34,811	\$16,600	48%
01-00-310-503	RED LIGHT FINES	\$885,000	\$587,198	66%
01-00-310-504	DUI FINES	\$3,117	\$2,024	65%
01-00-310-505	OVERWEIGHT TRUCK FINES	\$4,671	\$310	7%
	TOTAL FINES	\$998,110	\$642,006	64%
CHARGES FOR SERVICES		2024-2025 Proposed Revenue	Q2 Actuals 2024-2025	Percentage Collected
01-00-310-700	PLANNING APPLICATION FEES	\$12,532	\$10,250	82%
01-00-310-701	PUBLIC HEARING FEES	\$8,213	\$3,900	47%
01-00-310-702	PLANNING REVIEW FEES	\$375	\$0	0%
01-00-310-703	ANNEXATION FEES	\$500	\$0	0%
01-00-310-704	ACCIDENT REPORT COPIES	\$2,647	\$1,460	55%
01-00-310-705	VIDEO GAMING TERMINAL INCOME	\$175,815	\$118,763	68%
01-00-310-723	ELEVATOR INSPECTION FEES	\$17,788	\$1,700	10%
01-00-310-724	BURGLAR ALARM FEES	\$1,238	\$0	0%
01-00-310-706	COPIES-ORDINANCES & MAPS	\$0	\$0	
01-00-310-726	NSF FEE	\$0	\$0	
01-00-310-813	PARK & REC CONTRIBUTION	\$0	\$2,325	
01-00-310-814	PARK PERMIT FEES	\$1,648	\$2,455	149%
01-00-310-815	SUMMER RECREATION FEES	\$0	\$0	
01-00-310-817	SPECIAL EVENTS (Parks and Rec Rev * New)	\$300,000	\$237,805	79%
01-00-310-819	BURR RIDGE/WILLOWBROOK BASEBALL REIMB	\$0	\$0	
01-00-310-820	HOLIDAY CONTRIBUTION	0	0	
01-00-310-823	SPRING RECREATION FEES	\$0	\$0.00	
	TOTAL CHARGES FOR SERVICES	\$520,756	\$378,658	73%
MISCELLANEOUS		2024-2025 Proposed Revenue	Q2 Actuals 2024-2025	Percentage Collected
01-00-310-901	REIMBURSEMENTS - IRMA	\$0	\$45,912	-
01-00-310-903	REIMBURSEMENTS - POLICE TRAINING	\$0	\$0	0%
01-00-310-909	SALE - FIXED ASSETS	\$0	\$0	0%
01-00-310-910	REIMBURSEMENTS - TREE PLANTING	\$0	\$500	0%
01-00-310-911	REIMBURSEMENTS - RED LIGHT ENERGY	\$0	\$0	0%

MISCELLANEOUS		2024-2025 Proposed Revenue	Q2 Actuals 2024-2025	Percentage Collected
01-00-310-912	REIMBURSEMENTS - BRUSH PICK UP	\$0	\$0	0%
01-00-310-913	OTHER RECIEPTS	\$192,000	\$61,447	32%
01-00-310-914	REIMBURSEMENTS - PARKS AND REC MEMORIAL PROGRAM	\$5,500	\$885	16%
01-00-310-915	REIMBURSEMENTS - POLICE SPECIAL DETAIL	\$5,500	\$2,644	48%
01-00-310-917	REIMBURSEMENTS - PUBLIC WORKS OTHER	\$0	\$0	0%
01-00-310-916	DONATION	\$0	\$500	-
01-00-310-921	OTHER GRANTS	\$14,000	\$0	0%
01-00-310-925	NICOR GAS ANNUAL PAYMENT	\$25,000	\$0	0%
01-00-310-926	CABLE FRANCHISE FEES	\$155,000	\$69,318	45%
	TOTAL MISCELLANEOUS	\$397,000	\$181,206	46%
INTEREST INCOME		2024-2025 Proposed Revenue	Q2 Actuals 2024-2025	Percentage Collected
01-00-320-108	INTEREST INCOME	\$200,000	\$145,000	73%
	TOTAL INTEREST INCOME	\$200,000	\$145,000	73%
TOTAL GENERAL FUND REVENUES		\$16,486,083	\$9,033,485	55%

SECTION 6: Grant Summary

The Village actively pursues grant opportunities to supplement capital projects and enhance service delivery. The table below summarizes the Village's active grant applications. Most grants reimburse funds after purchasing eligible items or achieving specific milestones. Capital advance grants are less common and provide funds upfront. Despite the potential for applications to be denied due to high applicant volume and limited dollars, the Village remains persistent in its pursuit of funding. Depending on the granting agency, applying for a grant and receiving funds can take more than one year. Rejected grant applications and completed one-time grants have been removed from the summary.

An approved application signifies the reimbursement process can begin. A pending application means that the Village is awaiting approval or rejection from the granting agency, while applied indicates that staff has submitted a grant application.

	Expected Award	Application Status	Funds Received to Date	Project Year
Commonwealth Edison				
Energy Empowerment Grant	\$37,500	Applied	\$0	24/25
Congressman Casten				
75 th Street Water Main Replacement and Extension	\$800,000	Pending	\$0	25/26
DuPage County				
Water Quality Improvement Program Grant - Borse Memorial Community Park Improvements Phase II	\$99,000	Approved	\$0	24/25
Water Quality Improvement Program Grant - Borse Memorial Community Park Improvements Phase II	\$60,000	Approved	\$0	24/25
Illinois Attorney General's Office				
Organized Retail Crime	\$92,000	Approved	\$92,000	23/24
Illinois Chiefs of Police				
Carl Dobbs Memorial Scholarship - Staff and Command Scholarship for Sergeant Benson	\$4,500	Approved	\$4,500	24/25
Illinois Department of Natural Resources				
Borse Memorial Community Park Improvements	\$600,000	Applied	\$0	25/26
Illinois Department of Transportation				
Transportation Enhancement Program - Creekside Park Bridges	\$650,000	Applied	\$0	25/26
Illinois Environmental Protection Agency				
Green Infrastructure Grant - Borse Memorial Community Park Improvements Phase II	\$574,000	Approved	\$0	24/25
Illinois Law Enforcement and Training Standards Board				
Body Worn Camera Grant	\$77,124	Approved	\$77,124	24/25
Illinois State Police				
FOID Enforcement Grant	\$12,000	Approved	\$12,000	24/25
Intergovernmental Risk Management Agency				
Rapid Response Kits	\$2,465	Approved	\$2,465	24/25



COMMITTEE OF THE WHOLE

AGENDA ITEM NO: 6.b.

