

A G E N D A

REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, SEPTEMBER 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: 894 9742 7355

Written Public Comments Can Be Submitted By 5:15 pm on September 14, 2020 to mmertens@willowbrook.il.us

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. MOTION - Board Advice and Consent to Mayor's Appointment to Fill Vacancies for Village Trustee with Gregory M. Ruffolo (PASS)
5. OATH OF OFFICE - Village Trustee
6. VISITORS' BUSINESS - Public Comment is Limited to Three Minutes Per Person
7. OMNIBUS VOTE AGENDA:
 - a. Waive Reading of Minutes (APPROVE)
 - b. Minutes - Regular Board Meeting - August 24, 2020 (APPROVE)
 - c. Warrants - \$382,779.34 (APPROVE)
 - d. Monthly Financial Report - August 2020 (APPROVE)
 - e. ORDINANCE - An Ordinance Extending Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6 (PASS)

- f. MOTION - Board Advice and Consent to Mayor's Appointment for the Members of the Finance and Administration, Law and Ordinances, Public Safety and Municipal Services Committees (PASS)
- g. MOTION - Board Advice and Consent to Mayor's Appointment to Fill a Vacancy in the Plan Commission (PASS)
- h. ORDINANCE - An Ordinance Approving a Minor Amendment to Allow for the Removal of an Existing Guardhouse and Replacement with a New Monument Entry Sign and Landscaping in the Village of Willowbrook, DuPage County, Illinois (PASS)
- i. MOTION - A Motion to Approve Various Bank Account Closures (PASS)
- j. ORDINANCE - An Ordinance Amending the Village of Willowbrook Employee Flexible Benefits Plan (PASS)

NEW BUSINESS

- 8. RESOLUTION - A Resolution Authorizing the Board of Police Commissioners (BOPC) of the Village of Willowbrook to Effect the Original Appointment of One (1) Candidate to Fill a Vacancy in the Rank of Patrol Officer Within the Village Police Department (ADOPT)
- 9. ORDINANCE - An Ordinance Amending Chapter 1, Entitled "Police Department," of Title 5, Entitled "Police Regulations," of the Willowbrook Municipal Code, DuPage County, Illinois (PASS)
- 10. RESOLUTION - A Resolution Approving and Accepting a Proposal and Authorizing the Mayor and the Village Clerk to Execute an Agreement for the Purchase of (1) One MPH Industries Speed Monitor 18 Speed Trailer at a Cost Not to Exceed \$9,750.00 (ADOPT)
- 11. ORDINANCE - An Ordinance Amending Section 5-2-1 Entitled "Definitions" and Section 5-2-6 Entitled "Prohibited Animals" of Chapter 2 Entitled "Animals and Fowl" of Title 5 Entitled "Police Regulations" of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois (PASS)

12. RESOLUTION - A Resolution Approving and Authorizing the Mayor to Execute a Professional Collection Services Agreement with Sonnenschein Financial Services, Inc. (ADOPT)
13. ORDINANCE - An Ordinance Amending Section 1-4-1 Entitled "General Penalty" of Chapter 4 Entitled "General Penalty" of Title 1 Entitled "Administrative" of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois (PASS)

PRIOR BUSINESS

14. TRUSTEE REPORTS
15. ATTORNEY'S REPORT
16. CLERK'S REPORT
17. ADMINISTRATOR'S REPORT
18. MAYOR'S REPORT
19. CLOSED SESSION
20. ADJOURNMENT

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

MOTION – BOARD ADVICE AND CONSENT TO MAYOR'S APPOINTMENT OF GREGORY M. RUFFOLO TO FILL A VACANCY IN THE OFFICE OF VILLAGE TRUSTEE

AGENDA NO. 4

AGENDA DATE: 09/14/20

STAFF REVIEW: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst /mn

LEGAL REVIEW: N/A

SIGNATURE: N/A

RECOMMENDED BY: Mayor Frank Trilla

SIGNATURE: Mayor Frank Trilla /mn

REVIEWED & APPROVED BY COMMITTEE:

YES NO N/A

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

The Village President (aka, Mayor) has the authority to appoint a resident to fill the vacant position of Village Trustee with the advice and consent of the Board of Trustees. This appointment would fill the uncompleted term of trustee expiring April 2021.

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

The Mayor recommends the appointment of Gregory M. Ruffolo to fill the Village Trustee position that became vacant as a result of resignation of former Trustee Terrence Kelly. Mr. Ruffalo is a long-time resident of the Village and is active in the community. He has served as a member of the Willowbrook Plan Commission since 2014. He has also served on various charitable organizations, advisory committees, and Chambers of Commerce. He holds a Bachelor of Arts degree from Benedictine University and is a Licensed Real Estate Broker, Certified Financial Para-Planner and has a Commercial Lending Certification.

Attached is a copy of Mr. Ruffolo's Curriculum Vitae.

ACTION PROPOSED:

A motion to approve the Mayor's recommendation to appoint Gregory M. Ruffolo to the position of Village Trustee.

Gregory M. Ruffolo

August 17, 2020

Mayor Frank A. Trilla
Village of Willowbrook
7760 Quincy St.
Willowbrook, IL 60527

Honorable Mayor Trilla,

As we discussed I have an interest in being considered to fill a vacancy on the Village Board. I have been a resident of the Village of Willowbrook since 2008 and have also lived in the Darien and Burr Ridge communities since 1975. I have been a community banker since 1977 and understand the interaction between local government, business and its citizens. I have served in numerous leadership positions within my communities and have been serving on the Village Plan Commission since 2014. I have attached my resume which outlines my professional and community activities.

I believe I can be a productive member of the Willowbrook Village Board and look forward to an opportunity to continue serving my community. Thank you for your consideration.

Sincerely,



Gregory M. Ruffolo

GREGORY M. RUFFOLO

EDUCATION

2010	Midwest Realty Professionals, Inc. <i>Licensed Real Estate Broker</i>	Darien, IL
1986	Benedictine University <i>Bachelor of Arts/Business Economics</i> ■ Graduate with Honors	Lisle, IL
1986	College of Financial Planning <i>Certified Financial Para-Planner</i>	Denver, CO
1984	University of Oklahoma <i>Commercial Lending Certification</i>	Norman, OK

PROFESSIONAL EXPERIENCE

Heritage Bank of Schaumburg	Schaumburg, IL
2008-Present <i>Executive Vice President and Senior Lender</i> Responsible for daily management of \$80 million loan department	
Lemont National Bank	Lemont, IL
2003-2008 <i>Executive Vice President and Chief Credit Officer</i> Responsible for daily operations of \$60 million bank including 5 branches Serve as Secretary to the Board of Directors as well as the Loan, Compliance and Regulatory, ALCO and Executive Board Committees	
West Suburban Bank	Lombard, IL
1997-2003 <i>Vice President Commercial Lending Division</i> Developed and managed \$50 million commercial portfolio Consistently achieved superior ratings for portfolio growth, credit quality and relationship management	
West Suburban Bank of Darien	Darien, IL
1986-1997 <i>Executive Vice President</i> Senior Credit Officer-Loan Portfolio grew from \$90 million to \$200 million Bank Assets grew from \$125 million to \$275 million Responsible for daily operations of the bank	
1992-1997 <i>Served as Director-Bank Board of Directors</i>	
Naperville National Bank & Trust Company	Naperville, IL
1986 <i>Vice President-Commercial Loan Officer</i>	
West Suburban Bank of Darien	Darien, IL
1985 <i>Vice President-Commercial Loan Officer</i>	

GREGORY M. RUFFOLO

COMMUNITY ACTIVITIES

2014	Member	Village of Willowbrook Plan Commissioner
2014	Member	Knights of Columbus
2011	Member	Darien Citizens Police Academy
2006	Chairman	Darien Lions Foundation Advisory Board
2005	Director	Quinlan & Fabish Music Company
2000	Trustee	VanderCook College
2000	Director	Hinsdale South High School Booster Club
1997	President	Darien Lions Club
1992	President	Bridlewood Estates Homeowners Assoc.
1991	Delegate	DuPage County Crime Stoppers
1990	Delegate	DuPage County Chamber of Commerce
1989	Director	Wellness Community
1988	Commissioner	Darien Economic Development Committee
1988	President	Darien Chamber of Commerce

ACKNOWLEDGEMENTS

2017	Lions of Illinois District 1-J George Lazanski Award Recipient
2006	Awarded Lifetime Achievement Melvin Jones Fellow
2000	Awarded Lion of the Year for Extraordinary Service to Community

INTERESTS AND ACTIVITIES

Not-For Profit Community Service Organizations

Golf and Music

MINUTES OF THE MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, AUGUST 24, 2020, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

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

1. CALL TO ORDER

The meeting was called to order at the hour of 6:35 p.m. by Mayor Frank A. Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank A. Trilla, Trustees, Umberto Davi, Terrence Kelly, Michael Mistele and Gayle Neal.

Also, physically present was Deputy Clerk Christine Mardegan.

Present Via conference call, due to COVID-19 Pandemic, were Village Clerk Leroy R. Hansen, Trustees Sue Berglund, Paul Oggerino, 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, Superintendent of Public Works Joe Coons, Building Official Roy Giuntoli and Planning Consultant Ann Choi.

Absent: None.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

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

4. VISITORS' BUSINESS

Zoltan Baksay, a resident from 77 Eleanor Place was present. The resident thanked Mayor Trilla, Trustee Neal and Chief Schaller for their continued support and prompt response. There was a DUI on Eleanor Place which caused some property damage. Today, I presented a copy of a petition at the Public Services meeting at 5:30 pm for traffic calming devices. There were twenty-four (24) residents that signed the petition.

5. OMNIBUS VOTE AGENDA

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

Page 2
Village Board Minutes
August 24, 2020

- a. Waive Reading of Minutes
- b. Minutes - Special Board Meeting - August 17, 2020
- c. Warrants - \$339,158.24
- d. Motion - A motion to Approve Expenditure for the DuPage County Children's Center for Fiscal Year 2020/2021
- e. ORDINANCE - An Ordinance Extending Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6 Ordinance No. 20-O-36

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

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

- 6. RESOLUTION - A Resolution Authorizing the Board of Police Commissioners (BOPC) to Effect the Original Appointment of Five (5) Candidates to Fill Two (2) Existing Vacancies and Appoint Three (3) Additional Candidates to Fulfill the "COPS" Grant Requirement in the Rank of Patrol Officer Within the Village Police Department (ADOPT)

Chief Schaller stated, due to two patrol officers resigning from the police department, two vacancies have been created. Also, upon acceptance of the COPS Grant, three (3) additional officers will be required to fulfil the terms and conditions of the COPS Grant. This grant allows the Police Department to hire three (3) additional officers. This addition will bring the current number of twenty-one (21) officers to twenty-six (26) officers for a four-year period.

MOTION: Made by Trustee Kelly and seconded by Trustee Davi to adopt Resolution No. 20-R-39 as presented.

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

7. ORDINANCE - An Ordinance Rezoning Certain Territory and Approving a Final Plat of Subdivision. 6224 Bentley Avenue - Bentley Meadows Subdivision (PASS)

Planning Consultant Choi shared that the subject property is a Single-Family Residence Zoning District requesting rezoning to the R-1A Single Family Residence Zoning District. The 1.13-acre subject property is currently improved with a single-family home and detached garage. The parcel measures approximately 165' by 298' with a total approximate area of 49,320 square feet. The petitioner proposes to subdivide the property into two buildable lots that comply with the minimum lot requirements of the R-1A Zoning District. The two new lots will comply in all respects with the R-1A zoning district bulk standards without variations. Each lot would measure approximately 82.74 feet by 298 feet. The proposed subdivision qualifies as a minor subdivision and can proceed directly to final plat approval, without a public hearing, but with Plan Commission review and recommendation prior to Village Board consideration. The rezoning requires a public hearing. The Village's Comprehensive Plan indicates that the R-1A Single-Family zoning is appropriate for this property. Another measure of appropriateness is to compare the new lot sizes with those that exist in the neighborhood. There are some precedents for lots zoned R-1A in the area to the north of the subject property as well as lots zoned R-2 directly across Bentley Avenue to the east. The lots located immediately to the north of the subject property are zoned R-1 but have lot widths of approximately 82 feet and lot areas of approximately 24,675 square feet, comparable to the proposed two lots. The newly proposed lots will be like the typical lot sizes in this neighborhood.

Staff's only recommendation was to include the following conditions as part of the approval:

1. The existing house and garage must be demolished prior to the plat being recorded.
2. The Village has mylar of the Final Plat of Subdivision with all required signatures.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to pass Ordinance No. 20-0-37 as presented.

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

8. RESOLUTION - A Resolution Authorizing the Purchase of Bulk Treated Rock Salt Within the Village of Willowbrook (ADOPT)

Superintendent Joe Coons advised that the County of DuPage went out to bid for the treated rock salt and Compass Minerals was the low bid this year. The Village utilizes Compass Minerals for our untreated rock salt supply. Compass Minerals recently advised the local municipal customers that their treated salt supply will be available to municipalities this upcoming season. Based on this information the Village solicited other salt vendors for quotes to get the lowest price on treated rock salt. The treated rock salt is utilized when the temperature is under 15 degrees Fahrenheit. Compass Mineral is the lowest proposal received at \$86.75/ton; the Village would be required to take 80% of the Order. That would be 160-tons at a cost of \$13, 880.

Trustee Davi asked what is the difference between treated and untreated salt?

Mayor Trilla responded treated salt works at colder temperatures.

MOTION: Made by Trustee Mistele and seconded by Trustee Kelly to adopt Resolution No. 20-R-40 as presented.

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

Attorney Bastian asked Assistant Administrator Mertens to clarify the scripter's error.

Administrator Mertens stated the resolution should be for treated salt not untreated salt.

MOTION: Made by Trustee Mistele and seconded by Trustee Kelly to amend Resolution No. 20-R-40 for Treated Salt at a cost of \$13,880.

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

PRIOR BUSINESS

10. TRUSTEE REPORTS

Trustee Neal shared information from the Public Safety Meeting regarding the traffic situation at Eleanor Place. Foreman AJ Passero spoke with Dan Lynch from Christopher Burke Engineering to discuss a traffic survey at 79th and Eleanor Place.

Once the survey is completed, the report will include recommendations on traffic calming options and speed limit criteria. This report will be shared with IDOT to determine if the intersection qualifies for a four-way stop.

Trustee Kelly read a letter stating, as indicated in an email I sent you earlier this month, I will be stepping down from the Village Board effective August 25, 2020. When I was appointed to fill a vacancy on the Board in September of 2008, I never thought I would spend twelve years serving the Village and its residents. It has been an honor and privilege, I will miss doing it. I want to thank all current and former Village staff and Board members for making Willowbrook a great place to live. They made my job easy and I am proud to have worked with them.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Oggerino had no report.

11. ATTORNEY'S REPORT

Attorney Bastian thanked Trustee Kelly for his guidance and insight over the years. I have served many Villages and I really enjoy each Board member. Best of luck to you Trustee Kelly.

12. CLERK'S REPORT

Clerk Hansen had no report.

13. ADMINISTRATOR'S REPORT

Administrator Pabst had no report.

14. MAYOR'S REPORT

Mayor Trilla thanked Trustee Kelly. I admired his hard work. I have learned a lot from Trustee Kelly in my early years. Mayor Trilla presented Trustee Kelly with a plaque for his years of service to the Village.

15. CLOSED SESSION

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

16. ADJOURNMENT

MOTION: Made by Trustee Kelly and seconded by Trustee Davi to adjourn the Regular Meeting at the hour of 7:02 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

, 2020.

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.

WARRANTS

September 14, 2020

GENERAL CORPORATE FUND	-----	\$178,414.45
WATER FUND	-----	\$203,502.39
POLICE PENSION FUND	-----	\$435.00
RT 83/PLAINFIELD RD BUSINESS DIST TAX	-----	\$427.50
TOTAL WARRANTS	-----	\$382,779.34

Carrie Dittman, Director of Finance 

APPROVED:

Frank A. Trilla, Mayor

09/08/2020 09:20 AM
User: DSCHMIDT
DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 08/26/2020 - 09/15/2020

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
08/27/2020	APCH	96008	DUPAGE COUNTY CHILDREN'S CENTER	DUPAGE CHILDREN'S CENTER (INACTIVE AF	630-242	30	3,000.00
09/02/2020	APCH	96009	PETTY CASH C/O CAROLINE DITTMAN	REPUBLIC STICKER RECEIVABLE	130-214	00	345.00
09/15/2020	APCH	181 (E) *	INTERGOVERNMENTAL PERSONNEL	EMP DED PAY- INSURANCE LIFE INSURANCE - ELECTED OFFICIALS LIFE INSURANCE - COMMISSIONERS HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE LIFE INSURANCE - PLAN COMMISSION LIFE INSURANCE - COMMISSIONERS HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE CHECK APCHK 181 (E) TOTAL FOR FUND 01:	210-204 410-141 435-148 455-141 455-141 510-141 510-340 550-148 610-141 630-141 710-141 810-141	00 05 07 10 10 15 15 20 25 30 35 40	14,925.87 59.92 18.48 103.44 3,762.16 610.08 70.56 64.40 1,144.86 23,723.05 3,746.28 1,856.00 50,085.10
09/15/2020	APCH	182 (E) *	WEX BANK	FUEL/MILEAGE/WASH FUEL/MILEAGE/WASH FUEL/MILEAGE/WASH FUEL/MILEAGE/WASH CHECK APCHK 182 (E) TOTAL FOR FUND 01:	455-303 630-303 710-303 810-303	10 30 35 40	38.00 3,044.89 695.05 32.93 3,810.87
09/15/2020	APCH	96010	ARTISTIC ENGRAVING	OPERATING EQUIPMENT	630-401	30	133.64
09/15/2020	APCH	96011	ASPEN AUTO BODY INC.	MAINTENANCE - VEHICLES	630-409	30	250.00
09/15/2020	APCH	96012	B & E AUTO REPAIR & TOWING	MAINTENANCE - VEHICLES	630-409	30	550.00
09/15/2020	APCH	96013#	BIOMIST, INC.	MAINTENANCE - BUILDING MAINTENANCE - BUILDING MAINTENANCE - PW BUILDING CHECK APCHK 96013 TOTAL FOR FUND 01:	466-228 630-228 725-418	10 30 35	9,110.30 20,325.65 5,372.03 34,807.98
09/15/2020	APCH	96014#	CAR REFLECTIONS	MAINTENANCE - VEHICLES MAINTENANCE - VEHICLES CHECK APCHK 96014 TOTAL FOR FUND 01:	630-409 735-409	30 35	1,800.00 1,450.00 3,250.00
09/15/2020	APCH	96015	CHRISTINE ROBLES	UNIFORMS	630-345	30	80.70
09/15/2020	APCH	96016	CITY WIDE OF ILLINOIS	BUILDING MAINTENANCE SUPPLIES	630-351	30	31.25

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
09/15/2020	APCH	96017	CLARKE AQUATIC SERVICES INC	CONTRACTED MAINTENANCE	570~281	20	180.00
09/15/2020	APCH	96018	CLARKE ENVIRONMENTAL	MOSQUITO ABATEMENT	760~259	35	3,700.00
09/15/2020	APCH	96019#	COMCAST CABLE	INTERNET/WEBSITE HOSTING	460~225	10	227.17
				INTERNET/WEBSITE HOSTING	715~225	35	108.35
				CHECK APCHK 96019 TOTAL FOR FUND 01:			335.52
09/15/2020	APCH	96020*	COMED	RED LIGHT - COM ED RED LIGHT - COM ED ENERGY - STREET LIGHTS ENERGY - STREET LIGHTS ENERGY - STREET LIGHTS	630~248 630~248 745~207 745~207 745~207	30 30 35 35 35	38.73 38.56 144.43 558.59 379.56
				CHECK APCHK 96020 TOTAL FOR FUND 01:			1,159.87
09/15/2020	APCH	96021*	DELTA DENTAL PLAN OF ILLINOIS	EMP DED PAY- INSURANCE EMP DED PAY- INSURANCE HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE	210~204 210~204 455~141 610~141 630~141 710~141 810~141	00 00 10 25 30 35 40	1,486.50 39.06 271.09 114.32 2,024.98 235.16 228.64
				CHECK APCHK 96021 TOTAL FOR FUND 01:			4,399.75
09/15/2020	APCH	96023#	FIRST NATIONAL BANK OMAHA	PUBLIC RELATIONS PRINTING, PUBLISHING & TRANSCRIPTION COMMISSARY PROVISION COMMISSARY PROVISION EDP LICENSES EDP LICENSES EDP LICENSES EDP LICENSES EDP LICENSES	420~365 455~302 455~355 455~355 460~263 460~263 460~263 555~263	05 10 10 10 10 10 10 20	169.96 9.99 58.88 50.86 71.09 2.13 337.50 100.00 14.99
				CHECK APCHK 96023 TOTAL FOR FUND 01:			815.40
09/15/2020	APCH	96024	GEWALT HAMILTON ASSOCIATES INC	PLAN REVIEW - TRAFFIC CONSULTANT	520~258	15	324.00
09/15/2020	APCH	96025#	GRAINGER	OPERATING EQUIPMENT OPERATING EQUIPMENT MAINTENANCE ~ EQUIPMENT	630~401 630~401 740~411	30 30 35	552.50 552.50 32.31

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
09/15/2020	APCH	96026	GROOT, INC.	CHECK APCHK 96025 TOTAL FOR FUND 01:			1,137.31
				WASTE STICKER INVENTORY	130-112	00	3,000.00
09/15/2020	APCH	96027*	H AND R CONSTRUCTION INC.	STREET & ROW MAINTENANCE STORM WATER IMPROVEMENTS MAINTENANCE	750-328 750-381	35 35	2,017.50 975.00
				CHECK APCHK 96027 TOTAL FOR FUND 01:			2,992.50
09/15/2020	APCH	96028#	HANSON LANDSCAPE DESIGN	CONTRACTED MAINTENANCE ROUTE 83 BEAUTIFICATION	570-281 755-281	20 35	5,164.25 4,225.00
				CHECK APCHK 96028 TOTAL FOR FUND 01:			9,389.25
09/15/2020	APCH	96031	ILLINOIS STATE POLICE	DEFERRED REV - STATE FORFEITED/NARCIN	220-114	00	800.00
09/15/2020	APCH	96032	INDUSTRIAL ELECTRICAL SUPPLY	MAINTENANCE - EQUIPMENT	740-411	35	7.70
09/15/2020	APCH	96033*	LAW OFFICES STORINO RAMELLO&DURK	FEES - VILLAGE ATTORNEY FEES - LABOR COUNSEL FEES - LABOR COUNSEL CRISIS MANAGEMENT	470-239 470-242 470-242 475-367	10 10 10 10	9,815.40 347.50 65.00 2,154.50
				CHECK APCHK 96033 TOTAL FOR FUND 01:			12,382.40
09/15/2020	APCH	96034	MENNEN, SARENA & MATT	BROW19-003 - PB18-431 BTCO20-002 - PB18-431	210-109 210-109	00 00	2,000.00 2,500.00
				CHECK APCHK 96034 TOTAL FOR FUND 01:			4,500.00
09/15/2020	APCH	96036	METROPOLITAN MAYORS CAUCUS	FEES/DUES/SUBSCRIPTIONS	410-307	05	384.30
09/15/2020	APCH	96037	MIDCO	OPERATING EQUIPMENT	630-401	30	120.00
09/15/2020	APCH	96038	MITECHS, INC.	EDP LICENSES	460-263	10	5,332.00
09/15/2020	APCH	96039	NCPERS GROUP LIFE INSURANCE	EMP DED - SUPPLEMENTAL LIFE INSURANCE	210-213	00	80.00
09/15/2020	APCH	96040	NICHOLAS VOLEK	UNIFORMS	630-345	30	395.90
09/15/2020	APCH	96041#	NICOR GAS	NICOR GAS (835 MIDWAY) NICOR GAS (825 MIDWAY) NICOR GAS (7760 QUINCY) NICOR GAS	466-236 570-235 630-235 725-415	10 20 30 35	39.17 38.68 131.01 45.09
				CHECK APCHK 96041 TOTAL FOR FUND 01:			253.95
09/15/2020	APCH	96042	NUTOYS LEISURE PRODUCTS	MAINTENANCE - EQUIPMENT	570-411	20	115.10

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
09/15/2020	APCH	96043	PERSONNEL STRATEGIES LLC	EXAMS - PSYCHOLOGICAL	440-544	07	550.00
09/15/2020	APCH	96044*	PURE PRAIRIE ORGANICS	LANDSCAPE - VILLAGE HALL CONTRACTED MAINTENANCE ROUTE 83 BEAUTIFICATION	466-293 570-281 755-281	10 20 35	16.45 2,150.41 1,463.06
09/15/2020	APCH	96045	QUADIENT LEASING USA, INC.	CHECK APCHK 96044 TOTAL FOR FUND 01: POSTAGE & METER RENT	630-311	30	<u>3,629.92</u>
09/15/2020	APCH	96046	RAGS ELECTRIC, INC	MAINTENANCE - PW BUILDING MAINTENANCE - STREET LIGHTS MAINTENANCE - STREET LIGHTS MAINTENANCE - STREET LIGHTS MAINTENANCE - STREET LIGHTS	725-418 745-223 745-223 745-223 745-223	35 35 35 35 35	658.92 238.50 148.25 284.45 116.00
09/15/2020	APCH	96047	RAY O'HERRON CO., INC.	CHECK APCHK 96046 TOTAL FOR FUND 01: UNIFORMS	630-345 630-345	30 30	<u>1,446.12</u>
09/15/2020	APCH	96048	ROBERT SCHALLER	UNIFORMS	630-345	30	588.51
09/15/2020	APCH	96049*	SATELLITE PHONE STORE	PHONE - TELEPHONES PHONE - TELEPHONES	455-201 630-201	10 30	120.98 442.65
09/15/2020	APCH	96050	TEE JAY SERVICE COMPANY INC	CHECK APCHK 96049 TOTAL FOR FUND 01: MAINTENANCE - BUILDING	630-345	30	<u>563.63</u>
09/15/2020	APCH	96051	TEMPERATURE ENGINEERING INC	MAINTENANCE - BUILDING	455-201	10	131.52
09/15/2020	APCH	96052	THYSSENKRUPP ELEVATOR CORP	MAINTENANCE - BUILDING	455-201	10	3,442.00
09/15/2020	APCH	96053	TREE TOWNS IMAGING & COLOR GRAPH	COPY SERVICE-REIMB	455-201	10	988.99
09/15/2020	APCH	96054	ULINE	OPERATING EQUIPMENT	455-201	10	421.00
09/15/2020	APCH	96055	UNITED STATE POSTAL SERVICE	PREPAID POSTAGE	455-201	10	36.00
09/15/2020	APCH	96057#	VESCO OIL CORPORATION	MAINTENANCE - BUILDING	455-201	10	1,207.25
09/15/2020	APCH	96057#	VESCO OIL CORPORATION	MAINTENANCE - PW BUILDING	455-201	10	5,000.00
09/15/2020	APCH	96057#	VESCO OIL CORPORATION	MAINTENANCE - VEHICLES	455-201	10	2,450.00
09/15/2020	APCH	96057#	VESCO OIL CORPORATION	CHECK APCHK 96057 TOTAL FOR FUND 01:	455-201	10	<u>4,976.45</u>

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DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 08/26/2020 - 09/15/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
			Fund: 02 WATER FUND				
09/15/2020	APCH	180 (E)	DUPAGE WATER COMMISSION	PURCHASE OF WATER	420-575	50	194,411.49
09/15/2020	APCH	181 (E) *#	INTERGOVERNMENTAL PERSONNEL	HEALTH/DENTAL/LIFE INSURANCE	401-141	50	3,819.25
09/15/2020	APCH	182 (E) *#	WEX BANK	FUEL/MILEAGE/WASH	401-303	50	695.05
09/15/2020	APCH	96020 *#	COMED	ENERGY - ELECTRIC PUMP	420-206	50	40.20
09/15/2020	APCH	96021 *#	DELTA DENTAL PLAN OF ILLINOIS	HEALTH/DENTAL/LIFE INSURANCE	401-141	50	235.16
09/15/2020	APCH	96022	ETP LABS INC	SAMPLING ANALYSIS	420-362	50	30.00
09/15/2020	APCH	96027 *#	H AND R CONSTRUCTION INC.	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	300.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	2,017.50
				CHECK APCHK 96027 TOTAL FOR FUND 02:			2,317.50
09/15/2020	APCH	96029	HBK WATER METER SERVICE	MAINTENANCE - METER EQUIPMENT	435-463	50	1,556.60
09/15/2020	APCH	96035	METROPOLITAN INDUSTRIES INC	EDP LICENSES	417-263	50	138.00
09/15/2020	APCH	96044 *#	PURE PRAIRIE ORGANICS	LANDSCAPING - OTHER	430-299	50	184.08
09/15/2020	APCH	96056	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	75.06
				Total for fund 02 WATER FUND			203,502.39

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DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 08/26/2020 - 09/15/2020

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
09/15/2020	APCH	96030	I.P.P.F.A.	SCHOOLS CONFERENCE TRAVEL	401-304	62	435.00
				Total for fund 07 POLICE PENSION FUND			435.00

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DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 08/26/2020 - 09/15/2020

Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 15 RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX								
09/15/2020	APCH	96033*	#	LAW OFFICES STORINO RAMELLO&DURK	LEGAL FEES	401-242	15	427.50
					Total for fund 15 RT 83/PLAINFIELD RD BUSINESS			427.50
					TOTAL - ALL FUNDS			382,779.34

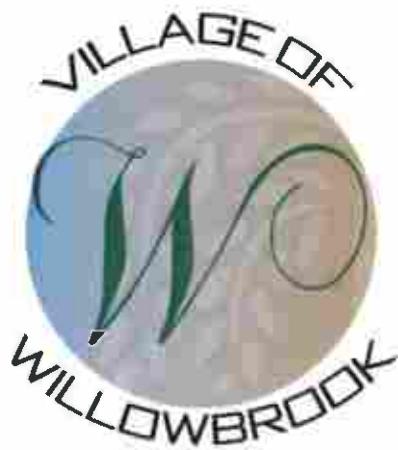
'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

Payroll Liability Check Register
For Check Dates 08/01/2020 to 08/31/2020

Check Number	Vendor Name	Check Date	Check Amount
53817	AFLAC	08/28/2020	2,077.40
EFT315	EFTPS	08/14/2020	30,887.08
EFT317	EFTPS	08/28/2020	41,914.25
53806	COMMUNITY BANK OF WILLOWBROOK	08/14/2020	495.85
53818	COMMUNITY BANK OF WILLOWBROOK	08/28/2020	495.85
53807	I C M A RETIREMENT TRUST - 457	08/14/2020	825.00
53819	I C M A RETIREMENT TRUST - 457	08/28/2020	825.00
53808	ILLINOIS STATE DISBURSEMENT UNIT	08/14/2020	997.30
53820	ILLINOIS STATE DISBURSEMENT UNIT	08/28/2020	2,244.30
53821	ILLINOIS FRATERNAL	08/28/2020	912.00
EFT318	I.M.R.F. PENSION FUND	08/28/2020	21,983.24
53809	NATIONWIDE RETIREMENT SOLUTIONS	08/14/2020	7,440.47
53822	NATIONWIDE RETIREMENT SOLUTIONS	08/28/2020	7,627.54
53810	VILLAGE OF WILLOWBROOK	08/14/2020	48,854.82
53823	VILLAGE OF WILLOWBROOK	08/28/2020	48,854.82
EFT316	ILLINOIS DEPT. OF REVENUE	08/14/2020	6,686.54
EFT319	ILLINOIS DEPT. OF REVENUE	08/28/2020	5,451.10

Total Checks: 17

Total Paid: \$228,572.56



MONTHLY FINANCIAL REPORT

AUGUST 2020

RESPECTFULLY SUBMITTED BY:

Frank A. Trilla, Mayor

Carrie Dittman, Director of Finance

VILLAGE OF WILLOWSBROOK
FINANCIAL REPORT
MUNICIPAL SALES AND USE TAXES

MONTH DIST	SALE MADE						Difference from Prior Year
		16-17	17-18	18-19	19-20	20-21	
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		-100.00%
OCT	JULY	316,266	313,701	320,062	380,773		-100.00%
NOV	AUG	315,293	361,826	339,020	389,765		-100.00%
DEC	SEPT	325,374	334,582	342,467	363,388		-100.00%
JAN	OCT	289,208	312,400	329,103	375,088		-100.00%
FEB	NOV	304,898	319,012	362,572	368,379		-100.00%
MARCH	DEC	371,080	416,900	428,214	437,962		-100.00%
APRIL	JAN	263,392	285,192	296,927	311,493		-100.00%
TOTAL		\$ 3,765,737	\$ 3,917,506	\$ 4,079,105	\$ 4,457,359	\$ 1,314,201	
MTH AVG		\$ 313,811	\$ 326,459	\$ 339,925	\$ 371,447	\$ 328,550	
BUDGET		\$ 3,600,000	\$ 3,600,000	\$ 3,600,000	\$ 4,000,000	\$ 3,500,000	

YEAR TO DATE LAST YEAR : \$ 1,422,139

YEAR TO DATE THIS YEAR : \$ 1,314,201

DIFFERENCE : \$ (107,938)

PERCENTAGE CHANGE : -7.59%

CURRENT FISCAL YEAR :

BUDGETED REVENUE: \$ 3,500,000

PERCENTAGE OF YEAR COMPLETED : 33.33%

PERCENTAGE OF REVENUE TO DATE : 37.55%

PROJECTION OF ANNUAL REVENUE : \$ 4,119,053

EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 619,053

EST. PERCENT DIFF ACTUAL TO BUDGET 17.69%

VILLAGE OF WILLOWBROOK
MONTHLY CASH AND INVESTMENT BALANCE BY FUND
FOR THE MONTH ENDED 08/31/2020

ACCOUNT	BALANCE
Fund 01 GENERAL FUND	
CHECKING - 0283	0.00
COMMUNITY BANK OF WB - 0275	445,717.98
IL FUNDS - 5435	3,672,280.86
COMMUNITY BANK OF WB MM - 1771	305,730.05
COMMUNITY BANK RD LGHT - 0243	67,889.47
COMMUNITY BANK OF WB FSA - 3804	12,260.86
COMMUNITY BANK DRUG ACCT - 4171	82,376.83
PETTY CASH REVIVING	950.00
IMET - GENERAL	29.21
Total For Fund 01:	<u>4,587,235.26</u>
Fund 02 WATER FUND	
IL FUNDS WATER - 5914	612,974.42
COMMUNITY BANK OF WB WTR - 4163	1,001,502.10
COMMUNITY BANK OF WB - 0275	0.00
Total For Fund 02:	<u>1,614,476.52</u>
Fund 03 HOTEL/MOTEL TAX FUND	
IL FUNDS HOTEL/MOTEL - 5948	624,859.89
COMMUNITY BANK OF WB - 0275	94,023.51
Total For Fund 03:	<u>718,883.40</u>
Fund 04 MOTOR FUEL TAX FUND	
IL FUNDS MFT - 5443	644,115.99
COMMUNITY BANK OF WB - 0275	93,803.27
Total For Fund 04:	<u>737,919.26</u>
Fund 06 SSA ONE BOND & INTEREST FUND	
IL FUNDS SSA BOND - 4621	110,188.19
Total For Fund 06:	<u>110,188.19</u>
Fund 07 POLICE PENSION FUND	
COMMUNITY BANK OF WB PP - 4155	113,489.86
COMMUNITY BANK OF WB - 0275	0.00
SCHWAB - PP MONEY MARKET	380,227.93
US TREASURIES	549,183.54
US AGENCIES	5,142,627.15
MUNICIPAL BONDS	1,018,880.06
CORPORATE BONDS	1,731,487.50
MUTUAL FUNDS	13,314,342.31
MARKET VALUE CONTRA	3,414,883.94
Total For Fund 07:	<u>25,665,122.29</u>
Fund 09 WATER CAPITAL IMPROVEMENTS FUND	
IL FUNDS WTR CAP - 1206	846,880.15
Total For Fund 09:	<u>846,880.15</u>
Fund 10 CAPITAL PROJECT FUND	
IL FUNDS CAP PROJECTS - 3133	680.52
Total For Fund 10:	<u>680.52</u>
Fund 11 DEBT SERVICE FUND	
IL FUNDS BOND PROCEEDS DS - 2756	11.25
Total For Fund 11:	<u>11.25</u>
Fund 14 LAND ACQUISITION, FACILITY, EXPANSION &	
IL FUNDS BOND PROCEEDS LAFER - 2772	0.02
IL FUNDS - 5435	18,369.00
Total For Fund 14:	<u>18,369.02</u>
Fund 15 RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX	
IL FUNDS BUSINESS DISTRICT - 5435	1,696,264.17
Total For Fund 15:	<u>1,696,264.17</u>
TOTAL CASH & INVESTMENTS:	<u>35,996,030.03</u>

ACCOUNT BALANCE REPORT FOR WILLOWBROOK
PERIOD ENDING 08/31/2020
CASH & INVESTMENTS BY FUND AND ACCOUNT TYPE

Page: 1/2

GL NUMBER	DESCRIPTION	END BALANCE 08/31/2020
Fund 01 - GENERAL FUND		
MONEY MARKET		
01-00-110-322	IL FUNDS - 5435	3,672,280.86
01-00-110-323	COMMUNITY BANK OF WB MM - 1771	305,730.05
01-00-110-325	COMMUNITY BANK RD LGHT - 0243	67,889.47
01-00-110-380	COMMUNITY BANK DRUG ACCT - 4171	82,376.83
01-00-120-155	IMET - GENERAL	29.21
	Net MONEY MARKET	4,128,306.42
PETTY CASH		
01-00-110-911	PETTY CASH REVIVING	950.00
	Net PETTY CASH	950.00
SAVINGS		
01-00-110-257	COMMUNITY BANK OF WB - 0275	445,717.98
01-00-110-332	COMMUNITY BANK OF WB FSA - 3804	12,260.86
	Net SAVINGS	457,978.84
Fund 02 - WATER FUND		
MONEY MARKET		
02-00-110-113	IL FUNDS WATER - 5914	612,974.42
02-00-110-209	COMMUNITY BANK OF WB WTR - 4163	1,001,502.10
	Net MONEY MARKET	1,614,476.52
Fund 03 - HOTEL/MOTEL TAX FUND		
MONEY MARKET		
03-00-110-114	IL FUNDS HOTEL/MOTEL - 5948	624,859.89
	Net MONEY MARKET	624,859.89
SAVINGS		
03-00-110-257	COMMUNITY BANK OF WB - 0275	94,023.51
	Net SAVINGS	94,023.51
Fund 04 - MOTOR FUEL TAX FUND		
MONEY MARKET		
04-00-110-116	IL FUNDS MFT - 5443	644,115.99
	Net MONEY MARKET	644,115.99
SAVINGS		
04-00-110-257	COMMUNITY BANK OF WB - 0275	93,803.27
	Net SAVINGS	93,803.27
Fund 06 - SSA ONE BOND & INTEREST FUND		
MONEY MARKET		
06-00-110-117	IL FUNDS SSA BOND - 4621	110,188.19
	Net MONEY MARKET	110,188.19
Fund 07 - POLICE PENSION FUND		
MONEY MARKET		
07-00-110-202	COMMUNITY BANK OF WB PP - 4155	113,489.86
07-00-110-336	SCHWAB - PP MONEY MARKET	380,227.93
	Net MONEY MARKET	493,717.79
AGENCY CERTIFICATES		
07-00-120-260	US AGENCIES	5,142,627.15
	Net AGENCY CERTIFICATES	5,142,627.15
CORPORATE BONDS		
07-00-120-288	CORPORATE BONDS	1,731,487.50
	Net CORPORATE BONDS	1,731,487.50
MUNICIPAL BONDS		
07-00-120-270	MUNICIPAL BONDS	1,018,880.06
	Net MUNICIPAL BONDS	1,018,880.06

ACCOUNT BALANCE REPORT FOR WILLOWBROOK
 PERIOD ENDING 08/31/2020
 CASH & INVESTMENTS BY FUND AND ACCOUNT TYPE

Page: 2/2

GL NUMBER	DESCRIPTION	END BALANCE 08/31/2020
Fund 07 - POLICE PENSION FUND		
MUTUAL FUNDS		
07-00-120-290	MUTUAL FUNDS	13,314,342.31
	Net MUTUAL FUNDS	13,314,342.31
MARKET VALUE		
07-00-120-900	MARKET VALUE CONTRA	3,414,883.94
	Net MARKET VALUE	3,414,883.94
TREASURY NOTES		
07-00-120-250	US TREASURIES	549,183.54
	Net TREASURY NOTES	549,183.54
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND		
MONEY MARKET		
09-00-110-324	IL FUNDS WTR CAP - 1206	846,880.15
	Net MONEY MARKET	846,880.15
Fund 10 - CAPITAL PROJECT FUND		
MONEY MARKET		
10-00-110-115	IL FUNDS CAP PROJECTS - 3133	680.52
	Net MONEY MARKET	680.52
Fund 11 - DEBT SERVICE FUND		
MONEY MARKET		
11-00-110-111	IL FUNDS BOND PROCEEDS DS - 2756	11.25
	Net MONEY MARKET	11.25
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION &		
MONEY MARKET		
14-00-110-112	IL FUNDS BOND PROCEEDS LAFER - 2772	0.02
14-00-110-322	IL FUNDS - 5435	18,369.00
	Net MONEY MARKET	18,369.02
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX		
MONEY MARKET		
15-00-110-322	IL FUNDS BUSINESS DISTRICT - 5435	1,696,264.17
	Net MONEY MARKET	1,696,264.17

