



EST. 1960

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

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton

Director of Finance

Carrie Dittman

NOTICE

NOTICE IS HEREBY GIVEN THAT the special meeting of the Hotel/Motel Tax Advisory Committee of the Village of Willowbrook is scheduled for as follows:

DATE: Monday, July 18, 2016

TIME: 4:00 p.m.

PLACE: Village of Willowbrook
835 Midway Drive
Willowbrook, Illinois 60527

AGENDA: See attached


Gayle Neal, Chairman

Notice by facsimile on July 15, 2016.

Suburban Life Graphic
Chicago Tribune
Chicago Sun-Times

THIS NOTICE WAS PLACED ON THE BULLETIN BOARD IN THE LOBBY OF THE VILLAGE HALL, VILLAGE OF WILLOWBROOK, 835 MIDWAY DRIVE, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS, ON JULY 15, 2016.


Leroy Hansen
Village Clerk

LR:jk

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 Tim Halik, ADA Compliance Officer, Village of Willowbrook, 835 Midway Drive, Willowbrook, IL 60527, or call (630) 920-2261 voice, Monday through Friday, between 8:30 a.m. and 4:30 p.m., within a reasonable time before the meeting. Request for sign language interpreters should be made a minimum of five working days in advance of the meeting.



Proud Member of the
Illinois Route 66 Scenic Byway

AGENDA

SPECIAL MEETING OF THE HOTEL/MOTEL TAX ADVISORY COMMITTEE OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, JULY 18, 2016 AT 4:00 P.M., AT THE VILLAGE OF WILLOWBROOK, 835 MIDWAY DRIVE, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES – March 16, 2016 & May 24, 2016
3. APPROVAL OF MONTHLY FINANCIAL REPORT – June 30, 2016
4. DISCUSSION – Trolley Program
5. DISCUSSION – Landscape Beautification
6. COMMUNICATIONS
7. VISITOR’S BUSINESS – (public comment is limited to three minutes
Per person and only those items that are on the agenda.)
8. ADJOURNMENT

MINUTES OF THE SPECIAL MEETING OF THE HOTEL/MOTEL TAX ADVISORY COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON WEDNESDAY, MARCH 16, 2016, AT THE VILLAGE OF WILLOWBROOK, 835 MIDWAY DRIVE, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

Trustee Gayle Neal called the meeting to order at 4:02 p.m.

2. ROLL CALL

Those present were Trustee Gayle Neal, Member Rashmi Patel (Econo Lodge), Member Frank Fishella (Chamber of Commerce), Member Roswitha Korpas (La Quinta) arrived at 4:08, Village Administrator Timothy Halik, Director of Finance Carrie Dittman, Administrative Intern Tiffany Kolodziej and Beth Marchetti, DuPage Convention and Visitors Bureau.

ABSENT: Member Alan Gagnon (Red Roof Inn Plus) and Member Jaimin Shah (Willowbrook Inn).

3. VISITOR'S BUSINESS

There were no visitors present.

4. APPROVAL OF MINUTES - January 28, 2016

Motion by Frank Fishella, second by Rashmi Patel, to approve the minutes as presented. Motion carried.

5. MONTHLY FINANCIAL REPORT - February 29, 2016

Director Dittman presented the fiscal year to date financials through February 29, 2016 to the Committee. Cash on hand is \$135,353, accounts receivable is \$4,724, prepaid expenditures is \$3,000, and opening fund balance at May 1, 2015 was \$496.

The fund has received \$182,810 in hotel/motel tax to date compared to budget of \$210,000 and interest income of \$40. Director Dittman noted each of the expenditure line items which total \$40,269 compared to budget of \$82,825; at February 29, fund balance of the fund is \$143,077.

6. UPDATE - New Businesses

Administrative Intern Tiffany Kolodziej gave an update on the new businesses that have opened in Willowbrook including Bates Water Solutions, Inc., Chishack, Diamond Edge Academy and European Wax Center. Pending projects include Compass Arena (opening unknown), Petco (opening mid-April), and Pete's Fresh Market (opening unknown).