DATE: November 25, 2024

SUBJECT:

PRESENTATION OF THE 2024/2025 SNOW OPERATIONS MANUAL.

STAFF REPORT

TO: Mayor Trilla and Board of Trustees
FROM: Rick Valent, Director of Public Works
THROUGH: Sean Halloran, Village Administrator

PURPOSE AND ACTION REQUESTED

Presentation of the 2024/2025 Snow Operations Manual.

BACKGROUND/SUMMARY

As part of the Village's Strategic Initiatives, Public Works continues updating its Snowplow Operations Manual to communicate policies and procedures for snow and ice removal and control operations within the community. The document is designed not only for public viewing, but for Public Works and contractual staff to fully understand their roles during the winter season. Prior versions of the document have included the addition of routes, new contractors, and several changes in vendors utilized for repair and material purchases.

Highlighting a significant revision to the 2023/2024 winter season was the addition of the Indian Prairie Library snow removal/maintenance contract. Near the end of last year's season, Village and contractual staff reviewed the response, staffing, and equipment required to maintain that organization's operations to assess the success of the contract and where improvements might be made.

For the 2024/2025 winter season the Village will introduce anti-icing/de-icing liquid processes along with the pre-wetting of rock salt directly at the vehicle rather than alternatively utilizing purchased treated rock salt. The objectives of these new processes are to improve customer service to the community, increase fiscal responsibility, reducing rock salt purchases, and to promote environmental friendliness, and improve public safety as it relates to traffic conditions during snow and ice events.

At the end of the 2024/2025 winter season, Village and contractual staff will once again debrief and discuss what went well versus where improvements can be made. A second season providing snow and ice removal at the library and the introduction of liquid anti-icing/de-icing procedures throughout the community will be two of the major focal points of the discussions. These discussions will then provide a basis for revisions for future years' procedures as well as the possibility of a restructured operations manual moving forward.

FINANCIAL IMPACT

No financial impact at this time.

RECOMMENDED ACTION:

Staff is presenting the Snow Operations manual for general information and to update the Board on the Village's winter preparedness activities.

SNOWPLOW OPERATIONS MANUAL

2024 - 2025



Village of
WILLOWBROOK

Introduction

The following report is an annual Village of Willowbrook snow plan and an update for the mobilization of contracted snow plowing services. Below, please find the designated routes along with the designated contractor. The contractual snow plowing services shall take effect once a minimum of 1.5 inches of snowfall has occurred. Attached, please find updated hourly rates as provided by the vendors.

Location-Route 1 Southwest Corner Orange

Route Incorporates:

Farmingdale Subdivision
Clarendon Hills Road to the West
Route 83 to the East
79th Street to the South
75th Street to the North
Indian Prairie Library

Designated Contractor

Willowbrook- 5 Ton International Truck
Plow truck with salter and Toolcat
NJ Ryan- Plow truck with salter

Location-Route 2 Northeast Corner Green

Route Incorporates:

Waterford Subdivision
Rodgers Farm Subdivision
Garfield Ridge
Ridgefield

Designated Contractor

Willowbrook- 5 International Truck
NJ Ryan- Bobcat with push box
NJ Ryan- Plow truck with salter

Location-Route 3 Central Route Blue

Route Incorporates:

Plainfield Manor
Martin Court
Ridgemoor East
Ridgemoor West
Adams Street

Designated Contractor

Willowbrook- 1 Ton Dump Truck
NJ Ryan- Plow truck with salter

Location-Route 4 Northwest Corner Pink

Route Incorporates:

58th Street to the North
67th Street to the South
Route 83 to the East
Western Avenue to the West

Designated Contractor

Willowbrook- 5 Ton International Truck
NJ Ryan- Plow truck with salter

Location-Route 5 Executive Route Yellow

Route Incorporates:

Frontage Road to the South
Plainfield Road to the North
Madison Street to the East
Route 83 to the West
Village Hall
Community Park

Designated Contractor

Willowbrook- 1 Ton Dump Truck
NJ Ryan- Plow truck with salter
NJ Ryan- Bobcat with push box

VILLAGE OF WILLOWBROOK POLICY AND PROCEDURES FOR SNOW AND ICE REMOVAL

I. Policy

- A. The objective of the Village Snow Removal operation is to remove snow from all streets under the jurisdiction of the Village within four (4) hours after the conclusion of a snowfall. Should snow accumulate in excess of three inches (3"), the length of time to remove snow from the streets will be increased proportionately.
- B. Village staff will utilize their anti-icing system prior to the first snow fall. All primary streets and major village intersections will be pretreated to prolong the accumulation of snow and ice.
- C. The Village Snow Removal operation will commence when snow accumulations reach one inch (1") or otherwise determined by the Public Works Foreman.
- D. The Village Ice Control operation will commence upon notification that hazardous conditions exist on Village roads by the Police Department or other Village personnel.
- E. The principle objective of salting operations is to provide safe and available roads for residents and businesses.
- F. A. In the event of a Police or Fire emergency requiring snow removal, such operation shall have the highest priority.
- G. A. All roads falling under DuPage County Jurisdiction shall not, under any circumstance, be plowed or salted by the Village. When conditions exist that these roads require maintenance, the Village will contact DuPage County Highway Department.



II. RULES AND RESPONSIBILITIES

- A. Snow Removal in the Village of Willowbrook is a function of the Public Works Department and is under the direction of the Village Administrator.
- B. The Public Works Foreman is responsible for the supervision of all snow removal resources. The primary functions of this individual include quality control, surveillance of progress from the field, and troubleshooting.
- C. The Village relies on the use of contracted assistance under certain circumstances to provide snow removal services under the supervision of Village personnel. Contracted assistance is often necessary due to the length, severity, and frequency of winter storms to provide superior snow removal services and to ensure the safety of Village employees throughout the winter season. Typically, contractors will not be deployed unless a storm is minimally expected to produce in excess of one and a half inches (1.5") of accumulation on the streets. Use of contracted assistance is authorized by the Public Works Foreman.
- D. Each driver will be assigned a route at the time they are called out and expected to follow it unless otherwise directed by the Public Works Foreman. Zone sheets and route maps will be supplied to each driver.
- E. Each driver is responsible for maintenance of his vehicle and if he/she detects a mechanical problem-return to the garage immediately.
- F. While plowing snow, drivers will not exceed the speed limit of twenty (20) miles per hour.
- G. At no time are drivers to leave their assigned route unless ordered by the Public Works Foreman.