ACCOUNT BALANCE REPORT FOR WILLOWBROOK
 PERIOD ENDING 08/31/2020
 CASH & INVESTMENTS BY INSTITUTION

Page: 1/1

GL NUMBER	DESCRIPTION	END BALANCE 08/31/2020
COMMUNITY BANK OF WB		
01-00-110-257	COMMUNITY BANK OF WB - 0275	445,717.98
01-00-110-323	COMMUNITY BANK OF WB MM - 1771	305,730.05
01-00-110-325	COMMUNITY BANK RD LGHT - 0243	67,889.47
01-00-110-332	COMMUNITY BANK OF WB FSA - 3804	12,260.86
01-00-110-380	COMMUNITY BANK DRUG ACCT - 4171	82,376.83
02-00-110-209	COMMUNITY BANK OF WB WTR - 4163	1,001,502.10
03-00-110-257	COMMUNITY BANK OF WB - 0275	94,023.51
04-00-110-257	COMMUNITY BANK OF WB - 0275	93,803.27
07-00-110-202	COMMUNITY BANK OF WB PP - 4155	113,489.86
	Net COMMUNITY BANK OF WB	2,216,793.93
ILLINOIS FUNDS		
01-00-110-322	IL FUNDS - 5435	3,672,280.86
02-00-110-113	IL FUNDS WATER - 5914	612,974.42
03-00-110-114	IL FUNDS HOTEL/MOTEL - 5948	624,859.89
04-00-110-116	IL FUNDS MFT - 5443	644,115.99
06-00-110-117	IL FUNDS SSA BOND - 4621	110,188.19
09-00-110-324	IL FUNDS WTR CAP - 1206	846,880.15
10-00-110-115	IL FUNDS CAP PROJECTS - 3133	680.52
11-00-110-111	IL FUNDS BOND PROCEEDS DS - 2756	11.25
14-00-110-112	IL FUNDS BOND PROCEEDS LAFER - 2772	0.02
14-00-110-322	IL FUNDS - 5435	18,369.00
15-00-110-322	IL FUNDS BUSINESS DISTRICT - 5435	1,696,264.17
	Net ILLINOIS FUNDS	8,226,624.46
IMET		
01-00-120-155	IMET - GENERAL	29.21
	Net IMET	29.21
VILLAGE OF WILLOWBROOK		
01-00-110-911	PETTY CASH REVIVING	950.00
	Net VILLAGE OF WILLOWBROOK	950.00
CHARLES SCHWAB		
07-00-110-336	SCHWAB - PP MONEY MARKET	380,227.93
07-00-120-250	US TREASURIES	549,183.54
07-00-120-260	US AGENCIES	5,142,627.15
07-00-120-270	MUNICIPAL BONDS	1,018,880.06
07-00-120-288	CORPORATE BONDS	1,731,487.50
07-00-120-290	MUTUAL FUNDS	13,314,342.31
07-00-120-900	MARKET VALUE CONTRA	3,414,883.94
	Net CHARLES SCHWAB	25,551,632.43
Total - All Funds:		35,996,030.03

INTERFUND ACTIVITY REPORT FOR WILLOWBROOK
 Period Ending 08/31/2020
 Due To/From Other Funds

Page:

1/1

GL Number	Description	Balance
Fund 01: GENERAL FUND		
Due From Other Funds		
01-00-140-102	DUE TO/FROM WATER FUND	228,247.68
01-00-140-104	DUE TO/FROM MFT FUND	2,160.02
01-00-140-106	DUE TO/FROM SSA BOND FUND	(22,727.38)
01-00-140-107	DUE TO/FROM POLICE PENSION FUND	135,163.95
Total Due From Other Funds		342,844.27
Fund 02: WATER FUND		
Due From Other Funds		
02-00-140-101	DUE TO/FROM GENERAL FUND	(228,247.68)
Total Due From Other Funds		(228,247.68)
Fund 04: MOTOR FUEL TAX FUND		
Due From Other Funds		
04-00-140-101	DUE TO/FROM GENERAL FUND	(2,160.02)
Total Due From Other Funds		(2,160.02)
Fund 06: SSA ONE BOND & INTEREST FUND		
Due From Other Funds		
06-00-140-101	DUE TO/FROM GENERAL FUND	22,727.38
Total Due From Other Funds		22,727.38
Fund 07: POLICE PENSION FUND		
Due From Other Funds		
07-00-140-101	DUE TO/FROM GENERAL FUND	(135,163.95)
Total Due From Other Funds		(135,163.95)

REVENUE REPORT FOR WILLOWBROOK
PERIOD ENDING 08/31/2020

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2020	YTD BALANCE 08/31/2020	2020-21 ORIGINAL BUDGET		% BDGT USED	AVAILABLE BALANCE
				2020-21 ORIGINAL BUDGET	% BDGT USED		
Fund 01 - GENERAL FUND							
PROPERTY TAX							
01-00-310-101	PROPERTY TAX LEVY - SRA		5,983.50	47,096.60	72,750.00	64.74	25,653.40
01-00-310-102	PROPERTY TAX LEVY - ROAD & BRIDGE		9,569.31	74,948.81	116,146.00	64.53	41,197.19
Net PROPERTY TAX			15,552.81	122,045.41	188,896.00	64.61	66,850.59
OTHER TAXES							
01-00-310-201	MUNICIPAL SALES TAX		356,758.84	1,314,200.67	3,500,000.00	37.55	2,185,799.33
01-00-310-202	ILLINOIS INCOME TAX		116,262.53	341,514.19	717,000.00	47.63	375,485.81
01-00-310-203	AMUSEMENT TAX		4,791.97	15,349.71	65,004.00	23.61	49,654.29
01-00-310-204	REPLACEMENT TAX		165.41	604.71	1,250.00	48.38	645.29
01-00-310-205	UTILITY TAX		71,672.72	253,975.24	850,000.00	29.88	596,024.76
01-00-310-206	LOCAL GAS TAX		33,755.80	82,274.45	275,000.00	29.92	192,725.55
01-00-310-208	PLACES OF EATING TAX		40,038.73	133,612.02	400,000.00	33.40	266,387.98
01-00-310-209	WATER TAX		18,885.98	54,590.71	160,000.00	34.12	105,409.29
01-00-310-210	WATER TAX - UNINCORPORATED		0.00	55.39	160.00	34.62	104.61
01-00-310-211	HOTEL/MOTEL TAX		20,469.34	50,617.74	216,000.00	23.43	165,382.26
01-00-310-212	SELF-STORAGE FACILITY TAX		10,569.76	39,794.29	0.00	100.00	(39,794.29)
Net OTHER TAXES			673,371.08	2,286,589.12	6,184,414.00	36.97	3,897,824.88
LICENSES							
01-00-310-302	LIQUOR LICENSES		750.00	(1,750.00)	66,750.00	(2.62)	68,500.00
01-00-310-303	BUSINESS LICENSES		918.00	6,548.50	93,000.00	7.04	86,451.50
01-00-310-304	VIDEO GAMING LICENSES		0.00	1,500.00	10,000.00	15.00	8,500.00
01-00-310-305	VENDING MACHINE LICENSES		0.00	(36.00)	2,500.00	(1.44)	2,536.00
01-00-310-306	SCAVENGER LICENSES		0.00	0.00	7,000.00	0.00	7,000.00
Net LICENSES			1,668.00	6,262.50	179,250.00	3.49	172,987.50
PERMITS							
01-00-310-401	BUILDING PERMITS		17,974.35	109,281.16	285,000.00	38.34	175,718.84
01-00-310-402	SIGN PERMITS		1,394.28	5,038.41	6,000.00	83.97	961.59
01-00-310-403	OTHER PERMITS		0.00	0.00	500.00	0.00	500.00
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)		380.00	990.00	3,000.00	33.00	2,010.00
Net PERMITS			19,748.63	115,309.57	295,000.00	39.09	179,690.43
FINES							
01-00-310-501	CIRCUIT COURT FINES		6,388.83	22,148.61	90,000.00	24.61	67,851.39
01-00-310-502	TRAFFIC FINES		6,350.00	15,700.00	25,000.00	62.80	9,300.00
01-00-310-503	RED LIGHT FINES		75,035.00	216,285.00	565,000.00	38.28	348,715.00
01-00-310-504	DUI FINES		443.00	639.09	2,000.00	31.95	1,360.91
01-00-310-505	OVERWEIGHT TRUCK FINES		395.00	725.00	6,000.00	12.08	5,275.00
Net FINES			88,611.83	255,497.70	688,000.00	37.14	432,502.30
OVERHEAD REIMBURSEMENT							
01-00-310-601	ADMINISTRATIVE SUPPORT REIMB - WATE		46,857.33	187,429.32	562,288.00	33.33	374,858.68
Net OVERHEAD REIMBURSEMENT			46,857.33	187,429.32	562,288.00	33.33	374,858.68

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2020	YTD BALANCE 08/31/2020	2020-21 ORIGINAL BUDGET		% BDGT USED	AVAILABLE BALANCE
				2020-21 BUDGET	% BDGT USED		
Fund 01 - GENERAL FUND							
CHARGES & FEES							
01-00-310-700	PLANNING APPLICATION FEES	0.00	3,415.00	10,000.00	34.15		6,585.00
01-00-310-701	PUBLIC HEARING FEES	0.00	2,725.00	2,500.00	109.00		(225.00)
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	270.00	725.00	2,000.00	36.25		1,275.00
01-00-310-705	VIDEO GAMING TERMINAL INCOME	0.00	2,694.73	36,000.00	7.49		33,305.27
01-00-310-706	COPIES-ORDINANCES & MAPS	0.00	0.00	50.00	0.00		50.00
01-00-310-723	ELEVATOR INSPECTION FEES	1,400.00	2,100.00	12,000.00	17.50		9,900.00
01-00-310-724	BURGLAR ALARM FEES	0.00	(170.00)	10,000.00	(1.70)		10,170.00
Net CHARGES & FEES		1,670.00	11,489.73	75,050.00	15.31		63,560.27
PARK & RECREATION CHARGES							
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	(40.00)	(190.00)	3,000.00	(6.33)		3,190.00
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 R	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		(40.00)	(190.00)	29,880.00	(0.64)		30,070.00
OTHER REVENUE							
01-00-310-901	REIMBURSEMENTS - IRMA	4,520.00	22,034.22	7,500.00	100.00		(22,034.22)
01-00-310-909	SALE - FIXED ASSETS	0.00	6,836.00	500.00	91.15		664.00
01-00-310-910	REIMBURSEMENTS - TREE PLANTING	0.00	0.00	1,440.00	0.00		500.00
01-00-310-911	REIMBURSEMENTS - RED LIGHT ENERGY	113.63	449.99	10,800.00	41.25		990.00
01-00-310-912	REIMBURSEMENTS - BRUSH PICK-UP	5,039.28	5,039.28	46.66			5,760.72
01-00-310-913	OTHER RECEIPTS	(650.00)	3,252.48	0.00	100.00		(3,252.48)
01-00-310-915	REIMBURSEMENTS - POLICE SPECIAL DET	0.00	0.00	5,000.00	0.00		5,000.00
01-00-310-925	REIMBURSEMENTS - PUBLIC WORKS OTHE	(7,000.00)	0.00	23,600.00	0.00		23,600.00
01-00-310-926	NICOR GAS ANNUAL PAYMENT	0.00	0.00	14,000.00	0.00		14,000.00
01-00-310-928	CABLE FRANCHISE FEES	35,408.52	82,848.29	204,000.00	40.61		121,151.71
01-00-310-929	DRUG FORFEITURES - STATE	0.00	0.00	500.00	0.00		500.00
Net OTHER REVENUE		0.00	0.00	500.00	0.00		500.00
NON-OPERATING		37,431.43	120,460.26	267,840.00	44.97		147,379.74
01-00-320-108	INTEREST INCOME	711.69	7,212.11	48,000.00	15.03		40,787.89
Net NON-OPERATING		711.69	7,212.11	48,000.00	15.03		40,787.89
TRANSFERS IN							
01-00-330-103	TRANSFER FROM HOTEL/MOTEL TAX	0.00	0.00	715,941.00	0.00		715,941.00
Net TRANSFERS IN		0.00	0.00	715,941.00	0.00		715,941.00

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2020	YTD BALANCE 08/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
Fund 01 - GENERAL FUND						
Fund 01 - GENERAL FUND:						
TOTAL REVENUES		885,582.80	3,112,105.72	9,234,559.00	33.70	6,122,453.28
Fund 02 - WATER FUND						
CHARGES & FEES	WATER USAGE WATER PENALTIES SHUTOFF/NSF FEE	377,710.57 2,528.17 1,100.00	1,091,837.99 2,520.31 1,175.00	3,200,000.00 8,000.00 5,000.00	34.12 31.50 23.50	2,108,162.01 5,479.69 3,825.00
Net CHARGES & FEES		381,338.74	1,095,533.30	3,213,000.00	34.10	2,117,466.70
OTHER REVENUE	WATER METER SALES WATER METER READING FEES CONSTRUCTION USAGE	0.00 158.00 0.00	410.43 2,207.75 200.00	5,000.00 5,000.00 1,000.00	8.21 44.16 20.00	4,589.57 2,792.25 800.00
Net: OTHER REVENUE		158.00	2,818.18	11,000.00	25.62	8,181.82
NON-OPERATING	INTEREST INCOME WATER CONNECTION FEES	104.78 0.00	903.74 600.00	18,000.00 3,000.00	5.02 20.00	17,096.26 2,400.00
Net NON-OPERATING		104.78	1,503.74	21,000.00	7.16	19,496.26
Fund 02 - WATER FUND:						
TOTAL REVENUES		381,601.52	1,099,855.22	3,245,000.00	33.89	2,145,144.78
Fund 03 - HOTEL/MOTEL TAX FUND						
OTHER TAXES	HOTEL/MOTEL TAX	0.00	15,422.82	0.00	100.00	(15,422.82)
Net OTHER TAXES		0.00	15,422.82	0.00	100.00	(15,422.82)
NON-OPERATING	INTEREST INCOME	84.65	837.24	0.00	100.00	(837.24)
Net NON-OPERATING		84.65	837.24	0.00	100.00	(837.24)
Fund 03 - HOTEL/MOTEL TAX FUND:						
TOTAL REVENUES		84.65	16,260.06	0.00	100.00	(16,260.06)
Fund 04 - MOTOR FUEL TAX FUND						
OTHER TAXES						

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2020	YTD BALANCE 08/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
Fund 04 - MOTOR FUEL TAX FUND						
04-00-310-216	MFT RECEIPTS	25,249.60	91,266.15	310,429.00	29.40	219,162.85
04-00-310-218	MFT CAPITAL BOND RECEIPTS	0.00	187,606.54	0.00	100.00	(187,606.54)
Net OTHER TAXES		25,249.60	278,872.69	310,429.00	89.83	31,556.31
NON-OPERATING						
04-00-320-108	INTEREST INCOME	85.85	753.32	6,000.00	12.56	5,246.68
Net NON-OPERATING		85.85	753.32	6,000.00	12.56	5,246.68

Fund 04 - MOTOR FUEL TAX FUND:

TOTAL REVENUES						
Fund 06 - SSA ONE BOND & INTEREST FUND						
PROPERTY TAX						
06-00-310-101	PROPERTY TAX RECEIPTS	22,727.38	185,299.63	321,925.00	57.56	136,625.37
Net PROPERTY TAX		22,727.38	185,299.63	321,925.00	57.56	136,625.37
NON-OPERATING						
06-00-320-108	INTEREST INCOME	14.91	68.38	1,000.00	6.84	931.62
Net NON-OPERATING		14.91	68.38	1,000.00	6.84	931.62

Fund 06 - SSA ONE BOND & INTEREST FUND:

TOTAL REVENUES						
Fund 07 - POLICE PENSION FUND						
OTHER REVENUE						
07-00-310-607	VILLAGE CONTRIBUTION	82,670.24	372,016.08	1,074,713.00	34.62	702,696.92
07-00-310-906	POLICE CONTRIBUTIONS	15,039.40	67,574.18	216,880.00	31.16	149,305.82
Net OTHER REVENUE		97,709.64	439,590.26	1,291,593.00	34.03	852,002.74
NON-OPERATING						
07-00-320-108	INTEREST INCOME	36,943.08	141,852.79	500,000.00	28.37	358,147.21
07-00-320-110	UNREALIZED GAIN (LOSS) ON INVESTMENT	1,810,994.35	2,967,898.40	0.00	100.00	(2,967,898.40)
07-00-320-111	GAIN (LOSS) ON INVESTMENTS	(64,427.33)	(64,306.53)	0.00	100.00	64,306.53
Net NON-OPERATING		1,783,510.10	3,045,444.66	500,000.00	609.09	(2,545,444.66)

Fund 07 - POLICE PENSION FUND:

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2020	YTD BALANCE 08/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
Fund 07 - POLICE PENSION FUND						
	TOTAL REVENUES	1,881,219.74	3,485,034.92	1,791,593.00	194.52	(1,693,441.92)
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND						
NON-OPERATING						
09-00-320-108	INTEREST INCOME	114.70	1,134.70	6,000.00	18.91	4,865.30
Net NON-OPERATING		114.70	1,134.70	6,000.00	18.91	4,865.30
TRANSFERS IN						
09-00-330-102	TRANSFER FROM WATER	0.00	0.00	200,000.00	0.00	200,000.00
Net TRANSFERS IN		0.00	0.00	200,000.00	0.00	200,000.00
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND:						
	TOTAL REVENUES	114.70	1,134.70	206,000.00	0.55	204,865.30
Fund 10 - CAPITAL PROJECT FUND						
NON-OPERATING						
10-00-320-108	INTEREST INCOME	0.05	0.87	0.00	100.00	(0.87)
Net NON-OPERATING		0.05	0.87	0.00	100.00	(0.87)
Fund 10 - CAPITAL PROJECT FUND:						
	TOTAL REVENUES	0.05	0.87	0.00	100.00	(0.87)
Fund 11 - DEBT SERVICE FUND						
TRANSFERS IN						
11-00-330-101	TRANSFER FROM GENERAL FUND	0.00	49,625.50	279,851.00	17.73	230,225.50
11-00-330-102	TRANSFER FROM WATER	0.00	4,304.50	46,695.00	9.22	42,390.50
Net TRANSFERS IN		0.00	53,930.00	326,546.00	16.52	272,616.00
Fund 11 - DEBT SERVICE FUND:						
	TOTAL REVENUES	0.00	53,930.00	326,546.00	16.52	272,616.00
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX						
OTHER TAXES						
15-00-310-201	BUSINESS DISTRICT SALES TAX TOWN CE	29,216.35	136,305.23	600,000.00	22.72	463,694.77
Net OTHER TAXES		29,216.35	136,305.23	600,000.00	22.72	463,694.77

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2020	YTD BALANCE 08/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX						
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Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX:						
TOTAL REVENUES		29,216.35	136,305.23	600,000.00	22.72	463,694.77
TOTAL REVENUES - ALL FUNDS		3,225,897.55	8,369,620.74	16,043,052.00	52.17	7,673,431.26

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/20	YTD BALANCE 08/31/2020	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 01 - GENERAL FUND								
Dept 05 - VILLAGE BOARD & CLERK								
GENERAL MANAGEMENT								
01-05-400-147 MEDICARE		86.50	312.29	887.00	35.21	574.71	1,774.00	1,461.71
01-05-400-161 SOCIAL SECURITY		369.94	1,335.41	3,794.00	35.20	2,458.59	7,588.00	6,252.59
01-05-410-101 SALARY - MAYOR & VILLAGE BO		5,200.00	18,400.00	54,000.00	34.07	35,600.00	108,000.00	89,600.00
01-05-410-125 SALARY - VILLAGE CLERK		600.00	2,400.00	7,200.00	33.33	4,800.00	14,400.00	12,000.00
01-05-410-141 LIFE INSURANCE - ELECTED OF		59.92	243.60	767.00	31.76	523.40	1,534.00	1,290.40
01-05-410-201 PHONE - TELEPHONES		47.58	188.90	696.00	27.14	507.10	1,392.00	1,203.10
01-05-410-301 OFFICE SUPPLIES		0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-05-410-303 FUEL/MILEAGE/WASH		0.00	0.00	100.00	0.00	100.00	200.00	200.00
01-05-410-304 SCHOOLS/CONFERENCES/TRA		0.00	0.00	5,770.00	0.00	5,770.00	11,540.00	11,540.00
01-05-410-307 FEES/DUES/SUBSCRIPTIONS		0.00	280.00	2,400.00	11.67	2,120.00	4,800.00	4,520.00
GENERAL MANAGEMENT		6,363.94	23,160.20	76,114.00	30.43	52,953.80	152,228.00	129,067.80
COMMUNITY RELATIONS								
01-05-420-365 PUBLIC RELATIONS		0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
COMMUNITY RELATIONS		0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
Total Dept 05 - VILLAGE BOARD & CLERK		6,363.94	23,160.20	76,614.00	30.23	53,453.80	153,228.00	130,067.80
Dept 07 - BOARD OF POLICE COMMISSIONERS								
ADMINISTRATION								
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 - COMMISSION		18.48	73.92	260.00	28.43	186.08	520.00	446.08
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/TRA		0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
01-07-435-304 FEES/DUES/SUBSCRIPTIONS		0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-07-435-307 POSTAGE & METER RENT		0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
ADMINISTRATION		18.48	73.92	11,398.00	0.65	11,324.08	22,796.00	22,722.08
OTHER								
01-07-440-542 EXAMS - WRITTEN		5,558.00	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	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
01-07-440-544 EXAMS - PSYCHOLOGICAL		1,650.00	1,650.00	2,500.00	66.00	850.00	5,000.00	3,350.00
01-07-440-545 EXAMS - POLYGRAPH		0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
OTHER		7,208.00	7,208.00	20,500.00	35.16	13,292.00	41,000.00	33,792.00
Total Dept 07 - BOARD OF POLICE COMMISSIONERS		7,226.48	7,281.92	31,898.00	22.83	24,616.08	63,796.00	56,514.08
Dept 10 - ADMINISTRATION								
GENERAL MANAGEMENT								
01-10-400-147 MEDICARE		391.12	1,753.57	5,322.00	32.95	3,568.43	10,644.00	8,890.43

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/20	YTD BALANCE 08/31/2020	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 01 - GENERAL FUND								
01-10-400-151	IMRF	3,704.91	16,529.52	49,218.00	33.58	32,688.48	98,436.00	81,906.48
01-10-400-161	SOCIAL SECURITY	1,672.39	7,498.02	20,435.00	36.69	12,936.98	40,870.00	33,371.98
01-10-400-171	SUI - UNEMPLOYMENT	0.00	(1.28)	774.00	(0.17)	775.28	1,548.00	1,549.28
01-10-455-101	SALARIES - MANAGEMENT STA	13,192.33	59,115.45	175,125.00	33.76	116,009.55	350,250.00	291,134.55
01-10-455-102	OVERTIME	409.08	1,027.70	5,000.00	20.55	3,972.30	10,000.00	8,972.30
01-10-455-105	ASSISTANT VILLAGE ADMINISTR	9,769.28	43,961.76	130,175.00	33.77	86,213.24	260,350.00	216,388.24
01-10-455-126	SALARIES - CLERICAL	4,257.12	19,157.04	56,726.00	33.77	37,568.96	113,452.00	94,294.96
01-10-455-131	PERSONNEL RECRUITMENT	67.95	190.95	500.00	38.19	309.05	1,000.00	809.05
01-10-455-141	HEALTH/DENTAL/LIFE INSURAN	3,950.74	16,824.60	49,602.00	33.92	32,777.40	99,204.00	82,379.40
01-10-455-201	PHONE - TELEPHONES	1,582.13	7,138.60	12,684.00	56.28	5,545.40	25,368.00	18,229.40
01-10-455-266	CODIFY ORDINANCES	0.00	0.00	5,000.00	0.00	5,000.00	10,000.00	10,000.00
01-10-455-301	OFFICE SUPPLIES	63.23	1,320.29	8,000.00	16.50	6,679.71	16,000.00	14,679.71
01-10-455-302	PRINTING, PUBLISHING & TRAN	1,028.00	1,246.10	2,500.00	49.84	1,253.90	5,000.00	3,753.90
01-10-455-303	FUEL/MILEAGE/WASH	40.00	114.00	750.00	15.20	636.00	1,500.00	1,386.00
01-10-455-304	SCHOOLS/CONFERENCE/TRA	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
01-10-455-305	STRATEGIC PLANNING	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
01-10-455-306	CONSULTING	1,087.50	12,700.00	71,000.00	17.89	58,300.00	142,000.00	129,300.00
01-10-455-307	FEES/DUES/SUBSCRIPTIONS	3,791.76	4,003.00	13,000.00	30.79	8,997.00	26,000.00	21,997.00
01-10-455-311	POSTAGE & METER RENT	682.00	1,243.68	5,000.00	24.87	3,756.32	10,000.00	8,756.32
01-10-455-315	COPY SERVICE	669.34	1,948.01	7,000.00	27.83	5,051.99	14,000.00	12,051.99
01-10-455-355	COMMISSARY PROVISION	154.63	482.85	3,000.00	16.10	2,517.15	6,000.00	5,517.15
01-10-455-411	MAINTENANCE - EQUIPMENT	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
GENERAL MANAGEMENT		46,513.57	196,253.86	625,311.00	31.39	429,057.14	1,250,622.00	1,054,368.14
COMMUNITY RELATIONS								
01-10-475-365	PUBLIC RELATIONS	0.00	61.95	5,000.00	1.24	4,938.05	10,000.00	9,938.05
01-10-475-367	CRISIS MANAGEMENT	0.00	5,704.80	25,000.00	22.82	19,295.20	50,000.00	44,295.20
01-10-475-370	MEALS-ON-WHEELS	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
COMMUNITY RELATIONS								
CAPITAL IMPROVEMENTS								
01-10-485-602	BUILDING IMPROVEMENTS	0.00	9,125.00	60,000.00	15.21	50,875.00	120,000.00	110,875.00
01-10-485-611	FURNITURE & OFFICE EQUIPME	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-10-460-306	CAPITAL IMPROVEMENTS	0.00	9,125.00	60,500.00	15.08	51,375.00	121,000.00	111,875.00
CONTINGENCIES								
01-10-490-799	CONTINGENCIES	0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
01-10-490-799	CONTINGENCIES	0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
DATA PROCESSING		2,952.13	29,554.02	81,782.00	36.14	52,227.98	163,564.00	134,009.98

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/20	YTD BALANCE 08/31/2020	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 01 - GENERAL FUND								
ENGINEERING	RENT - MEETING ROOM	0.00	0.00	250.00	0.00	250.00	500.00	500.00
	FEES - ENGINEERING	0.00	330.00	2,500.00	13.20	2,170.00	5,000.00	4,670.00
	FEES - COURT REPORTER	275.80	521.05	2,700.00	19.30	2,178.95	5,400.00	4,878.95
	PLAN REVIEW - ENGINEER	1,358.57	2,703.24	5,000.00	54.06	2,296.76	10,000.00	7,296.76
	PLAN REVIEW - PLANNER	9,754.13	23,722.75	125,000.00	18.98	101,277.25	250,000.00	226,277.25
	PLAN REVIEW - TRAFFIC CONS	486.00	891.00	2,500.00	35.64	1,609.00	5,000.00	4,109.00
ENGINEERING		11,874.50	28,168.04	137,950.00	20.42	109,781.96	275,900.00	247,731.96
Total Dept 15 - PLANNING & ECONOMIC DEVELOPMEN		14,802.12	40,515.21	181,824.00	22.28	141,308.79	363,648.00	323,132.79
Dept 20 - PARKS & RECREATION								
CAPITAL IMPROVEMENTS	POND IMPROVEMENTS	0.00	0.00	400.00	0.00	400.00	800.00	800.00
	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	MEDICARE	41.98	162.56	648.00	25.09	485.44	1,296.00	1,133.44
	IMRF	362.15	1,409.00	5,308.00	26.54	3,899.00	10,616.00	9,207.00
	SOCIAL SECURITY	179.52	695.10	2,772.00	25.08	2,076.90	5,544.00	4,848.90
	SUI UNEMPLOYMENT	4.47	86.61	270.00	32.08	183.39	540.00	453.39
	SALARIES - PERMANENT EMPL	2,172.34	9,444.39	32,585.00	28.98	23,140.61	65,170.00	55,725.61
	PART TIME - PROGRAM SUPERV	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
	LIFE INSURANCE - COMMISSION	64.40	269.36	1,068.00	25.22	798.64	2,136.00	1,866.64
	OFFICE/GENERAL PROGRAMS	22.32	22.32	1,000.00	2.23	977.68	2,000.00	1,977.68
	PRINTING & PUBLISHING	0.00	0.00	13,500.00	0.00	13,500.00	27,000.00	27,000.00
	POSTAGE & METER RENT	0.00	0.00	3,800.00	0.00	3,800.00	7,600.00	7,600.00
ADMINISTRATION		2,847.18	12,089.34	63,451.00	19.05	51,361.66	126,902.00	114,812.66
DATA PROCESSING	EDP EQUIPMENT/SOFTWARE	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
	CONSULTING SERVICES	0.00	0.00	15,000.00	0.00	15,000.00	30,000.00	30,000.00
DATA PROCESSING		0.00	0.00	15,500.00	0.00	15,500.00	31,000.00	31,000.00
LANDSCAPING	PARK LANDSCAPE SUPPLIES	0.00	3,426.84	0.00	100.00	(3,426.84)	0.00	(3,426.84)
	PARK LANDSCAPE MAINTENANCE SE	0.00	90.00	0.00	100.00	(90.00)	0.00	(90.00)
		0.00	3,516.84	0.00	100.00	(3,516.84)	0.00	(3,516.84)
Maintenance	OVERTIME	528.24	1,062.73	7,000.00	15.18	5,937.27	14,000.00	12,937.27
	PART TIME - LABOR	220.50	735.00	2,541.00	28.93	1,806.00	5,082.00	4,347.00
	MAINTENANCE - PARK BUILDIN	271.81	743.68	12,386.00	6.00	11,642.32	24,772.00	24,028.32
	RENT - EQUIPMENT	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
	NICOR GAS (825 MIDWAY)	38.56	119.49	1,200.00	9.96	1,080.51	2,400.00	2,280.51

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/20	YTD BALANCE 08/31/2020	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 01 - GENERAL FUND								
01-20-570-250	SANITARY (825 MIDWAY)	4.39	4.39	50.00	8.78	45.61	100.00	95.61
01-20-570-278	SANITARY USER CHARGE - PAR	4.39	4.39	150.00	2.93	145.61	300.00	295.61
01-20-570-280	BALLFIELD MAINTENANCE/SUP	4,844.80	7,132.80	10,000.00	71.33	2,867.20	20,000.00	12,867.20
01-20-570-281	CONTRACTED MAINTENANCE	13,772.25	47,565.00	120,900.00	39.34	73,335.00	241,800.00	194,235.00
01-20-570-331	MAINTENANCE SUPPLIES	158.63	158.63	5,000.00	3.17	4,841.37	10,000.00	9,841.37
01-20-570-411	MAINTENANCE - EQUIPMENT	0.00	617.26	3,500.00	17.64	2,882.74	7,000.00	6,382.74
MAINTENANCE		19,843.57	58,143.37	163,227.00	35.62	105,083.63	326,454.00	268,310.63
SUMMER PROGRAM								
01-20-575-119	SUMMER PROGRAM MATERIAL	0.00	220.00	7,600.00	2.89	7,380.00	15,200.00	14,980.00
01-20-575-517	SENIORS PROGRAM	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	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	CHILDREN'S SPECIAL EVENTS -	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	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	300.05	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	0.00	0.00	5,400.00	0.00	5,400.00	10,800.00	10,800.00
WINTER/SPECIAL PROGRAMS		300.05	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	0.00	39,310.00	0.00	39,310.00	78,620.00	78,620.00
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	0.00	67,250.00	0.00	67,250.00	134,500.00	134,500.00
Total Dept 20 - PARKS & RECREATION		22,990.80	74,269.60	368,128.00	20.17	293,858.40	736,256.00	661,986.40

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/20	YTD BALANCE 08/31/2020	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 01 - GENERAL FUND								
01-25-400-151	IMRF	2,051.60	9,207.40	23,994.00	38.37	14,786.60	47,988.00	38,780.60
01-25-400-161	SOCIAL SECURITY	1,084.98	4,846.63	14,424.00	33.60	9,577.37	28,848.00	24,001.37
01-25-400-171	SUI - UNEMPLOYMENT	46.84	201.55	1,032.00	19.53	830.45	2,064.00	1,862.45
01-25-610-101	SALARIES - MANAGEMENT STA	10,359.04	46,615.68	138,033.00	33.77	91,417.32	276,066.00	229,450.32
01-25-610-102	OVERTIME - CLERICAL	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
01-25-610-104	SALARIES - CLERICAL	2,312.75	9,951.14	31,609.00	31.48	21,657.86	63,218.00	53,266.86
01-25-610-126	HEALTH/DENTAL/LIFE INSURAN	4,615.52	20,769.84	61,500.00	33.77	40,730.16	123,000.00	102,230.16
01-25-610-141	OFFICE SUPPLIES	1,469.38	6,234.70	19,008.00	32.80	12,773.30	38,016.00	31,781.30
01-25-610-301	PRINTING & PUBLISHING	621.25	766.75	2,500.00	30.67	1,733.25	5,000.00	4,233.25
01-25-610-302	FUEL/MILEAGE/WASH	425.70	425.70	1,000.00	42.57	574.30	2,000.00	1,574.30
01-25-610-303	SCHOOLS/CONFERENCES/TRA	0.00	0.00	250.00	0.00	250.00	500.00	500.00
01-25-610-304	FEES/DUES/SUBSCRIPTIONS	0.00	70.00	1,000.00	7.00	930.00	2,000.00	1,930.00
01-25-610-307	POSTAGE & METER RENT	(125.28)	110.27	1,605.00	6.87	1,494.73	3,210.00	3,099.73
01-25-610-311	GENERAL MANAGEMENT	66.20	66.70	250.00	26.68	183.30	500.00	433.30
		23,181.72	100,399.84	301,078.00	33.35	200,678.16	602,156.00	501,756.16
DATA PROCESSING	EDP EQUIPMENT/ SOFTWARE	0.00	139.01	500.00	27.80	360.99	1,000.00	860.99
01-25-615-212	EDP LICENSES	0.00	0.00	12,000.00	0.00	12,000.00	24,000.00	24,000.00
01-25-615-263	DOCUMENT STORAGE/SCANNI	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
01-25-615-267		0.00	139.01	13,500.00	1.03	13,360.99	27,000.00	26,860.99
DATA PROCESSING	AUDIT SERVICES	0.00	5,000.00	34,000.00	14.71	29,000.00	68,000.00	63,000.00
	FINANCIAL SERVICES	500.00	1,700.00	4,550.00	37.36	2,850.00	9,100.00	7,400.00
		500.00	6,700.00	38,550.00	17.38	31,850.00	77,100.00	70,400.00
		23,681.72	107,238.85	353,128.00	30.37	245,889.15	706,256.00	599,017.15
FINANCIAL AUDIT								
01-25-620-251	AUDIT SERVICES	0.00	5,000.00	34,000.00	14.71	29,000.00	68,000.00	63,000.00
01-25-620-252	FINANCIAL SERVICES	500.00	1,700.00	4,550.00	37.36	2,850.00	9,100.00	7,400.00
01-25-615-267		0.00	139.01	13,500.00	1.03	13,360.99	27,000.00	26,860.99
DATA PROCESSING								
Total Dept 25 - FINANCE DEPARTMENT								
Dept 30 - POLICE DEPARTMENT								
ADMINISTRATION	MEDICARE	2,637.77	12,154.23	41,024.00	29.63	28,869.77	82,048.00	69,893.77
	IMRF	1,839.34	8,288.30	25,270.00	32.80	16,981.70	50,540.00	42,251.70
SOCIAL SECURITY		827.27	3,764.97	11,683.00	32.23	7,918.03	23,366.00	19,601.03
SUI - UNEMPLOYMENT		0.00	0.00	6,708.00	0.00	6,708.00	13,416.00	13,416.00
SALARIES - PERMANENT EMPL		151,281.42	701,697.05	2,289,826.00	30.64	1,588,128.95	4,579,652.00	3,877,954.95
OVERTIME - SPECIAL DETAIL &		25,031.97	89,840.52	336,000.00	26.74	246,159.48	672,000.00	582,159.48
SALARIES - CLERICAL		13,391.68	2,231.55	15,000.00	14.88	12,768.45	36,000.00	27,768.45
OVERTIME - CLERICAL		0.00	60,262.57	178,439.00	33.77	118,176.43	356,878.00	296,615.43
PERSONNEL RECRUITMENT		0.00	269.00	10,000.00	2.69	9,731.00	20,000.00	19,731.00
HEALTH/DENTAL/LIFE INSURAN		0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
POLICE PENSION		25,345.65	107,513.77	358,884.00	29.96	251,370.23	717,768.00	610,254.23
PHONE - TELEPHONES		82,670.24	372,016.08	1,074,713.00	34.62	702,696.92	2,149,426.00	1,777,409.92
ACCREDITITON		1,442.86	5,158.43	27,000.00	19.11	21,841.57	54,000.00	48,841.57
FEES - FIELD COURT ATTORNE		0.00	0.00	4,645.00	0.00	4,645.00	9,290.00	9,290.00
FIRING RANGE		17,650.00	16,000.00	16,000.00	110.31	(1,650.00)	32,000.00	14,350.00
		118.98	2,500.00	4.76	2,381.02	5,000.00		4,881.02

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GL NUMBER	DESCRIPTION	ACTIVITY FOR		2020-21		APPROP.	APPROP. AVAIL.
		MONTH 08/31/20	YTD BALANCE 08/31/2020	ORIGINAL BUDGET	% BDGT USED		
Fund 01 - GENERAL FUND							
01-30-630-301	OFFICE SUPPLIES	524.55	2,905.07	4,000.00	72.63	1,094.93	8,000.00
01-30-630-302	PRINTING & PUBLISHING	0.00	110.61	4,000.00	2.77	3,889.39	8,000.00
01-30-630-303	FUEL/MILEAGE/WASH	3,933.00	11,358.29	50,000.00	22.72	38,641.71	100,000.00
01-30-630-304	SCHOOLS/CONFERENCES/TRA	752.40	(172.60)	40,000.00	(0.43)	40,172.60	80,000.00
01-30-630-305	TUITION REIMBURSEMENT	0.00	0.00	6,000.00	0.00	6,000.00	12,000.00
01-30-630-307	FEES/DUES/SUBSCRIPTIONS	3,392.43	15,134.84	20,500.00	73.83	5,365.16	41,000.00
01-30-630-308	CADET PROGRAM	0.00	0.00	500.00	0.00	500.00	1,000.00
01-30-630-309	EMPLOYEE RECOGNITION	0.00	15.23	3,000.00	0.51	2,984.77	6,000.00
01-30-630-311	POSTAGE & METER RENT	198.70	413.36	4,200.00	9.84	3,786.64	8,400.00
01-30-630-315	COPY SERVICE	156.93	622.08	4,100.00	15.17	3,477.92	8,200.00
01-30-630-345	UNIFORMS	166.87	1,705.57	28,500.00	5.98	26,794.43	57,000.00
01-30-630-346	AMMUNITION	929.60	929.60	14,000.00	6.64	13,070.40	28,000.00
01-30-630-401	OPERATING EQUIPMENT	1,317.34	6,508.95	25,000.00	26.04	18,491.05	50,000.00
01-30-630-409	MAINTENANCE - VEHICLES	151.00	9,082.41	50,000.00	18.16	40,917.59	100,000.00
01-30-630-421	MAINTENANCE - RADIO EQUIPM	0.00	0.00	6,500.00	0.00	6,500.00	13,000.00
ADMINISTRATION		333,641.02	1,429,578.86	4,658,992.00	30.68	3,229,413.14	9,317,984.00
DATA PROCESSING							
01-30-640-212	EDP EQUIPMENT/ SOFTWARE	0.00	2,038.80	3,732.00	54.63	1,693.20	7,464.00
01-30-640-225	INTERNET/WEBSITE HOSTING	400.00	1,600.00	6,760.00	23.67	5,160.00	13,520.00
01-30-640-263	EDP LICENSES	0.00	8,313.00	30,000.00	27.71	21,687.00	60,000.00
01-30-640-267	DOCUMENT STORAGE/SCANNI	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00
01-30-640-306	CONSULTING SERVICES	647.05	3,450.00	22,875.00	15.08	19,425.00	45,750.00
DATA PROCESSING		1,047.05	15,401.80	65,367.00	23.56	49,965.20	130,734.00
BUILDINGS							
01-30-630-228	MAINTENANCE - BUILDING	6,495.09	15,633.75	44,927.00	34.80	29,293.25	89,854.00
01-30-630-235	NICOR GAS (7760 QUINCY)	134.14	459.94	5,000.00	9.20	4,540.06	10,000.00
01-30-630-250	SANITARY (7760 QUINCY)	4.39	4.39	1,200.00	0.37	1,195.61	2,400.00
01-30-630-351	BUILDING MAINTENANCE SUPP	0.00	337.88	3,000.00	11.26	2,662.12	6,000.00
BUILDINGS		6,633.62	16,435.96	54,127.00	30.37	37,691.04	108,254.00
RISK MANAGEMENT							
01-30-645-273	SELF INSURANCE - DEDUCTIBL	0.00	0.00	20,000.00	0.00	20,000.00	40,000.00
RISK MANAGEMENT		0.00	0.00	20,000.00	0.00	20,000.00	40,000.00
CONSTRUCTION							
01-30-635-288	BUILDING CONSTR & REMODEL	0.00	16,325.00	1,500.00	1,088.33	(14,825.00)	3,000.00
CONSTRUCTION		0.00	16,325.00	1,500.00	1,088.33	(14,825.00)	3,000.00
PATROL							
01-30-650-268	ANIMAL CONTROL	0.00	0.00	800.00	0.00	800.00	1,600.00
01-30-650-343	JAIL SUPPLIES	0.00	66.29	1,500.00	4.42	1,433.71	3,000.00
01-30-650-348	DRUG FORFEITURE EXP - STAT	0.00	0.00	500.00	0.00	500.00	1,000.00
01-30-650-349	DRUG FORFEITURE EXP - FEDF	0.00	0.00	500.00	0.00	500.00	1,000.00
PATROL		0.00	66.29	3,300.00	2.01	3,233.71	6,600.00