7. PRESS RELEASE - DuPage CVB's Tourism Grant Program

Director Dittman shared a press release that was sent to the Village by the DuPage Convention & Visitor's Bureau on the newly developed Tourism Grant Program. The DCVB awarded its first grant to Eaglewood Resort & Spa in Itasca in February 2016.

The grant money comes from DuPage County and participating communities and is used to secure new business for the hotels. The Village has allocated \$5000 in the current fiscal year budget and \$5000 in next year's budget for this program.

Beth Marchetti added that the DCVB has just awarded its second grant for an event at Christmastime that will occur in Lombard. She noted that Roswitha may be able to use this program for the Rt. 66 motorcycle group that sometimes comes to town, or for different sports groups.

8. DISCUSSION - GENERAL COMMITTEE DIRECTION

Village Administrator Timothy Halik noted that he had been in contact with his counterpart at the City of Elmhurst that has a trolley program. He then introduced Administrative Intern Tiffany Kolodziej who has been researching the trolley company and she presented her findings and passed around a pamphlet. Elmhurst uses The Trolley Car & Bus Company, which employs a professional uniformed driver, and the trolley can play a CD over a PA system to give facts about the town and provides advertising. A bus is also available. Designated stops can be set in town at key locations. The owner offered to make a presentation to the H/M Committee at a future meeting and bring the trolley for the Committee to see.

The Committee discussed that the trolley sounded better than a bus, offering more flair, and that possible stops could be at the Town Center (where there are already benches), at the Whole Foods shopping center and possibly a village park like Willow Pond for picnics and recreational activities. The trolley would stop at the hotels and loop to these other stops. Construction/congestion around 63rd Street was discussed and possibly adding that area as a second phase once the construction was complete would be a good idea. It was mentioned that perhaps Harlem-Irving Co. who owns the Town Center development could be invited to the trolley presentation meeting to see if they would like to participate.

The Committee discussed the promotion of the trolley, such as pamphlets placed in the hotels, signs at the stops, advertising in the Village's newsletter and on the mobile phone app, and the Mayor could perform a ribbon-cutting on the first run.

The Committee agreed to invite the trolley company owner to present at a future meeting, date TBD.

Beth Marchetti discussed collaboration between DCVB, Mayor Trilla and Willowbrook area schools to bring international travel camps called Steam Discovery Tours to the area. The tours consist of gifted students interested in science, technology, engineering, arts and mathematics with stops at locations like the Museum of Science and Industry, Argonne National Laboratory and Fermilab.

Beth also noted that an ad will go on Choose Chicago's website geared towards McCormick Place visitors and ads will be placed at Midway Airport. There was discussion about use of a taxi company such as American Taxi to shuttle between the Village and Midway, and perhaps ride packages could be purchased. A link could be placed on the WB mobile phone app. Beth will reach out to American Taxi.

Additionally, a billboard will be going up on I-55 by Lemont Rd. around April 15th. Beth is looking into a billboard ad closer to Midway airport as well but believes these are sold out until May or June.

Finally, Trustee Neal discussed adding flower pot displays at each of the hotel entrances and has been in contact with Hinsdale Nurseries. This could be funded with the landscape beautification line item funds. The Willowbrook Inn has been progressing on their remodeling but no opening date has been specified. They will be going back to the Holiday Inn branding.

9. ADJOURNMENT

Motion to adjourn the meeting made by Frank Fishella, seconded by Rashmi Patel at 4:45 p.m.

The next special meeting of the Hotel/Motel Tax Advisory Committee will be determined when the schedule of the trolley company owner permits.

Minutes transcribed by Carrie Dittman, 3/18/2016

MINUTES OF THE SPECIAL MEETING OF THE HOTEL/MOTEL TAX ADVISORY COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON TUESDAY, MAY 24, 2016, AT THE VILLAGE OF WILLOWBROOK, 835 MIDWAY DRIVE, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

Trustee Gayle Neal called the meeting to order at 4:10 p.m.