III. CITIZENS REQUEST FOR SERVICE/COMPLAINT

- A. All citizen inquiries regarding snow removal procedures should be directed to either the Public Works Foreman or Administrative Services Coordinator.
- B. The Administrative Services Coordinator will keep a detailed log of all calls. Public Works Foreman or Administrative Services Coordinator, whoever takes the call, shall obtain the location of the request for service/complaint. Should the request be for a County maintained road, the Village will inform the individual that the County has instructed the Village not to remove any snow or ice, from their highway system. The County has indicated that should the Village attempt to remove any snow or ice, the Village will then become liable for damages caused by our actions. The Village will give the caller the telephone number for the County Highway Department in order that they can request service directly.



- C. The Public Works Foreman will review all requests for service/complaints, modifying the Snow and Ice Removal Procedures when appropriate.

SPECIAL ROUTE NOTES:

- A. Village Building parking lots – before 8:00 A.M.
B. All trucks are to be fueled and loaded before each shift change
C. Library entry and crosswalks to be inspected hourly..

SNOW ROUTE #1

Midway Drive
Clarendon Hills Rd - 79th St to 75th St
79th Street
Brookbank Road
Virginia Court
Eleanor Place
Arlene Avenue

**The following roads shall have
only hills and intersections salted:**

Sheridan Drive
Cherry Tree Lane
Blackberry Lane
Apple Tree Lane
Honey Locust Lane
Pine Tree Lane
Hawthorn Lane
Sugarbush Lane

SNOW ROUTE #2

Waterford Subdivision
Garfield Ridge Court
Ridgefield Lane

SNOW ROUTE #3

Caitlin Court
Ridgemoor Drive and Lane Court
64th Street
Thurlow Street
Soper Avenue
Martin Court
69th Street
68th Street
68th Place
Quincy Street
67th Place
Adams Street
69th Street
Ridgemoor West Subdivision

SNOW ROUTE #4

Clarendon Hills Road - 67th St to 59th St
7th Street - Route 83 to Clarendon Hills Rd
59th Street - Western to Holmes
Western - 59th Street to 61st Street
Bentley - 65th Street to 58th Street
Chatelaine Court
Willowood Lane
60th Court
61st Street to Bentley
Virginia Avenue to 58th Street
Tennessee Avenue to 58th Street
Tennessee Ave south of 63rd to Village limits
Coralynn Court
Alabama Avenue to 58th Street
Holmes Avenue to 58th Place
58th Place - Holmes & Clarendon Hills Road

SNOW ROUTE #5

Executive Drive
Willowbrook Center Parkway
Quincy Street
71st Street
Monroe Street
Soper Avenue
Village Hall
Borse Memorial Park

SNOW REMOVAL CONTRACTORS

NJ Ryan Tree & Landscape

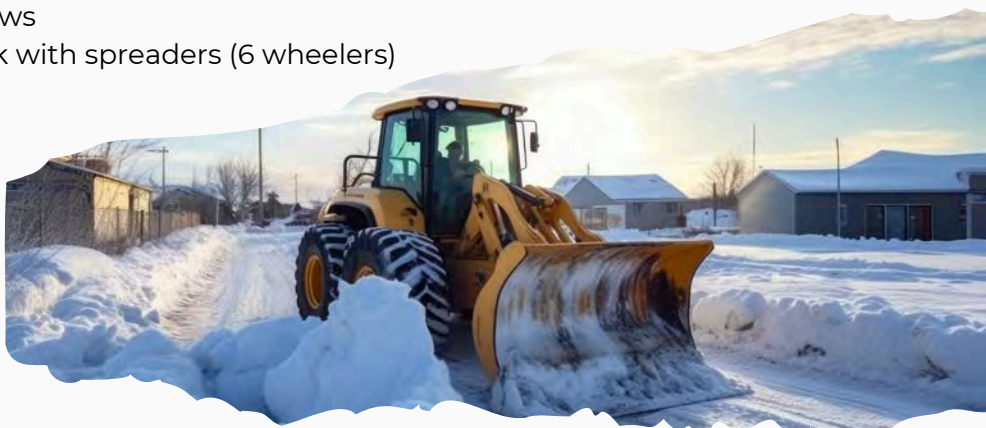


DaRin Ryan – Owner/Operator



Equipment List

- (2) 2020 S650 Bobcat 74 HP
 - (3) 2022 S770 Bobcat 92 HP
 - (4) 2021 F450 Salt Truck with plows
 - (2) 2022 International Plow Truck with spreaders (6 wheelers)
 - (2) John Deere 244K loader
 - (2) 2019 Sterling Roll off Trucks
 - (2) 2018 S850 Bobcat 100 HP
 - (2) 2021 Bobcat 923 Telly
 - (3) 2022 GMC Pickup with plow
 - (2) 2021 F350 Flat Bed with plow
 - (1) 344 John Deere Loader
- All trucks have 9' - 10' plows*



REPAIR VENDORS

Rush Truck Center

4655 South Central Avenue
Chicago, IL 60638
Office [REDACTED]
24-hour shop

B&E Auto

15W760 N Frontage Rd
Burr Ridge, IL 60527
Office [REDACTED]

Commercial Tire

1105 N 30th Ave
Melrose Park, IL 60160
Office [REDACTED]
After hours [REDACTED]

Lindco Equipment Sales, Inc.

Shop Facility
Daryl Lindesmith
8765 Louisiana St.
Merrillville, IN 46410
Office [REDACTED]
Mobile [REDACTED]