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/20	2020-21		AVAILABLE BALANCE	APPROP. AVAIL.
			YTD BALANCE 08/31/2020	ORIGINAL BUDGET		
Fund 01 - GENERAL FUND 01-35-710-405 ADMINISTRATION	FURNITURE & OFFICE EQUIPME	0.00	0.00	500.00	0.00	1,000.00
		25,225.05	104,514.57	346,465.00	30.17	241,950.43
DATA PROCESSING 01-35-715-225 DATA PROCESSING	INTERNET/WEBSITE HOSTING	68.35	413.40	1,296.00	31.90	882.60
		68.35	413.40	1,296.00	31.90	882.60
ENGINEERING 01-35-720-245 01-35-720-254 ENGINEERING	FEES - ENGINEERING PLAN REVIEW - ENGINEER	2,331.00	3,076.33	30,000.00	10.25	26,923.67
		2,331.00	3,076.33	31,500.00	9.77	28,423.67
BUILDINGS 01-35-725-413 01-35-725-414 01-35-725-415 01-35-725-417 01-35-725-418	MAINTENANCE - GARAGE MAINTENANCE - SALT BINS NICOR GAS SANITARY USER CHARGE MAINTENANCE - PW BUILDING	0.00 0.00 45.01 17.86 1,018.93	471.87 0.00 174.38 17.86 4,465.87	5,000.00 1,500.00 3,200.00 200.00 10,000.00	9.44 0.00 5.45 8.93 44.66	4,528.13 1,500.00 3,025.62 182.14 5,534.13
		1,081.80	5,129.98	19,900.00	25.78	14,770.02
EQUIPMENT REPAIR 01-35-735-409 01-35-735-411	MAINTENANCE - VEHICLES MAINTENANCE - EQUIPMENT	2,558.41 433.80	3,687.99 433.80	20,000.00 1,000.00	18.44 43.38	16,312.01 566.20
		2,992.21	4,121.79	21,000.00	19.63	16,878.21
SNOW REMOVAL 01-35-740-287 01-35-740-411	SNOW REMOVAL CONTRACT MAINTENANCE - EQUIPMENT	0.00 0.00	0.00 39.07	70,000.00 4,000.00	0.00 0.98	70,000.00 3,960.93
SNOW REMOVAL		0.00	39.07	74,000.00	0.05	73,960.93
STREET LIGHTING 01-35-745-207 01-35-745-223 01-35-745-224 STREET LIGHTING	ENERGY - STREET LIGHTS MAINTENANCE - STREET LIGHT MAINTENANCE - TRAFFIC SIGN	1,459.64 1,617.20 0.00	4,959.46 2,112.14 0.00	21,000.00 17,000.00 3,141.00	23.62 12.42 0.00	16,040.54 14,887.86 3,141.00
		3,076.84	7,071.60	41,141.00	17.19	34,069.40
STORM WATER IMPROVEMENTS 01-35-750-286 01-35-750-289 01-35-750-290 01-35-750-328 01-35-750-338 01-35-750-381 STORM WATER IMPROVEMENTS	JET CLEANING CULVERT SITE IMPROVEMENTS EQUIPMENT RENTAL STREET & ROW MAINTENANCE TREE MAINTENANCE STORM WATER IMPROVEMENT STORM WATER IMPROVEMENTS	3,440.00 0.00 120.00 28,701.26 0.00 7,370.28 39,631.54	5,840.00 0.00 120.00 46,473.16 4,129.00 39,255.26 95,817.42	20,000.00 10,000.00 3,500.00 160,000.00 150,000.00 92,500.00 436,000.00	29.20 0.00 3.43 29.05 2.75 42.44 21.98	14,160.00 10,000.00 3,380.00 113,526.84 145,871.00 53,244.74 340,182.58
						40,000.00 20,000.00 7,000.00 320,000.00 300,000.00 185,000.00 872,000.00
						34,160.00 20,000.00 6,880.00 273,526.84 295,871.00 145,744.74 776,182.58
	STREET MAINTENANCE					

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/20	YTD BALANCE 08/31/2020	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 01 - GENERAL FUND								
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	4,225.00	20,500.00	52,000.00	39.42	31,500.00	104,000.00	83,500.00
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	0.00	0.00	15,000.00	0.00	15,000.00	30,000.00	30,000.00
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	JULIE	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	2,189.50	3,066.05	7,700.00	39.82	4,633.95	15,400.00	12,333.95
01-35-755-401	OPERATING EQUIPMENT	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
	STREET MAINTENANCE	6,414.50	43,081.60	195,600.00	22.03	152,518.40	391,200.00	348,118.40
NUISANCE CONTROL	PEST CONTROL	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
01-35-760-258	MOSQUITO ABATEMENT	0.00	23,260.00	35,300.00	65.89	12,040.00	70,600.00	47,340.00
NUISANCE CONTROL		0.00	23,260.00	36,300.00	64.08	13,040.00	72,600.00	49,340.00
Total Dept 35 - PUBLIC WORKS DEPARTMENT		95,884.79	302,772.26	1,233,202.00	24.55	930,429.74	2,466,404.00	2,163,631.74
Dept 40 - BUILDING & ZONING DEPARTMENT								
GENERAL MANAGEMENT								
01-40-400-147	MEDICARE	127.58	576.01	1,905.00	30.24	1,328.99	3,810.00	3,233.99
01-40-400-151	IMRF	1,211.70	5,452.65	17,621.00	30.94	12,168.35	35,242.00	29,789.35
01-40-400-161	SOCIAL SECURITY	545.46	2,462.86	8,147.00	30.23	5,684.14	16,294.00	13,831.14
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 EMPL	7,280.64	32,762.88	97,014.00	33.77	64,251.12	194,028.00	161,265.12
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	1,755.12	7,897.89	23,386.00	33.77	15,488.11	46,772.00	38,874.11
01-40-810-141	HEALTH/DENTAL/LIFE INSURAN	1,856.00	8,211.42	24,278.00	33.82	16,066.58	48,556.00	40,344.58
01-40-810-201	TELEPHONES	31.88	378.29	876.00	43.18	497.71	1,752.00	1,373.71
01-40-810-301	OFFICE SUPPLIES	7.22	563.80	1,000.00	56.38	436.20	2,000.00	1,436.20
01-40-810-302	PRINTING & PUBLISHING	227.95	227.95	750.00	30.39	522.05	1,500.00	1,272.05
01-40-810-303	FUEL/MILEAGE/WASH	33.69	83.67	1,000.00	8.37	916.33	2,000.00	1,916.33
01-40-810-304	SCHOOLS/CONFERENCES/TRA	0.00	(250.00)	1,200.00	(20.83)	1,450.00	2,400.00	2,650.00
01-40-810-307	FEES/DUES/SUBSCRIPTIONS	0.00	10.00	500.00	2.00	490.00	1,000.00	990.00
01-40-810-311	POSTAGE & METER RENT	41.05	132.65	400.00	33.16	267.35	800.00	667.35
01-40-810-315	COPY SERVICE	203.88	805.39	4,500.00	17.90	3,694.61	9,000.00	8,194.61
01-40-810-345	UNIFORMS	0.00	0.00	400.00	0.00	400.00	800.00	800.00
01-40-810-409	MAINTENANCE - VEHICLES	402.45	500.00	80.49	97.55	1,000.00	597.55	597.55
	GENERAL MANAGEMENT	13,724.62	59,717.91	194,864.00	30.65	135,146.09	389,728.00	330,010.09
DATA PROCESSING	DOCUMENT STORAGE/SCANNI	0.00	0.00	9,000.00	0.00	9,000.00	18,000.00	18,000.00
01-40-815-267		0.00	0.00	9,000.00	0.00	9,000.00	18,000.00	18,000.00
DATA PROCESSING								
ENGINEERING	FEES - ENGINEERING	0.00	330.00	0.00	100.00	(330.00)	0.00	(330.00)
01-40-820-245	FEES - DRAINAGE ENGINEER	150.00	450.00	0.00	100.00	(450.00)	0.00	(450.00)

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/20	YTD BALANCE 08/31/2020	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 01 - GENERAL FUND								
01-40-820-254	PLAN REVIEW - CIVIL ENGINEER	0.00	2,944.73	12,000.00	24.54	9,055.27	24,000.00	21,055.27
01-40-820-255	PLAN REVIEW - STRUCTURAL	0.00	0.00	7,000.00	0.00	7,000.00	14,000.00	14,000.00
01-40-820-258	PLAN REVIEW - BUILDING CODE	13,269.38	40,833.73	140,000.00	29.17	99,166.27	280,000.00	239,166.27
ENGINEERING		13,419.38	44,558.46	159,000.00	28.02	114,441.54	318,000.00	273,441.54
INSPECTION								
01-40-830-109	PART TIME - INSPECTOR	4,599.00	14,007.00	40,000.00	35.02	25,993.00	80,000.00	65,993.00
01-40-830-115	PLUMBING INSPECTION	550.00	1,600.00	15,000.00	10.67	13,400.00	30,000.00	28,400.00
01-40-830-117	ELEVATOR INSPECTION	917.00	1,217.00	5,000.00	24.34	3,783.00	10,000.00	8,783.00
01-40-830-119	CODE ENFORCEMENT INSPECT	0.00	901.25	5,000.00	18.03	4,098.75	10,000.00	9,098.75
INSPECTION		6,066.00	17,725.25	65,000.00	27.27	47,274.75	130,000.00	112,274.75
Total Dept 40 - BUILDING & ZONING DEPARTMENT		33,210.00	122,001.62	427,864.00	28.51	305,862.38	855,728.00	733,726.38
Dept 53 - HOTEL/MOTEL								
GENERAL MANAGEMENT								
01-53-401-307	FEES DUES SUBSCRIPTIONS	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
GENERAL MANAGEMENT		0.00	0.00	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	50.00	1,500.00	6,000.00	4,500.00
COMMUNITY RELATIONS		0.00	1,500.00	3,000.00	50.00	1,500.00	6,000.00	4,500.00
SPECIAL EVENTS								
01-53-436-379	SPECIAL PROMOTIONAL EVENT	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
SPECIAL EVENTS		0.00	0.00	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	25.00	4,500.00	12,000.00	10,500.00
TOTAL EXPENDITURES		622,157.48	2,630,195.57	9,646,169.00	27.27	7,015,973.43	19,292,338.00	16,662,142.43

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/20	YTD BALANCE 08/31/2020	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 02 - WATER FUND								
Def 50 - WATER DEPARTMENT								
CAPITAL IMPROVEMENTS	VEHICLES - NEW & OTHER DISTRIBUTION SYSTEM REPLA	15,063.50	15,063.50	7,500.00	100.00	(15,063.50)	0.00	(15,063.50)
02-50-440-626		0.00	0.00	7,500.00	0.00	7,500.00	15,000.00	15,000.00
02-50-440-694		15,063.50	15,063.50	7,500.00	200.85	(7,563.50)	15,000.00	(63.50)
CAPITAL IMPROVEMENTS								
02-50-400-147	MEDICARE	246.25	1,109.84	3,523.00	31.50	2,413.16	7,046.00	5,936.16
02-50-400-151	MRF	2,226.81	10,038.11	31,969.00	31.40	21,930.89	63,938.00	53,899.89
02-50-400-161	SOCIAL SECURITY	1,053.29	4,746.90	15,062.00	31.52	10,315.10	30,124.00	25,377.10
02-50-400-171	SUI - UNEMPLOYMENT	17.53	74.63	866.00	8.62	791.37	1,732.00	1,657.37
02-50-401-101	SALARIES - PERMANENT EMPL	12,163.91	54,738.26	162,087.00	33.77	107,348.74	324,174.00	269,435.74
02-50-401-102	OVERTIME	2,467.36	11,233.08	50,000.00	22.47	38,766.92	100,000.00	88,766.92
02-50-401-103	PART TIME - LABOR	866.25	3,687.11	4,538.00	81.25	850.89	9,076.00	5,388.89
02-50-401-126	SALARIES - CLERICAL	1,974.34	8,884.60	26,308.00	33.77	17,423.40	52,616.00	43,731.40
02-50-401-141	HEALTH/DENTAL/LIFE INSURAN	3,819.25	15,848.43	55,848.00	28.38	39,999.57	111,696.00	95,847.57
02-50-401-201	PHONE - TELEPHONES	378.23	1,429.44	5,592.00	25.56	4,162.56	11,184.00	9,754.56
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	0.00	500.00	0.00	500.00	1,000.00	1,000.00
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/NASH	661.55	1,577.25	11,000.00	14.34	9,422.75	22,000.00	20,422.75
02-50-401-304	SCHOOLS/CONFERENCE TRAV	0.00	0.65	1,500.00	0.04	1,499.35	3,000.00	2,999.35
02-50-401-307	FEES DUES SUBSCRIPTIONS	29.10	511.35	4,10.00	124.72	(101.35)	820.00	308.65
02-50-401-311	POSTAGE & METER RENT	1,037.10	1,873.30	6,000.00	31.22	4,126.70	12,000.00	10,26.70
02-50-401-405	FURNITURE & OFFICE EQUIPME	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
ADMINISTRATION		26,940.97	120,807.95	381,903.00	31.63	261,095.05	763,806.00	642,998.05
OTHER								
02-50-449-102	INTEREST EXPENSE	0.00	4,595.00	9,190.00	50.00	4,595.00	18,380.00	13,785.00
02-50-449-104	BOND PRINCIPAL EXPENSE	0.00	0.00	11,314.00	0.00	11,314.00	22,628.00	22,628.00
02-50-449-105	INTEREST EXPENSE - IEPA LOA	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		0.00	31,819.10	74,952.00	42.45	43,132.90	149,904.00	118,084.90
DATA PROCESSING								
02-50-417-212	EDP EQUIPMENT/SOFTWARE	0.00	0.00	35,364.00	0.00	35,364.00	70,728.00	70,728.00
02-50-417-263	EDP LICENSES	0.00	414.00	15,605.00	2.65	15,191.00	31,210.00	30,796.00
02-50-417-306	IT CONSULTING	0.00	168.00	3,750.00	4.48	3,582.00	7,500.00	7,332.00
DATA PROCESSING								
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								
02-50-415-273	SELF INSURANCE - DEDUCTIBL	0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
RISK MANAGEMENT								
02-50-405-245	ENGINEERING	0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00

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Fund 02 - WATER FUND TRANSFERS TO OTHER FUNDS								
02-50-410-501	REIMBURSE OVERHEAD GENER	46,857.33	187,429.32	562,288.00	33.33	374,858.68	1,124,576.00	937,146.68
02-50-900-109	TRANSFER TO WATER CAPITAL	0.00	0.00	200,000.00	0.00	200,000.00	400,000.00	400,000.00
02-50-900-112	TRANSFER TO DEBT SERVICE -	0.00	4,304.50	46,695.00	9.22	42,390.50	93,390.00	89,085.50
TRANSFERS TO OTHER FUNDS		46,857.33	191,733.82	808,983.00	23.70	617,249.18	1,617,966.00	1,426,232.18
WATER PRODUCTION								
02-50-420-206	ENERGY - ELECTRIC PUMP	659.53	2,443.94	18,900.00	12.93	16,456.06	37,800.00	35,356.06
02-50-420-361	CHEMICALS	475.39	475.39	1,500.00	31.69	1,024.61	3,000.00	2,524.61
02-50-420-362	SAMPLING ANALYSIS	660.00	925.00	4,000.00	23.13	3,075.00	8,000.00	7,075.00
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 MAI	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
02-50-420-575	PURCHASE OF WATER	181,390.09	467,736.64	1,739,500.00	26.89	1,271,763.36	3,479,000.00	3,011,263.36
WATER PRODUCTION		183,185.01	471,580.97	1,764,900.00	26.72	1,293,319.03	3,529,800.00	3,058,219.03
WATER STORAGE								
02-50-425-473	WELLHOUSE REPAIRS & MAINT	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
02-50-425-474	WELLHOUSE REPAIRS & MAINT	1,574.68	1,574.68	1,500.00	104.98	(74.68)	3,000.00	1,425.32
02-50-425-475	MATERIALS & SUPPLIES- STAND	0.00	0.00	5,500.00	0.00	5,500.00	11,000.00	11,000.00
02-50-425-485	REPAIRS & MAINTENANCE-STA	849.99	1,638.96	6,300.00	26.02	4,661.04	12,600.00	10,961.04
WATER STORAGE		2,424.67	3,213.64	14,800.00	21.71	11,586.36	29,600.00	26,386.36
TRANSPORTATION/DISTRIBUTION								
02-50-430-276	LEAK SURVEYS	0.00	0.00	9,000.00	0.00	9,000.00	18,000.00	18,000.00
02-50-430-277	WATER DISTRIBUTION REPAIRS	14,240.00	22,890.00	200,000.00	11.45	177,110.00	400,000.00	377,110.00
02-50-430-299	LANDSCAPING - OTHER	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
02-50-430-401	OPERATING EQUIPMENT	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
02-50-430-425	J.U.L. I. E. MAINTENANCE & SU	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
02-50-430-476	MATERIAL & SUPPLIES - DISTR	0.00	264.66	35,000.00	0.76	34,735.34	70,000.00	69,735.34
TRANSPORTATION/DISTRIBUTION		14,240.00	23,154.66	248,000.00	9.34	224,845.34	496,000.00	472,845.34
METERS & BILLING								
02-50-435-278	METERS FLOW TESTING	17,046.88	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 EQUIP	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
METERS & BILLING		17,046.88	17,046.88	21,500.00	79.29	4,453.12	43,000.00	25,953.12
Total Dept 50 - WATER DEPARTMENT		305,758.36	875,002.52	3,389,757.00	25.81	2,514,754.48	6,779,514.00	5,904,511.48
TOTAL EXPENDITURES		305,758.36	875,002.52	3,389,757.00	25.81	2,514,754.48	6,779,514.00	5,904,511.48

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 08/31/2020

Page: 14/20

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/20	YTD BALANCE 08/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 03 - HOTEL/MOTEL TAX FUND								
Dept 53 - HOTEL/MOTEL								
TRANSFERS TO OTHER FUNDS								
03-53-900-101 TRANSFER TO GENERAL		0.00	0.00	715,941.00	0.00	715,941.00	1,431,882.00	1,431,882.00
TRANSFERS TO OTHER FUNDS		0.00	0.00	715,941.00	0.00	715,941.00	1,431,882.00	1,431,882.00
Total Dept 53 - HOTEL/MOTEL		0.00	0.00	715,941.00	0.00	715,941.00	1,431,882.00	1,431,882.00
TOTAL EXPENDITURES		0.00	0.00	715,941.00	0.00	715,941.00	1,431,882.00	1,431,882.00

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 08/31/2020

Page: 15/20

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/20	YTD BALANCE 08/31/2020	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 04 - MOTOR FUEL TAX FUND								
Dept 56 - MOTOR FUEL TAX								
CAPITAL IMPROVEMENTS								
04-56-430-684 STREET MAINTENANCE CONTR		0.00	25,867.32	300,000.00	8.62	274,132.68	600,000.00	574,132.68
CAPITAL IMPROVEMENTS		0.00	25,867.32	300,000.00	8.62	274,132.68	600,000.00	574,132.68
ENGINEERING	ENGINEERING	2,160.02	4,798.35	25,000.00	19.19	20,201.65	50,000.00	45,201.65
04-56-430-245	ENGINEERING	2,160.02	4,798.35	25,000.00	19.19	20,201.65	50,000.00	45,201.65
Total Dept 56 - MOTOR FUEL TAX		2,160.02	30,665.67	325,000.00	9.44	294,334.33	650,000.00	619,334.33
TOTAL EXPENDITURES		2,160.02	30,665.67	325,000.00	9.44	294,334.33	650,000.00	619,334.33

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 08/31/2020

Page: 16/20

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/20	YTD BALANCE 08/31/2020	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 06 - SSA ONE BOND & INTEREST FUND								
Dept 60 - SSA BOND								
OTHER		0.00	0.00	180,000.00	0.00	180,000.00	360,000.00	360,000.00
06-60-550-401	BOND PRINCIPAL EXPENSE	0.00	70,962.50	141,925.00	50.00	70,962.50	283,850.00	212,887.50
06-60-550-402	BOND INTEREST EXPENSE	0.00	70,962.50	321,925.00	22.04	250,962.50	643,850.00	572,887.50
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								
TOTAL EXPENDITURES								
		0.00	70,962.50	321,925.00	22.04	250,962.50	643,850.00	572,887.50

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 08/31/2020

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/20	YTD BALANCE 08/31/2020	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND								
Dept 65 - WATER CAPITAL IMPROVEMENTS								
CAPITAL IMPROVEMENTS		0.00	0.00	135,380.00	0.00	135,380.00	270,760.00	270,760.00
09-65-440-600	WATER SYSTEM IMPROVEMENT	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
09-65-440-602	MTU REPLACEMENT	0.00	0.00	136,380.00	0.00	136,380.00	272,760.00	272,760.00
CAPITAL IMPROVEMENTS		0.00	0.00	136,380.00	0.00	136,380.00	272,760.00	272,760.00
Total Dept 65 - WATER CAPITAL IMPROVEMENTS		0.00	0.00	136,380.00	0.00	136,380.00	272,760.00	272,760.00
 TOTAL EXPENDITURES								
		0.00	0.00	136,380.00	0.00	136,380.00	272,760.00	272,760.00

EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/20	YTD BALANCE 08/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
							2020-21	2020-21
Fund 11 - DEBT SERVICE FUND								
Dept 70 - DEBT SERVICE FUND								
OTHER								
11-70-550-401	BOND PRINCIPAL EXPENSE	0.00	0.00	218,686.00	0.00	218,686.00	437,372.00	437,372.00
11-70-550-402	BOND INTEREST EXPENSE	0.00	53,930.00	107,860.00	50.00	53,930.00	215,720.00	161,790.00
OTHER		0.00	53,930.00	326,546.00	16.52	272,616.00	653,092.00	599,162.00
Total Dept 70 - DEBT SERVICE FUND		0.00	53,930.00	326,546.00	16.52	272,616.00	653,092.00	599,162.00
TOTAL EXPENDITURES								
		0.00	53,930.00	326,546.00	16.52	272,616.00	653,092.00	599,162.00

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ACTIVITY FOR
MONTH
08/31/20

YTD BALANCE
08/31/2020

2020-21
ORIGINAL
BUDGET

% BDGT
USED

AVAILABLE
BALANCE

APPROP.

APPROP.
AVAIL.

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 08/31/2020

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/20	YTD BALANCE 08/31/2020	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX								
Dept 15 - PLANNING & ECONOMIC DEVELOPMENT								
15-15-401-242	CONTINGENCIES	0.00	2,714.10	10,000.00	27.14	7,285.90	20,000.00	17,285.90
15-15-401-242	CONTINGENCIES	0.00	2,714.10	10,000.00	27.14	7,285.90	20,000.00	17,285.90
ADMINISTRATION	SALES TAX REBATE- TOWN CEN	0.00	0.00	84,515.00	0.00	84,515.00	169,030.00	169,030.00
15-15-455-513	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	MAINT TRAFFIC SIGNALS	0.00	0.00	3,141.00	0.00	3,141.00	6,282.00	6,282.00
15-15-745-224	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 DEVELOPMEN		0.00	2,714.10	262,656.00	1.03	259,941.90	525,312.00	522,597.90
TOTAL EXPENDITURES		0.00	2,714.10	262,656.00	1.03	259,941.90	525,312.00	522,597.90
TOTAL EXPENDITURES - ALL FUNDS		1,073,910.14	4,198,667.28	16,734,153.00	25.09	12,535,485.72	33,468,306.00	29,269,638.72

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. 7e

AGENDA DATE: 09/14/2020

STAFF REVIEW: Mike Mertens, Assistant Village Administrator

SIGNATURE: M. Mertens

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: T. Bastian /msm

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst /msm

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, Governors Disaster Proclamation. Following the lead of Governor, J. B. Pritzker, health agencies on both the State and Federal level, and March 16, 2020 DuPage County Disaster Proclamation by DuPage County Board Chairman Dan Cronin, the Village is taking immediate steps of minimize access to the Village Hall. This action of social distancing is to prevent the spread of COVID-19. The Centers for Disease Control (CDC) and World Health Organization have declared the COVID-19 a global pandemic. The CDC recommended that all events over 50 people be postponed or cancelled. The State of Illinois has entered Phase 4 of the Restore Illinois Plan with limited occupancy for restaurants, retail and office uses with facemask requirements and is still recommending a minimum six-foot social distancing policy. The Johns Hopkins University has reported 28,205,308 confirmed cases and 910,157 deaths worldwide and the Illinois Department of Public Health has reported 255,643 confirmed cases and 8,242 deaths that are attributable to COVID-19 as of September 11, 2020.

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

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

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

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

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

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

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

ACTION PROPOSED: Pass the Ordinance.



EXECUTIVE DEPARTMENT

FILED
INDEX DEPARTMENT

JUL 24 2020

SPRINGFIELD, ILLINOIS

IN THE OFFICE OF
SECRETARY OF STATE

July 24, 2020

Executive Order 2020-48

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

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

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

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

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

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

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

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

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

Part 1: Re-Issue of Executive Orders.

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

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

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

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

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

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

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

Executive Order 2020-09 (Telehealth):

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

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

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

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

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

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

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

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

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

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

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

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

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

Executive Order 2020-20 (Public assistance requirements):

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

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

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

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

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

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

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

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

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

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

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

Executive Order 2020-26 (Hospital capacity):

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

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

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

Executive Order 2020-28 (Industrial radiography certifications):

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

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

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

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

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

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

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

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

Executive Order 2020-34 (Cannabis requirements):

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

Executive Order 2020-35 (IDPH regulatory activities):

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

Executive Order 2020-36 (Marriage licenses):

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

Executive Order 2020-42 (State Fairs):

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

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

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

Executive Order 2020-45 (Cannabis licenses):

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

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



JB Pritzker, Governor

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

FILED
INDEX DEPARTMENT

JUL 24 2020

IN THE OFFICE OF
SECRETARY OF STATE

ORDINANCE NO. 20-O

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WHEREAS, 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 and 20-O-36 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 and 20-O-36, and as further extended by this Village Ordinance 20-O-38, 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.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

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 14th day of September, 2020.

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen,
Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

Motion – Board Advice and Consent to Mayor’s Appointments to the Finance and Administration, Law and Ordinance, Public Safety and Municipal Services Committee.

AGENDA NO. **7f**

AGENDA DATE: **09/14/20**

STAFF REVIEW: Mike Mertens, Asst. Village Administrator

SIGNATURE: *M. Mertens*

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: *T. Bastian/Jun*

RECOMMENDED BY: Frank A. Trilla, Mayor

SIGNATURE: *Frank A. Trilla/Jun*

REVIEWED & APPROVED BY COMMITTEE:

YES NO N/A

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

Appointments to Village Committees are made by the Mayor with the advice and consent of the Board of Trustees. A position on the Law and Ordinances and Municipal Services Committees has become available with the resignation of Trustee Terrence Kelly on August 25, 2020. It is the recommendation of the Mayor to have Gregory M. Ruffolo appointed as the new Trustee filling out the uncompleted term expiring in April 2021. As such, the Mayor is recommending changes to membership of the Finance and Administration, Law and Ordinance, Public Safety and Municipal Services Committees as follows:

Finance & Administration Committee

Trustee Sue Berglund	Chairwoman
Trustee Michael Mistele	Member
Trustee Greg Ruffolo	Member
Carrie Dittman, Director of Finance	Staff Liaison

2nd Monday of each Month

Laws & Ordinances Committee

Trustee Gayle Neal	Chairwoman
Trustee Umberto Davi	Member
Trustee Paul Oggerino	Member
Roy Giuntoli, Building Official	Staff Liaison

2nd Monday of each Month

Public Safety Committee

Trustee Gayle Neal	Chairwoman
Trustee Umberto Davi	Member
Trustee Paul Oggerino	Member
Bob Schaller, Chief of Police	Staff Liaison

4th Monday of each Month

Municipal Services Committee

Trustee Michael Mistele	Chairman
Trustee Greg Ruffolo	Member
Trustee Sue Berglund	Member
Joe Coons, Superintendent of PW	Staff Liaison

4th Monday of each Month

Attached is a copy of the full Committee and Commission structure with the proposed changes highlighted in yellow.

ACTION PROPOSED: Pass the Motion.

Village of Willowbrook Committee / Commission List 09/14/20

Finance & Administration Committee	2nd Monday of each Month	VH Upper Level Conference Rm
Trustee Sue Berglund	Chairwoman	
Trustee Michael Mistele	Member	
Trustee Greg Ruffolo	Member	
Carrie Dittman, Director of Finance	Staff Liaison	
Laws & Ordinances Committee	2nd Monday of each Month	Police Training Room
Trustee Gayle Neal	Chairwoman	
Trustee Umberto Davi	Member	
Trustee Paul Oggerino	Member	
Roy Giuntoli, Building Official	Staff Liaison	
Public Safety Committee	4th Monday of each Month	Police Conference Room
Trustee Gayle Neal	Chairwoman	
Trustee Umberto Davi	Member	
Trustee Paul Oggerino	Member	
Bob Schaller, Chief of Police	Staff Liaison	
Municipal Services Committee	4th Monday of each Month	B & Z Conf Room Lower Level
Trustee Michael Mistele	Chairman	
Trustee Greg Ruffolo	Member	
Trustee Sue Berglund	Member	
Joe Coons, Superintendent of PW	Staff Liaison	
Parks & Recreation Commission	1st Tuesday of each Month	B & Z Conf Room Lower Level
Robert Pionke	Chairman	
John Fenske	Interim Superintendent	
Plan Commission	1st Wednesday of each Month	Police Training Room
Daniel Kopp	Chairman	
Ann Choi	Planning Consultant	
Lisa Shemroske	Recording Secretary	
Board of Police Commissioners	3rd Friday of each Month	Police Admin Conference Rm
Joe Heery	Chairman	
Police Pension Fund Board	January, April, July & October	Police Department
Trustee Umberto Davi	Chairman	
Carrie Dittman	Treasurer	
Nancy Turville	Recording Secretary	
Hotel / Motel Tax Advisory Committee	4th Wednesday in Jan. & Oct.	VH Upper Level Conference Rm
Trustee Gayle Neal	Chairperson	
Carrie Dittman	Director of Finance	

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

Motion – Board Advice and Consent to Mayor’s Appointments to Fill Vacancies in the Plan Commission.

AGENDA NO. 7g

AGENDA DATE: 09/14/20

STAFF REVIEW: Mike Mertens, Asst. Village Administrator

SIGNATURE: *M. Mertens*

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: *T. Bastian/Am*

RECOMMENDED BY: Frank A. Trilla, Mayor

SIGNATURE: *Frank Trilla/Mm*

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

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

Appointments to Village Commissions are made by the Mayor with the advice and consent of the Board of Trustees. A position on the Plan Commission has become available with the resignation of Commissioner Gregory M. Ruffolo. It is the **recommendation** of the Mayor to have Catherine Kaczmarek appointed as a member of the Village of Willowbrook Plan Commission. Ms. Kaczmarek has served as a member of the Village of Willowbrook Park and Recreation Commission since October 10, 2016.

Please consider the following appointment to fill a vacancy in the Plan Commission is as follows:

Plan Commission – 4 Year Term (7 Members)

Candidate: Catherine Kaczmarek	Appointment Status: Appointment	New Term Expires: 04/30/24
--	---	--------------------------------------

ACTION PROPOSED: Pass the Motion.

Catherine Isabel Kaczmarek
[REDACTED] Willowbrook, Illinois 60527
[REDACTED]

August 31, 2020

Mayor Frank A. Trilla
Village of Willowbrook
7760 Quincy Street
Willowbrook, IL 60527

Honorable Mayor Trilla,

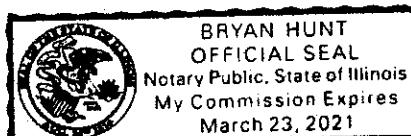
I am writing to you as I have enjoyed my time as a member of the Parks and Recreation Commission since my appointment in 2016 and I would believe that my time and dedication was beneficial to the village.

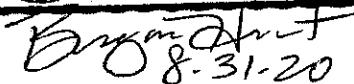
At this time, I would like to resign my position with Parks and Recreation as of Monday, August 31, 2020. I look forward to the opportunity of fulfilling an upcoming vacancy of the Plan Commission. I believe that I can be a valuable member and be able to continue to serve our village. Please accept my resignation for the Parks and Recreation Commission.

If you have any questions or concerns, please contact me.

Regards,


Catherine Kaczmarek




Bryan Hunt
8-31-20

Catherine Isabel Kaczmarek

Willowbrook, IL 60527

Education:

The Illinois Institute of Art, Chicago, IL
BFA, Interior Design (CIDA-Accredited), 9/2011

Moraine Valley Community College, Palos Hills, IL
AS, General Studies, 12/2008

Canterbury Christ Church University, Canterbury, England
Study Abroad Program, 1/2008 to 3/2008

Skills:

Language: Fluently bilingual in Polish and English
Software: AutoCAD, Adobe Suite, Sketch Up, Galaincha, Microsoft Office
Industry: Project Coordination, Space Planning, Construction Documents, Civil Drawings, Procurement

Experience:

Ziyad Importing, Cicero, IL 4/2019 to Present

Buyer

- Monitor purchase orders and create reports for management.
- Work closely with freight brokers for importing/exporting goods.
- Plan and select merchandise for Midwest, East Coast and West Coast accounts.
- Product evaluations.

Holly Hunt, Chicago, IL

Senior Capacity Planner 9/2018 to 3/2019

Procurement Manager-Textiles, Leather and Rugs, 3/2017 to 9/2018

- Maintain 500 plus open purchase orders on a weekly basis.
- Oversee purchasing coordinator.
- Provide weekly reports and request updates from vendors.
- Execute invoices.
- Provide solutions for escalated disputes on reorders and post shipments.
- Assist in budget profit and loss contributions.
- Communicate and manage client service requests.
- Manage presales and production for rug department.
- Assist in marketing strategies for rug department.

Account Manager-Client Services of Rugs, 2/2015 to 3/2017

- Assist in resources for product development.
- Assist in photo shoots and marketing.
- Manage sales among business unit.
- Manage purchasing and inventory for showrooms and clients.
- Responsible for purchasing and accounts payable for business unit.
- Manage sales and production for the rug business unit among all showrooms.
- Design conceptual drawings for clients.
- Interpret client requirements to generate financial results and close sales.

En Engineering, Warrenville, IL

Drafter, 12/2011 to 06/2014

- Execute intricate engineered pipeline construction plans in AutoCAD and MicroStation.
- Secure schematic design concepts from engineers and transform them into working documents.
- Interpret client requirements and parameters, and then complete drawings in accordance with their specifications, for the natural gas industry.

Kravet, Chicago, IL

Intern/Librarian, 7/2011 to 12/2011

- Assisted clients with obtaining materials needed for residential and commercial projects.
- Organized the showroom's library of textile samples according to style, designer, and material.
- Conducted an inventory of the samples in the showroom and library.

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
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Parks and Recreation Commission - 2 Year Term (7 Members)
(Ordinance change from 9 members-04/09/2018)

Kanaverskis, Ronald	07/09/01	04/30/21
Lazarski, Carol	01/10/00	04/30/21
Stetina, Doug	05/28/81	04/30/21
Vacant		04/30/21
Landsman, Laurie	01/11/99	04/30/22
Grimsby, Lorraine	05/01/14	04/30/22
Pionke, Robert (Chairman)	07/14/14	04/30/22

Plan Commission - 4 Year Term (7 Members)

Kopp, Daniel (Chairman)	09/23/02	04/30/24
Kaucky, Leonard	05/01/14	04/30/24
Kaczmarek, Catherine (10/10/16 Parks)	09/14/20	04/30/24
Soukup, James (on ZBA 2/28/94)	05/27/97	04/30/23
Walec, Maciej	06/12/17	04/30/23
Wagner, Constantine (John) <small>(apptd vice chairman 11/14/05)</small>	01/11/99	04/30/21
Remkus, William	09/09/96	04/30/21

Board of Police Commissioners - 3 Year Term (3 Members)

Heery, Joseph (Chairman)	05/24/10	04/30/21
Astrella, Mark	06/25/18	04/30/22
Sailer, Thomas	05/01/17	04/30/23

Police Pension Fund Board - 2 Year Term (2 Members)

Davi, Umberto (Chairman)	02/26/96	04/30/21
Dittman, Carrie (Treasurer)		04/30/22

Updated April 2020

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:	AGENDA NO.
An Ordinance Approving a Minor Amendment to Allow for the Removal of an Existing Guardhouse and Replacement with a New Monument Entry Sign and Landscaping in the Village of Willowbrook, Du Page County, Illinois – Lake Hinsdale Village	7h

AGENDA DATE:
09/14/20

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)

The development site is located within the Lake Hinsdale Village on the north side of 67th Street at the entry drive that connects to Lake Hinsdale Drive. There presently exists along Lake Hinsdale Drive a guard house controlling access at a point adjacent to 67th Street, located within Clusters "I" and "J" of the Lake Hinsdale Village. This guard house, as planning staff understands it, has been unmanned and has not served its original purpose for many years.

Previous ordinances pertaining to the Lake Hinsdale Village include Ordinance Nos. 69-O-07, 69-O-08, 74-O-09, 77-O-14 and 85-O-34. These ordinances annexed Lake Hinsdale Village to the Village of Willowbrook, rezoned and reclassified the property, granted a special use permit for a Planned Unit Development (PUD), and granted variations from the Zoning Ordinance.

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

The PUD amendment is requested by the Lake Hinsdale Homeowners' Association who would like to demolish the existing guard house and to construct in its place, a monument sign with required landscaping. It should be noted that the existing guard house was recently damaged by a moving vehicle and has been temporarily shored up for safety purposes. The accident occurred on September 2, 2020.

Per Section 9-13-4(C)6(b) of the Zoning Ordinance, major changes are distinguished from minor changes, and specifies that minor changes may be approved by the Village Board by ordinance without public hearing or consideration by the Plan Commission. The proposed removal of the guard house and construction of a monument sign with associated landscaping is classified as a minor change because it is not categorized in any of the seven listed major changes.

The proposed sign and landscaping are in compliance with the Zoning Ordinance. The proposed monument sign is classified as a multiple family identification sign, and pursuant to Section 9-11-12(A)2(b), the sign surface area cannot exceed eight (8) square feet in area, and may indicate only the name and address of the development and the name of the management thereof. Only one identification sign shall be permitted for each street frontage, therefore the existing multiple family identification sign behind the existing guard house must be removed as a condition of approval. The replacement of the guard house with a monument sign does not conflict with the Comprehensive Plan's design objectives and conceptual design. As the original PUD was not terribly detailed, the change is largely consistent with the previously approved concept plan.

ACTION PROPOSED: Consideration of Attached Ordinance.

ORDINANCE NO. 20-O

**AN ORDINANCE APPROVING A MINOR AMENDMENT TO ALLOW FOR THE
REMOVAL OF AN EXISTING GUARDHOUSE AND REPLACEMENT WITH A NEW
MONUMENT ENTRY SIGN AND LANDSCAPING IN THE VILLAGE OF
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS**

WHEREAS, by Ordinance No. 77-O-14, the corporate authorities of the Village of Willowbrook approved a Special Use Permit for a Planned Unit Development in the R-5 Residential District for the continued use of multi-residential properties; and

WHEREAS, from time-to-time, certain amendments were adopted to the Special Use Permit; and

WHEREAS, the Lake Hinsdale Homeowners' Association has petitioned the Village for a minor amendment to the Planned Unit Development in order to demolish the existing guardhouse and, in lieu thereof, construct a monument sign with required landscaping; and

WHEREAS, Village staff has determined that, pursuant to Section 9-13-4(C)6(b) of the Zoning Code, the request is a minor amendment to the PUD Agreement and, therefore, such amendment may be approved by the corporate authorities of the Village without resorting to a public hearing by the Village Plan Commission.

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 proposed and submitted minor amendment to the Lake Hinsdale Planned Unit Development is hereby approved to demolish the existing guardhouse and replace it with a monument sign as depicted on Exhibit "A", attached hereto and made a part hereof.

SECTION 2. That the proposed landscaping plans, pursuant to Sections 9-11-14 and 9-14(D)2 of the Zoning Code, are hereby approved subject to final approval by Village staff.

SECTION 3. That pursuant to Section 9-11-12(A)2(b), only one multiple-family development identification sign is permitted and the existing multiple-family development identification sign behind the existing guardhouse shall be removed.

SECTION 4. This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

PASSED and APPROVED this 14th day of September, 2020.

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen,
Village Clerk

EXHIBIT "A"

LAKE HINSDALE VILLAGE CONDOMINIUM ASSOCIATION

1 CLUBHOUSE DRIVE, WILLOWBROOK, ILLINOIS

PROJECT LOCATION



PROJECT INFO

PROPERTY OWNER:
LAKE HINSDALE VILLAGE
CONDOMINIUM ASSOC.

OWNER REPRESENTATIVE:
VICTOR GALATI
FIRST SERVICE RESIDENTIAL
25 NORTHWEST POINT BLVD
SUITE 330
ELK GROVE VILLAGE, IL 60007

PROJECT LOCATION:
1 CLUBHOUSE DRIVE
WILLOWBROOK, IL 60527

ARCH/ENG OF RECORD
PERSON OF CONTACT:
Margaret K. Pinkous
815.988.4774
RCL Engineering Group
PO Box 1305
Skokie, IL 53187

DRAWING INDEX

SHT	DESCRIPTION	REV
T1	TITLE SHEET	A
A1	SITE PLAN AND DEMOLITION	A
A2	SIGN PLAN AND ELEVATIONS	A
S1	STRUCTURAL PLAN AND DETAILS	
S2	PLAT OF SURVEY	A

NOTES:

STRUCTURAL:

- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE 2018 INTERNATIONAL BUILDING CODE AND VILLAGE OF WILLOWBROOK ORDINANCES AS WELL AS ANY CURRENT EDITION OF FEDERAL, STATE, AND LOCAL RULES AND STANDARDS OF GOVERNING AGENCIES HAVING JURISDICTION.
- CONTRACTOR IS RESPONSIBLE FOR VERIFICATION OF SITE CONDITIONS, INSTALLATION STANDARDS, AND CONSTRUCTION CONDITIONS. VERIFY IN FIELD ALL NECESSARY DIMENSIONS. DISCREPANCIES BETWEEN SITE CONDITIONS AND THE CONSTRUCTION DRAWINGS SHALL BE CALLED TO THE ATTENTION OF THE ENGINEER OF RECORD. WORK DONE WITHOUT APPROVAL FROM THE ENGINEER OF RECORD IS THE RESPONSIBILITY OF THE CONTRACTOR.
- ALL FILL OR BACKFILL SHALL BE COMPACTION TO 95% OF MAXIMUM DENSITY PRIOR TO PLACEMENT OF CONCRETE. REMOVE ALL DEBRIS FROM AREA TO BE BACKFILLED PRIOR TO BACKFILLING.
- PLACE BACKFILL IN LAYERS NOT MORE THAN 8 INCHES THICK, LOOSE MEASUREMENT. SPREAD AND COMPACT EACH LAYER UNIFORMLY TO THE REQUIRED DENSITY.
- BUILDING FOUNDATIONS SHALL BEAR ON NATIVE SOIL WITH A MINIMUM BEARING CAPACITY OF 1,500 PSF.
- ALL CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 3000 PSI AT 28 DAYS AND WATER-CEMENT RATIO NOT MORE THAN 0.45.
- REINFORCEMENT SHALL CONFORM TO ASTM A615, GRADE 60 (DEFORMED).
- WEDGE ANCHORS SHALL BE PLACED WITH A MINIMUM 3" EDGE DISTANCE IN ALL CASES.