2. ROLL CALL

Those present were Trustee Gayle Neal, Member Frank Fishella (Chamber of Commerce), Member Roswitha Korpas (La Quinta), Mayor Frank Trilla, Director of Finance Carrie Dittman, Administrative Intern Tiffany Kolodziej and Miriam Blumenthal, DuPage Convention and Visitors Bureau (DCVB). Also present: Damien Hudson, driver/owner, of The Trolley Car & Bus Company.

ABSENT: Member Rashmi Patel (Econo Lodge), Member Alan Gagnon (Red Roof Inn Plus) and Member Jaimin Shah (Willowbrook Inn – hotel is closed).

3. TROLLEY TOUR

The purpose of the meeting was to take a “dry run” tour on the proposed trolley that would shuttle hotel guests on summer weekends to certain stops within the Village to enjoy shopping and dining options locally. Damien Hudson of the Trolley Car & Bus Company provided the trolley transportation today for the committee.

The members boarded the trolley at the Village Hall and proceeded along a proposed route, which began at La Quinta Inn and proceeded to the Econo Lodge. The route then travelled past the Kerry Piper and Chicken Basket, which may become a stop, and down Quincy Street to Midway Drive and into the Target parking lot, which may also be a stop. If added, these businesses must be contacted for permission to stop and to erect signage. The trolley then proceeded into the Red Roof Inn Plus parking lot, and out onto Rt. 83.

The trolley then entered the Town Center shopping center from Plainfield Rd. and drove behind the stores to a proposed stop alongside the Bed Bath & Beyond, which is out of the main flow of traffic through the center. Another stop at the Town Center may need to be added to more easily access the shops at the northern end. The trolley then exited the center onto Rt. 83 and proceeded to the Hinsdale Lake Commons shopping center at 63rd Street.

Two (2) stops are proposed at Hinsdale Lake Commons, the first in front of the Tomato Bar (opening soon) at the northwest side, and the second in front of the “Tangerine” sculpture near Charter Fitness. A brief discussion ensued about the hotels partnering with Charter Fitness to offer day passes to the hotel guests. The trolley proceeded back to La Quinta, which would be the starting point of the loop. The run took approx. 35 minutes to complete.

The trolley then proceeded back to Village Hall where Frank Trilla left the meeting.

The committee discussed the next steps in the trolley project; Director Dittman noted that she had already been in touch with representatives from the Town Center and Hinsdale Lake Commons about placing stops there. She will contact them again to get agreements/permissions in place. Target, Kerry Piper & Del Rhea’s Chicken Basket will need to be contacted as well to get the proper permissions for stops at those locations.

Administrative Intern Kolodziej distributed some trolley sign designs she had created and noted that she had contacted one of the Village's sign vendors and requested some ballpark costs. The committee agreed that the decoratively curved green sign of the trolley, with white lettering, in a size of 18" x 18" was the preferred design, with as large a font as possible, and approximately 12 signs would be needed. If removable reflective numbers could be added to the signs, the Village could use those numbers to correspond to a location on a trolley map brochure.

Trustee Neal discussed preparing a brochure that would have the route stops/times listed, and there is potential for businesses to advertise in the brochure as well. The details in the brochure and the trolley route could also be added to the Willowbrook mobile app.

4. NEW BUSINESS

Trustee Neal reported that the manager of the Red Roof Inn Plus, Alan Gagnon, had just left his position at the hotel. An interim manager, Michael Smith, has been placed there 2-3 days per week starting this week.

Ms. Blumenthal distributed and briefly discussed a hotel marketing package that the DCVB has been working on.

5. COMMUNICATIONS

No communications were received.

6. VISITOR'S BUSINESS

There were no visitors present.

7. ADJOURNMENT

Motion to adjourn the meeting made by Roswitha Korpas, seconded by Frank Fishella at 5:26 p.m.