Weld-All

728 Vandustrial Dr
Westmont, IL 60559
Office [REDACTED]
After hours [REDACTED]

West Side Tractor Sales











1400 W. Ogden Ave.,
Naperville, IL 60563
Office [REDACTED]

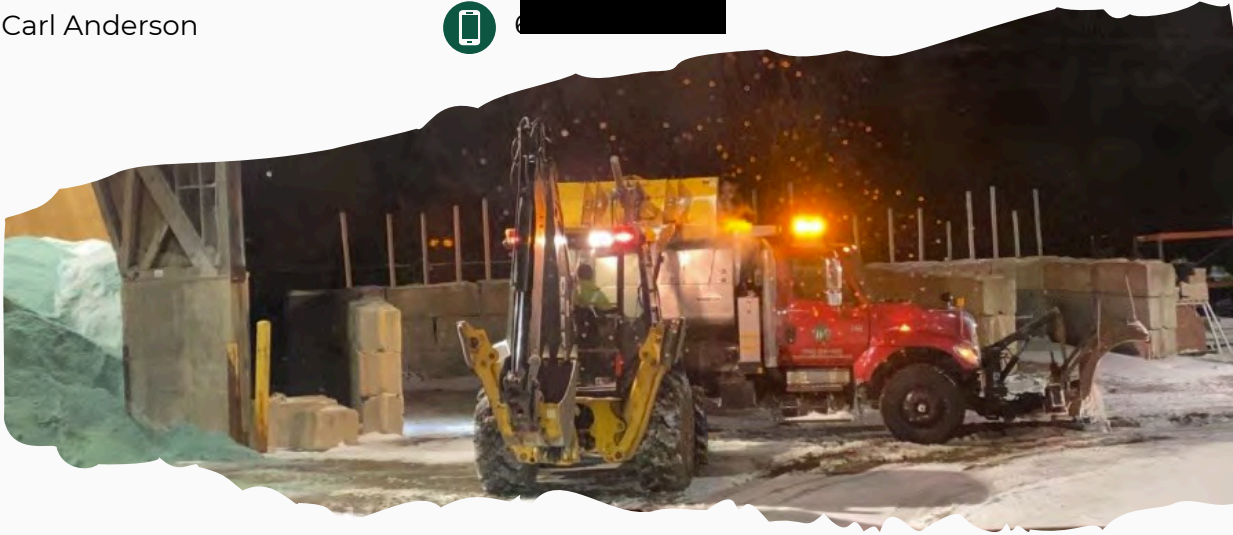
Pirtek

(24 HR Hose Service)
1499 Tonne Rd.,
Elk Grove Village, IL 60007
Office [REDACTED]
Fax [REDACTED]



VILLAGE EMPLOYEES

 Rick Valent	 [REDACTED]
 Andrew Passero	 [REDACTED]
 Juan Delarosa	 [REDACTED]
 Patrick Kanaverskis	 [REDACTED]
 Carl Anderson	 [REDACTED]



2024-2025 ROCK SALT CONTACT INFORMATION

VENDOR –MORTON SALT INC. Order Phone: [REDACTED]
Village of Willowbrook-Customer Number is **PSD 4017275-01**

Andrew Passero, Public Works Foreman, is the contact person for ordering. One (1) truckload contains 20-24 tons of salt. Orders are placed in 20-ton increments. Our Salt Dome holds 600 tons of salt.

The Public Works Foreman will keep a running count of the total amount of salt ordered for the season.

Staff will occasionally order a chemically treated product called “Thawrox”, when temperatures get extremely cold. Public Works Foreman will determine when to order “Thawrox”. Follow the same ordering procedure, except specify “Thawrox” instead of salt.



OTHER GOVERNMENTAL AGENCIES

Illinois Department of Transportation - Right-of-Way Road Maintenance

17 W 125 Butterfield Road
Villa Park, IL 60181

(Main)

(Overnight)

DuPage County – Maintenance Department

140 N. County Farm Road
Wheaton, IL 60187

(Snow Main Number)

Main Number)

Downers Grove Township – Highway/Streets

4340 Prince Street
Downers Grove, IL 60515

Main Number

Highway Main

Garage Number

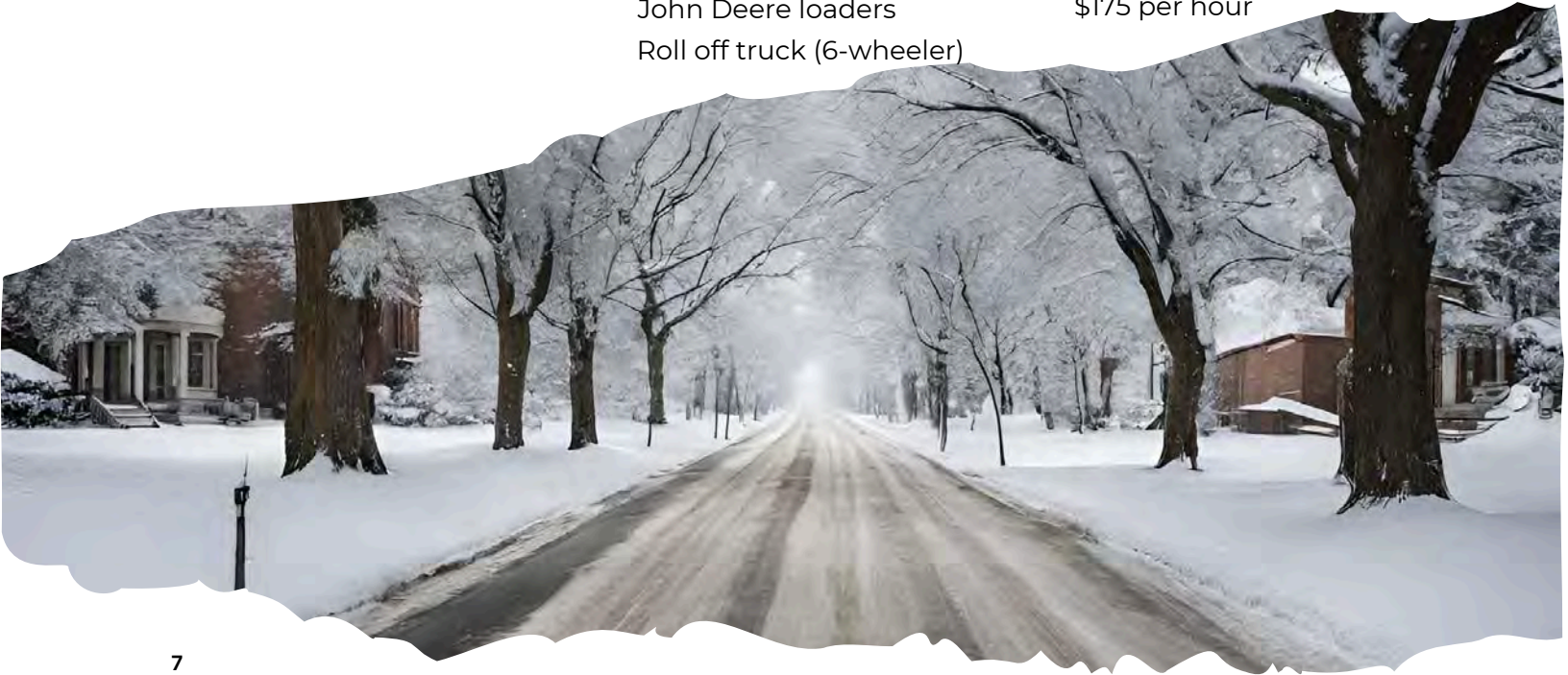
2024-2025 CONTRACTOR RATES

NJ Ryan Tree & Landscape

Pick-up truck \$115 per hour
Dump truck \$115 per hour
Skid steer \$115 per hour
Laborer \$115 per hour