GENERAL:

- CONTRACTOR SHALL VISIT SITE AND FAMILIARIZE HIMSELF WITH ALL CONDITIONS BEFORE SUBMITTING BID.
- ALL CONSTRUCTION AND ERECTION TO CONFORM TO OSHA, WALSH-HEALY ACT, AND LOCAL STATE AND FEDERAL CODES PERTAINING TO ANY WORK OR MATERIAL FURNISHED UNDER THIS CONTRACT. ALL CONSTRUCTION SHALL CONFORM TO OSHA'S FALL PROTECTION REGULATIONS.
- CONTRACTOR SHALL PROPERLY PROTECT THE PROPERTY OF OWNER AND ADJACENT PROPERTY.
- CONTRACTOR SHALL FURNISH, ERECT, AND MAINTAIN ALL RAILINGS, BARRICADES, SHIELDS, LIGHTS, WARNING SIGN, ETC. TO PROTECT PERSONNEL FROM FALLING OBJECTS OR GENERAL HAZARDS.
- WHEN HANDLING DEBRIS, MATERIALS SHALL BE COVERED OR HOSED DOWN TO ELIMINATE FALLING DEBRIS, DIRT, DUST, ETC. WITH RESPECT TO WORK, CONTRACTOR SHALL FURNISH, ERECT, AND MAINTAIN ALL MATERIALS, TARPAILINS, SHIELDS, ETC. REQUIRED TO PROTECT PROPERTY INCLUDING WHERE APPLICABLE, THE KEEPING OF BUILDING INTERIORS DRY AND CLEAN, AND PROTECTING OF EQUIPMENT, OR BUILDING CONTENTS.
- CONTRACTOR TO BE RESPONSIBLE FOR KEEPING CONSTRUCTION AREA CLEAN OF RUBBISH CAUSED BY OPERATIONS UNDER THIS CONTRACT, AND SHALL REMOVE SUCH RUBBISH AS IT ACCUMULATES. UPON COMPLETION OF THE WORK, THE OWNER'S PROPERTY SHALL BE LEFT BROOM CLEAN AND ALL RUBBISH CAUSED BY CONTRACTOR'S WORK REMOVED FROM OWNER'S PROPERTY.
- CONTRACTOR WILL BE RESPONSIBLE TO REPAIR DAMAGE, CAUSED BY HIM TO OWNERS PROPERTY.
- WHERE ALTERATIONS OCCUR, OR NEW AND OLD WORK JOIN, THE IMMEDIATE ADJACENT SURFACES, OR AS MUCH AS THEREOF AS IS REQUIRED BY THE INVOLVED CONDITIONS, SHALL BE CUT, REMOVED, PATCHED, REPAIRED, OR REFINISHED, AND LEFT IN AS GOOD CONDITION AS EXISTED PRIOR TO THE COMMENCING OF WORK. THE CONTRACTOR SHALL DO ALL THE CUTTING, FITTING, OR PATCHING OF WORK THAT MAY BE REQUIRED TO MAKE ALL OF THE PARTS FIT TOGETHER PROPERLY.
- FIELD VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS AND NOTIFY ENGINEER OF DISCREPANCIES BEFORE STARTING WITH ANY WORK.
- PROVIDE FIRE EXTINGUISHERS PER STATE AND LOCAL CODES AND ORDINANCES.
- CONTRACTOR RESPONSIBLE FOR ALL APPLICABLE PERMITS STATE, LOCAL AND ENVIRONMENTAL. COST OF PERMITS TO BE INCLUDED IN BID PRICE.
- CONTRACTOR RESPONSIBLE FOR ALL ENVIRONMENTAL CONSIDERATIONS INCLUDING SILT FENCE INSTALLATION, STORM WATER CONTROL AND MANAGING CONSTRUCTION WASTE.
- CONTRACTOR RESPONSIBLE FOR LOCATION AND PROTECTION OF ALL UTILITIES ON SITE BOTH PUBLIC AND PRIVATE.
- THE CONTRACTOR SHALL INCLUDE IN THE CONTRACT SUM, THE NET COST OF MATERIALS AND EQUIPMENT DELIVERED AND UNLOADED AT THE SITE, AND ALL APPLICABLE TAXES. THE CONTRACTOR'S BASE BID SHALL INCLUDE ALL LABOR, EQUIPMENT, AND MATERIAL, AND OVERHEAD AND PROFIT REQUIRED TO PERFORM THIS JOB.
- CONTRACTOR TO MAINTAIN PUBLIC LIABILITY AND WORKMAN'S COMPENSATION INSURANCE.
- CONTRACTOR SHALL FURNISH THE OWNER WITH A CERTIFICATE OF INSURANCE PRIOR TO COMMENCEMENT OF WORK.

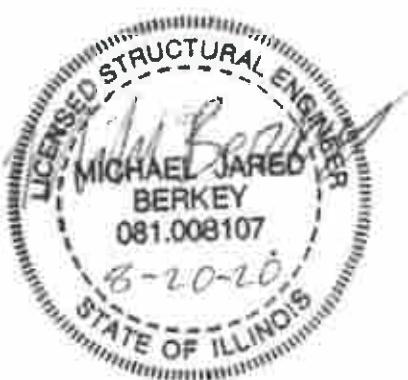
SCOPE OF WORK

Base Bid:

- Remove all of the existing gatehouse materials, concrete slabs, sidewalks, curbs, and foundations.
- Remove the three (3) existing community signs just north of the new entrance sign area.
- Keep the existing electrical line. Install 10 new spotlights around the new entrance sign. Install new exterior quad outlet.
- Tie into existing sprinkler system, field verify location. Extend new sprinkler line underneath the existing asphalt driveway to new entrance sign area. Install new sprinkler system lines and heads around new entrance sign.
- Install new concrete curbs around the perimeter of the new entrance sign area.
- Patch the existing asphalt driveway around the new entrance sign curb perimeter. Patch the existing asphalt driveway where the new sprinkler system crossed underneath driveway to the new entrance sign area.
- Install new concrete foundations, concrete columns, rebar, and backfill for the new entrance sign structures.
- Install new cultured stone around the concrete structures. Install new cultured stone capstones.
- Install self-adhered stainless steel metal flashing and drip edges underneath the capstones.
- Install new fiberglass urns.
- Install carved PVC panel sign with raised lettering and industrial/exterior grade paint. Sign to be oval in shape.
- Install powder coated steel framework.
- Install finish grade topsoil, sloped away from the entrance sign for drainage.

Alternates:

- Alternate #1 - Install limestone in lieu of cultured stone. Install new limestone capstones.
- Alternate #2 - Install concrete urns in lieu of fiberglass urns.
- Alternate #3 - PVC sign to be rectangular with curved top and bottom shape.



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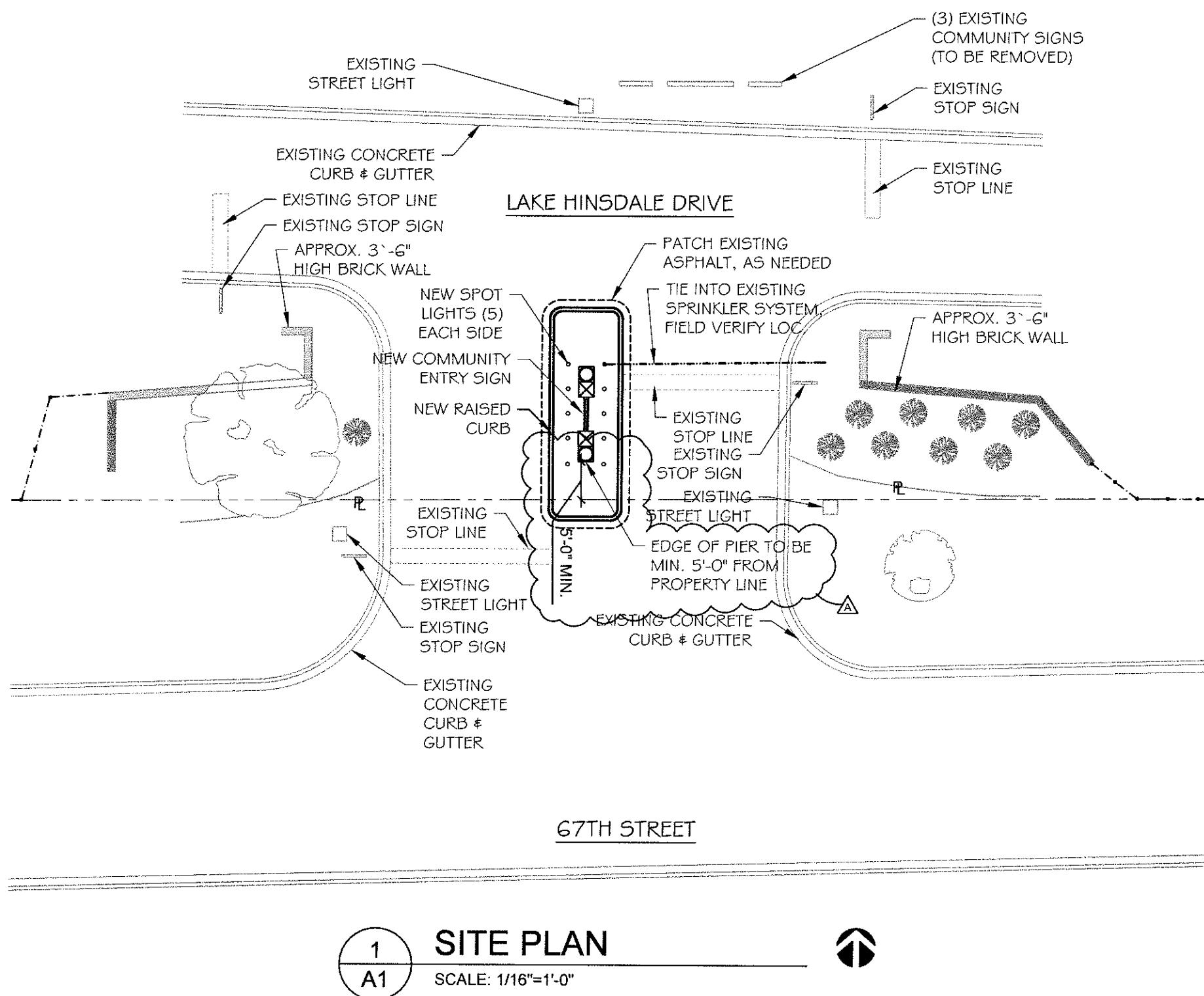
Waukesha, WI	Minneapolis, MN
262-549-0802	612-238-0802
Westmont, IL	Chesterfield, MO
847-565-3366	636-530-3663
Indianapolis, IN	
317-584-5440	



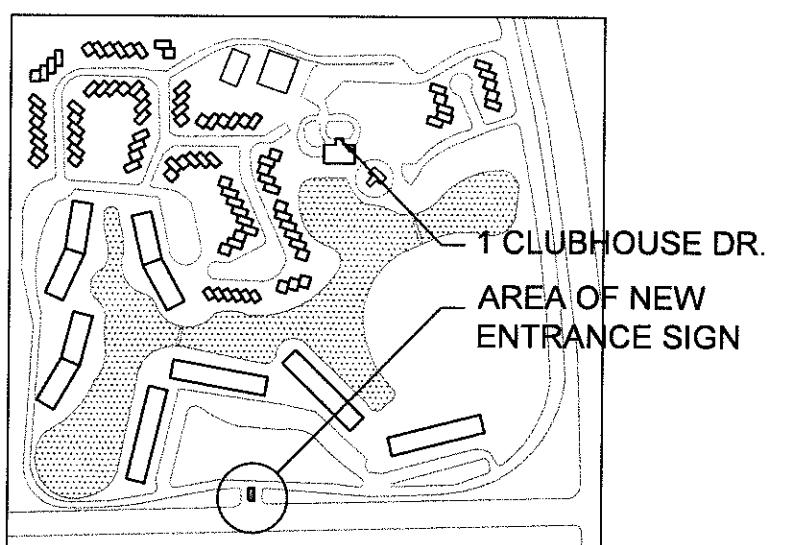
ENTRANCE SIGN
LAKE HINSDALE VILLAGE
1 CLUBHOUSE DRIVE
WILLOWBROOK, IL 60527



T1



2
A1
DEMO PLAN
SCALE: 3/16"=1'-0"



KEY PLAN
SCALE: NTS

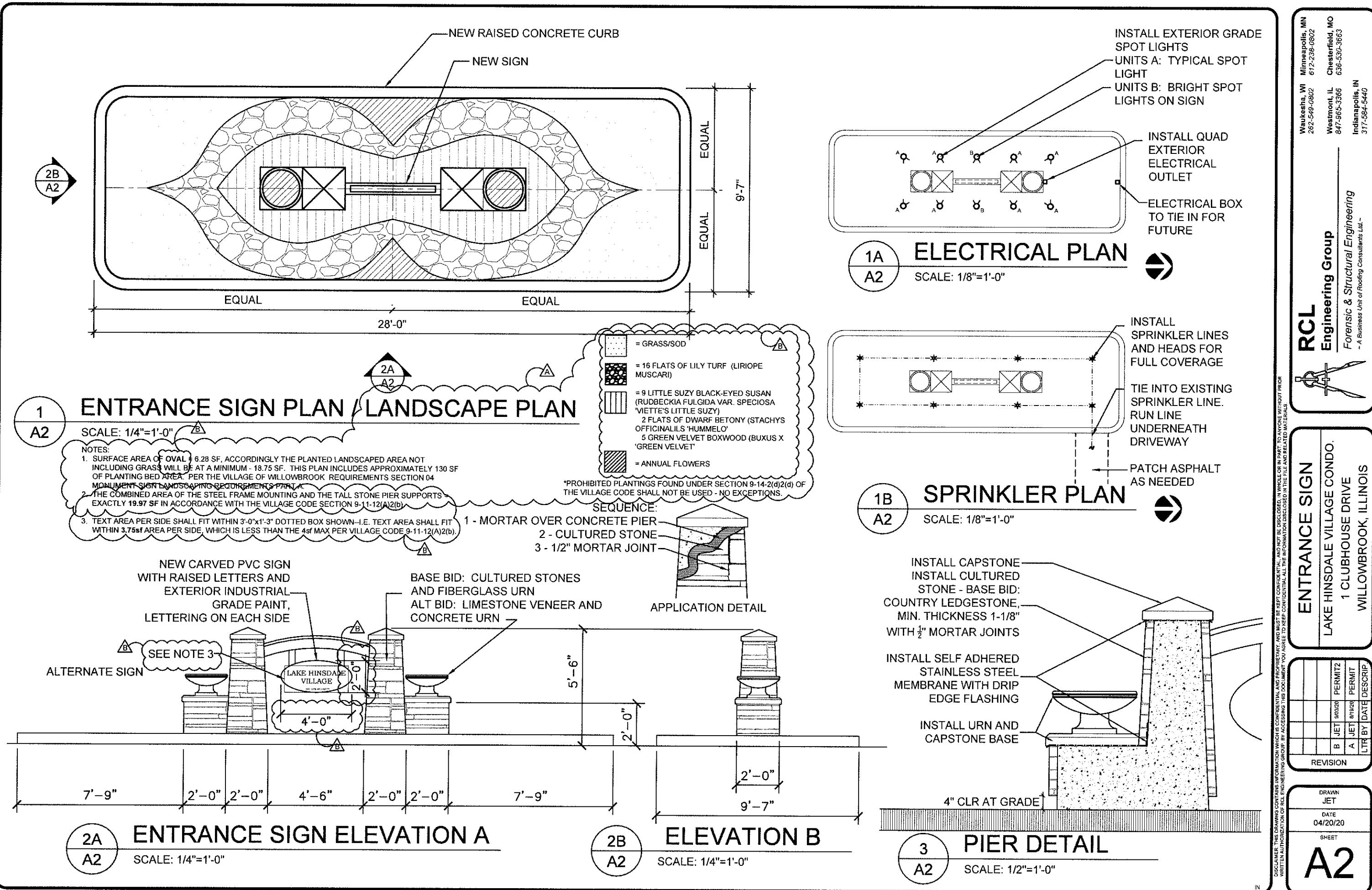
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Minneapolis, MN
612-238-0802
Chesterfield, MO
636-530-3663
Waukesha, WI
262-549-0802
Westmont, IL
847-565-3366
Indianapolis, IN
317-584-5440

RCL
Engineering Group
Forensic & Structural Engineering
- A Business Unit of Roofing Consultants Ltd. -

REVISION	A	JET	PERMIT	DATE	DESCRIP

DRAWN
JET
DATE
04/20/20
SHEET
A1



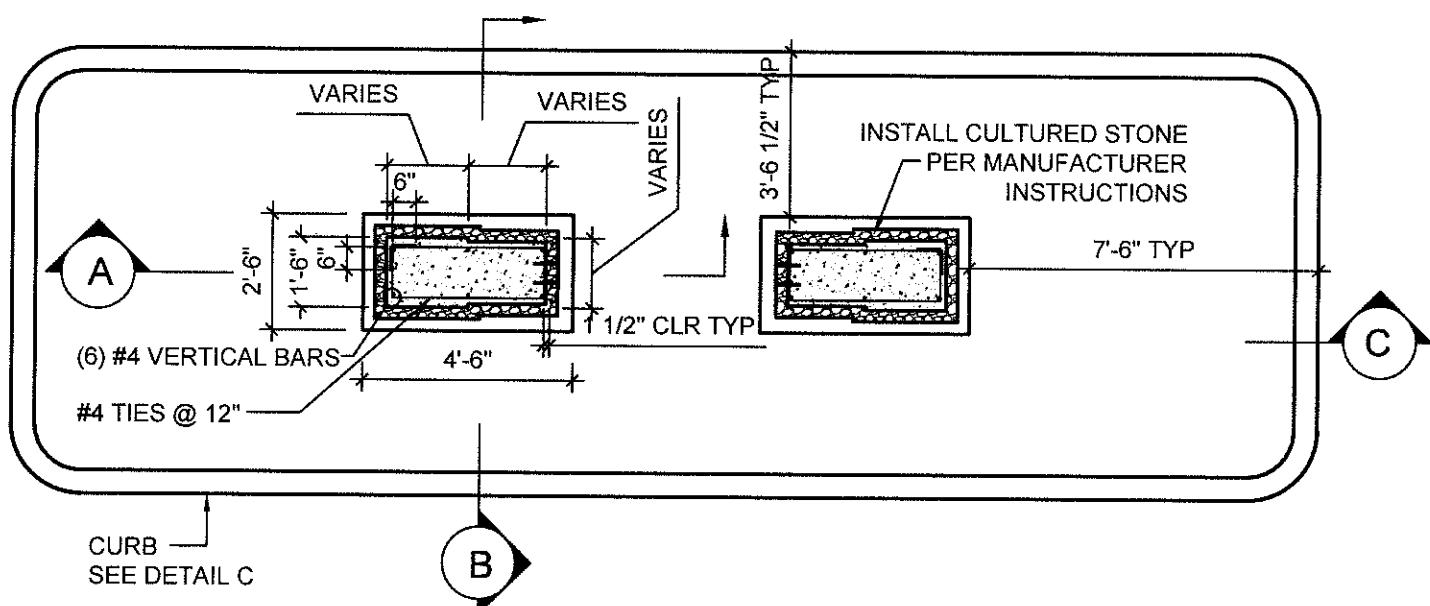
Waukesha, WI Minneapolis, MN
262-549-0502 612/238-0802
Westmont, IL Chesterfield, MO
847-365-3366 636-530-3663
Indianapolis, IN
317-584-5440

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ENTRANCE SIGN
LAKE HINSDALE VILLAGE CONDO.
1 CLUBHOUSE DRIVE
WILLOWBROOK, ILLINOIS

B JET 8/19/20 PERMIT2
A JET 8/19/20 PERMIT
LTR BY DATE DESCRIPT
REVISION

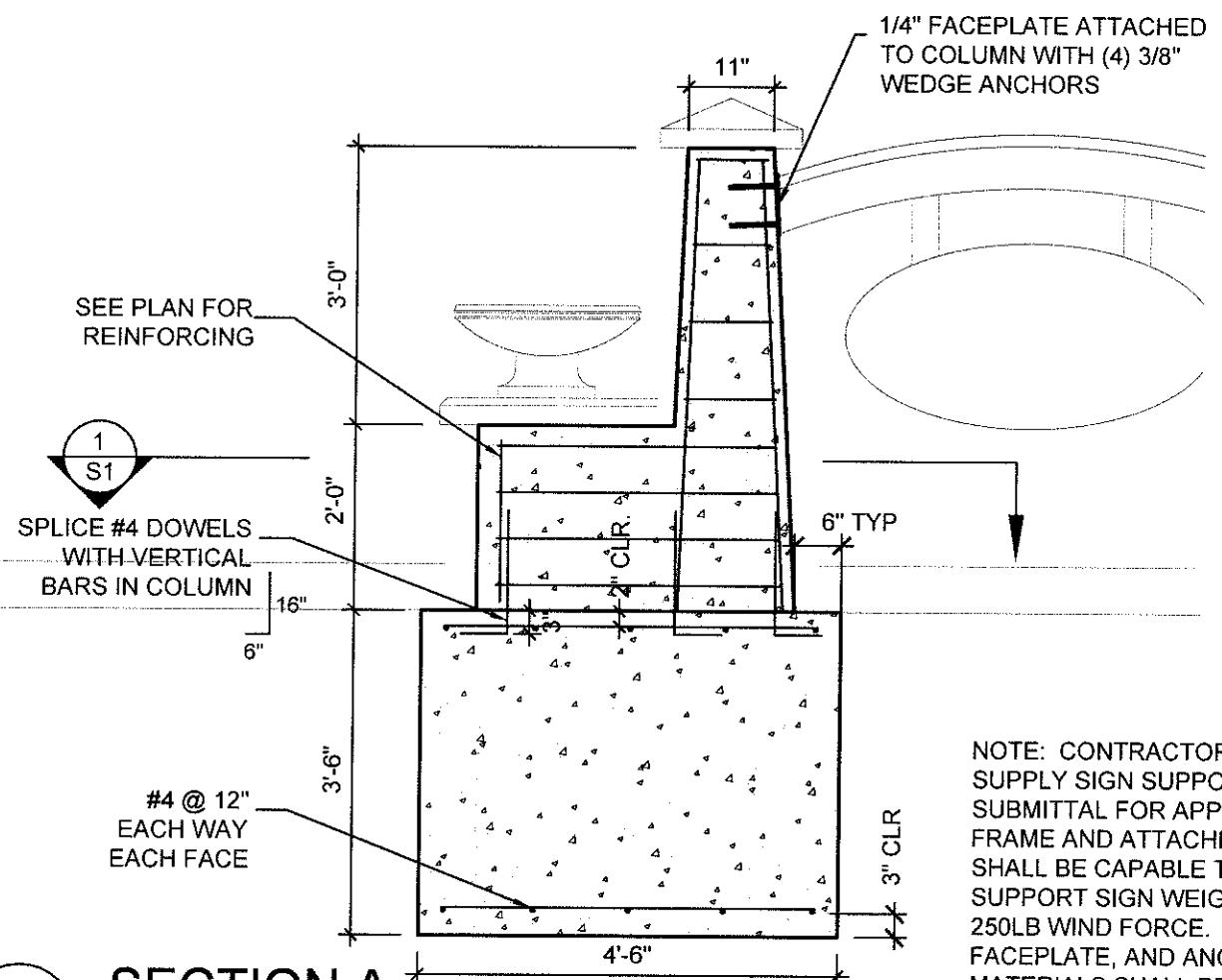
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DATE 04/20/20
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A2



STRUCTURAL PLAN

1
S1

SCALE: 1/4"=1'-0"

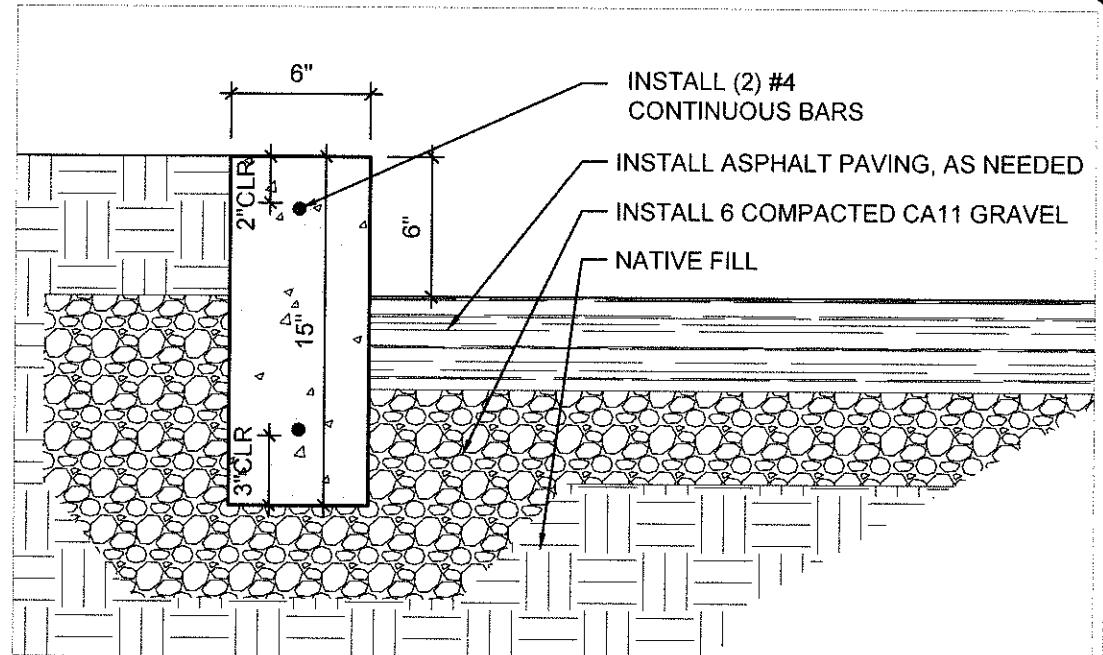


SECTION A

A
S1

SCALE: 1/2"=1'-0"

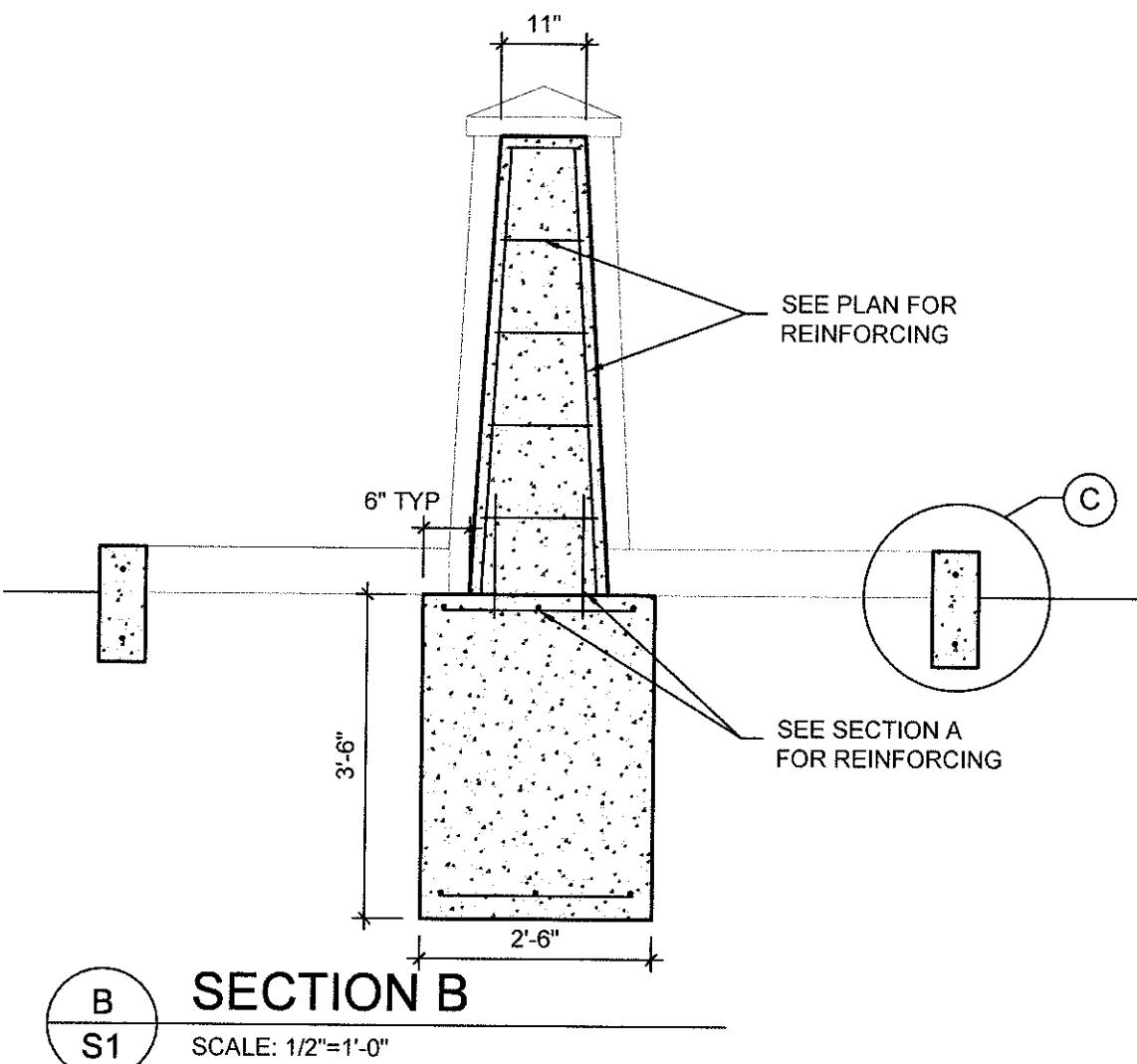
NOTE: CONTRACTOR TO SUPPLY SIGN SUPPORT FRAME SUBMITTAL FOR APPROVAL. FRAME AND ATTACHMENT SHALL BE CAPABLE TO SUPPORT SIGN WEIGHT AND 250LB WIND FORCE. FRAME, FACEPLATE, AND ANCHOR MATERIALS SHALL BE GALVANICALLY COMPATIBLE.



DETAIL C

C
S1

SCALE: 1-1/2"=1'-0"



SECTION B

B
S1

SCALE: 1/2"=1'-0"

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ENTRANCE SIGN
LAKE HINSDALE VILLAGE CONDO.
1 CLUBHOUSE DRIVE
WILLOWBROOK, ILLINOIS

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Village of Willowbrook

Staff Report to the Village Board

Village Board:

Receive/Vote Date September 14, 2020

Prepared By:

Ann Choi, Planning Consultant

Case Title:

Zoning Case No. 20-04: Lake Hinsdale Village PUD Amendment (Minor)

Petitioner:

Lake Hinsdale Village Homeowners Association
1 Clubhouse Circle, Willowbrook IL 60527

**Action Requested by
Applicant:**

Consideration to amend a Special Use for a Planned Unit Development and approval of an Amendment to a Planned Unit Development as a minor change under Section 9-13-4(C)6(b) to allow for the removal and replacement of the existing entry guardhouse and the replacement with a new entry monument sign and landscaping at the entrance along 67th Street.

Location:

Lake Hinsdale Village, Entrance on 67th Street connecting to Lake Hinsdale Drive

PINs:

09-23-101-017

Existing Zoning:

R-5 with a Special Use Permit for a Planned Unit Development

Existing Land Use:

High Density Multiple Family Residential

Property Size:

3.66 acres

Surrounding Land Use:

	Use	Zoning
North	Townhomes and Condos	R-4
South	Residential (City of Darien)	R-2
East	Townhomes and Condos	R-4
West	Townhomes and Condos	R-4

Documents Attached:

- All plans are 11" x 17".
Full size documents on file
at Village Hall.
- Findings of Fact, Standards for Special Use
 - Legal Description
 - Plat of Survey
 - Architectural Drawings
 - Construction Schedule
 - Special Use Permit 77-12

**Necessary Action by
Village Board:**

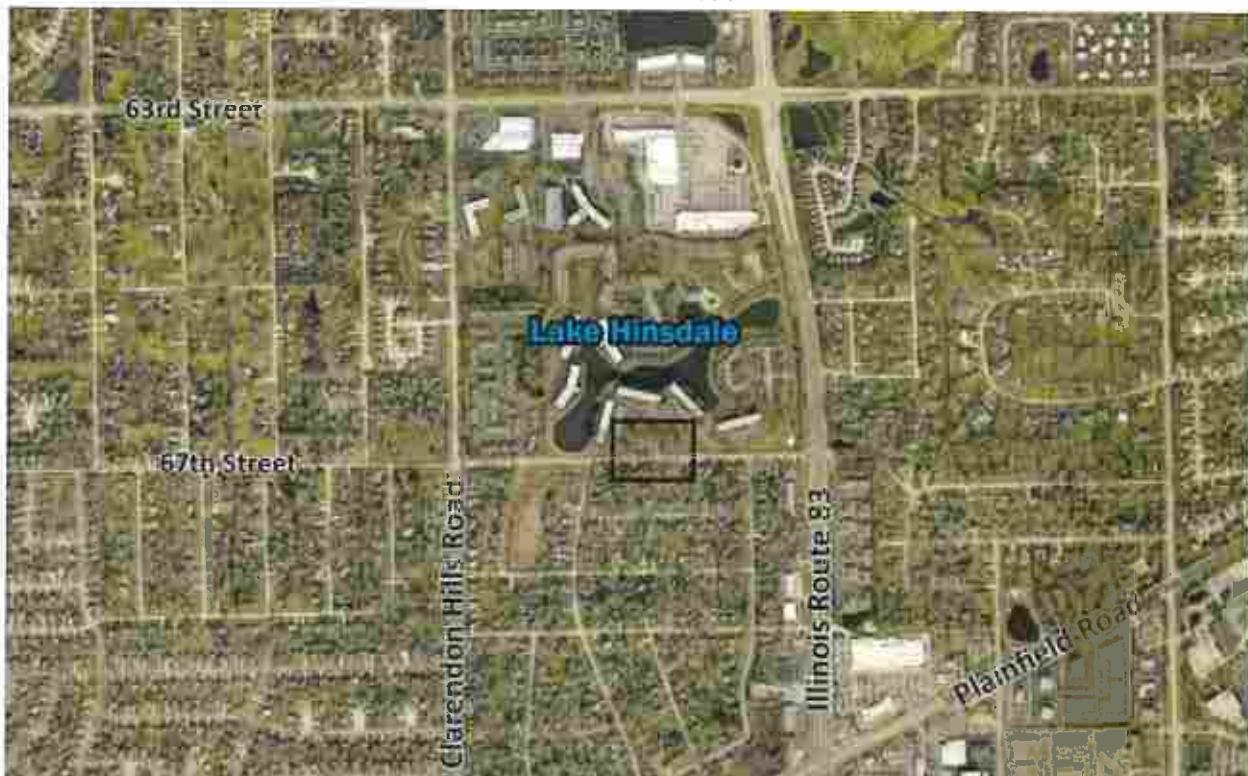
Consideration of **Attached** Ordinance.



Site Description

The development site is located within the Lake Hinsdale Village on the north side of 67th Street at the entry drive that connects to Lake Hinsdale Drive. There presently exists along Lake Hinsdale Drive a guard house controlling access at a point adjacent to 67th Street, located within Clusters "I" and "J" of the Lake Hinsdale Village. This guard house, as planning staff understands it, has been unmanned and has not served its original purpose for many years.

Exhibit 1 Site Location



Aerial Source: <https://ais.dupageco.org/>

Background

The Lake Hinsdale Village Annexation Agreement was entered into on or about March 24, 1969. The Annexation Agreement had attached to it a Concept Plan as indicated in **Exhibit 3** on the following page. Each of these clusters was subject to final site plan approval. Subsequent to the expiration of the Annexation Agreement, the Village of Willowbrook adopted Ordinance No. 77-O-14 on March 31, 1977. Ordinance No. 77-O-14 was the comprehensive amendment to the Zoning Ordinance of the Village of Willowbrook. Included were special use permits covering various clusters located in Lake Hinsdale Village. From and after the adoption of the comprehensive Zoning Ordinance and map amendments, various special use permits were granted with respect to each of the

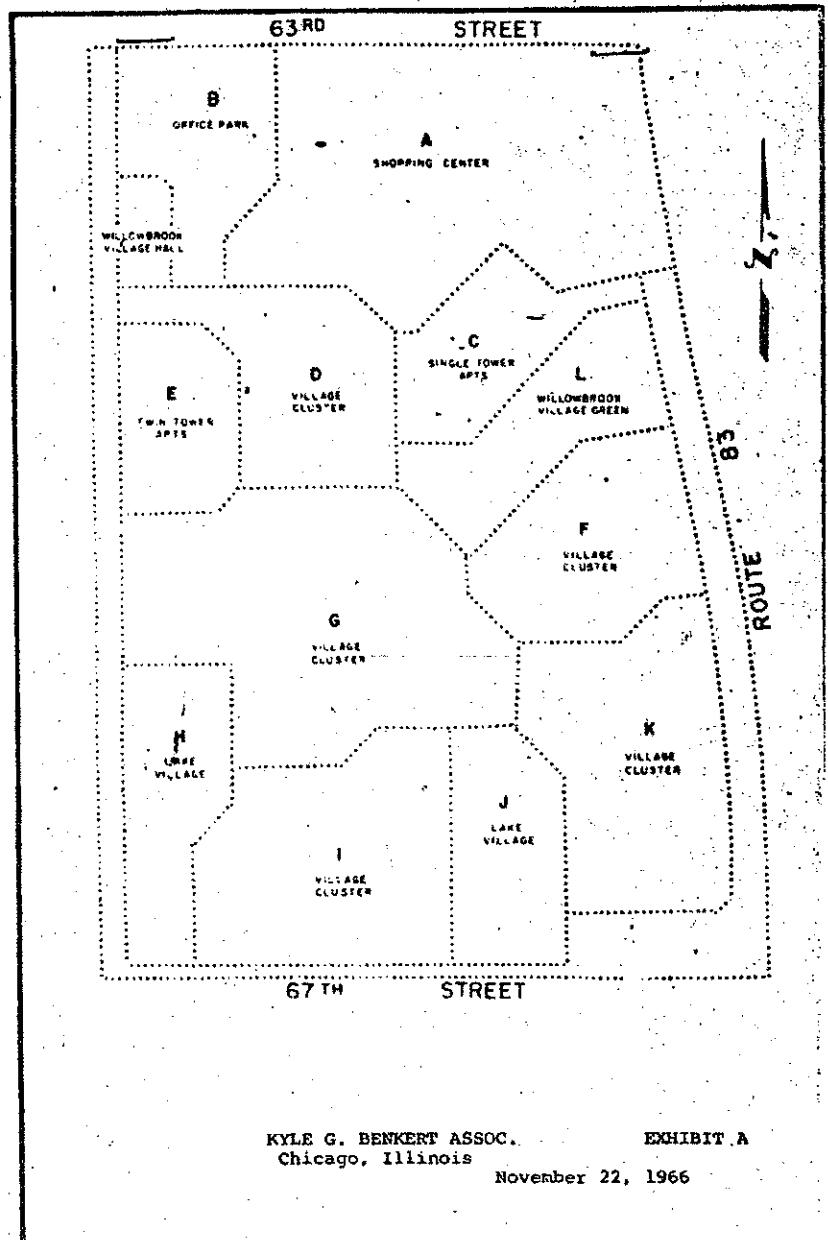
Exhibit 2 Site Location (Enlarged)





residential clusters. In the case of Clusters "I" and "J", the applicable special use permit was Special Use Permit No. 77-12. A copy of that special use permit is attached as Attachment 7 of this report. Special Use Permit No. 77-12 does not contain an expiration date and recognizes the legality of the existing structures and uses upon the various clusters as planned unit developments in the various residential districts to which they are classified. Special Use Permit No. 77-12 also provides that the current use of the property and all structures on it shall not be changed or increased or substantially altered without proper petition, public hearing and authorization by ordinance.

Exhibit 3 Concept Plan of Lake Hinsdale Village





PUD History

The Village Board approved the following ordinances:

Ordinance 69-O-07

An ordinance annexing the Lake Hinsdale Village to the Village of Willowbrook.

Ordinance 69-O-08

An ordinance amending Ordinance No. 60-O-09 by rezoning and reclassifying certain property annexed into the Village of Willowbrook.

Ordinance 74-O-09

An ordinance authorizing the execution of an agreement extending certain provisions of the Kingery Planned Development Annexation Agreement dated March 24, 1969 (American Housing Systems Property).

Ordinance 77-O-14

An ordinance approving a special use permit for a Planned Unit Development in the R-5 Residential District for the continued use of Multi-Family residences on a parcel of property commonly known as "Clusters I and J of Lake Hinsdale Village South".

Ordinance 85-O-34

An ordinance amending a special use permit previously granted by Ordinance No. 77-O-14 and granting certain variations.

Development Request

This amendment is requested by the Lake Hinsdale Homeowners' Association who would like to demolish the existing guard house and to construct in its place, a monument sign with required landscaping. It should be noted that the existing guard house was recently damaged by a moving vehicle and has been temporarily shored up for safety purposes. The accident occurred on September 2, 2020.

Exhibit 4 Site Photos of Existing Guardhouse



Per Section 9-13-4(C)6(b) of the Zoning Ordinance, major changes are distinguished from minor changes, and specifies that minor changes may be approved by the Village Board by ordinance without public hearing or consideration by the Plan Commission. The proposed removal of the guard house and construction of a



monument sign with associated landscaping is classified as a minor change because it is not categorized in any of the seven listed major changes.

Exhibit 5 Site Photos of Damages to the Existing Guardhouse



Staff Analysis

Appropriateness of Use

The replacement of the guard house with a monument sign does not conflict with the Comprehensive Plan's design objectives and conceptual design. As the original PUD was not terribly detailed, the change is largely consistent with the previously approved concept plan.

Signage

The proposed monument sign is classified as a multiple family identification sign, and pursuant to Section 9-11-12(A)2(b), the sign surface area cannot exceed eight (8) square feet in area, and may indicate only the name and address of the development and the name of the management thereof. Only one identification sign shall be permitted for each street frontage. No wall, fence, monument or any other structure upon which any such sign is mounted shall exceed fifty (50) square feet in surface area on any one elevation.

For the purposes of this petition, the proposed ground sign is considered one sign with two faces. As illustrated on Sheet A2 of the architectural drawings in Attachment 5, the sign surface area of the copy within the oval is a maximum of three point seven-five square feet (3.75 SF) per side (7.5 square feet for both sides) and therefore complies with the eight square feet (8 SF) maximum area required. The surface area of the monument is approximately nineteen point nine-seven square feet (19.97 SF or 39.94 SF for both sides) per side and is below the fifty square foot (50 SF) maximum under Section 9-11-12(A)2(b) of the Zoning Ordinance. Therefore, the proposed sign complies with the requirements of the sign ordinance.

Landscaping

The petitioner proposes to provide approximately eighteen point seven-five square feet (18.75 SF) of planted landscape area and approximately a minimum of one hundred thirty square feet (130 SF) of planting bed area per the Village of Willowbrook requirements pursuant to Section 9-11-4(A). Section 9-11-4(A) requires that for every square foot of sign surface area, there shall be provided one and one-half (1 1/2) square feet of landscape area, or a minimum of twelve square feet (12 SF). The proposed landscaping conforms with the Village Zoning Ordinance.



Special Use Standards

State Statutes and local ordinances require findings be made with regard to special use standards. A list of the responses to the standards is provided in Attachments 1.

Summary of Relief Requested

No variations or relief are being requested nor recommended.

Recommended Conditions of Approval

Based on plans submitted by the petitioner, Staff recommends the following conditions to be included:

1. If a new multiple-family development identification sign is proposed, the existing multiple-family development identification sign behind the existing guardhouse shall be removed. Only one multiple-family development identification sign is permitted under Section 9-11-12(A)2(b).
2. The petitioner shall submit a final landscape plan that complies with Section 9-11-14 and Section 9-14-2(D) of the Zoning Ordinance.

Staff Recommendation

Staff recommends the Village Board approve the minor change to the existing PUD.