Minutes transcribed by Carrie Dittman, 5/27/2016

PERIOD ENDING 06/30/2016

FUND ACCOUNT	DESCRIPTION	2015-17 AMENDED BUDGET	% BDGT REMAIN	END BALANCE 06/30/2016
Fund 03 - HOTEL/MOTEL TAX FUND				
Assets				
03 110-105	CHECKING - 0283			0.00
03 110-114	IL FUNDS HOTEL/MOTEL - 5948			69,471.11
03 110-257	COMMUNITY BANK OF WB - 0275			87,289.97
03 130-115	ACCOUNTS RECEIVABLE			20,686.42
03 140-101	DUE TO/FROM GENERAL FUND			0.00
03 140-102	DUE TO/FROM WATER FUND			0.00
03 190-101	PREPAID EXPENDITURES			0.00
TOTAL Assets				177,447.50
Liabilities				
03 210-101	ACCOUNTS PAYABLE			0.00
TOTAL Liabilities				0.00
Fund Equity				
03 300-101	FUND BALANCE			496.07
TOTAL Fund Equity				496.07
Revenues				
03 310-205	HOTEL/MOTEL TAX	243,000.00	83.70	39,612.33
03 310-725	REGISTRATION FEES	0.00	100.00	0.00
03 310-913	OTHER RECEIPTS	0.00	100.00	0.00
03 310-922	FEDERAL/STATE GRANTS	0.00	100.00	0.00
03 320-108	INTEREST INCOME	30.00	(23.37)	37.01
03 320-109	CHANGES IN MARKET VALUE	0.00	100.00	0.00
TOTAL Revenues		243,030.00	83.69	39,649.34
Expenditures				
03 401-126	SALARIES - CLERICAL	0.00	100.00	0.00
03 401-253	PUBLIC RELATION CONSULTANT FEES	0.00	100.00	0.00
03 401-303	FUEL/MILEAGE/WASH	0.00	100.00	0.00
03 401-304	SCHOOLS/CONFERENCES/TRAVEL	0.00	100.00	0.00
03 401-306	REIMBURSE PERSONAL EXPENSES	0.00	100.00	0.00
03 401-307	FEES/DUES/SUBSCRIPTIONS	12,150.00	100.00	0.00
03 401-311	POSTAGE & METER RENT	125.00	100.00	0.00
03 401-401	OPERATING EQUIPMENT	0.00	100.00	0.00
03 435-302	PRINTING & PUBLISHING	0.00	100.00	0.00
03 435-303	WILLOWBROOK MOBILE PHONE APP	1,024.00	100.00	0.00
03 435-303	GRANT PILOT PROGRAM	5,000.00	100.00	0.00
03 435-316	LANDSCAPE BEAUTIFICATION	3,000.00	45.97	1,620.80
03 435-317	ADVERTISING	100,000.00	100.00	0.00
03 435-318	COMMUNITY SLOGAN	0.00	100.00	0.00
03 435-319	CHAMBER DIRECTORY	3,000.00	0.00	3,000.00
03 435-320	TRANSPORTATION	60,000.00	100.00	0.00
03 436-378	WINE & DINE INTELLIGENTLY	2,000.00	100.00	0.00
03 436-379	SPECIAL PROMOTIONAL EVENTS	2,500.00	0.00	2,500.00
03 436-380	FAMILIARIZATION TOURS	0.00	100.00	0.00
03 449-799	CONTINGENCIES	0.00	100.00	0.00
TOTAL Expenditures		188,799.00	96.23	7,120.80
Total Fund 03 - HOTEL/MOTEL TAX FUND				
TOTAL ASSETS				177,447.50
BEG. FUND BALANCE - 2015-16				496.07
+ NET OF REVENUES/EXPENDITURES - 2015-16				144,422.89
+ NET OF REVENUES & EXPENDITURES		54,231.00	40.02	32,528.54
= ENDING FUND BALANCE				177,447.50
+ LIABILITIES				0.00
= TOTAL LIABILITIES AND FUND BALANCE				177,447.50

Village of Willowbrook Hotel/Motel Tax Committee
2016 Trolley Program

Mini-Bus Schedule

The following dates are days the trolley is not available and the mini-bus will be substituted:

Saturday, July 23

Saturday, July 30

Saturday, August 6

Saturday, August 13

Saturday, August 20

Saturday, September 3





BENITO'S LANDSCAPING
 P.O. BOX 453
 WESTMONT, IL 60559
 USA

Voice: 630-632-4865
 Fax: 630-323-4296
 EMAIL ; INFO@BENITOSLANDSCAPING.COM
 To: VILLAGE OF WILLOWBROOK
 835 MIDWAY DRIVE
 WILLOWBROOK, IL 60527



PROPOSAL

Proposal Number: 2016-4184
 Proposal Date: Jul 7, 2016
 Page: 1

Customer ID
 835MIDWAY

Customer PH: 630-323-8215
 630-514-3329 AJ

We hereby submit specifications and estimates for landscaping as follows

ITEM AND/OR DESCRIPTION	Amount
REP - PASCUAL	
REMOVE & HAUL AWAY ALL EXISTING PLANTS, WEEDS & DEBRIS - PREP AREA FOR NEW PLANTS - DELIVER & INSTALL 1 CU YD OF MUSHROOM COMPOST	295.00
IN CENTER OF ISLAND WHERE PLANTS WERE REMOVED, DELIVER & INSTALL THE FOLLOWING:	
-- 11 GREEN VELVET BOXWOODS - 15" -	1,265.00
-- 5 DWARF KOREAN LILACS - 18" -	375.00
-- 17 CHICAGO APACHE DAYLILIES - #1 -	286.00
DEMO APPROX 35 LN FT OF CURB & HAUL AWAY ASSOCIATED DEBRIS - CREATE NEW CURB BASE - CREATE A ROUNDED CURB	1,850.00
DISASSEMBLE ISLAND PAVERS & HAUL AWAY DEBRIS - CREATE A NEW 16" PAVER BASE - DELIVER & INSTALL UNILOCK'S BRUSSEL PREMIER PAVER STONES IN BAVARIAN BLEND COLOR - APPROX 785 SQ FT -	15,700.00

PLEASE CHECK WHICH SERVICES YOU WOULD LIKE US TO PERFORM. IF ACCEPTABLE PLEASE SIGN & RETURN

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be done only upon a written change order. The costs will become an extra charge over and above the estimate.

All elements of this agreement are contingent upon strikes, accidents or delays beyond our control. The estimate does not include material price increases, or additional labor and materials which may be required should unforeseen problems arise after the work has started.

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Cancellation must be done in writing. Late fees will apply to late payments.

We Propose: Hereby furnish material and labor- completed in accordance with above specifications, for the sum of:

_____ dollars

50 % Deposit Upon Acceptance-Balance Due Upon Completion.

Home Phone: _____

Cell Phone: _____

E-mail: _____

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: BENITO GONZALEZ Date: 7/7/16 Customer Signature: _____ Date: _____

FALCO'S LANDSCAPING INC.

4 N 151 5TH AVE. ADDISON IL, 60101
PH (630) 458-0994 FX (630) 458-0996
Email: falcotland@gmail.com



April 19, 2016

Mr. Andrew Passero
Village of Willowbrook
7760 Quincy Street
Willowbrook, IL 60527

I would like to take this time to thank you for allowing Falco's Landscaping Inc, to submit you the following proposal.

*** **Midway Rd & Frontage Rd Island:**

Remove and replace a total of 20' of damaged curb Cost \$ 1,500.00

Remove existing Brick Pavers and replace them with new Holland Stone Pavers By adding a 10" / 12" of compacted AC-6 gravel base 1" of sand then installation new pavers. Cost \$ 10,710.00

Remove plants from existing Planter and replace them with new low grown shrubs, perennials and annuals. Cost \$ 3,800.00

Total Cost \$ 16,010.00

If there are any questions regarding the above, please do not hesitate to contact me at (630) 514-6173.

Sincerely;
Falco Rosas
FALCO'S LANDSCAPING INC
President

PROPOSAL ACCEPTANCE
as an Agent for:
THE VILLAGE OF WILLOWBROOK

By _____ Date _____