Other equipment available for snow plowing and cost of attachments

High flow snow blower \$125 per hour
Push plow angle blade 9'-10' \$50 per hour
Plow truck with V box salt \$135 per hour
spreader and 10' plow
Bobcat with 10' pusher \$95 per hour
Snow blowers \$50 per hour
Pickup truck with 9' plow \$95 per hour
John Deere loaders \$175 per hour
Roll off truck (6-wheeler)

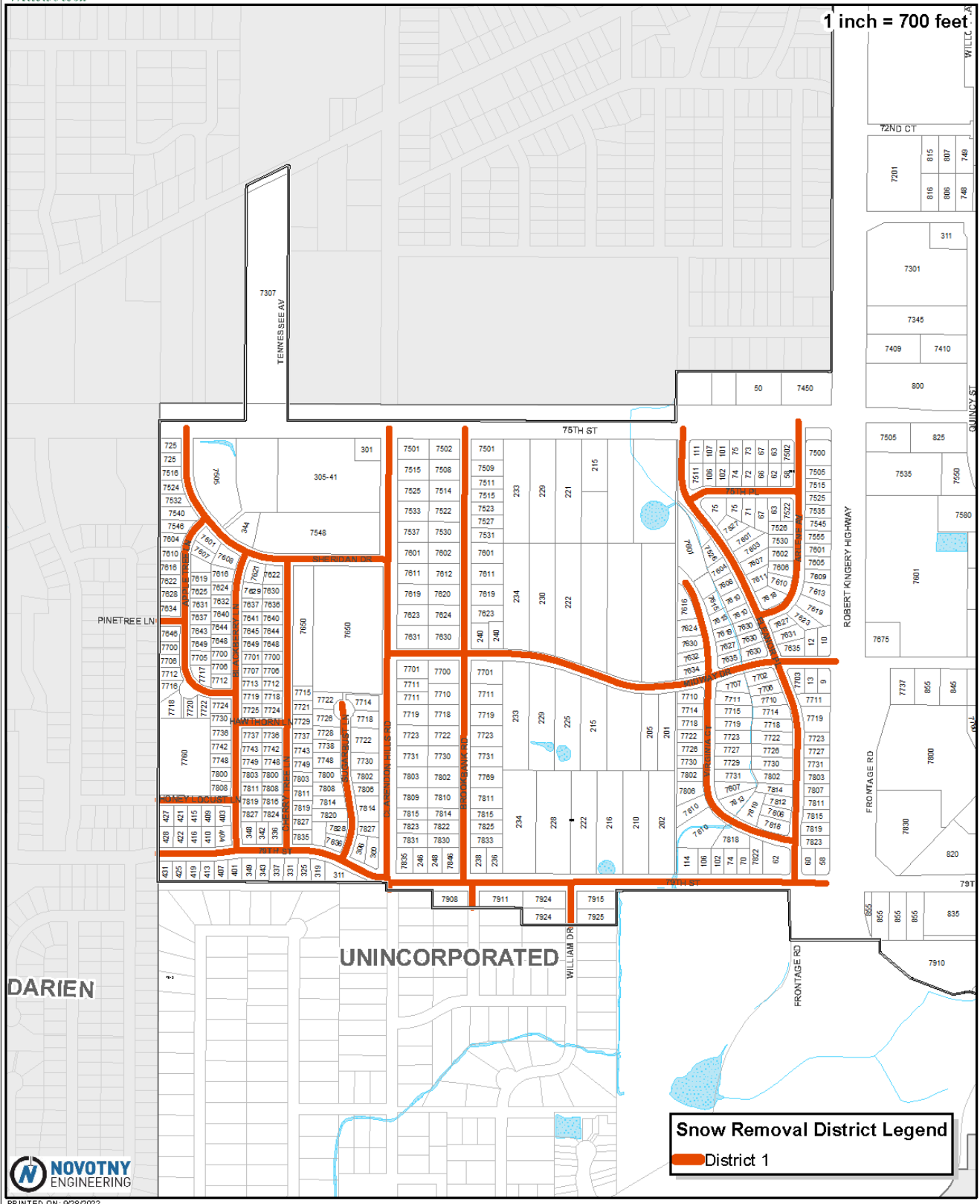




VILLAGE OF WILLOWBROOK SNOW REMOVAL DISTRICT MAP - DISTRICT 1

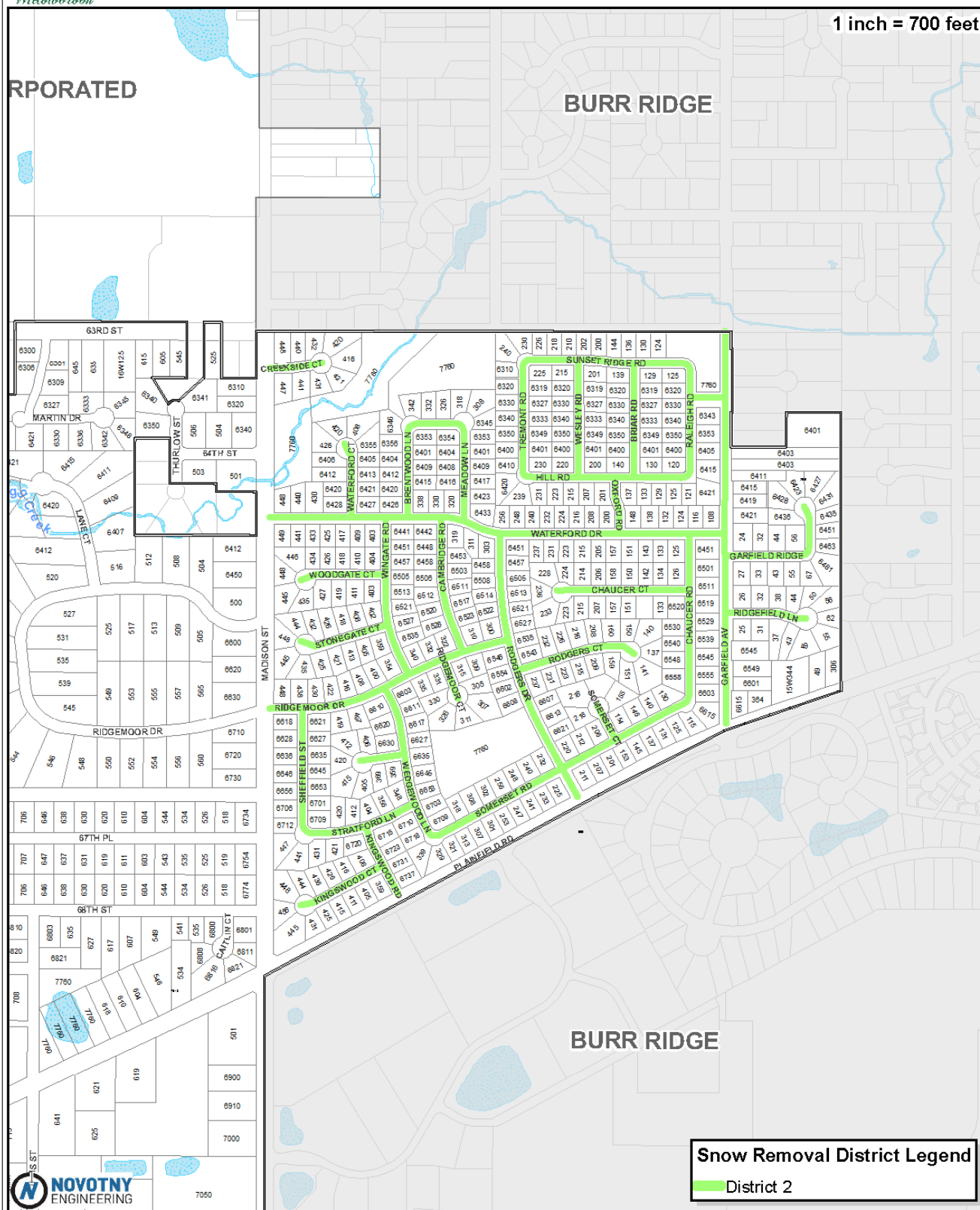


1 inch = 700 feet



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1 inch = 700 feet

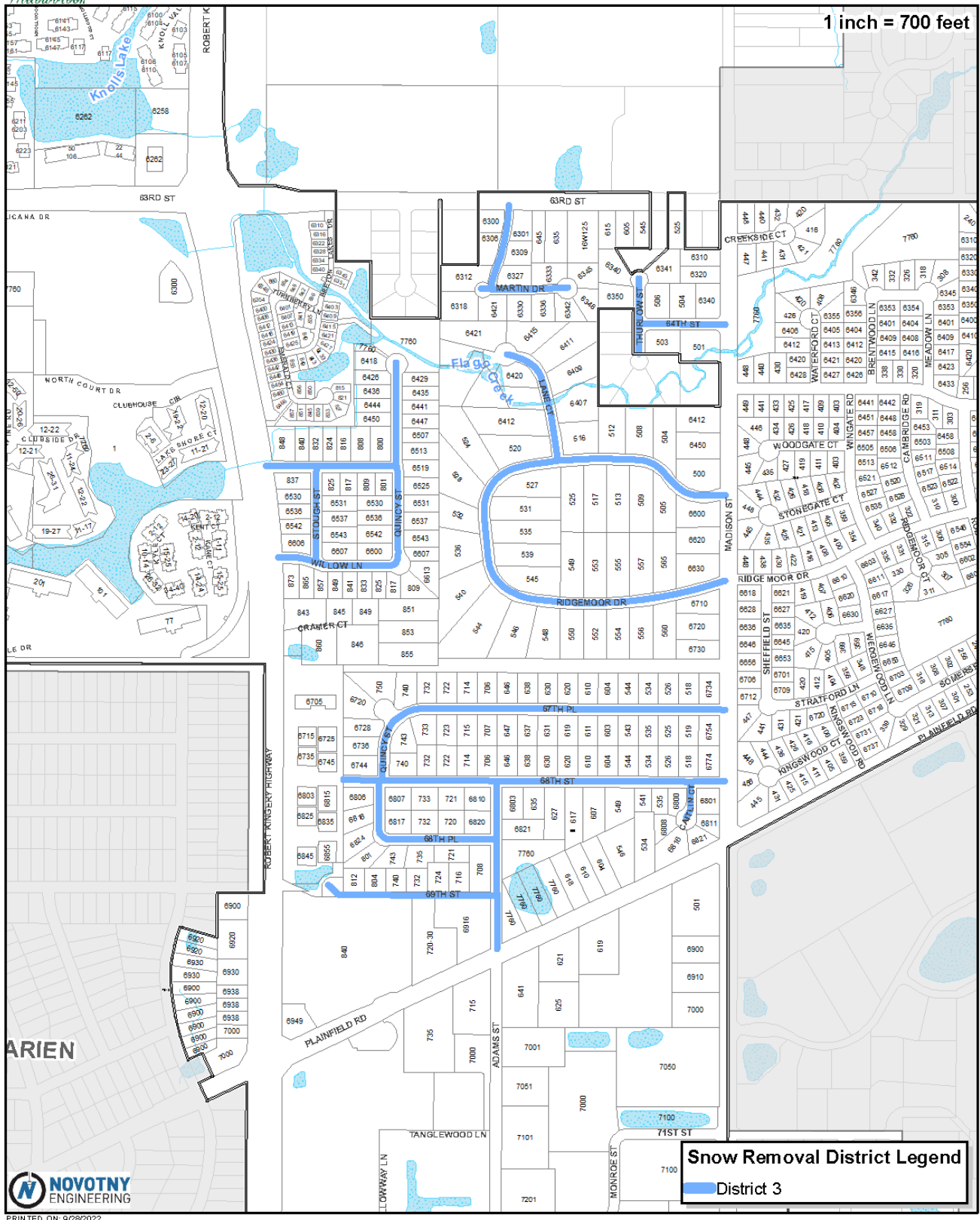




VILLAGE OF WILLOWBROOK SNOW REMOVAL DISTRICT MAP - DISTRICT 3