Attachment 1
Special Use Standards and Findings for PC 20-07
Lake Hinsdale Village PUD Amendment (Minor)

Special Use Standards

The Plan Commission shall not recommend and the Board of Trustees shall not grant a Special Use Permit from the regulation of this title unless affirmative findings of fact shall be made as to all of the standards hereinafter set forth, which findings of fact shall be based upon evidence adduced upon the hearing held thereon, that:

- (A) That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

Finding: The guard house has also sat vacant and unmanned and has not served its original purpose in many years. The existing guardhouse has been recently damaged and has been temporarily shored up; however, it could potentially pose a safety hazard if no repairs are implemented. The removal and replacement of the existing entry guardhouse and the replacement with a new entry monument sign and landscaping at the entrance along 67th Street will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

- (B) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

Finding: The removal and replacement of the existing entry guardhouse and the replacement with a new entry monument sign and landscaping will not be injurious to the use and enjoyment of other property in the immediate vicinity. The applicant is seeking to remove an outdated and damaged structure and replace it with a new monument sign with attractive landscaping, which would not diminish or impair property values within the neighborhood.

- (C) That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

Finding: The applicant is seeking to remove an outdated and damaged structure and replace it with a new monument sign with attractive landscaping, and will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

- (D) That adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided.

Finding: Adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided.

- (E) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

Finding: The removal and replacement of the existing entry guardhouse and the replacement with a new entry monument sign and landscaping will not impact existing ingress and egress. Adequate measures



will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

- (F) That the special use shall in all other respects conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the Village Board pursuant to the recommendation of the Plan Commission.

Finding: The new entry monument sign and landscaping in all material regards conforms to the applicable regulations and standards in the R5 Multiple Family District, the underlying zoning district. The proposed sign and landscaping also conform to Section 9-11-12 (Sign Surface Area, Number, Sign Types and Height Limitations) and Section 9-11-4 (Required Landscaping) under the Sign Ordinance.

- (G) Conditions in the area have substantially changed, and at least one year has elapsed since any denial by the Village Board of any prior application for a special use permit that would have authorized substantially the same use of all or part of the site.

Finding: The Village Board has not denied a special use permit on this property in the last year.



Attachment 2
Legal Description

THAT PART OF THE NORTHWEST QUARTER OF SECTION 23, TOWNSHIP 38 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT THE POINT OF INTERSECTION OF THE SOUTH LINE OF SAID NORTHWEST QUARTER WITH THE WESTERLY LINE OF THE ROBERT KINGERY HIGHWAY (ILLINOIS ROUTE 83); THENCE SOUTH 89°51'44" WEST ALONG THE SOUTH LINE OF SAID NORTHWEST QUARTER 1897.71 FEET TO THE EAST LINE OF THE WEST 660.00 FEET OF SAID NORTHWEST QUARTER; THENCE NORTH 0°00'29" WEST ALONG SAID EAST LINE 1635.0 FEET; THENCE DUE EAST 1015.23 FEET; THENCE DUE NORTH 185.0 FEET; THENCE DUE EAST 673.87 FEET TO THE WESTERLY LINE OF SAID ROBERT KINGERY HIGHWAY; THENCE SOUTHERLY ALONG SAID WESTERLY LINE 1833.45 FEET TO THE POINT OF BEGINNING; CONTAINING 72.315 ACRES; IN DUPAGE COUNTY, ILLINOIS.

PIN: 09-23-101-017

ADDRESS: 1 Clubhouse Circle, Willowbrook IL 60527

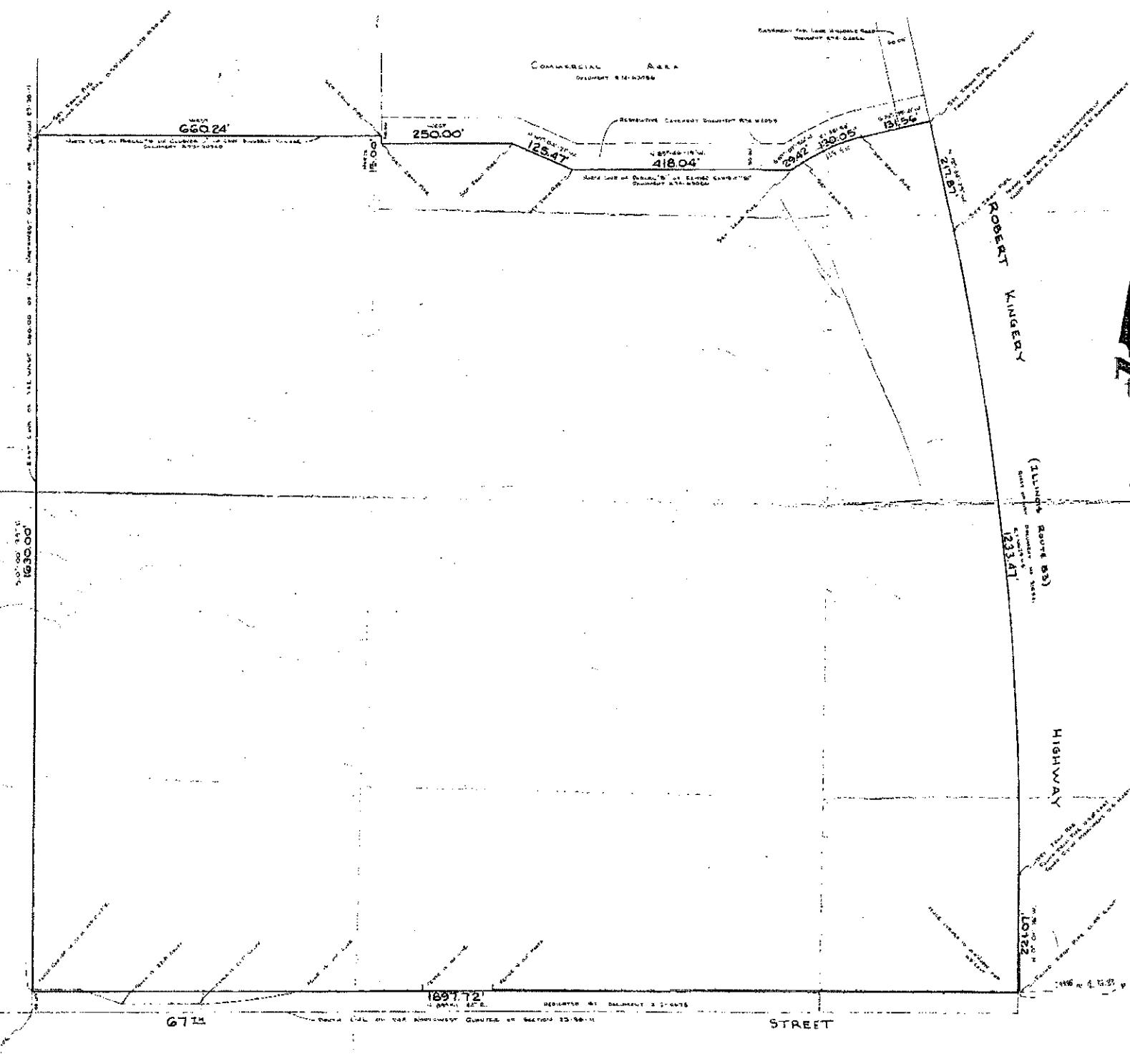


Attachment 3
Plat of Survey

PLAT OF SURVEY
OF

THAT PART OF THE NORTHERN QUARTER OF SECTION 23, TOWNSHIP 34 NORTH, RANGE 11, EAST OF THE THIRD MERIDIAN BOUNDARY, DESCRIBED AS FOLLOWS: BEGINNING AT THE POINT OF INTERSECTION OF THE NORTH LINE OF SAID NORTHERN QUARTER AND THE WESTERLY LINE OF THE NORTHERN KIRKLAND HIGHWAY (ILLINOIS STATE 83); THENCE EASTERLY 60° 46' 11" WEST ALONG THE WESTERLY LINE OF SAID NORTHERN KIRKLAND HIGHWAY 261.07 FEET; THENCE NORTHEASTERLY ALONG SAID WESTERLY LINE, MAKING A CURVE TO THE LEFT, HAVING A SLOPING SURFACE, A DISTANCE OF 127.00 FEET; THENCE NORTHEASTERLY 12° 29' 29" WEST A DISTANCE OF 217.67 FEET; THEREBY MAKING A CURVE TO THE LEFT, HAVING A SLOPING SURFACE, A DISTANCE OF 113.54 FEET; THENCE NORTHEASTERLY 12° 29' 29" WEST A DISTANCE OF 181.54 FEET; THENCE NORTHEASTERLY 130.05 FEET TO A POINT OF TANGENCY; THENCE SOUTHEAST 55° 49' 44" WEST A DISTANCE OF 114.42 FEET; THENCE NORTHEAST 55° 49' 44" WEST A DISTANCE OF 418.46 FEET; THENCE NORTH 67° 04' 21" WEST A DISTANCE OF 122.67 FEET; THENCE NORTH 50° 46' 00" WEST A DISTANCE OF 351.01 FEET; THENCE NORTH 60° 46' 11" WEST A DISTANCE OF 15.00 FEET; THENCE NORTHEAST 50° 46' 00" WEST A DISTANCE OF 660.44 FEET TO THE EAST LINE OF THE WEST LINE OF THE WEST 600.00 FEET OF THE NORTHERN QUARTER; THENCE NORTHEAST 50° 46' 00" WEST ALONG THE WESTERN SECTION LINE A DISTANCE OF 7630.00 FEET IN THE SOUTHEAST QUADRANT OF THE NORTHERN QUARTER; THENCE NORTHEAST 50° 46' 00" WEST ALONG THE SOUTHERN LINE OF THE NORTHERN QUARTER & A DISTANCE OF 1896.62 FEET TO THE POINT OF BEGINNING; THENCE PLATE LINE THEREFROM THE SOUTH 60.00 FEET NORTHEASTERLY FOR PUBLIC ROAD BY DOCUMENTS 124-5318 AND 1872-5639, ALL IN 100 FEET, COUNTY, ILLINOIS.

CONTAINING 68.4 ACRES



PL
SCA

PLAT OF SURVEY

SCALE: 1" = 255' 6"

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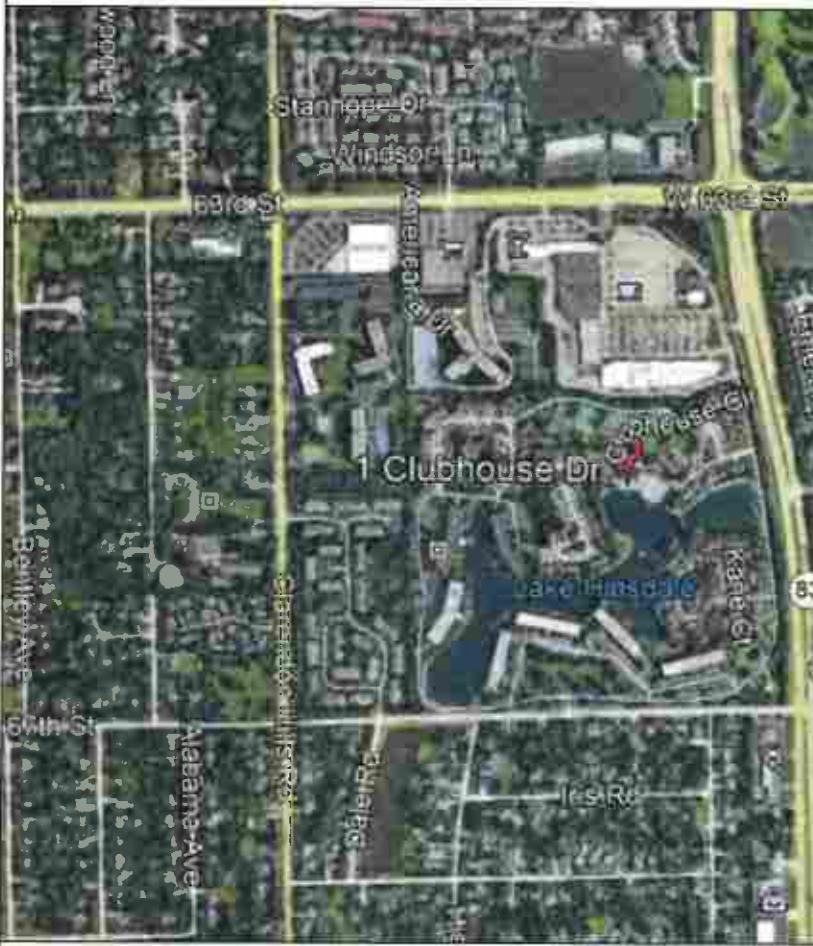


Attachment 4
Architectural Drawings (4 sheets)

LAKE HINSDALE VILLAGE CONDOMINIUM ASSOCIATION

1 CLUBHOUSE DRIVE, WILLOWBROOK, ILLINOIS

PROJECT LOCATION



PROJECT INFO

PROPERTY OWNER:
LAKE HINSDALE VILLAGE
CONDOMINIUM ASSOC.

PROJECT LOCATION:
1 CLUBHOUSE DRIVE
WILLOWBROOK, IL 60527

OWNER REPRESENTATIVE:
VICTOR GALATI
FIRST SERVICE RESIDENTIAL
25 NORTHWEST POINT BLVD
SUITE 330
ELK GROVE VILLAGE, IL 60007

ARCH/ENG OF RECORD
PERSON OF CONTACT:
Margaret K. Pinkous
815.988.4774
RCL Engineering Group
PO Box 1305
Skokie, IL 53187

DRAWING INDEX

SHT	DESCRIPTION	REV.
T1	TITLE SHEET	A
A1	SITE PLAN AND DEMOLITION	A
A2	SIGN PLAN AND ELEVATIONS	A
S1	STRUCTURAL PLAN AND DETAILS	
S2	PLAT OF SURVEY	A

NOTES:

STRUCTURAL:

- 1) ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE 2018 INTERNATIONAL BUILDING CODE AND VILLAGE OF WILLOWBROOK ORDINANCES AS WELL AS ANY CURRENT EDITION OF FEDERAL, STATE, AND LOCAL RULES AND STANDARDS OF GOVERNING AGENCIES HAVING JURISDICTION.
- 2.) CONTRACTOR IS RESPONSIBLE FOR VERIFICATION OF SITE CONDITIONS, INSTALLATION STANDARDS, AND CONSTRUCTION CONDITIONS. VERIFY IN FIELD ALL NECESSARY DIMENSIONS. DISCREPANCIES BETWEEN SITE CONDITIONS AND THE CONSTRUCTION DRAWINGS SHALL BE CALLED TO THE ATTENTION OF THE ENGINEER OF RECORD. WORK DONE WITHOUT APPROVAL FROM THE ENGINEER OF RECORD IS THE RESPONSIBILITY OF THE CONTRACTOR.
- 3.) ALL FILL OR BACKFILL SHALL BE COMPACTION TO 95% OF MAXIMUM DENSITY PRIOR TO PLACEMENT OF CONCRETE. REMOVE ALL DEBRIS FROM AREA TO BE BACKFILLED PRIOR TO BACKFILLING.
- 4.) PLACE BACKFILL IN LAYERS NOT MORE THAN 8 INCHES THICK, LOOSE MEASUREMENT SPREAD AND COMPACT EACH LAYER UNIFORMLY TO THE REQUIRED DENSITY.
- 5.) BUILDING FOUNDATIONS SHALL BEAR ON NATIVE SOIL WITH A MINIMUM BEARING CAPACITY OF 1,500 PSF
- 6.) ALL CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 3000 PSI AT 28 DAYS AND WATER-CEMENT RATIO NOT MORE THAN 0.45.
- 7.) REINFORCEMENT SHALL CONFORM TO ASTM A615, GRADE 60 (DEFORMED).
- 8.) WEDGE ANCHORS SHALL BE PLACED WITH A MINIMUM 3" EDGE DISTANCE IN ALL CASES.

GENERAL:

- 1.) CONTRACTOR SHALL VISIT SITE AND FAMILIARIZE HIMSELF WITH ALL CONDITIONS BEFORE SUBMITTING BID.
- 2.) ALL CONSTRUCTION AND ERECTION TO CONFORM TO OSHA, WALSH-HEALY ACT, AND LOCAL STATE AND FEDERAL CODES PERTAINING TO ANY WORK OR MATERIAL FURNISHED UNDER THIS CONTRACT. ALL CONSTRUCTION SHALL CONFORM TO OSHA'S FALL PROTECTION REGULATIONS.
- 3.) CONTRACTOR SHALL PROPERLY PROTECT THE PROPERTY OF OWNER AND ADJACENT PROPERTY.
- 4.) CONTRACTOR SHALL FURNISH, ERECT, AND MAINTAIN ALL RAILINGS, BARRICADES, SHIELDS, LIGHTS, WARNING SIGN, ETC. TO PROTECT PERSONNEL FROM FALLING OBJECTS OR GENERAL HAZARDS.
- 5.) WHEN HANDLING DEBRIS, MATERIALS SHALL BE COVERED OR HOSED DOWN TO ELIMINATE FALLING DEBRIS, DIRT, DUST, ETC. WITH RESPECT TO WORK, CONTRACTOR SHALL FURNISH, ERECT, AND MAINTAIN ALL MATERIALS, TARPAULINS, SHIELDS, ETC., REQUIRED TO PROTECT PROPERTY INCLUDING WHERE APPLICABLE, THE KEEPING OF BUILDING INTERIORS DRY AND CLEAN, AND PROTECTING OF EQUIPMENT, OR BUILDING CONTENTS.
- 6.) CONTRACTOR TO BE RESPONSIBLE FOR KEEPING CONSTRUCTION AREA CLEAN OF RUBBISH CAUSED BY OPERATIONS UNDER THIS CONTRACT, AND SHALL REMOVE SUCH RUBBISH AS IT ACCUMULATES. UPON COMPLETION OF THE WORK, THE OWNER'S PROPERTY SHALL BE LEFT BROOM CLEAN AND ALL RUBBISH CAUSED BY CONTRACTOR'S WORK REMOVED FROM OWNER'S PROPERTY.
- 7.) CONTRACTOR WILL BE RESPONSIBLE TO REPAIR DAMAGE, CAUSED BY HIM TO OWNERS PROPERTY.
- 8.) WHERE ALTERATIONS OCCUR, OR NEW AND OLD WORK JOIN, THE IMMEDIATE ADJACENT SURFACES, OR AS MUCH AS THEREOF AS IS REQUIRED BY THE INVOLVED CONDITIONS, SHALL BE CUT, REMOVED, PATCHED, REPAIRED, OR REFINISHED, AND LEFT IN AS GOOD CONDITION AS EXISTED PRIOR TO THE COMMENCING OF WORK. THE CONTRACTOR SHALL DO ALL THE CUTTING, FITTING, OR PATCHING OF WORK THAT MAY BE REQUIRED TO MAKE ALL OF THE PARTS FIT TOGETHER PROPERLY.
- 9.) FIELD VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS AND NOTIFY ENGINEER OF DISCREPANCIES BEFORE STARTING WITH ANY WORK.
- 10.) PROVIDE FIRE EXTINGUISHERS PER STATE AND LOCAL CODES AND ORDINANCES
- 11.) CONTRACTOR RESPONSIBLE FOR ALL APPLICABLE PERMITS STATE, LOCAL AND ENVIRONMENTAL. COST OF PERMITS TO BE INCLUDED IN BID PRICE.
- 12.) CONTRACTOR RESPONSIBLE FOR ALL ENVIRONMENTAL CONSIDERATIONS INCLUDING SILT FENCE INSTALLATION, STORM WATER CONTROL AND MANAGING CONSTRUCTION WASTE
- 13.) CONTRACTOR RESPONSIBLE FOR LOCATION AND PROTECTION OF ALL UTILITIES ON SITE BOTH PUBLIC AND PRIVATE.
- 14.) THE CONTRACTOR SHALL INCLUDE IN THE CONTRACT SUM, THE NET COST OF MATERIALS AND EQUIPMENT DELIVERED AND UNLOADED AT THE SITE, AND ALL APPLICABLE TAXES. THE CONTRACTOR'S BASE BID SHALL INCLUDE ALL LABOR, EQUIPMENT, AND MATERIAL, AND OVERHEAD AND PROFIT REQUIRED TO PERFORM THIS JOB.
- 15.) CONTRACTOR TO MAINTAIN PUBLIC LIABILITY AND WORKMAN'S COMPENSATION INSURANCE.
- 16.) CONTRACTOR SHALL FURNISH THE OWNER WITH A CERTIFICATE OF INSURANCE PRIOR TO COMMENCEMENT OF WORK.

SCOPE OF WORK

Base Bid:

1. Remove all of the existing gatehouse materials, concrete slabs, sidewalks, curbs, and foundations.
2. Remove the three (3) existing community signs just north of the new entrance sign area.
3. Keep the existing electrical line. Install 10 new spotlights around the new entrance sign. Install new exterior quad outlet.
4. Tie into existing sprinkler system, field verify location. Extend new sprinkler line underneath the existing asphalt driveway to new entrance sign area. Install new sprinkler system lines and heads around new entrance sign.
5. Install new concrete curbs around the perimeter of the new entrance sign area.
6. Patch the existing asphalt driveway around the new entrance sign curb perimeter. Patch the existing asphalt driveway where the new sprinkler system crossed underneath driveway to the new entrance sign area.
7. Install new concrete foundations, concrete columns, rebar, and backfill for the new entrance sign structures.
8. Install new cultured stone around the concrete structures. Install new cultured stone capstones.
9. Install self-adhered stainless steel metal flashing and drip edges underneath the capstones.
10. Install new fiberglass urns.
11. Install carved PVC panel sign with raised lettering and industrial/exterior grade paint. Sign to be oval in shape.
12. Install powder coated steel framework.
13. Install finish grade topsoil, sloped away from the entrance sign for drainage.

Alternates:

1. Alternate #1 - Install limestone in lieu of cultured stone. Install new limestone capstones.
2. Alternate #2 - Install concrete urns in lieu of fiberglass urns.
3. Alternate #3 - PVC sign to be rectangular with curved top and bottom shape.



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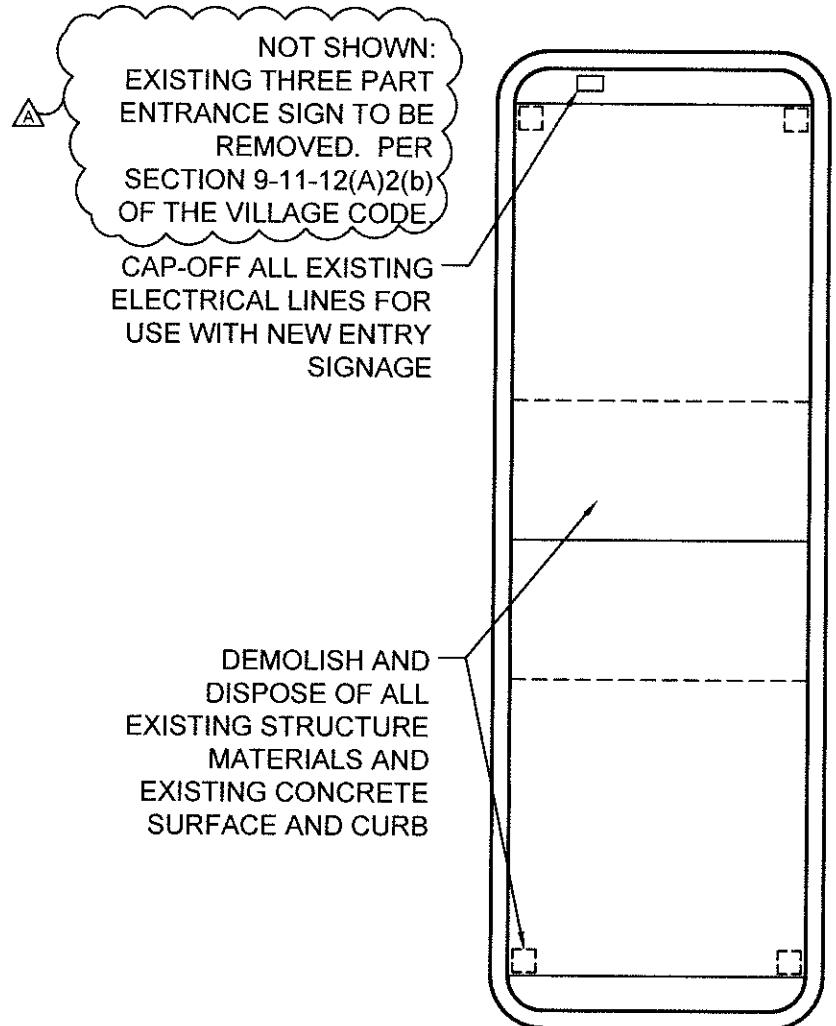
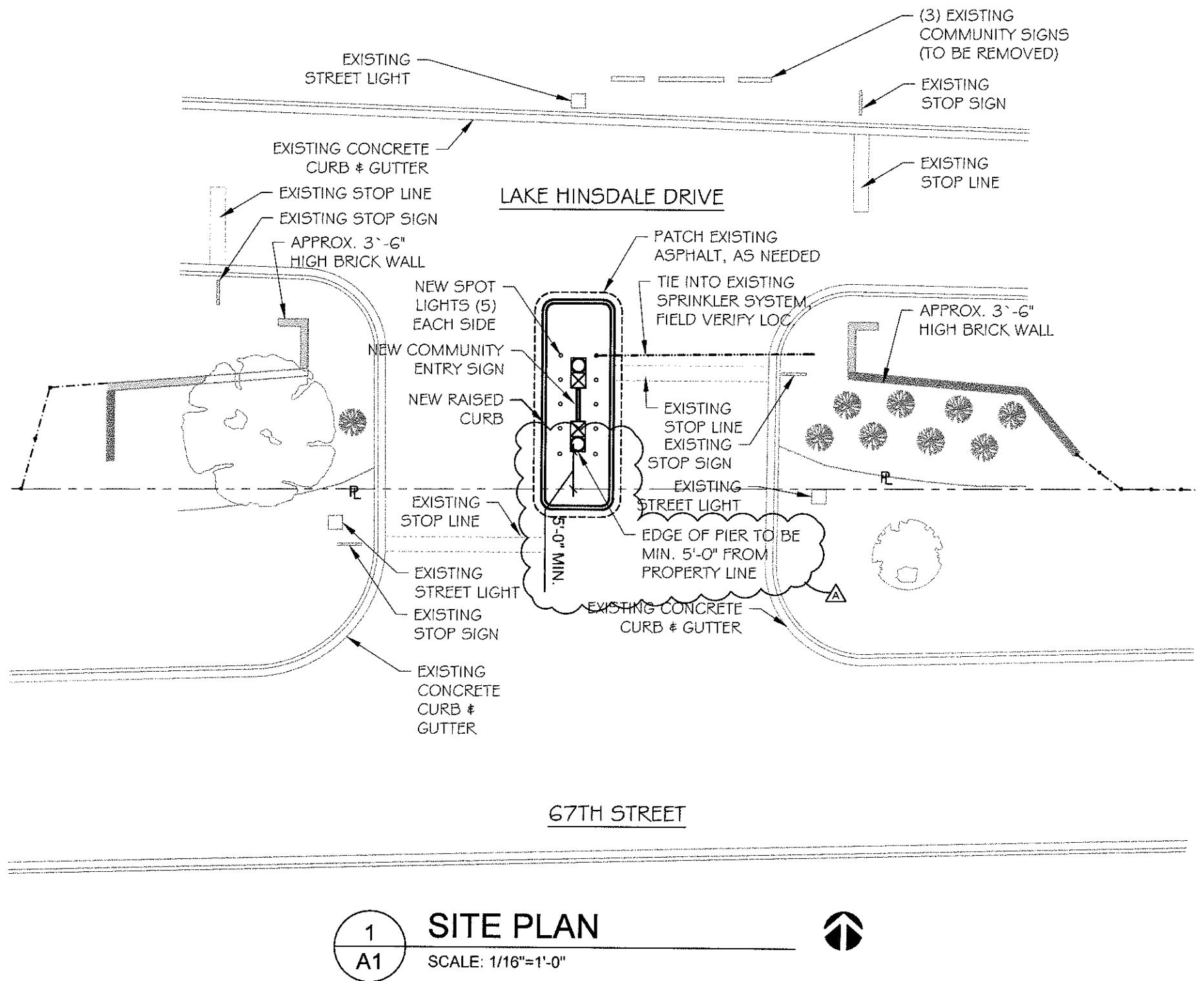
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ENTRANCE SIGN
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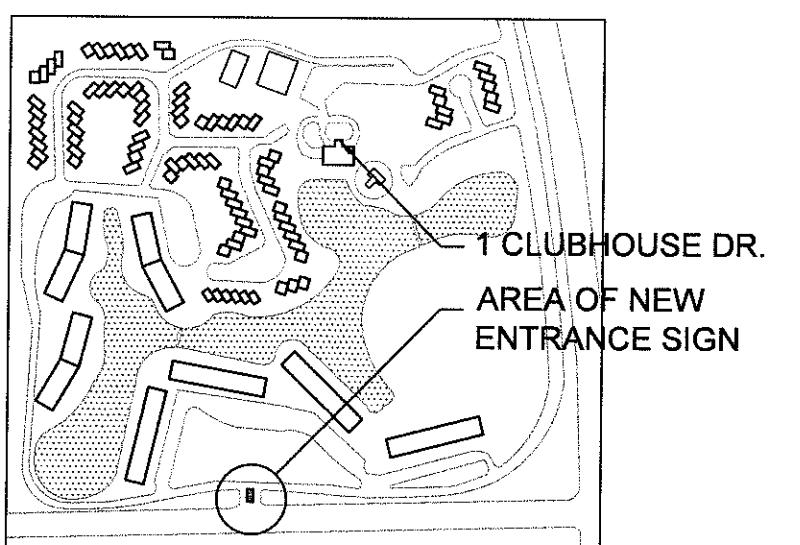
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DEMO PLAN

SCALE: 3/16"=1'-0"



KEY PLAN

SCALE: NTS

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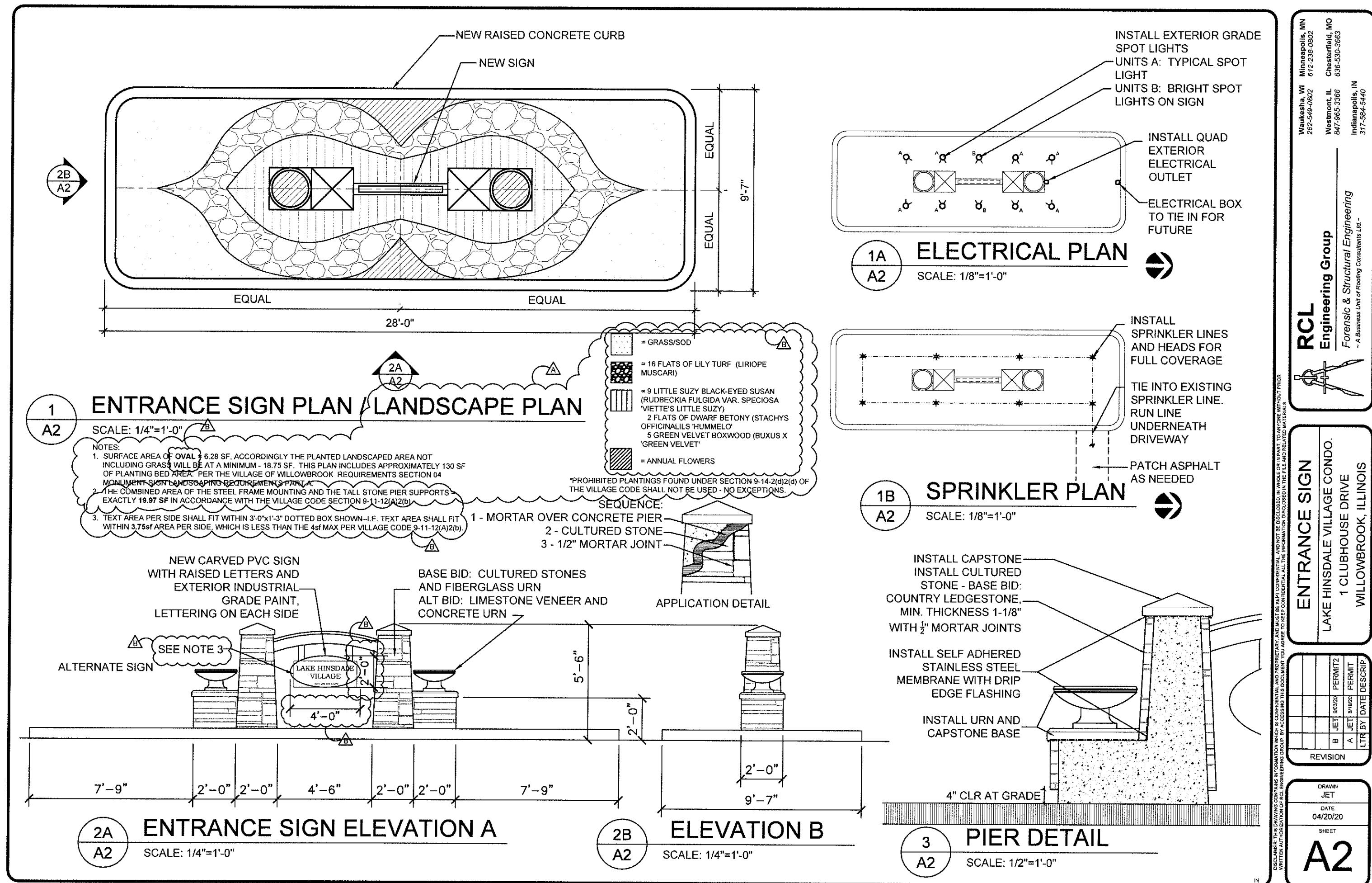
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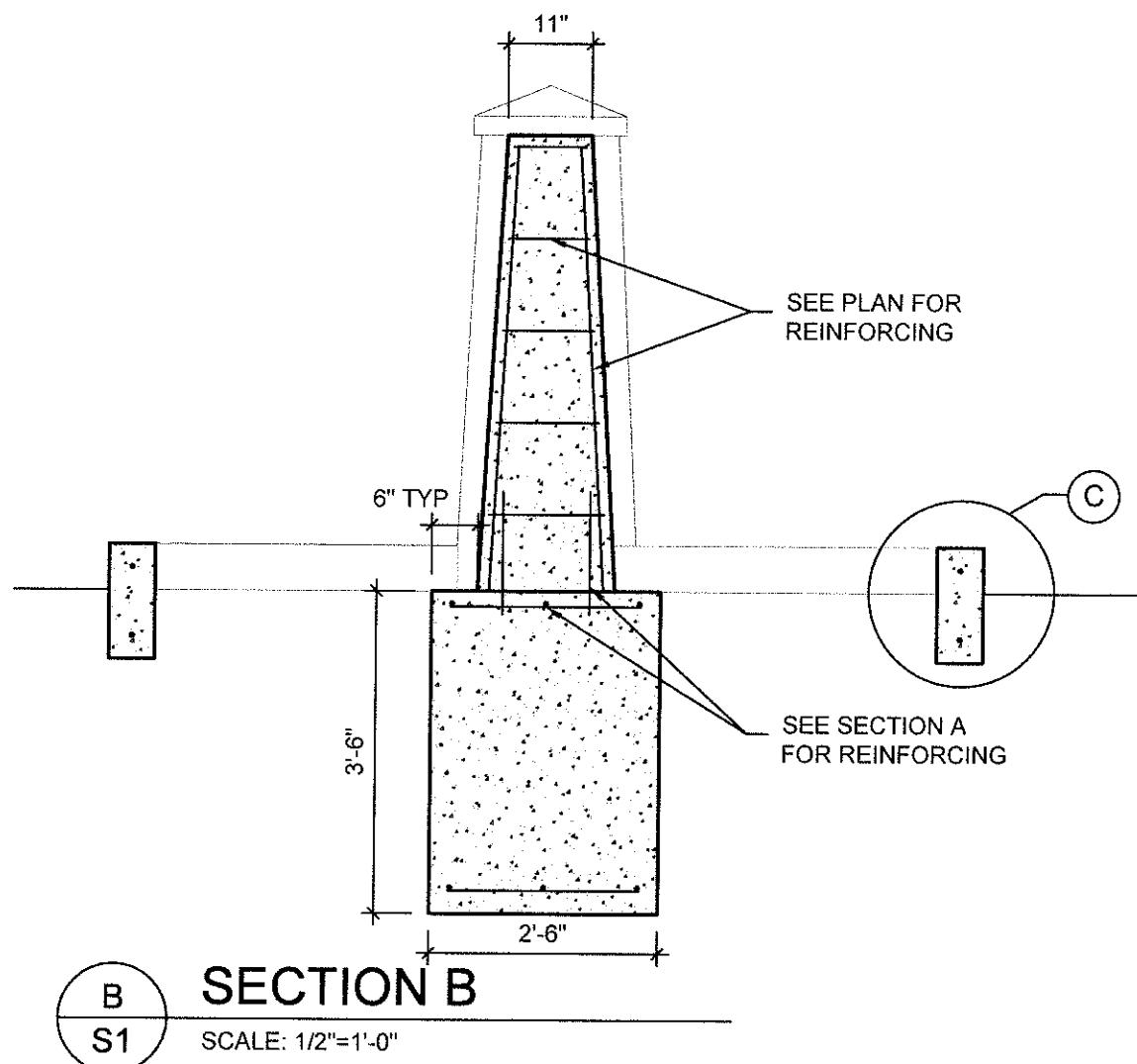
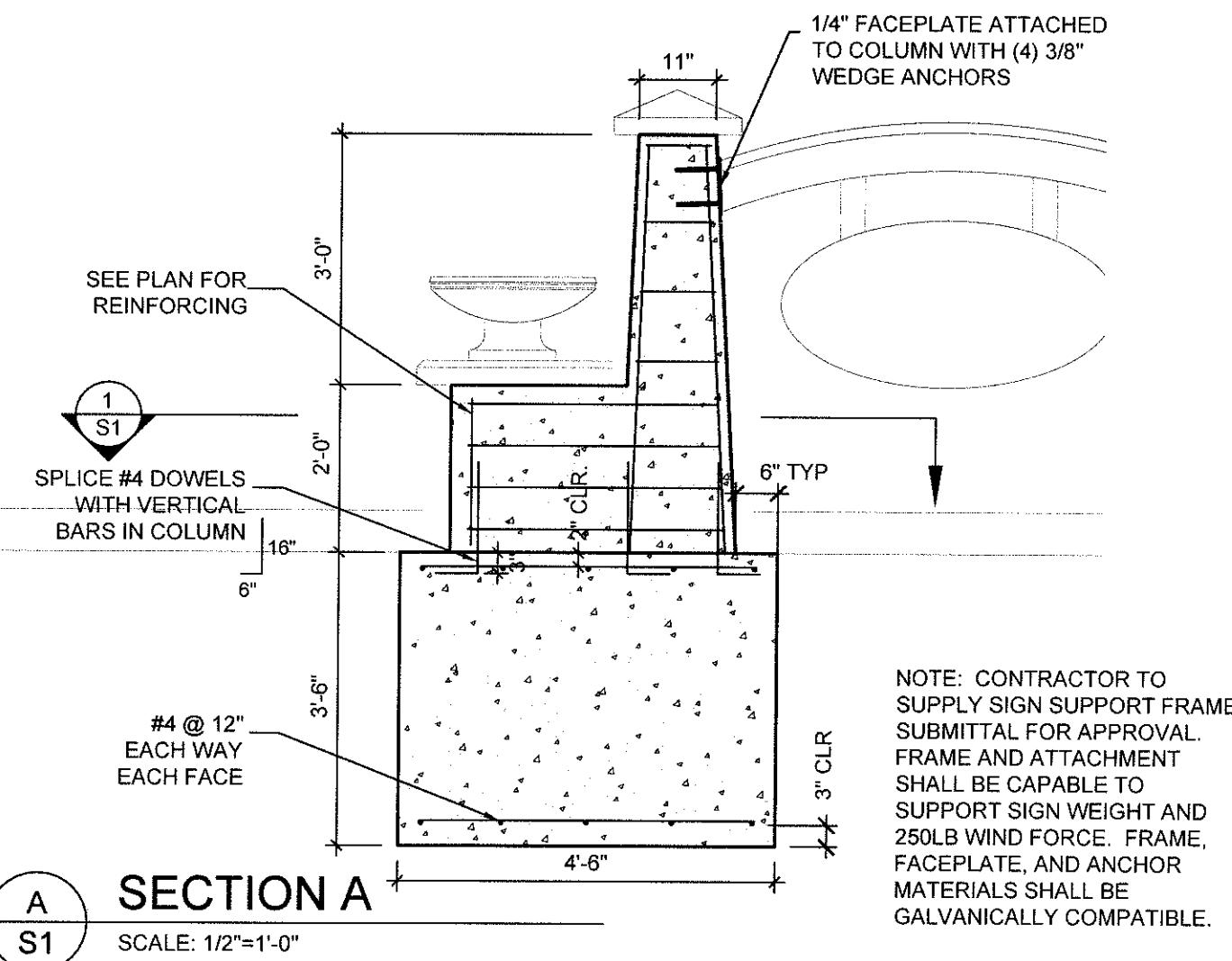
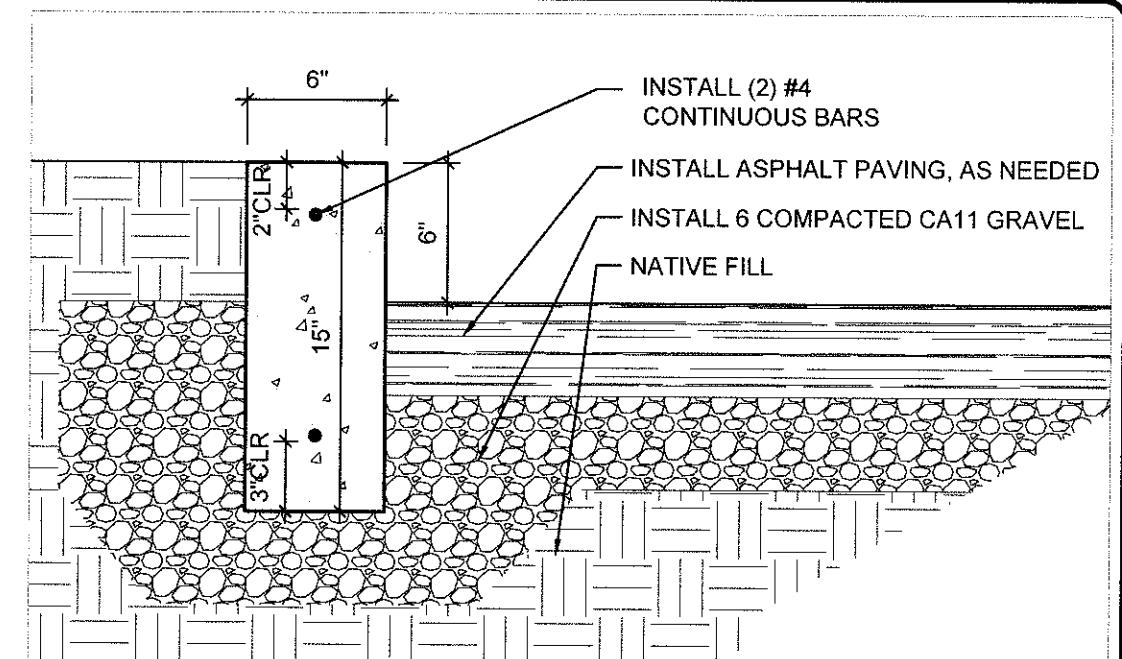
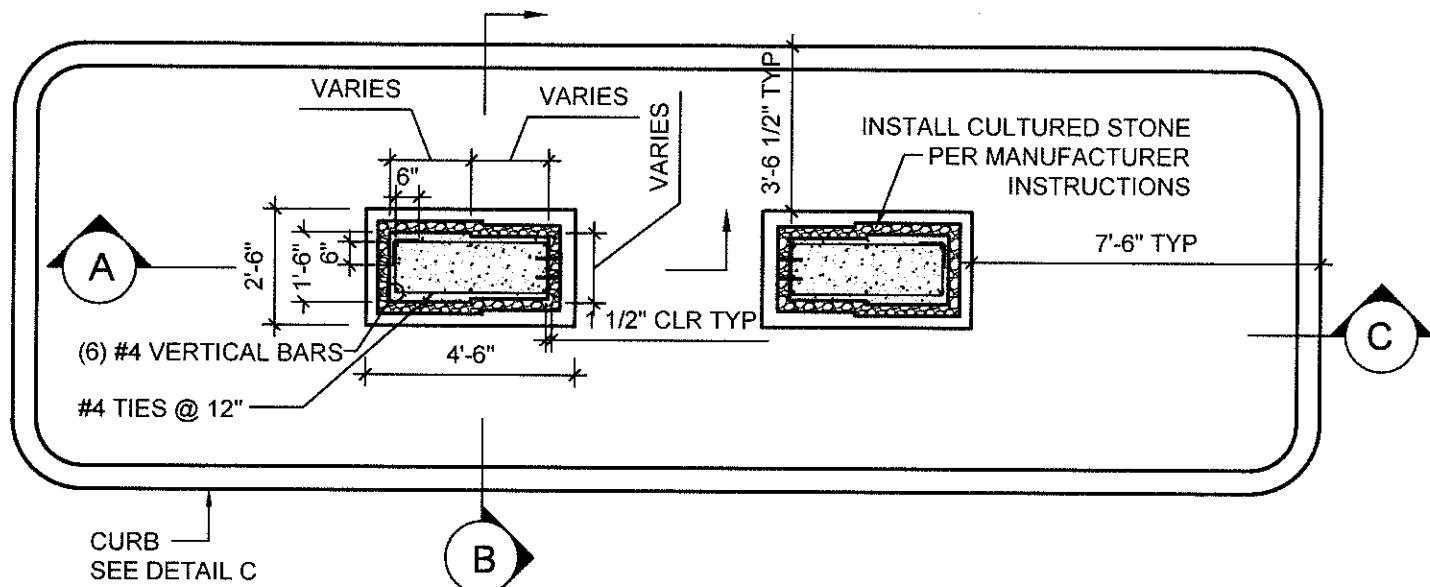
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ENTRANCE SIGN

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LAKE HINSDALE VILLAGE CONDO.
1 CLUBHOUSE DRIVE
WILLOWBROOK, ILLINOIS

LTR BY	DATE	DESCRIP
		REVISION

DRAWN
JET
DATE
04/20/20
SHEET
S1



Attachment 5
Construction Schedule



August 27, 2020

CONSTRUCTION SCHEDULE

1. Construction to commence 2 weeks after permit approvals
2. Week 1- Demolition of existing gate house
3. Week 2- Concrete pre-pour inspections and placement of concrete
4. Week 3- Electrical work, Masonry
5. Week 4- Signage, Irrigation
6. Week 5- Grading
7. Week 6- Landscaping

Sincerely

A handwritten signature in black ink, appearing to read "Peter Pawelko".