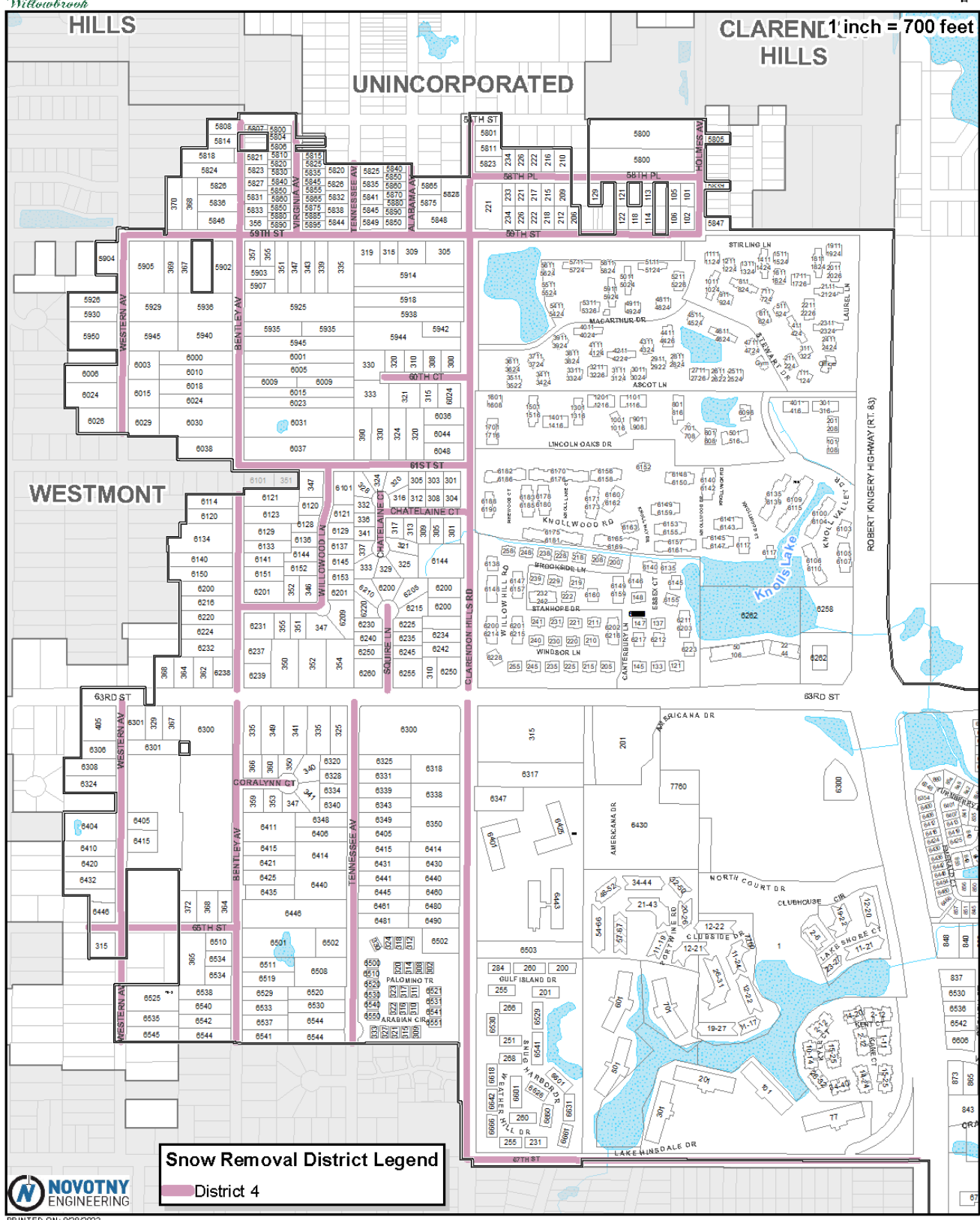
1 inch = 700 feet





VILLAGE OF WILLOWBROOK

SNOW REMOVAL DISTRICT MAP - DISTRICT 4



Snow Removal District Legend

District 4



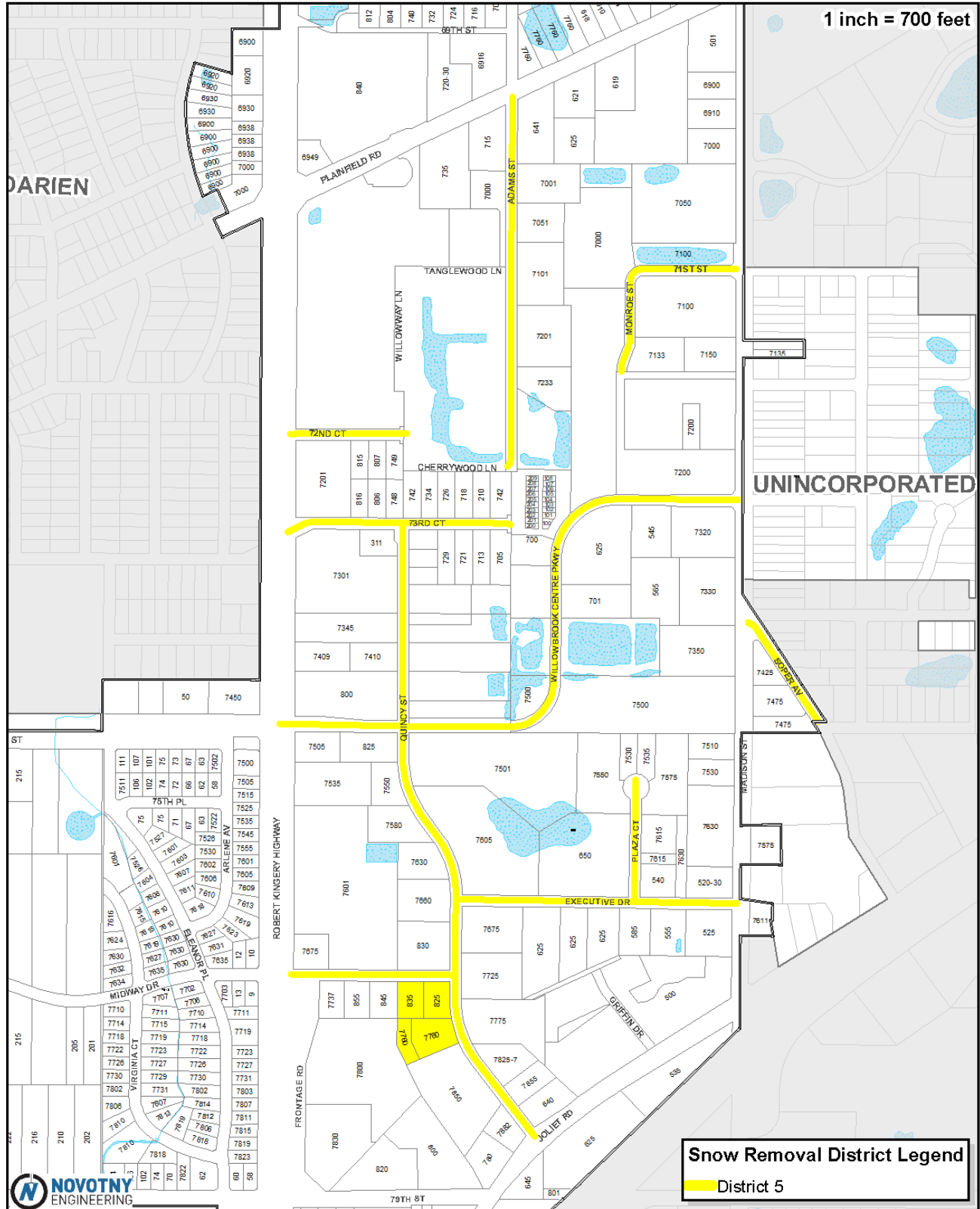
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VILLAGE OF WILLOWBROOK SNOW REMOVAL DISTRICT MAP - DISTRICT 5