Peter Pawelko

638 Pratt Ave N, Schaumburg, IL 60193
Tel 630-517-5797 Fax 630-517-5798



Attachment 6
Special Use Permit 77-12

SECTION 29. SPECIAL USE PERMIT NO. 77-12

A special use permit is hereby issued for a Planned Unit Development in the R-5 Residential District for the continued use of Multi-Family residences on a Parcel of property commonly known as "Cluster I and J of Lake Hinsdale Village South", and having the following legal description:

Cluster I and J being a Subdivision of Lake Hinsdale Village, a Subdivision in the Northwest Quarter of Section 23, Township 38 North, Range 11 East of the Third Principal Meridian, all in DuPage County, Illinois.

(A) Findings:

This special use permit is based on the following findings of fact:

1. Said property was annexed to the Village of Willowbrook under an Annexation Agreement (such Agreement having now expired) and a Plat of Subdivision was approved and recorded for said property. Such Agreement provided for the construction of four Multi-Family residence structures consisting of four (4) residential floors and one (1) basement garage floor each and the following number of dwelling units:

Building A - 54 Units

Building B - 47 Units

Building C - 47 Units

Building D - 47 Units

2. The privileges granted under the zoning provided for the Agreement were not subject to expiration; and
3. That such proposed development will not be detrimental to the public health, safety and general welfare; and
4. That such proposed development will not impede the normal and orderly development and improvement of neighboring properties; and
5. That the proposed development will not adversely affect traffic circulation, local utilities or drainage in the general area.

(B) Conditions:

This special use permit is subject to the following conditions and constraints:

1. The current use of the property and all structure thereon shall not be changed or increased or substantially altered without proper petition, public hearing and authorization by ordinance as provided by the codes and ordinances of the Village of Willowbrook.
2. This special use permit has no expiration date.

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: MOTION TO APPROVE VARIOUS BANK ACCOUNT CLOSURES	AGENDA NO. 7i AGENDA DATE: 9/14/2020
STAFF REVIEW: Carrie Dittman, Director of Finance	SIGNATURE: 
LEGAL REVIEW: Thomas Bastian, Village Attorney	SIGNATURE: 
RECOMMENDED BY: Brian Pabst, Village Administrator	SIGNATURE: 
REVIEWED & APPROVED BY COMMITTEE: YES <input checked="" type="checkbox"/> Finance/Admin 8/10/20	NO <input type="checkbox"/> N/A <input type="checkbox"/>

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

The Village was recently contacted by IMET inquiring if we planned to make more deposits, or to close out our existing accounts there. Since the fraud that occurred with one of IMET's underlying investments in late 2014, the Village withdrew all but about \$30 of deposits from our General Fund Convenience account there. We have been advised by IMET that we do not need to maintain an account there to receive proceeds from the liquidating trust that was established to recover funds from the fraud.

In addition to the IMET accounts, the Village has unused accounts in the Illinois Funds with very small balances and/or that are not legally required to be maintained as separate accounts. Staff would like to close these accounts to minimize the unnecessary accounting for these. The accounts and current balances include:

- IMET General Convenience Fund (\$29.31)
- IMET SSA #1 Fund (\$0)
- IMET 2008 Bond Fund (\$0)
- IMET 2008 Bond Fund II (\$0)
- IL Funds Hotel/Motel Tax (\$624,859.89)
- IL Funds Capital Projects (\$680.52)
- IL Funds LAFER Bond Proceeds (\$.02)

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

The Finance and Administration Committee approved of the closures at the August 10, 2020 meeting.

ACTION PROPOSED: PASS THE MOTION

VILLAGE OF WILLOWSBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

AN ORDINANCE AMENDING THE VILLAGE OF WILLOWSBROOK EMPLOYEE FLEXIBLE BENEFITS PLAN

AGENDA NO. 7j**AGENDA DATE:** 9/14/2020**STAFF REVIEW:** Carrie Dittman, Director of Finance**SIGNATURE:** C. Dittman /mm**LEGAL REVIEW:** Thomas Bastian, Village Attorney**SIGNATURE:** T. Bastian /mm**RECOMMENDED BY:** Brian Pabst, Village Administrator**SIGNATURE:** B. Pabst /mm**REVIEWED & APPROVED BY COMMITTEE:** YES Finance/Admin 8/10/20 NO N/A **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

The Village adopted a flexible spending plan (also known as a Section 125 plan) on July 1, 1996. The plan allows employees to make pre-tax contributions into the plan to pay for medical costs not otherwise covered under the Village health insurance plan, or dependent care expenses (i.e. daycare). The Village has previously amended the plan to adopt a grace period to incur expenses and to increase contribution limits. The employee's annual election is irrevocable unless the employee has a qualifying event.

Because of COVID-19, some employees may have experienced hardships and need to change their elections, for example, if their child cannot attend a daycare center that has closed, if planned medical procedures have been postponed, or additional medical procedures are now needed. An employee that made a prior plan year election is now "stuck" with that choice unless the Village amends the plan. Also, any contributions to the plan year ending June 30, 2020 by the employee are forfeited if they do not spend them by the end of the plan year's grace period (September 15, 2020).

The IRS issued Notice 2020-29 to address these issues including giving employers the ability to allow participants a longer spending period and to modify their election. The attached ordinance would extend the spending period to December 31, 2020 (for the plan year that ended June 30, 2020) and would allow employees to make a one-time election to revoke, add, or amend a previous election on a prospective basis.

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

The Finance and Administration Committee discussed the issue at the August 10, 2020 meeting and directed staff to move forward with drafting a plan amendment.

ACTION PROPOSED:

Pass the Ordinance

ORDINANCE NO. 20-O

**AN ORDINANCE AMENDING THE VILLAGE OF WILLOWBROOK
EMPLOYEE FLEXIBLE BENEFITS PLAN**

WHEREAS, on July 1, 1996, the Village of Willowbrook adopted a Flexible Benefits Plan commonly known as a “Section 125 Plan”; and

WHEREAS, the Section 125 Plan permits employees to withhold from their pay certain pre-tax dollars for the purpose of paying medical expenses and dependent care expenses, on an annual basis, all in accordance with the provisions of Section 125 of the Internal Revenue Code; and

WHEREAS, an employee’s annual deduction election is irrevocable for the remainder of the Village’s insurance plan year unless the employee experiences certain qualifying events; and

WHEREAS, as a result of the COVID-19 Pandemic, IRS Notice 2020-29 provides a grace period for plan years ending in 2020 to apply unused amounts in the Section 125 Plan for the purpose of medical care expenses and/or dependent care expenses incurred through December 31, 2020 as well as amend, revoke or make a new election on a prospective basis; and

WHEREAS, in order to utilize the grace period provided by the Internal Revenue Service, it is necessary for the Village to amend its employee flexible benefits plan in a manner consistent with IRS Notice 2020-29.

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 Village of Willowbrook employee flexible benefits plan, as amended, is hereby further amended consistent with Internal Revenue Service Notice 2020-29 to all participating flexible benefits plan Village employees to make a one-time amendment to their respective mid-year plan elections to:

- 1) revoke a previous election, make a new election, or increase or decrease an existing election applicable to a health FSA on a prospective basis; and
- 2) revoke an election, make a new election, or increase or decrease an existing election regarding dependent care expenses on a prospective basis.

Also, for the plan year ending June 30, 2020, a participant may apply unused amounts in their respective flexible spending accounts for qualifying medical care and/or dependent care expenses incurred through December 31, 2020.

SECTION 2. Village staff is hereby authorized and directed to cooperate with the Village Attorney to draft the appropriate flexible benefits plan modifications and forms consistent with the directives and intent of this Ordinance.

SECTION 3. This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

PASSED and APPROVED this 14th day of September, 2020.

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen,
Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

A RESOLUTION AUTHORIZING THE BOARD OF POLICE COMMISSIONERS (BOPC) OF THE VILLAGE OF WILLOWBROOK TO EFFECT THE ORIGINAL APPOINTMENT OF ONE (1) CANDIDATE TO FILL A VACANCY IN THE RANK OF PATROL OFFICER WITHIN THE VILLAGE POLICE DEPARTMENT

AGENDA NO. 8

AGENDA DATE: 09/14/2020

STAFF REVIEW: Robert Schaller, Chief of Police

SIGNATURE: R. Schaller /m

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: T. Bastian /m

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst /m

REVIEWED & APPROVED BY PSC: YES NO N/A

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

Due to a patrol officer resigning from the police department a vacancy has been created, to fulfill the current composition of the police department an officer will need to be hired off the current eligibility list.

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

Our current police department composition ordinance (Section 5-1-1 of the Village Code of Ordinances) establishes the following as far as number and rank of positions within the police department:

Chief of Police -1

Deputy Chief of Police -1

Sergeants – 3

Patrol Officers - in such numbers as may be provided from time to time by the Mayor and Board of Trustees for a total department composition not to exceed twenty-six (26) members

TOTAL: 26 sworn officers

Currently the total number of sworn officers is 21 in the police department.

ACTION PROPOSED:

Adopt the Resolution, which will enable the BOPC to begin reviewing patrol officer candidates from the current eligibility register to hire one (1) new patrol officers.

RESOLUTION NO. 20-R-_____

**A RESOLUTION AUTHORIZING THE BOARD OF POLICE COMMISSIONERS
(BOPC) OF THE VILLAGE OF WILLOWBROOK TO EFFECT THE ORIGINAL
APPOINTMENT OF ONE (1) CANDIDATE TO FILL A VACANCY IN THE RANK OF
PATROL OFFICER WITHIN THE VILLAGE POLICE DEPARTMENT**

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Board of Police Commissioners (BOPC) of the Village of Willowbrook is hereby authorized to effect the original appointment of one (1) candidate to fill a vacancy in the rank of patrol officer within the Police Department.

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

ADOPTED and APPROVED this 14th day of September, 2020 by a roll call vote as follows:

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen, Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

AN ORDINANCE AMENDING CHAPTER 1, ENTITLED "POLICE DEPARTMENT," OF TITLE 5, ENTITLED "POLICE REGULATIONS," OF THE WILLOWBROOK MUNICIPAL CODE, DUPAGE COUNTY, ILLINOIS

AGENDA NO 9

AGENDA DATE: 09/14/20

STAFF REVIEW: Robert Schaller, Chief of Police

SIGNATURE: R. Schaller /mm

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: T. Bastian /mm

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst /mm

REVIEWED & APPROVED BY PSC: YES NO N/A

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

There have been previous discussions at the Village Board and by the Board of Police Commissioners to explore the alternative hiring method of lateral transfers. This method of hiring eliminates the expense of having police officers attend and pass a course at a training facility since these officers have previously obtained certification by the Illinois Training and Standards Board.

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

The Willowbrook Police Department has long recognized the value of those applicants who have law enforcement experience. In order to benefit from the experience of those applicants, it is recommended to amend Village Code in order to allow for alternative method of hiring police officers, provided the applicant has previously been a full-time police officer. This procedure for recruiting those already in a law enforcement career bring new and valuable insights based on the lateral transfers' own education and experience. This previous experience aids the department in providing a level of service expected by the residents of the Village at a time there is an opening in the department or when senior employees are retiring.

ACTION PROPOSED:

Pass the Ordinance

ORDINANCE NO. 20 - O -

**AN ORDINANCE AMENDING CHAPTER 1, ENTITLED "POLICE DEPARTMENT,"
OF TITLE 5, ENTITLED "POLICE REGULATIONS," OF THE
WILLOWBROOK MUNICIPAL CODE, DUPAGE COUNTY, ILLINOIS**

WHEREAS, the Village of Willowbrook (the "Village") is a home rule unit of government, pursuant to Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, as a home rule unit of government, the Village is expressly authorized to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, Section 10-2.1-6 of the Illinois Municipal Code (65 ILCS 5/10-2.1-6) provides an alternative method of hiring police officers, provided that the police officer applicant has previously been a full-time peace officer of a regular police department in any municipal, county, university or State law enforcement agency, and who has been so employed for at least two (2) years, and provided that they have been certified by the Illinois Law Enforcement Training Standards Board; and

WHEREAS, the corporate authorities of the Village of Willowbrook desire to provide for the use of an alternative method for hiring experienced police officers, and thereby eliminate the expense of having police officers attend and pass a course at a training facility, when they have previously attended such and obtained certification by the Illinois Law Enforcement Training Standards Board or are eligible for such Board's reciprocity examination; and

WHEREAS, the Village, in the exercise of its home rule authority, adopts the following amendments to the Willowbrook Municipal Code.

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

SECTION ONE: The foregoing recitals are adopted as the findings of the corporate authorities of the Village of Willowbrook, as if fully set forth herein.

SECTION TWO: Section 5-1-1.1, entitled “Patrol Officer Minimum Eligibility Requirements,” of Chapter 1, entitled “Police Department,” of Title 5, entitled “Police Regulations,” of the Willowbrook Municipal Code is hereby amended, as follows:

5-1-1.1: PATROL OFFICER, MINIMUM ELIGIBILITY REQUIREMENTS:

In order to be eligible for the position of patrol officer with the Willowbrook Police Department, at the time of original appointment to the Police Department, a person must meet the following minimum requirements in addition to any other requirements imposed by law or ordinance:

- (A) Must be a minimum of twenty one (21) years of age, and a maximum of thirty five (35) years of age, unless already a certified police officer.
- (B) Eyesight correctable to 20/20 in each eye, normal depth perception and no color blindness that would prevent an individual from performing the essential functions of the job.
- (C) United States citizen.
- (D) No felony convictions involving moral turpitude, as specified in 65 Illinois Compiled Statutes 5/10-2.1-6.
- (E) Weight proportionate to height.
- (F) Bachelor's degree from an accredited college/university; OR an Associate's degree in Criminal Justice or Law Enforcement from an accredited college/university; OR be qualified as a “lateral hire,” pursuant to Section 5-1-14 hereafter. The requirement for a degree may be waived if one or more of the following applies: (1) the applicant has served for 24 months of honorable active duty in the United States Armed Forces and has not been discharged dishonorably or under circumstances other than honorable; or (2) the applicant has served 180 days of active duty in the United States Armed Forces in combat duty recognized by the Department of Defense and has not been discharged dishonorably or under circumstances other than honorable.

SECTION THREE: Chapter 1, entitled “Police Department,” of Title 5, entitled “Police Regulations,” of the Willowbrook Municipal Code is hereby amended by adding thereto Section 5-1-14, as follows:

5-1-14: LATERAL HIRING OF POLICE OFFICERS:

In accordance with Section 5-1-1.1(F) hereinabove, police applicants who have been employed for at least two (2) years as a full-time, sworn officer of a regular police department in any municipal, county, state or Federal law enforcement agency, and who have been certified by the Illinois Law Enforcement Training Standards Board or who are qualified to take the Illinois

Law Enforcement Training and Standards Board "Out of State Reciprocity" examination (a "lateral hire"), may be hired by the Chief of Police, pursuant to this Section 5-1-14. Whether to employ a police officer utilizing this Section 5-1-14, rather than Section 2-4-6 of the Willowbrook Municipal Code, shall be determined on a rotating basis by resolution by the Village Board of Trustees, with the first employment of a police officer after the adoption of this Section to be accomplished by utilizing the procedures set forth in this Section 5-1-14, and the second employment of a police officer to be accomplished by the Board of Police Commissioners, as provided by Section 2-4-6 of this Code, and continuing such rotation thereafter. Notwithstanding the above, at any time, the Village Board of Trustees may deviate from such rotation and direct that either the provisions of this Section 5-1-14 or the provisions of Section 2-4-6 of this Code be utilized for the employment of a police officer(s).

Each applicant for lateral hire shall, in addition to the eligibility requirements set forth in paragraphs (B) through (E) of Section 5-1-1.1 of this Code:

1. possess a Bachelor's degree from an accredited college/university; **OR** possess an Associate's degree in Criminal Justice or Law Enforcement from an accredited college/university; **OR** have served for twenty-four (24) months of honorable active duty in the United States Armed Forces and have not been discharged dishonorably or under circumstances other than honorable; **OR** have served for one hundred eighty (180) days of active duty in the United States Armed Forces in duty combat recognized by the Department of Defense and have not been discharged dishonorably or under circumstances other than honorable;
2. be at least twenty-three (23) years old;
3. possess a valid driver's license;
4. agree to comply with all requirements of the position and have the ability to pass all examinations and training requirements; and
5. agree to comply with all requirements regarding Tattoos and Body Art Restrictions contained in the Rules and Regulations of the Willowbrook Police Department.

Applicants shall furnish upon request, a copy of the following, to the extent applicable: a resume; professional licenses; training certificates; documents confirming work experience; birth certificate; high school diploma or GED certificate; transcripts of higher learning; naval or military service board and discharge papers (DD-214/Copy 4); last two employee evaluations; two police reports demonstrating best work and any other employment related material as requested or required.

The process for making a lateral hire pursuant to this Section 5-1-1.1 of the Code shall be as follows:

1. the Police Department shall publish a notice for candidates to submit an application for lateral hire, which notice shall state a deadline by which such applications must be received;
2. following the receipt of any applications by a person qualified to be a lateral hire, the Chief of Police shall review the application material of the lateral hire candidate(s);
3. applicants deemed qualified shall thereafter be subject to an interview.
4. the lateral hire candidate(s) will be subject to a background investigation, if the candidate passes the interview.

5. qualified applicants who pass the interview and background examination shall be placed in a lateral hire candidate pool.

The lateral hire candidate pool that is established will be maintained in alphabetical order. A copy of the lateral hire candidate pool shall be posted in a prominent location in the Police Department. The lateral hire candidate pool will be valid for one year from the first date of posting of the list of candidates in the pool, as noted on the list.

The Chief of Police shall have the authority to select a candidate from the lateral hire candidate pool, based upon the relative excellence of the applicants, as determined by the Chief of Police, and shall make a recommendation to the Village Administrator to hire such candidate. Following such recommendation from the Chief of Police, a conditional offer of employment to such lateral hire candidate shall be made, subject to the candidate's successful completion of post-offer examinations, which shall include, but are not limited to, a psychological assessment, polygraph, medical examination, and drug screening.

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

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

PASSED and APPROVED this 14th day of September, 2020.

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen,
Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

A RESOLUTION APPROVING AND ACCEPTING A PROPOSAL AND AUTHORIZING THE MAYOR AND THE VILLAGE CLERK TO EXECUTE AN AGREEMENT FOR THE PURCHASE (1) ONE MPH INDUSTRIES SPEED MONITOR 18 SPEED TRAILER AT A COST NOT TO EXCEED \$9,750.00

AGENDA NO.

10

AGENDA DATE: 09/14/20

STAFF REVIEW: Robert Schaller, Chief of Police

SIGNATURE: *R. Schaller /m*

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: *T. Bastian /m*

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: *B. Pabst /m*

REVIEWED & APPROVED BY PSC: YES NO N/A

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

During the August 24, 2020 Public Safety Meeting, the Village received a petition from a group of citizens along Eleanor Place. regarding the continued disregard for the posted speed limit in that area, causing safety issue for the residents and children. The Willowbrook Police Department has consistently engaged these violators throughout the Village by enforcement and the use of traffic speed dolly as a deterrent. The current speed dolly was purchased in 2006 and lacks the ability to collect and analyze speed data while deployed. The speed dolly is currently in need of repair and has reached its end of life.

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

The Willowbrook Police Department continues to receive requests for traffic enforcement at multiple locations throughout town for speeding vehicles. Enforcement teams respond to locations of concern however with limited insight of the day and times violations are occurring effectuating behavioral change with the area residents is limited. The purchase of a new speed monitoring trailer equipped with traffic data collection software can provide more accurate information as to when to deploy officers for traffic enforcement missions.

Multiple vendors of speed trailers were similarly optioned and compared. MPH Industries Speed Monitor 18 was chosen due to options/price/build quality. MPH Industries Speed Monitor 18 complies with the Buy America Act (Section 101 -Federal -Aid Highway Buy America Provision). Funding for this purchase will be provided by utilizing the Village's State/Federal Drug Forfeiture Funds.

ACTION PROPOSED: *Adopt the Resolution.*

RESOLUTION NO. 20-R-_____

**A RESOLUTION APPROVING AND ACCEPTING A PROPOSAL AND
AUTHORIZING THE MAYOR AND THE VILLAGE CLERK TO EXECUTE AN
AGREEMENT FOR THE PURCHASE (1) ONE MPH INDUSTRIES SPEED MONITOR
18 SPEED TRAILER AT A COST NOT TO EXCEED \$9,750.00**

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Mayor and Village Clerk, respectively, be and the same are hereby authorized and directed to execute the proposal from MPH Industries for (1) one Speed Monitor 18-Speed Trailer, which proposal is hereby accepted, in an amount not to exceed \$9,750.00 as set forth in the proposal attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein.

ADOPTED and APPROVED this 14th day of September, 2020 by a roll call vote as follows:

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen, Village Clerk

MPH Industries, Inc.
316 East 9th Street
Owensboro KY 42303
Phone: 888-689-9222
Fax: 270-685-6288

Date: 9/1/2020
Expires: 10/31/2020
Reference:
Terms: NET 30 DAYS



Sales Person: Brandy Atherton
Phone: 888-689-9222
Fax: 270-685-6288
Email: brandy.atherton@mphindustries.com

QUOTE: 25645

Quote To: CHIEF ROBERT SCHALLER WILLOWBROOK POLICE DEPARTMENT 7760 S QUINCY STREET WILLOWBROOK IL 60527 USA Phone: Fax: Email: rschalle@willowbrook.il.us Customer #: 605270	Ship To: WILLOWBROOK POLICE DEPARTMENT 7760 S QUINCY STREET WILLOWBROOK, IL 60527 USA Phone #: Fax #: Email: Ship Via: Best Way GND
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USD

Line	Part	Description	Rev
1	SMT18-BAS	Speed Monitor 18 trailer with two-digit speed display, tuning fork, bar-type wheel lock, and manual	-

Sales Kit

Kit Components				
Kit Seq.	Part Number	Description	Qty Per	
1.001	990577	MANUAL,SPD MON	1	EA
1.002	990523	RADAR,TRAILER,W/O	1	EA
1.003	951010	SIGN ASSY,SPEED	1	EA
1.004	990623B	DISPLAY ASSY,SMD,18",2	1	EA
1.005	903389	FORK,TUNING,35MPH K	1	EA
1.006	908232G01	LOCK ASSY,BAR 5'	1	EA
1.007	910828	RADAR,DRU3 W/CABLE	1	EA

Quantity: 1 EA Unit Price: 7,949.00 Ext Price: 7,949.00

Line	Part	Description	Rev
11	951420 <i>**OPTIONAL**</i>	50 WATT SOLAR PANEL	ND
12	951459RB <i>**OPTIONAL**</i>	STROBE KIT	Rev ND
13	909742 <i>**OPTIONAL**</i>	12V/24HR TIMER	Rev ND
14	951770	Quantity: 1 EA Unit Price: 77.00 Ext Price: 77.00	Rev -
		Description SPEEDVIEW TRAFFIC DATA COLLECTION	
		Quantity: 1 EA Unit Price: Ext Price:	
		"SPEEDVIEW WILL BE INCLUDED FREE OF CHARGE WITH THE PURCHASE OF THE SPM 18 TRAILER"	
		Freight - Outbound	549.00
		Total:	9,750.00

Thank you for an opportunity to quote.



Speed Monitor™ Trailer

Need to slow speeders in many locations? You need the Speed Monitor Trailer.

The *Speed Monitor Trailer* controls speeding problems without tying up an officer's time. The high intensity sign informs drivers of their speed without requiring an officer or a traffic stop, freeing up officers for more important duties. Since speeds are reduced without issuing tickets, the Speed Monitor creates only positive attitudes in the public. Driver confidence in the speed display is enhanced because it is driven by MPH's approach-only radar, which eliminates false speeds generated by opposite-lane traffic and ensures that a driver will only see his own speed displayed. The display is deployed at a height of over 8 feet when the trailer is raised and lowered, and the trailer is only 40" tall when folded. The display frame is counterweighted so that a single person can easily raise and lower it. The Speed Monitor Trailer controls speeds in any location.



Features

Benefits

Advanced approach-only radar	Rejects the speeds of vehicles who can't see the speed display and ensures that oncoming drivers only see their own speeds. Uses Digital Signal Processing (DSP) technology for accurate speed measurement.
18" speed display raises to over 8 feet	Super-bright LED display provides easy viewing day or night at distances over 1000 ft. Display is positioned high for optimal viewing by distant traffic.
See-through design	Drivers can see pedestrians, making the use of the trailer safe for residential areas.
Exceptionally easy to use	Simply raise the sign, turn on the power switch, and walk away.
Vandalism-resistant security features	Locked electronic cabinet, impact-resistant Lexan® display window, and graffiti-resistant finish.
Counterweighted display	Sign raises easily; counterweights are maintenance-free and last forever.
Lockable storage box	Store speed limit sign and batteries, plenty of room for other equipment.
Best warranty in the industry	Two years on the electronics, one year on the rest of the trailer.

The Company: MPH Industries, Inc. specializes in velocity measurement. Formed in 1975, MPH is one of the largest suppliers of Doppler radars to Law Enforcement worldwide. MPH also serves the highway and rail transportation industries, education and sports. MPH Industries is a subsidiary of MPD, Inc., a manufacturer of aerospace components and subsystems, electronic components and breath alcohol analyzers.

Speed Monitor™ Trailer

Description: Speed display sign with self-contained, one-direction radar and mounted on a trailer.

Trailer:

- ❖ Dual 4' x 6' frame constructed with 11 gauge 2" square tubing. All wiring concealed in frame.
- ❖ Steel utility box (36" x 43" x 12") provides a weatherproof enclosure for batteries, charger, sign storage, etc. Will accept optional traffic computer.
- ❖ Display is contained in 36" x 30" x 8" steel enclosure that folds and raises easily, assisted by a balanced counterweight. Display can be seen above traffic, yet the trailer is easily towed between sites.
- ❖ Durable graffiti-resistant white paint.
- ❖ Two inch ball hitch continuously welded onto 2" x 2" 11 gauge square tube tongue.
- ❖ Four adjustable jacks for best leveling and stability.
- ❖ 14" 185R17 automotive radial tires mounted with locking lug nuts.
- ❖ Leaf spring suspension for superior cushioning.
- ❖ Internal Group 27 deep-cycle battery and 110 volt battery charger. Additional batteries available.

Display:

- ❖ Two 18-inch high digits show speeds in m.p.h.
- ❖ Constructed with super-bright red light emitting diodes.
- ❖ Viewing distance of over 1000 feet.
- ❖ Automatic dimming for best viewing, day and night.
- ❖ Battery status indicator displays battery charge level in the main display window.
- ❖ Durable, vandal-resistant Lexan® display window.
- ❖ Weatherproof to NEMA 4 rating.

Radar:

- ❖ K-band Approach-only radar systems, rejects speeds of all opposing lane traffic.
- ❖ 1000 ft. range (typical vehicle)
- ❖ 25 mW transmitter power
- ❖ 12 degree antenna beamwidth
- ❖ Type accepted under FCC Part 90
- ❖ Operating temperature range of -22°F to 160°F

Warranty:

- ❖ Two years parts and labor on the radar and speed display, one year on the rest of the trailer. Additional warranties may apply to accessory equipment.

Options:

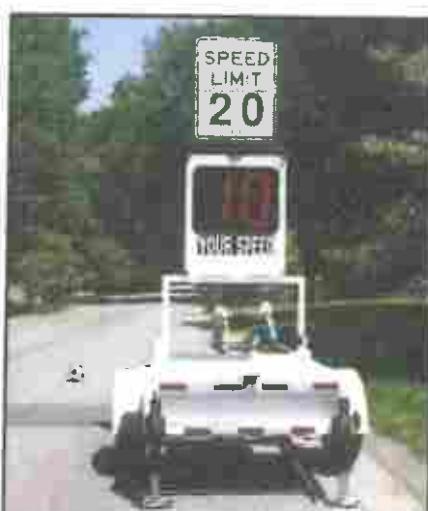
- ❖ Overspeed alert causes displayed speed to flash when speed limit is exceeded.
- ❖ TimeMark traffic statistics computer with radar data interface.
- ❖ Maximum speed cutoff.
- ❖ Axle bar lock.
- ❖ Standard or heavy-duty solar recharging system.
- ❖ Speed limit sign with interchangeable digits and mounting bracket.
- ❖ Antitheft motion alarm with remote control unit.
- ❖ Spare tire, wheel and mount.
- ❖ Additional batteries.
- ❖ Protective cover with straps.
- ❖ Amber speed display.



MPH Industries, Inc.

316 E. Ninth Street
Owensboro, KY 42303

Phone: (888) 689-9222
Fax: (270) 685-6288



VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

AN ORDINANCE AMENDING SECTION 5-2-1 ENTITLED "DEFINITIONS" AND SECTION 5-2-6 ENTITLED "PROHIBITED ANIMALS" OF CHAPTER 2 ENTITLED "ANIMALS AND FOWL" OF TITLE 5 ENTITLED "POLICE REGULATIONS" OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

AGENDA NO. 11

AGENDA DATE: 9/14/2020

STAFF REVIEW: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst /mnr

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: T. Bastian /mnr

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst /mnr

REVIEWED & APPROVED BY COMMISSION: YES NO N/A

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

Several area municipalities have experienced residents illegally raising roosters, chickens, and other animals within their jurisdiction in violation of their ordinance. In reviewing our current code, it appears that although we do not allow fowl, we do not properly define the term fowl. Our current ordinance 5-2-6: Prohibited Animals states as follows: "It shall be unlawful to keep or maintain cattle, swine, sheep, goats, mule, ox, cow, calf, hog, or any other livestock or any fowl of any kind in the Village".

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

The proposed ordinance will clarify and expand the definition of fowl as indicated below:

"(A) It shall be unlawful to keep or maintain cattle, swine, sheep, goats, mule, bull, ox, cow, calf, hog or other livestock or any poultry or fowl of any kind in the Village..." and Section 5-2-1 entitled "Definitions" of Chapter 2 entitled "Animals and Fowl" of Title 5 entitled "Police Regulations", as amended, is hereby further amended by adding the following to Section 5-2-1 in proper alphabetical order: "Poultry: chickens, roosters, ducks, geese, turkeys and pigeons."

ACTION PROPOSED: Pass the Ordinance

ORDINANCE NO. 20-O

**AN ORDINANCE AMENDING SECTION 5-2-1 ENTITLED "DEFINITIONS" AND
SECTION 5-2-6 ENTITLED "PROHIBITED ANIMALS" OF CHAPTER 2 ENTITLED
"ANIMALS AND FOWL" OF TITLE 5 ENTITLED "POLICE REGULATIONS" OF
THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK,
DUPAGE COUNTY, ILLINOIS**

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

SECTION 1. Section 5-2-1 entitled "Definitions" of Chapter 2 entitled "Animals and Fowl" of Title 5 entitled "Police Regulations", as amended, is hereby further amended by adding the following to Section 5-2-1 in proper alphabetical order:

"Poultry: chickens, roosters, ducks, geese, turkeys and pigeons."

SECTION 2. Section 5-2-6 entitled "Prohibited Animals" of Chapter 2 entitled "Animals and Fowl" of Title 5 entitled "Police Regulations", as amended, is hereby further amended by amending Section 5-2-6(A) in its entirety to read as follows:

"(A) It shall be unlawful to keep or maintain cattle, swine, sheep, goats, mule, bull, ox, cow, calf, hog or other livestock or any poultry or fowl of any kind in the Village. No other animals may be maintained in the Village for any purpose other than as pets, except as otherwise permitted in pet shops and animal hospitals."

SECTION 3. Any ordinance or portion of any ordinance in conflict with the provisions of this Ordinance is expressly repealed solely to the extent of said conflict.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

SECTION 4: That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED and APPROVED this 14th day of September, 2020.

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen,
Village Clerk

VILLAGE OF WILLOWSBROOK

BOARD MEETING
AGENDA ITEM - HISTORY/COMMENTARY

A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE A PROFESSIONAL COLLECTION SERVICES AGREEMENT WITH SONNENSCHEIN FINANCIAL SERVICES, INC.

AGENDA NO. 12

AGENDA DATE: 9/14/2020

STAFF REVIEW: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst /mm

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: T. Bastian /mm

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst /mm

REVIEWED & APPROVED BY COMMISSION: YES NO N/A

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

Faced with revenue shortages related to the pandemic and increasing obligations as discussed at previous Board meetings, staff is proposing an enhanced revenue stream regarding our collection services. The prior contract for collection services with AR Concepts Inc. was executed on August 22, 1994 with no ending date. Their fees ranged from 33% for basic collection services to 50% plus court costs should the fine be litigated. AR Concepts advised staff that they would no longer provide collection services for parking tickets.

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

Even though not required by state law for service of this nature, staff sent out a request for proposal for collection services. The Village received five responses: Sonnenschein Financial Services, Oak Brook Terrace; VRH, Columbus Ohio; FCR Collection Services, Foothill Ranch, California; ABC Credit & Recovery Services, Lisle IL; and MCSI, Palos Heights, IL.

After conducting an analysis concerning numerous factors (see Exhibit B – attached), staff is recommending that the Village enter into a 3-year agreement with Sonnenschein Financial Services, Inc. Sonnenschein and MCSI both compared favorably in the analysis. Sonnenschein has extensive municipal experience and has the flexibility to utilize our record documents with minimal format concerns, thereby saving staff time.

ABC Credit & Recovery Services submitted an incomplete response and has no governmental experience. Although their fee is 18% to 35%, FCR out of California does not have IDROP experience with the State of Illinois. Staff is therefore recommending Sonnenschein's service with overdue parking tickets, alarm bills and uncollected water accounts where the former resident moved.

The attached Exhibit B is very detailed, and staff will be available to answer any questions.

A Sonnenschein representative will be available via phone to answer questions.

ACTION PROPOSED: Adopt the Resolution

Bidder	Sonnenschein	VRH	FCR Collection Services	ABC Credit & Recovery Services	MCSI	
Service Description						
Red Light	Y	Unknown. No return call	Unknown. No return call	Y	Y	
Local Ordinance tickets	Y	?	Y	N	Y	
Water	Y	?	Y	Y	Y	
Other Code Enforcement tickets	Y	?	Y	N	Y	
IDROP (IL State) Experience	Y Extensive experience; we need to enroll in the program by category (water, local violations, etc.)	No return call as of yet	None	None	Y Create the files to be uploaded to the state portal. Red lights were eliminated by IL Comptroller. We send MCSI the templates for each file we want on the IDROP program.	
Points for above information.	35	0	21	14	35	Weight: 35 possible points. Increments of 7
Price / fees	Will charge 28% No litigation. We can add the cost of collections to the fine amount. This would affect all future tickets.	25% and 30%. Debts more than 3 years old are 30% and 25% for debts less than 3 years old.	18% pre litigation and 35% if litigated. No other fees. Actual recovery rate is unknown.	Pre litigation 28% and 40% if litigated	28% for all monies collected by MCSI or walk ins after being contacted by MCSI. All submitted records are 28%. <u>Will not do any litigated tickets</u> Can add the cost of collections on top of the ticket amount. If we add the cost of collections into the debt, the City would need to notify the violator in writing of the additional collections cost. Payments to the city from LDRP would be 14% commission.	
Other Fees	NONE> No skip tracing charges or other hidden fees.	No return call as of yet	None	Y \$10 per skip trace, This firm has ????	Yes: No skip trace charge. Debt letter, skip tracing with <u>Lexus Nexus</u> for bulk and staff to do internal skip tracing. For letter that MCSI needs to generate such as (discounts, etc) <u>the new letter mailed out would be a new charge for handling these letters</u>	
Debt collection practices: Skip Tracing & related collection practices	No skip tracing charges or other hidden fees. For skip tracing, they use IDI (Interactive Data) which is far better than Lexus Nexus. IDI has an asset search where you can run plates and IDI has more complete information on addresses, phone numbers and relatives. IDI also provides deceased information and bankruptcy information whereas Lexus Nexus does not. This firm has specialized skip tracers (former police officers). Sonn provides a list of accounts and the firm uses a pre recorded message that goes right into their voicemail account. They also use a sophisticated dialer to program accounts where there isn't any lag time. If no collectors available, the machine stops dialing.	Skip trace all accounts and send a letter to the violator within 5 days. 3 letters will be sent in a 60 day period. If no collection, the collections manager attempts contact. There is a fee for non-basic skip tracing	1 Day 1 send letter and e-mail 2 Day 5 Call the person 3 Day 30 second letter 4 Reminder e-mails every 10 days 5 Day 90: 3rd and final letter 6 Day 180: Report to the credit bureau.	1 Rec elect files and load same. 2. send us an acknowledgement. 3 1st letter goes out, then call 7 to 10 days later. Send us acknowledgement bad # = skip traces, get new address and # & resend the letter. Set up payment schedule. If no contact, send 2nd letter. If no response, report to all 3 credit bureaus. Review any disputes. Can file suit if needed and VOW pays court costs. They deduct their attorneys fees from out collection amount, if any	Also, see above. Steps 1 - get debt to MCSI using their templates, load into their collections software. We can send them Excel format files. We may need to modify our files to fit their format requirements #2 Generate the Dunning letter that gets sent to every debtor that includes the federal law #3 MCSI then begins the skip tracing process and wait 30 days to call the debtors. #4 continue to call the debtors.	
Reporting System	Y They use a proprietary system to generate any type of report to the Village. They will provide a list to the Village regarding any transactions with all accounts. Keep red light tickets and other types of ticket category separately and report to the Village separately by category and by year so you can see where the money is coming from.	Client reports will be sent out on a monthly basis. VRH will supply additional reporting as requested.	Reports can be sent to the client at any time via e-mail or secure portal.	Will report monthly to the client any outstanding debts	Internal reports are sent out monthly for account activity (ticket #, balance, payment plan, etc.) Provide fully closed statements.	
Payment Processing System	Y Takes credit cards, checks, through their website, cash. Their program allows for a grouping of tickets so they are more effective on the phone by knowing of all the tickets outstanding real time.	Will process checks, credit cards or electronic payments	Payments can be made via mail, online portal.	Payments come in electronically through credit card system, mail in, check by phone, call in, etc. Can the violator pay through their website?	Will process credit card or electronic payments	
Points for # 6 - 10	35	28	35	28	28	
Weighted Points for rows 1 through 10	70	28	56	42	63	Weight: 70 possible points. Increments of 7 or less
Followed RFP Instructions	Y	Y	Y	Y	Y	
Submitted all required documents	Y	Y	Y	Y	Y	
Licensed & met insurance requirements	Y	Y	Y	Y	Y	
Proximity to VOW (within 20 miles)	Y - Oak Brook Terrace	Ohio	California - Orange County	Lisle Main Street	Palos Heights	
Organizational Size / staffing	Y 7 collectors & 3 skip tracers & 2 mgmt	No return call as of yet	31	6	Will be 22 collectors, 1 mgr, 4 admin. Not fully staffed yet due to Pandemic	
References	Y	Y	Y	No governmental clients	Y	
Prior record: suspended & related 8 pts	No. Has a + rating with the BBB. The Consumer Financial Protection Bureau rarely gets a complaint and never from the Attorney Generals office	Several complaints filed against VRH and they have been		No suspensions or recorded complaints. A+ BBB rating	No lawsuits or complaints from the IL Dept of Financial and Professional Regulation or federal agency. No credit rating. Good standing / A rating with the BBB	
Subtotal Points Rows 11 - 17	35	25	25	30	35	
Total Weighted Points - all rows	105	53	81	72	98	Weight: 35 possible points. 5 pts for each row 11 -17
Rank	1	5	3	4	2	



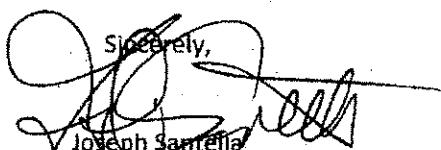
February 3, 2020

Village of Willowbrook
Village Clerk
835 Midway Drive
Willowbrook, IL 60527

Sonnenschein Financial Services Inc. was established in 2002 and specializes in the Consumer Credit Industry focusing on the individual needs of municipality's and increasing their cash flow while recognizing that the good will of its citizens is of paramount importance. Our dedication to client satisfaction is the cornerstone of our services. We work closely with each client and offer our expertise in improving their collection recovery strategy. Our on-going investment in scalable collection services technology ensures our ability to serve our clients by tailoring our services to meet their needs.

Sonnenschein Financial Services Inc. accepts the Scope of Services outlined in your RFP as summarized below:

- Importing and managing the red light, parking, compliance ticket and miscellaneous billing database. We have extensive experience in managing these portfolios.
- We send up to 4 delinquency letters, depending upon the individual circumstances of the account. We also have various situational letters that we can use as well specialized letters dependent upon the circumstances.
- Our staff responds to all incoming calls, correspondence and disputes. Our automated system prompts our staff to follow-up on payment plans, promises, ticket copy requests, and disputes on the respective due dates.
- We have several on-line resources to obtain phone numbers. We also utilize an auto-dialer to place calls to land lines and all calls to cell phones are manually initiated by our staff to maintain full compliance with the Telephone Collection Protection Act.
- We utilize third party sources to obtain skip-tracing leads and all skip tracing is performed in-house and is included in our pricing proposal.


Sincerely,
Joseph Santella
Managing director
jsantella@sonnenscheinfinancial.com
p: 630-396-2820
f: 630-396-2810

**REQUEST FOR PROPOSAL FOR DEBT
SERVICE COLLECTION SERVICES FOR
THE VILLAGE OF WILLOWBROOK**



INDEX:

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| Section I | Request for Proposal |
| Section II | Specific Conditions and Instructions to this Proposal |
| Section III | General Conditions and Instructions to Proposers |
| Section IV | Debt Collection Services Certification |
| Section V | Instructions and Submissions for Proposals |
| Section VI | Debt Collection Services Agreement |
| Section VII | Company Information and Signature Sheet |

The Village of Willowbrook, DuPage County, Illinois, will receive sealed proposals for debt collection services for the Village of Willowbrook, Illinois. The sealed proposals will be received at the Village Clerk's office, at the Willowbrook Village Hall located at 835 Midway Drive, Willowbrook, IL 60527, until [REDACTED]

[REDACTED] Proposers shall submit four (4) copies of their proposal. Any proposal unsealed or received after the deadline for submitting proposals will not be accepted.

Proposals must be submitted on the forms provided. Submission of a Proposal shall be conclusive assurance and warranty that the bidder has examined the proposed work and understands all of the requirements for performance of the work. The bidder will be responsible for all errors in its Proposal resulting from failure or neglect to conduct an in-depth examination. Sealed envelopes or packages containing a Proposal shall be addressed to the Village Clerk and plainly marked "PROPOSAL FOR DEBT COLLECTION SERVICES FOR THE VILLAGE OF WILLOWBROOK, DuPage County, ILLINOIS" on the outside of the envelope. **FAXED OR E-MAILED PROPOSALS WILL NOT BE ACCEPTED.**

Any questions must be electronically e-mailed to Brian Pabst, Village Administrator at bpabst@willowbrook.il.us. The written questions, along with the Village's responses, shall be circulated to all known prospective bidders without identifying the party submitting the questions. The cut-off for receipt of [REDACTED], in order to facilitate preparation of any addenda. No inquiry received after that time will be given consideration. Replies and/or addenda will be electronically mailed to all known prospective bidders [REDACTED]. Addenda, if any, will be posted on the Village of Willowbrook website (www.willowbrookil.org).

Receipt of any addenda must be acknowledged in writing as part of the bidder's Proposal. Bidders shall be responsible for ensuring that they have received any and all addenda. The Village of Willowbrook shall not assume responsibility for the receipt by the bidder of any addenda.

No Proposal shall be withdrawn after submission of the Proposal without the consent of the Village Administrator of the Village of Willowbrook for a period of ninety (90) days after the scheduled deadline for submission of Proposals.

The Village of Willowbrook will review all Proposals received and reserves the right to reject any or all Proposals, to waive technicalities, and to accept the Proposal as the Willowbrook Village Board of Trustees determines, in its sole discretion, to be in the best interest of the Village of Willowbrook.

RFP packets are available at the Village Clerk's Office, Village Hall, 835 Midway Drive, Willowbrook, IL 60527 and at the Village of Willowbrook website: <https://www.willowbrookil.org>

The Village of Willowbrook is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the Village of Willowbrook, or any other means of delivery employed by the bidder. Similarly, the Village of Willowbrook is not responsible for, and will not open, any bid responses which are received later than the date and time stated.

A. SCOPE:

The Village of Willowbrook is soliciting proposals from qualified professional firms specializing in the aforementioned professional 3rd party collections. Services may include the following: importing and managing the red light, parking, compliance ticket and miscellaneous billing database; sending up to 4 delinquency letters per account; reporting non-payers to the credit bureau per Federal law e.g. [REDACTED], and responding to disputes; responding to incoming calls and correspondence; following up on promises-to-pay, payment plans, ticket copy requests; obtaining phone numbers through various sources; use of auto-dialer for lawfully permitted calls; lawfully permitted manual calls to cell phones; and skip-tracing through third-party services.

B. PROPOSAL REQUIREMENTS:

1. If any proposer is in doubt as to the intent or meaning of any part of this Request for Proposal, the proposer must e-mail Brian Pabst - Village Administrator (BPabst@Willowbrook.il.us) no later than **2:00 p.m. on January 30, 2020**.
2. Proposers are expected to be informed as to the conditions, requirements and specifications before submitting a proposal. The submission of a proposal by a firm implies the firm's acceptance of the terms and conditions herein, unless otherwise stated.
3. The Proposer is responsible for all costs related to the preparation of this proposal.
4. The format of the firm's proposal must be consistent with the format of the specifications listed.
5. Proposed pricing shall be firm from the beginning date of the signed Contract.
6. All prices shall include all charges that may be imposed in fulfilling the terms and conditions of the Contract.
7. The Village of Willowbrook is in no way restricted from using the services of another firm if the services offered in the RFP are found unsatisfactory and do not meet the standards in Scope A above.
8. Proposals must be summarized in letter form on the firm's letterhead stationery. The letter must be signed by an officer of the firm or a designated agent empowered to bind the firm in the Contract offer. Acceptance or exception to our terms must be noted in the letter.
9. A complete description and specifications of the services required are in Scope A above.
10. References from the **last three companies or agencies that have utilized services from your company**. The company's name and address, a contact name, title and phone number must be included with the reference information (Section VI 5).
11. A completed and signed Company Information and Signature Sheet (Section VI).

NOTE: Proposers need to submit the required information listed in this Request for Proposal. The Village of Willowbrook reserves the right to reject proposals that the Village of Willowbrook considers incomplete due to the omission of the required information.

C. GENERAL REQUIREMENTS:

1. Professional experience shall meet or exceed existing industry standards.
2. If the procedures referred to in Scope A are found to be faulty in any way, the company or firm, upon notification and at his/her expense, shall rectify and redo what was not done, or done incorrectly (within four (4) business days) to the complete satisfaction of the Village of Willowbrook.
3. Failure of the company or firm to provide services within the time specified, unless extended in writing by the Village of Willowbrook, or failure to redo services that were done incorrectly or not done at all when so directed by the Village of Willowbrook shall constitute a Contract default. When such default occurs, the Village of Willowbrook reserves the right to cancel or adjust the Contract; whichever is in the best interest of the Village of Willowbrook. In either event, the Village of Willowbrook may purchase in the open market services of comparable worth to replace the services not done correctly or not done at all. On all such purchases, the vendor shall reimburse the Village of Willowbrook, within reasonable time specified by the Village of Willowbrook for any expense incurred. The Village of Willowbrook reserves the right to not accept services which do not meet the specifications, or are substandard in quality, subject to a reduction in price to be determined by the Village of Willowbrook.
4. Must demonstrate extensive experience with interacting effectively with red light camera vendors as well as local municipality law enforcement and administration.

D. CONTRACT AWARD:

1. The Vendor's proposal must be complete to be considered for award.
2. The Village of Willowbrook reserves the right to qualify, accept or reject any or all vendors and accept any proposal deemed to be in the best interest of the Village of Willowbrook. The Village of Willowbrook reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities in any proposal when in the best interest of the Village of Willowbrook. The Village of Willowbrook reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of the request for proposals.
3. Consideration may be given to, but not limited to services available, hours of services available, references, and special pricing. **The Village of Willowbrook reserves the right not to accept the lowest proposer.**
4. Award, if made, shall be in the form of a Contract.
5. All aspects of the RFP shall be understood as a form of a signed Contract.

E. EVALUATION PROCESS:

Each proposal submitted stands alone and will be evaluated on its own merits in terms of meeting the Village of Willowbrook's requirements and terms and conditions, pricing, and overall responsiveness

to the Request for Proposal. Village of Willowbrook representatives may conduct discussions with any respondent who submits an acceptable or potentially acceptable proposal. Respondents shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. Village of Willowbrook representatives reserve the right to request the respondent to provide additional information during this process.

GENERAL RULES AND CONDITIONS

The general rules and conditions that follow apply to all proposals issued by the Village of Willowbrook, unless otherwise specified. Proposers or their authorized agents are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so shall be at the Proposer's own risk.

REQUEST FOR PROPOSAL (RFP) is defined as a request for an offer, by one party to another, of terms and conditions with reference to some work or undertaking.

This document constitutes a REQUEST FOR PROPOSAL, and is thus a solicitation for responses.

Moreover, any acceptance of a proposal shall NOT result in a binding contract between the Village of Willowbrook and the Proposer, but instead will simply enable negotiations to take place which may eventually result in a detailed and refined agreement, contract, or purchase order between the Proposer and the Village of Willowbrook.

"Proposal date" as referenced herein shall mean the local date and time specified in the proposal documents.

A. CONDITIONS FOR PROPOSING

1. **COMPLETENESS/AUTHORIZATION OF PROPOSAL.** Proposer shall supply all information and submittals required by the proposal documents to constitute a proposal. The proposal shall clearly state the legal name, address, email, telephone number, and fax number of the Proposer. The proposal shall be signed above the typed or printed name and title of the signer. The signer shall have the legal authority to bind the proposer to proposal.
2. **ADDRESSING OF PROPOSAL.** Unless otherwise specified, faxed or emailed proposals will not be accepted. Proposal shall be submitted in a sealed envelope clearly marked on the front with proposal name and due date, and unless otherwise specified, addressed to:

Village Clerk
Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527

3. **PROPOSAL DEADLINE.** Proposer shall be responsible for taking whatever measures are necessary to ensure that the proposal reaches the office of the Village Clerk on or before the local time and date specified. The Village of Willowbrook shall not be responsible for, and may not consider, any late proposal, amendment thereto, and request for withdrawal of proposal received after the date specified. Proposals received after the time and date specified on the Request for Proposal will not be opened and will not be considered for award.

4. **PROPOSALS BINDING 120 DAYS.** Unless otherwise specified, all formal proposals submitted shall be binding for one hundred twenty (120) days following proposal date, unless the Proposer, at the Village of Willowbrook's request, agrees in writing to an extension.
5. **COMPETENCY OF PROPOSER.** No proposal may be accepted from or contract awarded to any person, firm or corporation who is in arrears or in default to the Village of Willowbrook, State of Illinois, or the Federal Government upon any debt or contract. Prior failure of a Proposer to perform faithfully on any previous contract or work for the Village of Willowbrook may be grounds for rejection. The Proposer must have not been suspended or debarred from doing business with the state and/or federal government. The Proposer, if requested, shall present evidence of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these proposal documents. Such evidence shall be presented within a specified time and to the satisfaction of the Village of Willowbrook. The Proposer shall also disclose any past, current or pending lawsuits going back to 2010.
6. **COLLUSIVE PROPOSING.** The Proposer certifies that the proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation making a proposal for the same project, without prior knowledge of competitive prices, and that the proposal is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

B. INSURANCE

1. **INSURANCE REQUIREMENTS.** The successful Proposer shall provide insurance as follows:
 - a. **Certificate of Insurance; Cancellation or Modification**
 - (1) Before commencing work, the Proposer shall submit to the Village of Willowbrook for approval a Certificate of Insurance meeting the requirements specified herein, to be in effect for the full contract period. The Village must be listed on the Certificate of Insurance as an additional insured.
 - (2) The Proposer shall notify the Village of Willowbrook in writing at least thirty (30) calendar days prior to any change or cancellation of said policy or policies and the Village reserves the right to terminate the contract.
 - (3) Cancellation or modification of said policy or policies shall be considered just cause for the Village of Willowbrook to immediately cancel the contract and/or halt work on the contract, and to withhold payment for any work performance on the contract.
 - b. **Minimum Coverage**

Any policy or policies of insurance purchased by the Proposer to satisfy their responsibilities under the proposal shall include contractual liability coverage, and shall be in the following type and minimum amounts:

<u>Type of Coverage</u>	Each	<u>Occurrence</u>
<u>Aggregate</u>		
i. Comprehensive General Liability		
(1) Bodily Injury & Property Damage	\$1,000,000	
\$2,000,000		
ii. Automobile Liability		Combined <u>Single Limit</u>
(1) Bodily Injury & Property Damage	\$1,000,000	

c. Worker's Compensation Insurance as required by Illinois state law.

The Village of Willowbrook requires that the Contractor's Insurance carrier be A rated or better by A.M. Best.

d. Hold Harmless: Endorsement Required

- (1) The Proposer, including their subcontractor, employees, representatives or agents, shall indemnify, defend and hold harmless the Village of Willowbrook and its officers, employees, and agents from any and all liability loss, cost, damage and expense (including reasonable attorney's fees and court cost) resulting from, arising out of, or incurred by reason of any claims, actions or suits based upon or alleging bodily injury including death, or property damage rising out of or resulting from the Proposer's operations under this document.
- (2) Proposer is not, and shall not, be deemed to be an agent or employee of the Village of Willowbrook.
- (3) Responsibility for Damage Claims – Notwithstanding the above, it is specifically agreed between the parties executing this contract that it is not intended by any of the provisions of any part of the contract documents to create in the public or any member thereof a third party beneficiary hereunder, or to authorize anyone not a party to this contract. It is understood that no subcontractor is a third-party beneficiary to any contract between the Contracting Authority and prime contractor. Nothing in any special provision or any supplemental specification shall be construed as eliminating or superseding the requirements of this section.

C. SPECIFICATIONS

1. **FORMAL SPECIFICATIONS.** The Proposer shall abide by and comply with the true intent of the specifications (i.e., not take advantage of any unintentional error or omission). Any mention made herein of a service to be provided in accordance with laws, ordinances, etc., shall be construed as the minimum requirements of the specifications.
2. **PROPOSED ALTERNATE.** All items are to be identified in the proposal. It is understood that the proposer proposes to furnish the service so identified by the Village of Willowbrook unless the proposer specifically proposes an alternate. In proposing on a proposed alternate, the proposer shall clearly state on his/her proposal exactly what he/she proposes to furnish, and forward with his/her proposal, a complete description of the proposed alternate. Proposer shall include a statement setting forth any changes in work which would be required by

incorporation of the proposed alternate. The burden of proof of the merit of the proposed alternate is upon the proposer.

The Village of Willowbrook's decision to approve or disapprove of a proposed alternate shall be final.

3. **QUALIFICATIONS, CREDENTIALS AND REFERENCES.** The Proposer shall provide a description of qualification, credentials, experience, and resources as they relate to provision of the proposal. The Proposer shall also provide a list of clients for whom similar work has been performed within the last two years, including the firm, contact person, address, and phone number of each contract person.
4. **ADDENDUM TO SPECIFICATIONS.** Any substantive interpretation, correction or change of the proposal documents shall be made within an addendum. Interpretation, corrections or changes of the proposal documents made in any other manner shall not be binding. Such interpretations, corrections or changes shall not be relied upon by Proposer. Addendums shall be issued by the Village of Willowbrook within a reasonable time prior to the proposal date.

D. SELECTION OF FIRM

1. **REJECTION OF PROPOSALS.** The Village of Willowbrook reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and/or to request re-submission. The Village of Willowbrook also reserves the right to reject a proposal from a Proposer who investigation shows is not in a position to satisfactorily and timely perform the contract.
2. **SELECTION.** The Village of Willowbrook desires to enter into negotiations and ultimately reach an agreement with a Proposer who demonstrates the best combination of attributes to conduct the project, and who also negotiates a project cost with the Village of Willowbrook that is fair and reasonable. The Village of Willowbrook may conduct discussions with any Proposer who has submitted a proposal to determine qualifications, for further consideration. Since the initial review by the Village of Willowbrook will be deemed preliminary in nature, the document and process will be deemed confidential until such time as the successful Proposer is selected subject to state law. Criteria for selection will include but not be limited to:
 - Ability to provide the type and quality of service that best meets the needs of the Village of Willowbrook.
 - Organization, size, management and structure of the firm to provide service.
 - Experience and qualifications of the persons with supervisory and management assignments, especially relating to similar work assignments.
 - Satisfactory reference checks of clients on similar projects.
 - Previous and existing compliance with laws and ordinances relating to contracts with the Village and to the Proposer's employment practices.
 - Whether the Proposer is in arrears, in debt on a contract or is a defaulter on a surety or other agreement with the Village, State or Federal Government.
 - If a reasonable doubt arises as to Proposer's solvency, the Village reserves the right to require financial information sufficient to show solvency.
 - Cost estimate; the Village is not required to accept the proposal with the lowest cost estimate.

Once the Village has reached an agreement with the Proposer, a contract will be issued to the awardee. The contract will define the conditions between the Village of Willowbrook and the vendor selected to receive the award.

3. **CORRECTIONS TO SUBMITTED PROPOSALS.** Any changes that are made to this proposal using correction fluid, writing utensils, etc. before submission must be dated and initialed in each area that a change is made.
4. **PRICING REQUIREMENTS.** All pricing submitted by the bidder shall be indicated in both words and figures. (Ex. \$400.00, four hundred dollars.)
5. **PRESENTATIONS.** When required and based on evaluation of proposals submitted, the Village of Willowbrook may select finalists who will be required to participate in interviews, including key personnel designated for the proposal, and to make presentations regarding their qualifications and their ability to furnish the required product to best serve the needs of the Village of Willowbrook. Formal presentations will be scored and evaluated by the Village Administrator, Finance Director and staff who will make a recommendation to the Village Board for final approval. Nothing in the proposal can obligate the Village of Willowbrook to enter into a contract.
6. **LOCAL PURCHASES.** Unless otherwise specified, cost and other considerations being equal, local firms shall be given first consideration for the project.
7. **ERRORS IN PROPOSAL.** Any ambiguity in any proposal as a result of omission, error, lack of clarity or non-compliance by the Proposer with specifications, instructions and conditions shall be construed in the light most favorable to the Village of Willowbrook. Changes in proposals shall be initialed and dated.

E. GENERAL CONTRACT PROVISIONS

1. **CONTRACT AWARD.** Upon the Village of Willowbrook's selection, between the Village of Willowbrook and Proposer on the work to be performed, a written award in the form of a purchase order, contract or other instrument shall result in a binding contract without further action by either party. The contract shall be on forms provided by the Village of Willowbrook; or if the Proposer's contract document is used, the Village of Willowbrook reserves the right to modify and document to conform to the request for proposal and to do so in the light most favorable to the Village of Willowbrook.
2. **INSURANCE.** Current Certificate of Insurance naming the Village of Willowbrook as the additional insured in the amounts specified shall be on file with the Village of Willowbrook before work can commence.
3. **AVAILABILITY OF FUNDS.** A contract shall be deemed valid only to the extent for appropriations available to each project. The Village of Willowbrook's extended obligation on these contracts, which envision extended funding through successive fiscal periods, shall be contingent upon actual appropriation for the following fiscal year.
4. **CONTRACT ALTERATIONS.** No alterations or variations in the terms of a contract shall be valid or binding upon the Village of Willowbrook unless authorized in writing by both parties.

5. **SUBLETTING OF CONTRACT.** Proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract or their right, title or interest therein, or their power to execute such contract to any other person, firm or corporation without the prior written consent of the Village of Willowbrook, but in no case shall such consent relieve the Proposer from their obligations, or change the terms of the contract.
6. **CONTRACT PERIOD.** Contract shall remain in force for the full specified period and accepted by the Village proposal until all services have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall be met, unless:
 - a. Extended upon written authorization of the Village of Willowbrook and accepted by contractor, for a period negotiated and agreed upon by both parties, when in the best interest of the Village of Willowbrook.
 - b. Terminated due to default, as described below, or for no reason at all, as long as the Village of Willowbrook gives a written 30-day notice.
7. **DEFAULT.** The Contract may be cancelled or annulled by the Village of Willowbrook in whole or in part by written notice of default to the proposer upon non-performance, violation of contract terms, delivery failure, bankruptcy or insolvency, or the making of an assignment for the benefit of creditors. The Village reserves the right to grant firm a specified cure period of during which to cure or remedy the default, which cure period shall be included in the written notice to default. If default is not cured within the specified time, the Village of Willowbrook reserves the right, but is not obligated to, extend the cure period, or the Village of Willowbrook may deem the contract terminated without further notice. Lack of knowledge by the firm will in no way be cause for relief from responsibility.
8. **INDEMNITY.** The Proposer shall indemnify, defend and hold harmless the Village of Willowbrook and its officers, employees and agents from any and all liability, loss, cost, damage, and expense (including reasonable attorney's fee and court costs) resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury including death, or property damage rising out of or resulting from Proposer's operations under this Contract, whether such operations be by the Contractor or by any Subcontractor or by anyone directly or indirectly employed by either.

Proposer is not and shall not be deemed to be, an agent or employee of the Village of Willowbrook, but shall be deemed an Independent Contractor.

Proposer further agrees to:

- a. Hold the Village of Willowbrook, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopied composition, secret process, patented or unpatented invention, article or appliance of which the Proposer is not the patentee, assignee, licensee or owner, furnished or used in the performance of the contract.
- b. Obtain all permits and licenses required by the Village of Willowbrook, county, state and federal governments and pay all related fees. The Proposer shall also comply with all laws, ordinances, rules and regulations of the Village of Willowbrook, State of Illinois and the Federal Government including the Prevailing Wage Act.

NON DISCRIMINATION. Proposer agrees to the following:

- 1) That he or she will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service; and, further, that he or she will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization.
- 2) That, if he or she hires additional employees in order to perform this Contract or any portion of this Contract, he or she will determine the availability in accordance with the Illinois Department of Human Rights Rules and Regulations (Department) of minorities and women in the areas from which he or she may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.
- 3) That, in all solicitations or advertisements for employees placed by him or her or on his or her behalf, he or she will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service.
- 4) That he or she will send to each labor organization or representative of workers with which he or she has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of the Contractor's obligations under the Act and the Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with the Contractor in his or her efforts to comply with the Act and Rules and Regulations, the Contractor will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the Contract.
- 5) That he or she will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Act and the Department's Rules and Regulations.
- 6) That he or she will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Act and the Department's Rules and Regulations.
- 7) That he or she will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the Contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this Contract, the Contractor will be liable for compliance with applicable provisions of this clause by subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

(Source: Amended at 32 Ill. Reg. 16484, effective September 23, 2008)

F. PAYMENT PROVISIONS

1. **PAYMENT TERMS**. Payment may be made only after inspection and acceptance by the Finance Director. Payment of balances shall be made only after approval and final acceptance by the Village of Willowbrook.
2. **INVOICING**. Following acceptance of each payment term, payment shall be made within forty-five (45) calendar days from receipt of monthly itemized invoice. Before the Village of Willowbrook will pay any invoice, the invoice must include a detailed listing of all accounts collected (first and last name along with citation number), collection date, amount collected, and collection fee amount. Monthly invoices are to be submitted via email to bpabst@Willowbrook.il.us
3. **WITHHOLDING PAYMENT**. Consideration for withholding payment shall include faulty workmanship, failure to meet delivery deadlines, and liens that have been filed, or evidence indicating a filing of claims.
4. **TAXES**. The Village of Willowbrook is exempt from all Federal, State of Illinois and other State Taxes on the purchase of commodities and services used by the Village of Willowbrook within the State of Illinois. The Finance Department shall provide a tax exemption certification to out-of-state taxes imposed on purchases of commodities and/or services which are used within another state and are applicable and subject to payment.

Firms, contractors, and subcontractors shall pay all legally required sales, consumer and use taxes on all commodities and/or services purchased or rented to complete their contract.

The assurances hereinafter made by the Debt Collection Services Agency (the "Agency") are each a material representation of fact upon which reliance is placed by the Village of Willowbrook in entering into the Contract with the Agency. The Village of Willowbrook may terminate the Contract if it is later determined that the Agency rendered a false or erroneous assurance, and the surety providing the performance bond shall be responsible for the completion of the Contract.

I, Walter T. Kosch, hereby certify that I am the Secretary of
(Name of Owner or Officer)
Sonnenschein Financial Services, Inc., and as such, hereby represent and warrant to the Village of Willowbrook, (Name of Agency) a municipal corporation that the Agency and its shareholders holding more than five percent (5%) of the outstanding shares of the corporation, its officers and directors are:

1. Not delinquent in the payment of taxes to the Illinois Department of Employment Security or the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1;
2. Not barred from contracting as a result of a violation of either Section 33E-3 (bid-rigging) or 33E-4 (bid-totaling) of the Criminal Code of 2012 (720 ILCS 5/33E-3 and 5/33E-4);
3. Not in default, as defined in SILCS 385/2, on an educational loan, as defined in SILCS 385/1.

In addition, the Agency hereby represents and warrants to the Village of Willowbrook, as a condition of any agreement with the Village of Willowbrook, that the Agency is under no legal prohibition on contracting with the Village of Willowbrook, has no known conflicts of interest and further specifically certifies that:

1. The Agency is not delinquent in any obligation to the Illinois Department of Employment Security;
2. The Agency maintains and will maintain a drug free workplace in accordance with the Drug Free Workplace Act (30 ILCS 580/1 *et seq.*) by:

A. Publishing a statement:

- (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance including cannabis, is prohibited in the Agency's workplace;
- (2) Specifying the actions that will be taken against employees for violations of such prohibition;
- (3) Notifying the employee that, as a condition of employment on this Contract, the employee will:

- a. Abide by the terms of the statement;

Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;

B. Establishing a drug-free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The Agency's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance program; and
- (4) The penalties that may be imposed upon employees for drug violations;

- C. Making it a requirement to give a copy of the statement required by Subsection A to each employee engaged in the performance of the Contract, and to post the statement in a prominent place in the workplace;
 - D. Notifying the Village of Willowbrook within ten (10) days after receiving notice under Paragraph A.3(b) from an employee or otherwise receiving actual notice of such conviction;
 - E. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 30 ILCS 580/5;
 - F. Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place; and
 - G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section.
3. No Village of Willowbrook officer, spouse or dependent child of a Village of Willowbrook officer, agent on behalf of any Village of Willowbrook officer or trust in which a Village of Willowbrook officer, the spouse or dependent child of a Village of Willowbrook officer or a beneficiary is a holder of any interest in the Agency; or, if the Agency's stock is traded on a nationally recognized securities market, that no Village of Willowbrook officer, spouse or dependent child of a Village of Willowbrook officer, agent on behalf of any Village of Willowbrook officer or trust in which a Village of Willowbrook officer, the spouse or dependent child of a Village of Willowbrook officer or a beneficiary is a holder of more than one percent (1%) of the Agency, but if any Village of Willowbrook officer, spouse or dependent child of a Village of Willowbrook officer, agent on behalf of any Village of Willowbrook officer or trust in which a Village of Willowbrook officer, the spouse or dependent child of a Village of Willowbrook officer or a beneficiary is a holder of less than one percent (1%) of the Agency, the Agency has disclosed to the Village of Willowbrook in writing the name(s) of the holder of such interest.
4. No officer or employee of Village of Willowbrook has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the Agency in violation of Title 1, Chapter 13, Section 1-13-3 of the Village of Willowbrook Code of Ordinances.
5. The Agency has not given to any officer or employee of Village of Willowbrook any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer in violation of Title 1, Chapter 13, Section 1-13-3 of the Village of Willowbrook Code of Ordinances.
6. Neither the Agency nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person and that the Supplier and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person.

If any certification made by the Agency changes or any term or condition on which a certification is based changes, which then renders the certification to be no longer valid, the Agency shall so notify the Village of Willowbrook in writing within seven (7) days.

Dated: February 4, 2020

Agency: Sonnenschein Financial Services

By:

Veronica Kosch President

(Name of Owner or Officer)

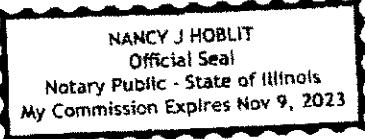
(Title or Office)

STATE OF ILLINOIS)
COUNTY OF Cook)
) ss.

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that
Veronica Kosch known to me to be the President of
(Name of Owner or Officer) Sorren Daffern Financial Services, appeared before me this day in person and, being first
(Name of Agency) duly sworn on oath, acknowledged that he/she executed the foregoing certification as his/her free act and deed.

Dated: February 4, 2020


Notary Public



- 1. Preparation of Proposals.** Proposers shall follow all instructions contained in this "Instructions for Submission of Proposals" and included in the Notice and Request for Proposals and the Proposal form. Proposers shall submit their Proposal in the manner required by the Notice and Request for Proposals. All prices shall be given in figures. Separate prices shall be entered for all pricing items indicated in the Proposal form. All writing shall be in a permanent, non-erasable form, except the signature of the Proposer, which shall be written in permanent, non-erasable ink. Proposers shall provide a detailed written proposal on the form provided by the Village that addresses each request listed in the Proposal. In responding to a particular request, additional pages may be attached or incorporated by reference. All questions and requests for information in the request for proposals shall be answered. All specifications using the words "shall," "must," etc., are mandatory requirements. The failure to comply with these mandatory requirements must be specifically noted as exceptions. The Proposer shall identify any exceptions, referenced to the paragraph number, in a sub-section titled "Exceptions." The Proposer shall submit four (4) printed copies of its response and one electronic copy in Adobe Acrobat (.pdf) format. Tables and schedules may be submitted in Microsoft Excel format. Proposers, before submitting their Proposal, shall carefully examine the provisions of the Contract, investigate and become familiar with all the requirements affecting the Contract and become fully acquainted with the detailed requirements of the project.
- 2. Certifications.** Each Proposal shall be accompanied by a Certification in the form provided by the Village of Willowbrook with the Proposal form package. The Proposer shall certify the following:
- Illinois Taxes**
The Proposer shall certify that if it is a partnership, that it is not, and its general partners are not and, if it is a corporation, its shareholders holding more than five percent (5%) of the outstanding shares of the corporation, its officers and directors are not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1;
 - Bid Rigging**
The Proposer shall certify that, if it is a partnership, that it has not, and its general partners have not and, if it is a corporation, its shareholders holding more than five percent (5%) of the outstanding shares of the corporation, its officers and directors have not been barred from contracting with a unit of state or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961;
 - Educational Loan**
The Proposer shall certify that if it is an individual, that it is not, if it is a partnership, its general partners are not, and, if it is a corporation, its shareholders holding more than five percent (5%) of the outstanding shares of the corporation, its officers and directors are not in default, as defined in 5 ILCS

385/2, on an educational loan, as defined in 5 ILCS 385/1;

d) Drug-free Workplace

The Proposer shall certify that it will provide a drug-free workplace by:

(A) Publishing a statement:

- (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Proposer's workplace;
- (2) Specifying the actions that will be taken against employees for violations of such prohibition;
- (3) Notifying the employee that, as a condition of employment on such contract, the employee will:
 - a. Abide by the terms of the statement; and
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;

(B) Establishing a drug-free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The Proposer's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation and employee assistance program; and
- (4) The penalties that may be imposed upon employees for drug violations;

(C) Making it a requirement to give a copy of the statement required by subparagraph (A) to each employee engaged in the performance of the Contract and to post the statement in a prominent place in the workplace;

(D) Notifying the Village within ten (10) days after receiving notice under subparagraph (A)(3)b from an employee or otherwise receiving actual notice of such conviction;

(E) Imposing a sanction on or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 30 ILCS 580/5;

(F) Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place;

(G) Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

e) Equal Employment Opportunity

The Proposer shall certify that the Proposer provides equal employment opportunities in accordance with the Illinois Human Rights Act (775 ILCS 580/1 *et seq.*) and is in compliance with 775 ILCS 5/2-105(A)(4) requiring a written sexual harassment policy;

f) **Human Rights Number**

The Proposer shall certify that at the time the Proposer submitted its Proposal for this Contract, the Proposer had an Illinois Department of Human Rights pre-qualification number or had a properly completed application for same on file with the Illinois Department of Human Rights, as provided for in 44 Illinois Administrative Code 750.210;

g) **Prohibited Interest in Contract**

The Proposer shall certify that:

- (A) No Village officer, spouse or dependent child of a Village officer, agent on behalf of any Village officer or trust in which a Village officer, the spouse or dependent child of a Village officer or a beneficiary is a holder of any interest in the Proposer, or
- (B) If the Proposer's stock is traded on a nationally recognized securities market, that no Village officer, spouse or dependent child of a Village officer, agent on behalf of any Village officer or trust in which a Village officer, the spouse or dependent child of a Village officer or a beneficiary is a holder of more than one percent (1%) of the Proposer, but if any Village officer, spouse or dependent child of a Village officer, agent on behalf of any Village officer or trust in which a Village officer, the spouse or dependent child of a Village officer or a beneficiary is a holder of less than one percent (1%) of such Proposer, the Proposer has disclosed to the Village in writing the name(s) of the holder of such interest.

h) **Gift Ban**

- (A) The Proposer shall certify that no officer or employee of the Village has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the contractor violation of any ordinance adopted by the Village pursuant to the requirements of the Illinois State Gift Ban Act (Title 1, Chapter 13, Section 1-13-3 of the Village of Willowbrook Code of Ordinances).
- (B) The Proposer shall certify that it has not given to any officer or employee of the Village any gratuity, discount entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the contractor violation of any ordinance adopted by the Village pursuant to the requirements of the Illinois State Gift Ban Act (Title 1, Chapter 13, Section 1-13-3 of the Village of Willowbrook Code of Ordinances).

i) **Presidential Executive Order 13224**

The Proposer shall certify that neither it nor any of its principals, shareholders, members, partners or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person and that the Proposer and its principals, shareholders, members, partners or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person;

3. **Delivery of Proposals.** Proposals shall be sealed and submitted in the manner specified or allowed by the Notice and Request for Proposals. When sent by mail, the sealed Proposal shall be addressed to the Village of Willowbrook at 835 Midway Drive, Willowbrook, Illinois 60527, and in care of the Village Clerk. All Proposals shall be delivered and received by the Village of Willowbrook prior to the time and at the place specified in the Notice and Request for Proposals. The date and time of receipt will be recorded. Proposals will remain sealed and will be stored in a secure place until the date and time established for Proposal opening. Proposals received after the time specified will be returned to the Proposer unopened.
4. **Change or Withdrawal of Proposals.** A Proposer may change or withdraw a Proposal if written or in-person notice of the change or withdrawal is received by the Village Clerk before the time specified for submission of Proposals. No change or withdrawal is allowed after Proposal opening except as provided in Section 7 below. Changes must be initialed in ink by the Proposer.
5. **Opening of Proposals.** After the deadline for submission of Proposals specified in the Notice and Request for Proposals, the Proposals will be opened by the Village Clerk, tabulated and forwarded to the Board of Trustees for consideration.
6. **Consideration of Proposals.**
 - a) After the Proposals are opened and recorded, the Proposals will be reviewed for responsiveness to the Request for Proposals and conformity with all requirements prescribed in these Instructions for Proposers. If unit prices are required, the Proposals will be compared on the basis of the summation of the products of the quantities shown in the Proposal schedule by the unit Proposal prices.
 - b) The right is reserved by the Village of Willowbrook to reject any or all Proposals, to waive minor informalities or technicalities, to advertise for new Proposals, or to request confirmation or clarification from any Proposer regarding information contained in a Proposal.
 - c) Reasons for rejection of all Proposals include, but are not limited to:
 - 1) The object of the Contract's being procured is no longer required;
 - 2) The Contract provisions require amendment;
 - 3) The solicitation did not provide for consideration of all factors of significance to the Village of Willowbrook;
 - 4) The Proposal prices exceed available funds or the Proposal prices exceed the anticipated estimate of costs to the extent that, in the judgment of the Village Administrator, prices are unreasonable;
 - 5) Evidence of collusion among Proposers;
 - 6) Actions or events beyond the control of the Village of Willowbrook, such as strikes, acts of God, material shortages, acts of the public enemy or litigation, would have an adverse effect on the completion of the anticipated Contract.
 - d) Reasons for rejection of any individual Proposals include, but are not limited to:
 - 1) More than one Proposal for the same Contract item from a Proposer under the same or different names;
 - 2) Evidence of collusion among Proposers;

- 3) Unbalanced Proposals in which the Proposal prices for some items are, in the judgment of the Village Administrator, out of proportion to the Proposal prices for other items;
- 4) If the Proposal does not contain a unit price for each pay item listed, except in the case of authorized alternate pay items or lump sum pay items;
- 5) If the Proposal form is other than that furnished or authorized by the Village of Willowbrook, or if the form is altered or any part thereof is detached;
- 6) If there are omissions, erasures, alterations, unauthorized additions, conditional or alternate Proposals or irregularities of any kind that may tend, in the judgment of the Village of Willowbrook, to make the Proposal incomplete, indefinite or ambiguous as to its meaning;
- 7) If the Proposer adds any provisions reserving the right to accept or reject an award, or to enter into a Contract pursuant to an award;
- 8) If the Proposal is prepared in any manner other than as indicated in these Instructions for Proposers or the Request for Proposals making the Proposal not responsive;
- 9) If the Proposer:
 - (i) Violated a material term of a prior contract with the Village;
 - (ii) Committed an act or omission which negatively reflects on the Proposer's quality, fitness or capability to perform a contract with the Village, any other public entity, or engaged in a pattern or practice which negatively reflects on same;
 - (iii) Committed an act or omission which indicates a lack of business integrity or business honesty;
 - (iv) Made or submitted a false claim against the Village or any other public entity;
 - (v) Provided false information to the Village;
 - (vi) Been suspended pursuant to Sections 20-75 and 50-65 of the Illinois Procurement Code (30 ILCS 500/20-75 and 50-65) by a State of Illinois agency;
 - (vii) Been suspended or debarred by the United States through a federal agency;
 - (viii) Been suspended by the Illinois Department of Labor pursuant to Section 11a of the Prevailing Wage Act (820 ILCS 130/11a);
 - (ix) Been suspended or debarred because of bid rigging or bid rotating convictions pursuant to the provisions of Article 33E of the Criminal Code of 1961 (720 ILCS 5/Art. 33E);
 - (x) Been suspended or debarred pursuant to the provisions of the Illinois Procurement Code (30 ILCS 500);
 - (xi) Been suspended or debarred pursuant to the operation of Section 6 of the Drug Free Workplace Act (30 ILCS 580/6);

- (xii) Been debarred by operation of the Educational Loan Default Act (5 ILCS 385);
- (xiii) Been suspended or debarred by operation of Section 25 of the Procurement of Domestic Products Act (30 ILCS 517/25);
- (xiii) Has filed for protection from creditors pursuant to the bankruptcy laws of the United States;
- (xiv) Has a performance evaluation determined by the Village to be unsatisfactory;
- (xv) Has failed to execute a contract after award or has caused the re-advertisement of a project through mistakes or neglect in the bidding procedures;
- (xvi) Has defaulted or otherwise substantially breached its obligations on previously awarded contracts or contracts approved for award by the Village;
- (xvii) Has failed to submit final documentation on any open contract or to pay, or satisfactorily settle, all bills due for labor and material on previously awarded contracts;
- (xviii) Has been convicted for the violation of any state or federal law having relevance to the integrity and reliability of the Proposer;
- (xix) Is determined to be unavailable due to the uncompleted amount of work awarded or pending award by others; or
- (xx) Is determined to be not responsible based upon information supplied by the Proposer or otherwise discovered by the Village of Willowbrook.

7. **Mistakes**

- a) If a Proposer claims a mistake in its Proposal, the Proposal may be withdrawn in accordance with this section without payment of damages to the Village of Willowbrook, provided the Proposer claiming the mistake demonstrates to the Village of Willowbrook with competent and reliable evidence:
 - 1) That the claimed mistake is related to a material feature of the contract;
 - 2) That the mistake would have serious, material consequences to the Proposer such that enforcement of a contract would be unconscionable;
 - 3) That the mistake occurred notwithstanding the exercise of reasonable care by the Proposer; and
- b) The Village of Willowbrook reserves the right to correct obvious, apparent errors in Proposals. A Proposal may not be withdrawn if a mistake is apparent and the intended correct Proposal is clearly evident on the face of the Proposal. Examples of mistakes that may be clearly evident on the face of the Proposal include, but are not limited to, typographical errors, errors in extending unit prices, transposition errors and arithmetical errors.
- c) Mistakes claimed after execution of the contract will not be corrected.

8. Award after Proposal Evaluation

- a) Unless all Proposals are rejected, an award notification will be made to the Proposer whose Proposal is responsive to and conforms to the requirements and criteria of the Request and which the Village of Willowbrook Board of Trustees determines, in its sole discretion, to be in the best interest of the Village of Willowbrook. Discussions and negotiations may be conducted with the Proposer selected by the Village prior to an award notification. All responsibility, responsiveness, and price factors are considered so as to select the Proposal deemed most advantageous to the Village of Willowbrook.
- b) Responsibility of Proposers will be determined based upon the following factors unless some other or additional factors or prequalification procedures are stated in the Request for Proposals:
 - 1) The Proposer shall possess the appropriate financial, material, equipment, facility and personnel resources and expertise necessary to meet all contractual obligations;
 - 2) The Proposer shall have a satisfactory record of performance as determined by the Village of Willowbrook, including, but not limited to, a sound record of integrity and business ethics;
 - 3) The Proposer shall be under no legal disability of any kind to contract with the Village of Willowbrook;
 - 4) The Proposer shall have submitted all information requested by the Request for Proposals concerning responsibility.