1 inch = 700 feet



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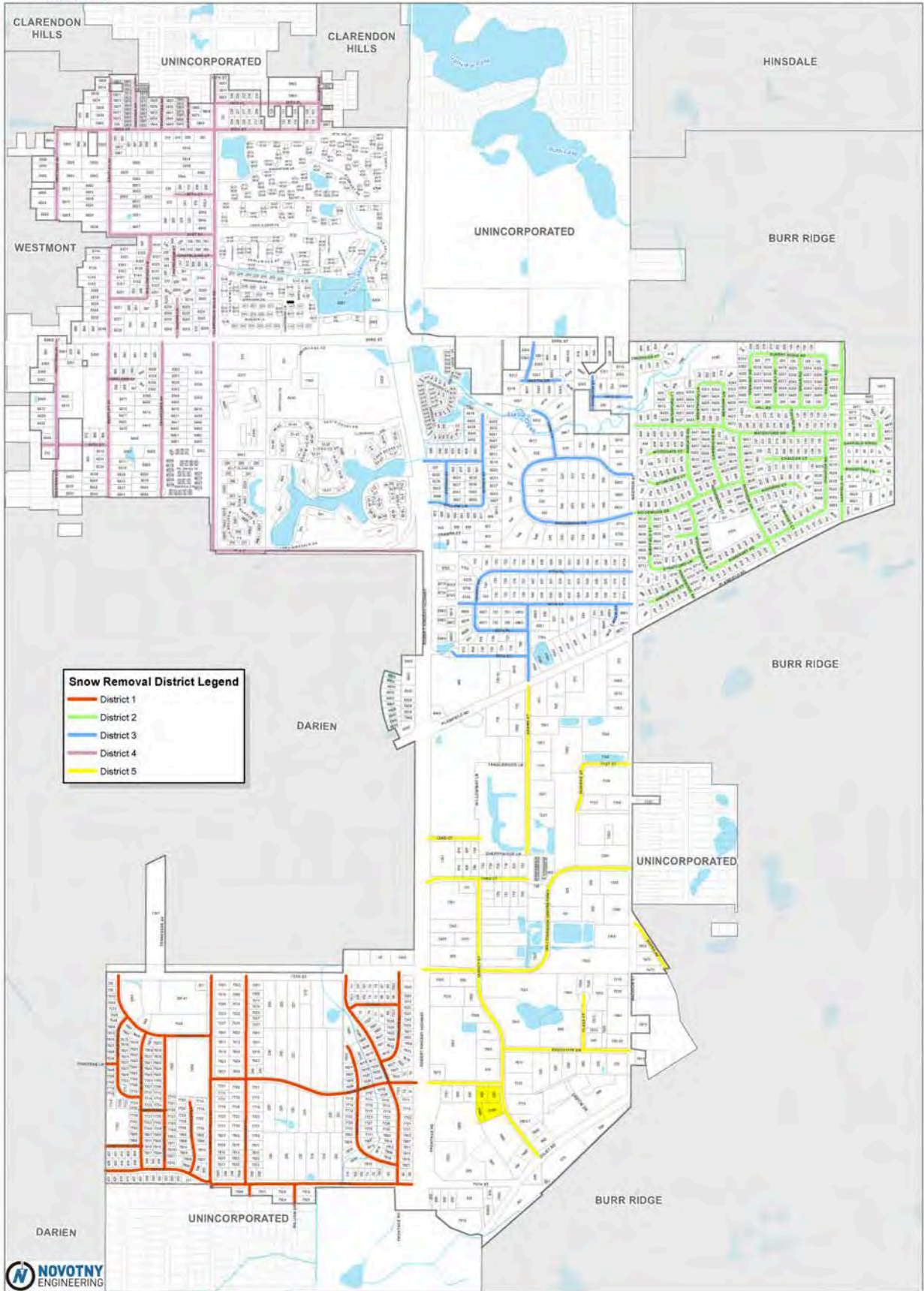


Willowbrook

VILLAGE OF WILLOWBROOK SNOW REMOVAL DISTRICT MAP



1 INCH = 500 FEET





Village of WILLOWBROOK

[Return to Agenda](#)
**Village Administrator's
Office**

COMMITTEE OF THE WHOLE

AGENDA ITEM NO: 6.c.

DATE: November 25, 2024

SUBJECT:

DISCUSSION OF TWA FLIGHT 529 MEMORIAL ITEMS

STAFF REPORT

TO: Mayor Trilla and Board of Trustees
FROM: Sean Halloran, Village Administrator
THROUGH: Sean Halloran, Village Administrator

PURPOSE AND ACTION REQUESTED

Staff is seeking feedback regarding hosting Flight 529 materials to the Village's campus.

BACKGROUND/SUMMARY

At the October 14th Board of Trustees meeting, Trustee Berglund asked the Board to consider accepting a donation of memorabilia items from the TWA flight 529 disaster and how best to display it.

Staff is seeking direction from the Board on the following items:

1. Should the Village accept and display artifacts from Flight 529?
2. If accepted, where should the artifacts be displayed?
3. How long should the artifacts be displayed?