9. Time for Award. Unless the Request for Proposals specifies a different time for Proposal acceptance, a notification of award will be made in writing dated within forty-five (45) calendar days after the opening of Proposals.

10. Delay in Award. Should circumstances be encountered after the Proposal opening that may delay the award beyond the 45-day or other advertised period, the responsive Proposers may be requested to extend the Proposal acceptance period.

11. Binding Contract

- a) Once an award has been made, the Proposer is bound to perform according to the terms and conditions of the Contract, the Notice and Request for Proposals and these Instructions.
 - b) An approved Contract executed by the Village of Willowbrook is required before the Village of Willowbrook is bound. An award may be canceled any time by the Village of Willowbrook prior to execution in order to protect the public interest and integrity of the Proposal process or for any other reason if, in the judgment of the Village of Willowbrook, the best interests of the Village of Willowbrook will be promoted.
- 12. Execution of Contract.** The Contract shall be executed by the successful Proposer and returned within fifteen (15) days after the Contract has been mailed to the Proposer. Failure of the successful Proposer to execute the Contract within fifteen (15) days after the Contract has been mailed to the Proposer is cause for the cancellation of the award. If the Contract is not executed by the Village of Willowbrook within forty-five (35) days following receipt from the Proposer of the properly executed Contract and bond, the Proposer shall have the right to withdraw the Proposal without penalty.

RETURN TO: Village Clerk
Village of Willowbrook
835 Midway Drive,
Willowbrook, Illinois 60107

1. **Submission of Proposal.** In conformity with the Notice and Request for Proposals and the Instructions for Submittal of Proposals, the Agency, having examined the Proposal and the Debt Collection Services Agreement (the "Agreement") to be executed, submits the following proposal of

Sonnenschein Financial Services, Inc.

(Agency's Name)

for the debt collection services for the Village of Willowbrook, Illinois, for the Village of Willowbrook to be performed in strict compliance with the Notice and Request for Proposals, the Instructions for Submittal of Proposals and the Agreement which are essential documents of and to which the Agency accepts as part of the Agreement.

2. **Examinations.** The Agency has, before submitting this Proposal, carefully examined the provisions of the Agreement, investigated and become familiar with all the requirements affecting the Agreement and is fully acquainted with the detailed requirements of the project. By submitting this Proposal, the Agency conclusively assures and warrants to the Village of Willowbrook that the Agency has made these examinations and that the Agency understands all requirements for the performance of the services. If the Agency's proposal is accepted, the Agency shall be responsible for all errors in the Proposal resulting from the Agency's failure or neglect to comply with the Instructions for Submittal of Proposals. In no case shall the Village of Willowbrook be responsible for any costs, expenses, losses, or change in anticipated profits resulting from such failure or neglect of the Agency to make these examinations.
3. **Qualifications.** Submit a summary of the Agency's experience, background and qualifications to perform the debt collection services. Submit the resumes of personnel expected to be assigned to the Village including the name(s) of the person in charge and any consultants.

Please provide the Agency's website address: www.sonnenscheinfinancial.com.

Has the Agency been a party to any lawsuit related to its collection practices? If so, please list all litigation of which the Agency has been a party related to its collection practices in the last ten (10) years and describe the result or current status of the litigation.

No

Has the Agency been named in any complaint to the Illinois Department of Financial and Professional Regulation or to any federal agency under the Fair Debt Collection Practices Act (15 U.S.C. 1692 *et seq.*) related to its collection practices? If so, please list all complaints of which the Agency has been named related to its collection practices in the last ten (10) years and describe the result or current status of the complaint.

See Attached

Attach a copy of the Agency's current license as a collection agency issued by the Division of Regulation of the Illinois Department of Financial and Professional Regulation.

See Attached

4. Debt Collection Practices.

General Account Processing/Handling

1. Describe the Agency's standard collection process and the time frames allocated to each step of the process.

See Attached

2. Describe any operational procedures which the Agency has in place to handle customer service and complaints.

See Attached

3. How often does a collector review each account?

See Attached

4. What is the collector to supervisor ratio?

See Attached

5. Does the Agency use form collection letters? (Please attached samples of all letters generated to debtors.)

See Attached

6. What is the process and schedule for monitoring accounts by supervisors?

See Attached

7. Describe the Agency's dispute resolution process.

See Attached

Skip Tracing

1. Does the Agency skip-trace accounts in-house?

Yes

2. Describe the systems the Agency utilizes for skip-tracing an account.

Interactive Data IDI Core

3. Does the Agency charge an extra fee for skip-tracing an account?

No

Credit Bureau Reporting

1. Does the Agency report (adverse) bad debt account information to the credit reporting agencies? If so, to which credit reporting agencies are reports made?

See Attached

2. Does the Agency obtain client approval prior to credit reporting an account?

See Attached

Payments Processing/Handling

1. Describe how payments are processed.

See Attached

2. Describe the Agency's financial check and balance system.

See Attached

3. Does the Agency accept electronic check and credit card (Visa, MasterCard, American Express, Discover) payments by telephone and through its website?

See Attached

4. Describe the Agency's policy on accepting post-dated checks.

See attached

5. Describe how the Agency handles checks returned for insufficient funds (NSF) and disclose whether the Agency's client is charged for collection of the amount of the NSF check.

See Attached

Reporting Systems

1. Please describe the standard statistical and financial reports that the Agency provides to its clients. Please attach samples of reports generated for clients.

See Attached

2. When does the Agency generate reports (weekly, bi-monthly, monthly)?

See Attached

3. Can the Agency generate specialized reports for municipal requirements?

See Attached

4. How often are payments submitted to the Village?

See Attached

5. Are monthly payment remittances paid to the Village on a net or gross basis to the client?

Net

5. **Experience.** Submit a list of the last four (4) or more units of government for which the Agency has provided debt collections services and describe the debt collection services provided.

Unit of Government: City Of Berwyn

Address, City, State, Zip: 6700 W. 26th St Berwyn, IL 60401

Description of Services Provided: Red light, parking and compliance violations

Contact Person: Ben Daish

Telephone Number: 708-749-6539

Electronic Mail Address: bdaish@ci.berwyn.il.us

Unit of Government: City Of Oakbrook Terrace

Address, City, State, Zip: 17 W 275 Butterfield Rd Oakbrook Terrace, IL 60181

Description of Services Provided: Red light, parking false alarm, compliance and towing violations

Contact Person: Amy Marrero

Telephone Number: 630-279-0346

Electronic Mail Address: amarrero@oakbrookterrace.net

Unit of Government: Village Of Bannockburn

Address, City, State, Zip: 2275 Telegraph Rd Bannockburn, IL 60015

Description of Services Provided: Parking violations

Contact Person: Stephanie Hannon

Telephone Number: 847-945-6080

Electronic Mail Address: shannon@villageofbannockburn.org

(Please attach additional sheets if necessary.)

6. **Agency's Certification.** An executed Agency's Certification on the form provided herein accompanies this Proposal.

7. **The Debt Collection Services.** The Agency shall propose, at its own proper cost and expense, to perform the following services:

7.1. Receive from the Village records relating to certain uncollected debts owed to the Village including but not limited to debts arising from invoices for utility services, ambulance fees, license fees, fines, penalties and interest for municipal code violations (motor vehicles compliance violations, parking violations, automated traffic law enforcement

violations, motor vehicle impoundment violations, building code and other miscellaneous ordinance violations) and returned checks (hereinafter referred to as "Uncollected Debts").

7.2. Review, analyze and evaluate the Uncollected Debts and determine the appropriate lawful means and methods to collect the Uncollected Debts.

7.3. Use diligence and the Agency's best efforts to collect the Uncollected Debts in accordance with all applicable federal, state and local laws. Unless authorized to do so in writing from the Village Administrator, the Agency shall not report or submit an Uncollected Debt to a credit reporting agency, including but not limited to, Equifax, Experian and Trans Union.

7.4. Advise the Village of Uncollected Debts of which the Agency recommends legal proceedings be instituted, the collection efforts undertaken by the Agency to collect the Uncollected Debt and the success or lack of the collection efforts prior to recommending that legal proceedings be instituted to collect the Uncollected Debt.

7.5. Receive written approval of the Village to institute legal proceedings to collect an Uncollected Debt not less than five (5) business days prior to instituting legal proceedings to collect an Uncollected Debt.

7.6. Prior to commencing legal proceedings to collect any Uncollected Debt, comply with the notice requirements of Section 8a-1 of the Illinois Collection Agency Act (225 ILCS 425/8a-1).

7.7. The Agency shall, if its employees are licensed to practice law in the jurisdiction where the legal proceedings are to be instituted, at its sole cost and expense subject to Section 1.12, institute legal proceedings to collect any Uncollected Debt for which written approval has been received from the Village and enforce judgments obtained in legal proceedings to collect any Uncollected Debt. The Agency shall, if its employees are not licensed to practice law in the jurisdiction where the legal proceedings are to be instituted, at its sole cost and expense subject to Section 1.12, retain and direct an attorney licensed to practice law in the jurisdiction where the legal proceedings are to be instituted to institute legal proceedings to collect any Uncollected Debt for which written approval has been received from the Village and enforce judgments obtained in legal proceedings to collect any Uncollected Debt.

7.8. Within five (5) business days after receipt by the Agency of funds collected on an Uncollected Debt, deposit the amount collected in a separate bank interest bearing trust account established at an Illinois bank for that purpose and maintained in compliance with Section 8c of the Illinois Collection Agency Act (225 ILCS 425/8c). Interest earned on the funds deposited in the trust account after the sixtieth (60th) day following deposit shall be paid to the Village.

7.9. On or before the 10th day of the month for any amounts collected by the last day of the preceding month, prepare and deliver to the Village a detailed report of all amounts collected the preceding month. The report shall, at a minimum, contain the debtor's name, account number, amount collected, commissions and/or lawsuit fees retained and the amount remitted.

7.10. On or before the 10th day of the month for any amounts collected by the last day of the preceding month, remit to the Village all amounts collected on the Uncollected Debts less the applicable amount of the Agency's Commission as set forth in Section 9.

7.11. Upon receipt of notice from the Village of payment's being received by the Village directly from or on behalf of a debtor on an Uncollected Debt that has been previously transmitted to the Agency, the Agency may deduct the amount of the payment received by the Village from the amount remitted from the Agency to the Village under Section 7.10 above.

7.12. Upon instituting legal proceedings, if the Agency incurs a circuit court clerk's filing fee, the cost of service of summons and/or statutory witness fees, the Agency may deduct the amount of the circuit court clerk's filing fee, the cost of service of summons and/or statutory witness fees incurred from the payment amount remitted from the Agency to the Village under Section 7.10 above. Should the Agency subsequently recover the cost of service of summons and/or statutory witness fees in the legal proceedings, the Agency may add the amount of the circuit court clerk's filing fee, the cost of service of summons and/or statutory witness fees recovered to the payment amount remitted from the Agency to the Village under Section 7.10

7.13. Upon receipt of information that a debtor has filed for protection under the laws of bankruptcy or receivership, the Agency shall immediately cease all efforts to collect on the debt. Consistent with the investigation identified below, the Agency shall close its account on the debt and return it to the Village within three (3) business days of confirming the debtor's bankruptcy filing.

7.13.1. If notice of a bankruptcy filing is provided verbally by a debtor or a third party, the Agency shall attempt to obtain information regarding the jurisdiction in which the case has been filed and the case number assigned to the debtor. If the bankruptcy information cannot be provided, the Agency shall request the name and telephone number of the debtor's attorney and shall request from the attorney a copy of the filed Voluntary Petition or the § 341 Notice. The Agency shall promptly transmit to the Village all relevant information regarding the debtor's bankruptcy.

7.13.2. If the Agency receives written notice of a debtor's bankruptcy, the Agency shall promptly transmit such notice to the Village.

7.14. Forward to the Village a copy of any written complaint received by the Agency from a debtor in regard to the Agency's handling of an Uncollected Debt as well as the response made or action taken by the Agency.

7.15. Not less often than annually, review, analyze and evaluate the Uncollected Debts, the collection efforts undertaken by the Agency to collect the Uncollected Debt, and the success or lack of the collection efforts and determine those Uncollected Debts that are uncollectible. The Agency shall return to the Village those Uncollected Debts that are determined to be uncollectible.

8. Insurance. The Agency's insurance requirements are set forth in the Agreement.

9. Proposed Compensation. The Agency proposes the following compensation to perform the services to be performed under the Agreement:

Description	Commission Percentage
A. Commission on Uncollected Debts for which legal proceedings are not instituted	30 (Thirty) %
B. Commission on Uncollected Debts for which legal proceedings are instituted	N/A %

[The remainder of this page is left blank intentionally.]

10. **Addenda.** The Agency acknowledges receipt of the following addenda:

No. _____

Dated _____

No. _____

Dated _____

Agency:

If an individual:

Individual's Name _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone Number _____

Electronic Mail Address: _____

Signature of Bidder: _____

If a partnership:

Partnership's Name _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone Number _____

Electronic Mail Address: _____

Signature of General Partner: _____

If a corporation:

Sonnenschein Financial Services, Inc.

Corporate Name

Two Trans Am Plaza Dr. Suite 300

Street Address

Oakbrook Terrace IL

60181

City _____ State _____

630-396-2820

Telephone Number

jsantella@sonnenscheinfinancial.com

Electronic Mail Address:

Veronica Kosch

Name of President

Signature of President: Veronica Vogel

Walter T. Kosch

Name of Secretary

Attest by Secretary:

Wuer

Vendors must include with their submitted proposal this completed and signed Company Information & Signature Sheet.

The undersigned proposer, having examined and determined the scope of this Request for Proposal, hereby proposes to supply the services as described in the proposal documents at the prices set forth within.

The undersigned proposer states that his proposal is made in conformity with the specifications and qualifications contained herein. In the event that there are any discrepancies or differences between any conditions of the vendor's proposal and the Request for Proposal prepared by the Village of Willowbrook, and the Village's Request for Proposal shall prevail.

The undersigned proposer certifies that this proposal is made in good faith and without collusion or connection with any other person or persons proposing on the project.

Name of Company:

Sonnenschein Financial Services, Inc.

Authorized Representative:

Joseph J. Santella

Signature of Representative:



Title of Authorized Representative:

Managing Director

Address:

Two Trans Am Plaza Dr, Suite 300

Village /State/Zip:

Oakbrook Terrace, IL 60181

Phone Number:

630-396-2820

Fax Number:

630-396-2810

Website Address:

www.sonnenscheinfinancial.com

E-Mail Address:

jsantella@sonnenscheinfinancial.com

Date Signed:

2/4/2020

Fair Debt Collection Practices Act

<u>Complaint Number</u>	<u>Result/Current Status</u>
190611-4140481	Closed with explanation and no further action
190319-3921425	Closed with explanation and no further action
190224-3859335	Closed with explanation and no further action
180813-3397147	Closed with explanation and no further action
180830-3441361	Closed with explanation and no further action
180412-3031723	Closed with explanation and no further action
180410-3022035	Closed with explanation and no further action

We maintain an A+ rating at the Better Business Bureau

3. Qualifications—Submit a summary of the Agency's experience, background, and qualifications.

Sonnenschein Financial Services was established in 2002 and specializes in the Consumer Credit Industry. Our focus is on the individual needs of our client's business. In 2004, Sonnenschein Financial Services acquired Tele-Collection Systems which was founded in 1983 by one of the originators of computerized auto-dialing equipment. Today, this same technology has become the recognized means to cost-effective collections. Our dedication to client satisfaction is the cornerstone of our services. SFS provides clients with the highest standards of quality and service and focuses on the client's bottom line expectations. We work closely with each client and offer our expertise in improving their collection recovery strategy.

Names, titles, and experience of key management personnel!

Joseph Santella
Managing Director

Mr. Santella received a Bachelor's degree from DePaul University in 1970. He has been the Managing Director responsible for all operational aspects of the Collection Agency since 2002. Mr. Santella's collection experience encompasses all types of consumer credit & collection activity. He previously held positions as Vice President for Continental Bank, Chemical Bank, and Chase Bank responsible for credit and collection activity.

Christopher Aylward
Assistant Manager

Mr. Aylward received a Bachelor's degree from Monmouth College in Business Administration in 2015.

Sue Jackson
Accounting Manager

Ms. Jackson received a Bachelor's degree from the University of Illinois and has over twenty-five years of experience in Accounting including managing Accounts Receivable

4. Debt Collection Practices

Agency's standard collection practices-- Sonnenschein Financial Services utilizes the COLLECT collection software developed by Comtech Systems Inc. Delinquent accounts can be submitted in an electronic format. We can accept most types of electronic format including Excel, Access, delimited text files, & many other popular database formats. Typically, the time involved in the initial transmission of accounts is the lengthiest due to formatting issues, initial letter generation, and the letter approval process. In most instances, letters will be ready for post within 24-48 hours after account receipt. As required by the Fair Debt Collection Practices Act, the initial letter contains the Validation Of Debt disclosure, which allows the debtor 30 days to dispute the debt. During this 30-day "dispute" period, we run our files through an intensive series of on-line consumer information databases to obtain phone contact information. If the debtor does not respond to the initial letter, we initiate phone contact through our auto-dialer and predictive dialer. If debtor contact is not achieved, a second letter is generated 30-45 days after the "dispute" period ended. We continue to attempt phone contact throughout this period. If the debtor does not respond to our collection attempts, we notify the credit bureau of the indebtedness and send out a third letter informing them of the seriousness of the situation and the credit bureau notification. Phone contact is attempted as long as a viable phone number is available, regardless of the placement date of the ticket. Our collection procedures are consistent on all balances exceeding \$25.00. Manual phone calls are not attempted below the \$25.00 threshold. Based upon the efficiencies we achieve through our automated and predictive dialing systems, we have the capability of making 250,000 calls daily. We maintain a local and toll-free phone number for the debtors and both appear on all of our correspondence along with our hours of operation. Throughout the delinquency cycle, if debtor contact is achieved, the letter process is interrupted pending final disposition.

Customer Service and Complaints-- If a debtor contacts SFS and informs us that a dispute is pending, we suspend all collection activity pending the outcome. Based upon our client's preference, and that of the citizen, we can act as an intermediary on behalf of the citizen. If the citizen prefers to contact the municipality directly, we will suspend activity and await the outcome. Once a dispute is brought to our attention, all collection activity ceases. Based upon the client's preference:

- We can initiate contact on a daily or weekly basis to review dispute cases.
- Contact medium can be via e-mail or telephone.
- Upon resolution, we will contact the debtor and inform them of the outcome.
- If the dispute is deemed valid and the debtor had been reported to the credit bureau, we will electronically notify the credit bureau to remove the disputed item from the debtor's credit file immediately.

Collector review-- Accounts will be reviewed and contacted at least twice a month as long as there is a viable phone number available for contact.

Collector/Supervisor ratio-- The average is 10.

Form letters-- Yes—as well as specialized letters. Standard letters are generated systemically (requested by management) and the letters are sent out by a third party—CompUmail which has offices throughout the U.S. These same letters can be generated on an individual basis (as in the case of a skip locate) and it is sent out through our office. Management requests the “mass” systemically generated letters. Collectors can send individual form letters dependent upon the situation. Management sends out specialized letters. our letters have been approved by our in-house attorney in compliance with all Federal and State regulations. Examples of our standard letters are attached.

Account monitoring-- Supervision is required to spot check a percentage of a client’s accounts on a weekly basis. Accounts are reviewed and notes providing direction are made. This information is used in our monthly collector review process. This information is then compiled and used as a foundation for the annual review.

Dispute resolution--covered under Customer Service and Complaints section.

Credit Bureau Reporting-- Yes, depending upon the portfolio. In June, 2016, the Credit Reporting Agencies announced an initiative to obtain accurate consumer information and provide consumers more transparency when interacting with the CRA about their credit reports. This initiative included a number of material changes to the debts that had been reported. Most importantly for municipalities, the CRA’s would “no longer accept debt that did not arise from a consumer contract or agreement to pay.” Since a debtor does not sign for a parking ticket, red-light violation, and most code violations, they can no longer be reported to or accepted by the CRA’s. Ambulance billings, utility billings, and false alarms can be reported because the violator has signed an agreement to abide by the municipal statutes or the services that was provided. I have included a copy of the Credit Reporting Agencies Requirement Changes Dated May, 2016.

Payment Processing Handling-- Payments received in the mail and through our web site are processed daily. We also accept credit card payments and checks by phone.

Checks and balance system--Accounts are matched to names and amounts due by the Accounting Manager. Strict attention to detail includes, cross checking addresses and names on checks to those on file. Collector's record credit card payments and phone-checks with the debtor, but all processing is handled by the Accounting Department. On a daily basis, the amounts posted are cross-referenced to the cash receipts. On a monthly basis, the statements issued to clients are cross-referenced to the deposit totals at the bank and any reporting received directly from the clients.

Types of Payments-- We accept Visa/MasterCard, American Express, Discover as well as checks by phone. If a client pays in cash, the receipt is signed by the Accounting Manager and the funds are deposited into the Trust account. Payments can also be made through our web site at www.sonnenscheinfinancial.com.

Post-dated checks-- If a post-dated check is received, it is retained by the Collections Manager until it is valid. It is then submitted to Accounting for payment to be applied.

Insufficient Funds-- If a check is returned NSF, a fee of \$25.00 is added and a letter is sent to the debtor requesting replacement of the item. First time NSF checks are automatically re-deposited in our bank. The Accounting Manager is responsible for all aspects of Cash application for SFS.

Reporting System--describe report(s)-- Typically, we provide a Debtor Statement Summary Report which accompanies our monthly Client check and itemizes each debtor that made a payment during the previous month. A sample report is included. Our collection software has numerous "canned reports" that a municipality can opt to receive.

Report Generation-- The Debtor Statement Report is generated by the 15th of each month. The report displays the method of payment, dollar amount, location where payment was made, SFS commission, and client's return. The report totals the payments received, SFS commission, client return, and the net amount owed the client. Reports can be generated for each portfolio (delinquent fines, parking citations, etc.) to aid in record keeping.

Specialized Reports—Our collection system can generate a variety of reports. If a “canned report” does not meet the municipality’s requirements, the software company can create specialized reports.

Payment Schedule— Monthly payment remittances are paid on a net basis, typically by the 15th of the following month. On the rare occurrence where more debtors made payments directly to the municipality and the commission fee is owed SFS, we do not expect the municipality to issue SFS a check. We will deduct our commission from the following months check due the municipality. The client has the option to have their remittance deposited directly to the municipality bank account. Pursuant to sections 7.9 & 7.10 in the Certification, we can amend our procedures and accommodate the Village's 10 day requirement.

9. Proposed Compensation— Illinois Statute 65 ILSC 5/1-2-1 permits the municipality to add the cost of collections to the ticket fee (statute copy is included). Consequently, the debtor pays for our fees instead of the municipality. We propose a 30% contingency fee which is all inclusive.

State of Illinois

Department of Financial and Professional Regulation Division of Professional Regulation

LICENSE NO.
017.020748

The person, firm, or corporation whose name appears on this certificate has complied with
the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized
to engage in the activity as indicated below:

EXPIRES:
05/31/2021

LICENSED COLLECTION AGENCY



SONNENSCHEIN FINANCIAL SERVICES INC
2 TRANSAM PLAZA DR STE 300
OAKBROOK TERRACE, IL 60181



Bryan A. Schneider

BRYAN A. SCHNEIDER
SECRETARY



JESSICA BAER
DIRECTOR

The official status of this license can be verified at www.idpr.com

12948292

RESOLUTION NO. 20-R-_____

**A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE A
PROFESSIONAL COLLECTION SERVICES AGREEMENT
WITH SONNENSCHEIN FINANCIAL SERVICES, INC.**

WHEREAS, Village staff requested proposals from professional collection agencies to provide collection agency services to the Village to collect unpaid violations and debts due and owing to the Village; and

WHEREAS, of the proposals received and reviewed, Village staff have determined that Sonnenschein Financial Services, Inc. is best suited to serve the needs and requirements of the Village.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the proposal of Sonnenschein Financial Services, Inc. is hereby accepted and approved.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

BE IT FURTHER RESOLVED that the Mayor is hereby directed to execute, on behalf of the Village of Willowbrook, that certain Professional Collection Services Agreement with Sonnenschein Financial Services, Inc., attached hereto as Exhibit "A" and made a part hereof, and the Village Clerk is hereby directed to attest to said signature.

ADOPTED and APPROVED this 14th day of September, 2020 by a roll call vote as follows:

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen,
Village Clerk

**VILLAGE OF WILLOWBROOK/
SONNENSCHEIN FINANCIAL SERVICES, INC.**

COLLECTION SERVICES AGREEMENT

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**VILLAGE OF WILLOWBROOK/
SONNENSCHEIN FINANCIAL SERVICES, INC.
COLLECTION SERVICES AGREEMENT**

This COLLECTION SERVICES AGREEMENT, made the ____ day of September, 2020 by and between Sonnenschein Financial Services, Inc., an Illinois corporation (hereinafter referred to as "Contractor"), and the Village of Willowbrook, DuPage County, Illinois (hereinafter referred to as the "Village").

WHEREAS, Contractor is a duly licensed collection agency in the State of Illinois; and

WHEREAS, Contractor possesses the personnel, experience, expertise and equipment to effectively aid the Village in collecting the unpaid fines and debts through an effective collection process; and

WHEREAS, the Village may wish to list certain other debts with Contractor for collection from time to time and Contractor may wish to accept such claims for collection; and

WHEREAS, the Village, pursuant to the terms and provisions of the Illinois Compiled Statutes, has adopted certain ordinances and regulations to establish a system of local administrative adjudication for automated traffic enforcement violations; and

WHEREAS, the statutes, ordinances and regulations, as aforesaid, allow for the imposition of fines/sanctions for municipal code violations, assessing costs incurred in collecting fines assessed for such violations, and for the rendering of civil judgments in favor of the Village against municipal code violators who do not pay the fines/sanctions imposed.

NOW, THEREFORE, in consideration of the mutual and several promises and covenants herein contained, the parties do hereby agree as follows:

ARTICLE I **GENERAL PROVISIONS**

The Village agrees to list for collection with Contractor, certain of the fines entered for municipal code violations, including but not limited to fines for automated traffic enforcement which it issues and processes pursuant to its administrative adjudication system and that have “FINAL DETERMINATION LIABILITY” orders entered by the Village’s Administrative Hearing Officer.

The Village further agrees that any certain other debts and/or fines, including but not limited to water bills, compliance violations and parking violations, listed for collection with Contractor and all such fines and/or debts will be collected and administered pursuant to all the terms and conditions in this Agreement.

All municipal debts, fines and late fees determined by Village to be listed for collection will be forwarded to Contractor, using the forms and procedures designated by Contractor.

Upon written request of Contractor, the Village will provide certified copies of any documentation deemed necessary for use by Contractor in its collection efforts in a timely manner.

Contractor will acknowledge receipt of any violation, fine or other debt due and owing the Village and listed for collection within five days thereof.

ARTICLE II **STANDARDS OF PERFORMANCE**

Contractor agrees to use its best efforts and any and all lawful means which in its judgment and discretion it believes will result in the collection of the debts and/or fines due and owing the Village and which are listed for collections.

In compliance with Illinois law, no violation or other debt will be referred by Contractor to an attorney without written notice of approval by the Village to the Village of Contractor's intention to do so. Such efforts shall include, but not be limited to, sending delinquency and other letters to the debtor, where appropriate, skip tracing, payment plans and importing red light, parking and compliance violations.

ARTICLE III COMPENSATION

No fees or costs will be payable to Contractor unless money is collected on a violation or debt listed for collection, at which time Contractor will be paid as follows:

Upon payment, Contractor shall receive twenty-eight percent (28%) of the balance collected by Contractor on each fine or debt prior to any additional amount the Village may add pursuant to 65 ILCS 5/1-2-1. In the event that the Village has added a twenty-eight (28%) collection fee as provided by 65 ILCS 5/1-2-1 to the debt or fine before listing it with Contractor, Contractor's fee shall be calculated on the balance paid net of the collection fee.

Any debts or fines that are not eligible for adding on the cost of collection pursuant to 65 ILCS 5/1-2-1 will be recovered with Contractor receiving twenty-eight (28%) of the proceeds collected on each debt.

ARTICLE IV EXCLUSIVITY

Upon the Village's listing of a violation fine or debt due and owing the Village for collection with Contractor, Contractor shall have the exclusive right to collect the amounts owed thereunder until such time as it determines the debt is uncollectable or the Village, in its sole discretion, requests the return of the violation to the Village. Any inquiries concerning any fine or debt listed for collections, including attempts to make payment, shall be referred at the earliest

possible time to Contractor. Contractor shall not be entitled to any fee on any violation, fine or debt returned to the Village.

Contractor will deposit any money collected on behalf of the Village into Contractor's trust account established for that purpose.

After deduction of the fees allowable by this Agreement, Contractor will forward to the Village, the Village's share of any amounts collected. Remittance to the Village will be made by the 15th of the month for any amounts collected by the last day of the preceding month. In addition, Contractor shall provide the Village with monthly reports detailing which fines and/or debts have been collected or otherwise compromised.

In the event that any funds are paid to the Village for fines or debts due and owing the Village which have been listed for collection, the Village will report such collections to Contractor monthly for accounting pursuant to the terms of this Agreement.

ARTICLE V COMPROMISED SETTLEMENTS

The Village hereby authorizes Contractor to accept a compromised or negotiated settlement on any fines or debts listed for collection. However, unless otherwise authorized by the Village in writing, any such settlements shall be no less than one hundred percent (100%) of the amount due and owing the Village.

Should the Village make any settlement or otherwise take any action in derogation of Contractor's exclusive right to collect on any violation listed for collection, then Contractor shall be entitled to payment in the percentage of the amount collected or settled, as delineated in Article III hereof, based on the negotiated settled amount of the fine or debt as listed. Any such payments made directly to the Village may be deducted from the Village's next monthly payment from Contractor.

ARTICLE VI **WARRANTIES AND INDEMNITY**

Contractor agrees to indemnify and hold the Village harmless against any and all liability, costs and expenses including reasonable attorney fees, occasioned by claims or suits for loss or damages arising out of the acts of Contractor, its officers, agents, employees, or subcontractors during the term of this Agreement. Contractor shall defend and indemnify the Village, its officers, employees, agents and elected officials from any claim or action arising out of Contractor's performance or non-performance of its obligations under this agreement, including but not limited to any violation of the Fair Debt Collection Practices Act of 2019 (15 U.S.C. 1692 *et seq.*), as amended, or similar state law, any law dealing with the credit rating of any individual, and other applicable laws arising out of the acts or omissions of Contractor its officers, agents, employees, or subcontractors.

The warranties and indemnification provisions herein provided shall survive termination of this Agreement.

ARTICLE VII **INSURANCE**

Contractor shall provide insurance as follows:

a. **Certificate of Insurance; Cancellation or Modification**

1. Before commencing work, the Contractor shall submit to the Village for approval a Certificate of Insurance meeting the requirements specified herein, to be in effect for the full contract period. The Village, its employees, agents and officials shall be listed on the Certificate of Insurance as an additional insured.
2. Contractor shall notify the Village in writing at least thirty (30) calendar days prior to any change or cancellation of said policy or policies. The Village reserves the right to terminate this Agreement if Contractor fails to maintain the required insurance as herein provided.

3. Cancellation or modification of said policy or policies of insurance shall be considered a default and the Village shall have the right to terminate this Agreement.

b. Minimum Coverage

Any policy or policies of insurance provided by Contractor to satisfy its responsibilities shall include contractual liability coverage, and shall be in the following type and minimum amounts:

<u>Type of Coverage</u>	<u>Occurrence</u>
<u>Aggregate</u>	
i. Comprehensive General Liability	\$1,000,000
a. Bodily Injury & Property Damage	
	\$2,000,000
ii. Automobile Liability	Combined <u>Single Limit</u>
a. Bodily Injury & Property Damage	\$1,000,000
c. Workers' Compensation Insurance as required by Illinois state law.	
d. Contractor's Insurance carrier shall at all times be A rated or better by A.M. Best.	

**ARTICLE VIII
TERM**

The term of this Agreement shall be for an initial term of three (3) years from the date first above written, however, it shall continue under the same terms and conditions for additional one-year periods until termination by either party, by notice given in writing to the other party, no less than sixty days prior to termination.

Subject to Article IV, paragraph 1 of this Agreement, in the event of termination of this Agreement by either party, the Village shall have the option of requesting Contractor to continue any outstanding collection efforts on debts until the fine or debt is either paid or determined to be uncollectible under the same terms of this Agreement or, in the alternative, to return all such uncollected fines and/or debts to the Village within thirty (30) days of such request.

ARTICLE IX UNCOLLECTIBLES

At least once per year, Contractor will return to the Village such violation(s) or debts which Contractor or Village determines, in its sole judgment and discretion, to be uncollectible.

ARTICLE X ASSIGNMENT

Contractor shall not assign, transfer, convey, or subcontract this Agreement, or any portion hereof, to any other person, firm or corporation without the prior written consent of the Village, but in no case shall such consent relieve Contractor from its obligations, or change the terms of this Agreement.

ARTICLE XI DEFAULT

This Agreement may be cancelled or terminated by the Village in whole or in part by written notice of default to the Contractor upon non-performance, violation of contract terms, existing law, delivery failure, bankruptcy or insolvency, or the making of an assignment for the benefit of creditors. Village reserves the right to grant Contractor a specified cure period of during which to cure or remedy the default, which cure period shall be included in the written notice to default. If default is not cured within the specified time, if any, the Village may deem the Agreement terminated without further notice.

ARTICLE XII NOTICES

Any notice to be given pursuant to this Agreement shall be deemed as served when placed in the United States Mail, with postage prepaid, sent by certified mail, return receipt requested; to the address designated, in writing, by either party. Until such time as a different address is designated notices shall be sent as follows:

If to Contractor,

Sonnenschein Financial Services, Inc.
Two Trans Am Plaza Drive, Suite 300
Oakbrook Terrace, Illinois 60181
ATTN: Veronica Kosch

If to the Village,

Village of Willowbrook
835 Midway Drive
Willowbrook, Illinois 60527
ATTN: Village Administrator

ARTICLE XIII
RELATIONSHIP OF PARTIES

Contractor shall, at all times, be considered an Independent Contractor and the terms of this Agreement shall not be construed to create an employer/employee relationship, partnership or joint venture between the Village and Contractor.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

ARTICLE XIV
ENTIRE AGREEMENT

This Agreement and the Contractor Certifications attached hereto as Exhibit 'A', expressly incorporated herein and made a part of this Agreement, contains the entire agreement between the parties hereto and supersedes any prior agreements or understandings between the parties. This agreement may only be altered or modified by written instrument signed by both parties.

IN WITNESS WHEREOF, the parties have signed and sealed this Agreement, consisting of nine (9) pages, exclusive of exhibits, of the date first above written.

SONNENSCHEIN FINANCIAL SERVICES, INC.

By: _____
Veronica Kosch,
its President and duly authorized agent

ATTEST:

VILLAGE OF WILLOWBROOK

By: _____
Frank A. Trilla, Mayor

ATTEST:

Village Clerk, Leroy R. Hanson

EXHIBIT "A"
SONNENSCHEIN FINANCIAL SERVICES, INC./
VILLAGE OF WILLOWBROOK COLLECTION SERVICES AGREEMENT

CONTRACTOR'S CERTIFICATION

The assurances hereinafter made by Sonnenschein Financial Services, Inc. (the "Contractor") are each a material representation of fact upon which reliance is placed by the Village of Willowbrook in entering into the contract with the Contractor. The Village of Willowbrook may terminate the contract if it is later determined that the Contractor rendered a false or erroneous assurance, and the surety providing the performance bond shall be responsible for the completion of the contract.

I, Veronica Kosch, hereby certify that I am the President of Sonnenschein Financial Services, Inc., and, as such, hereby represent and warrant to the Village of Willowbrook, a municipal corporation that the Contractor and its shareholders holding more than five percent (5%) of the outstanding shares of the corporation, its officers and directors are:

1. Not delinquent in the payment of taxes to the Illinois Department of Employment Security or the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1;
2. Not barred from contracting as a result of a violation of either Section 33E-3 (bid-rigging) or 33E-4 (bid-totaling) of the Criminal Code of 2012 (720 ILCS 5/33E-3 and 5/33E-4);
3. Not in default, as defined in 5ILCS 385/2, on an educational loan, as defined in 5ILCS 385/1.

In addition, the Contractor hereby represents and warrants to the Village of Willowbrook, as a condition of any agreement with the Village of Willowbrook, that the Contractor is under no legal prohibition on contracting with the Village of Willowbrook, has no known conflicts of interest and further specifically certifies that:

1. The Contractor is not delinquent in any obligation to the Illinois Department of Employment Security;
2. The Contractor maintains and will maintain a drug-free workplace in accordance with the Drug Free Workplace Act (30 ILCS 580/1 *et seq.*) by:
 - A. Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance including cannabis, is prohibited in the Contractor's workplace;
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition;
 - (3) Notifying the employee that, as a condition of employment on this Contract, the employee will:
 - a. Abide by the terms of the statement;
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
 - B. Establishing a drug-free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The Contractor's policy of maintaining a drug-free workplace;
- (3) and
- (4) Any available drug counseling, rehabilitation, and employee assistance program;
- (4) The penalties that may be imposed upon employees for drug violations;

C. Making it a requirement to give a copy of the statement required by Subsection A to each employee engaged in the performance of the Contract, and to post the statement in a prominent place in the workplace;

D. Notifying the Village of Willowbrook within ten (10) days after receiving notice under Paragraph 2.A.3(b) from an employee or otherwise receiving actual notice of such conviction;

E. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 30 ILCS 580/5;

F. Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place; and

G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

3. The Contractor provides equal employment opportunities in accordance with the Illinois Human Rights Act (775 ILCS 580/1 *et seq.*) and is in compliance with 775 ILCS 5/2-105(A)(4) requiring a written sexual harassment policy.

4. The Contractor at the time it submitted a Proposal for this contract, had an Illinois Department of Human Rights pre-qualification number or had a properly completed application for an Illinois Department of Human Rights pre-qualification number on file with the Illinois Department of Human Rights, as provided for in 44 Illinois Administrative Code 750.210.

5. No Village of Willowbrook officer, spouse or dependent child of a Village of Willowbrook officer, agent on behalf of any Village of Willowbrook officer or trust in which a Village of Willowbrook officer, the spouse or dependent child of a Village of Willowbrook officer or a beneficiary is a holder of any interest in the Contractor; or, if the Contractor's stock is traded on a nationally recognized securities market, that no Village of Willowbrook officer, spouse or dependent child of a Village of Willowbrook officer, agent on behalf of any Village of Willowbrook officer or trust in which a Village of Willowbrook officer, the spouse or dependent child of a Village of Willowbrook officer or a beneficiary is a holder of more than one percent (1%) of the Contractor, but if any Village of Willowbrook officer, spouse or dependent child of a Village of Willowbrook officer, agent on behalf of any Village of Willowbrook officer or trust in which a Village of Willowbrook officer, the spouse or dependent child of a Village of Willowbrook officer or a beneficiary is a holder of less than one percent (1%) of the Contractor, the Contractor has disclosed to the Village of Willowbrook in writing the name(s) of the holder of such interest.

6. No officer or employee of Village of Willowbrook has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the Contractor in violation of the Code of Ordinances of the Village of Willowbrook, Illinois adopted by the Village pursuant to the requirements of the Illinois State Gift Ban Act.

7. The Contractor has not given to any officer or employee of Village of Willowbrook any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer in violation of the Code of Ordinances of the Village of Willowbrook, Illinois adopted by the Village pursuant to the requirements of the Illinois State Gift Ban Act.

8. Neither the Contractor nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person and that the Supplier and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person.

If any certification made by the Contractor changes or any term or condition on which a certification is based changes, which then renders the certification to be no longer valid, the Contractor shall so notify the Village of Willowbrook in writing within seven (7) days.

Dated: _____, 2020

Contractor:

Sonnenschein Financial Services, Inc.

By: _____
Veronica Kosch, President

STATE OF ILLINOIS)
COUNTY OF _____)
ss.)

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that Veronica Kosch, known to me to be the President of Sonnenschein Financial Services, Inc. appeared before me this day in person and, being first duly sworn on oath, acknowledged that she executed the foregoing certification as her free act and deed.

Dated: _____, 2020

Notary Public

(SEAL)

VILLAGE OF WILLOWBROOK

BOARD MEETING
AGENDA ITEM - HISTORY/COMMENTARY

AN ORDINANCE AMENDING SECTION 1-4-1 ENTITLED "GENERAL PENALTY" OF CHAPTER 4 ENTITLED "GENERAL PENALTY" OF TITLE 1 ENTITLED "ADMINISTRATIVE" OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, IL.

AGENDA NO. 13

AGENDA DATE: 9/14/2020

STAFF REVIEW: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst /m

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: T. Bastian /m

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst /m

REVIEWED & APPROVED BY COMMISSION: YES NO N/A

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

Although the Village code allows for the elevation of fines for delinquent collections, the current code does not permit the Village to pass through costs to the violator for attorney's fees or private collection agency fees retained by the Village.

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

This ordinance is necessary in order to add fees for collection services and / or attorney fees to a fine or penalty. This is a companion ordinance to the Collections Resolution discussed tonight and only applies to late payments of fines, penalties, installment of a fine or penalty or any debt due or owing the Village. Therefore, staff recommends that the Board adopt the attached ordinance.

ACTION PROPOSED: Pass the Ordinance

ORDINANCE NO. 20-O

**AN ORDINANCE AMENDING SECTION 1-4-1 ENTITLED “GENERAL PENALTY”
OF CHAPTER 4 ENTITLED “GENERAL PENALTY” OF TITLE 1 ENTITLED
“ADMINISTRATIVE” OF THE VILLAGE CODE OF ORDINANCES OF THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS**

WHEREAS, Section 1-2-1 of the Illinois Municipal Code (65 ILCS 5/1-2-1) expressly authorizes the corporate authorities of the Village to charge any fees and costs incurred by the Village, including but not limited to fees charged by attorneys and private collection agents, to any offender that fails to pay any fine or penalty imposed and due and owing to the Village.

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

SECTION 1. That Section 1-4-1 entitled “General Penalty” of Chapter 4 entitled “General Penalty” of Title 1 entitled “Administrative” of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois, as amended, is hereby further amended by adding thereto Section 1-4-1(B) to read as follows:

“(B) A default in the payment of a fine or penalty or any installment of a fine or penalty may be collected by any means authorized for the collection of monetary judgments. The Village may retain attorneys and private collection agents for the purpose of collecting any default in payment of any fine, penalty, installment of a fine or penalty or any debt due and owing the Village. Any fees or costs incurred by the Village with respect to attorneys or private collection agents retained by the Village under this Section shall be charged to the offender or debtor.”

SECTION 2. That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

SECTION 3: That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED and APPROVED this 14th day of September, 2020.

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen,
Village Clerk