



EST. 1960

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**Village Administrator**

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**Chief of Police**

Robert Schaller

**Director of Finance**

Carrie Dittman



**AGENDA**

SPECIAL JOINT MEETING OF THE LAWS & ORDINANCES, FINANCE & ADMINISTRATION, MUNICIPAL SERVICES, AND PUBLIC SAFETY COMMITTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, JUNE 10, 2019, AT 5:30 P.M. AT THE POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. DISCUSSION – Committee Reports
  - a) Law & Ordinances Committee
  - b) Finance & Administration Committee
  - c) Municipal Services Committee
  - d) Public Safety Committee
4. VISITOR'S BUSINESS  
(Public comment is limited to three minutes per person)
5. ADJOURNMENT

**June 10, 2019**

**MEMO TO: Village of Willowbrook Board of Trustees**

**FROM: Terry Kelly, Law and Ordinances Committee Chair**  
**Michael Mertens, Interim Village Administrator**

**SUBJECT: Update on Law & Ordinances Committee**

The Law & Ordinances Committee has met twice, May 14, 2019 and June 4, 2019. The Committee has established Committee Rules and Procedures as well as a Mission Statement. The Committee has reviewed and discussed the following items:

- Reviewed Comprehensive Amendments to Title 4 of the Village Code: Municipal Services and requested clarification regarding some of proposed amendments. Recommended that the corrected amendments be placed on the Agenda for the June 24, 2019 Village Board meeting subject to final approval by the Village Attorney.
- Recommended that proposed text amendments regarding small wireless facilities and use of radio antennas in residential districts be referred to the Plan Commission for their consideration. This item was presented at a Public Hearing at the June 5, 2019 Plan Commission and the item was continued to the July 2019 Plan Commission Meeting.
- Recommended that proposed text amendments regulating bulk storage standards for manufacturing and/or storage of hazardous materials be referred to the Plan Commission for formal consideration. This item was presented at a Public Hearing at the June 5, 2019 Plan Commission and the item was continued to the July 2019 Plan Commission Meeting.
- Had the Village Attorney summarized provisions of 415 ILCS 5/9.16 Noneligible ethylene oxide emissions sources (SB 1852) and 415 ILCS 5/9.16 Control of ethylene oxide sterilization sources. (SB 1854).
- Recommended that proposed amendments clarifying water bill payment responsibilities (Sec. 6-8-5) and non-payment responsibilities (Sec. 6-8-8) be reviewed by Village Staff and the Village Attorney.
- Met with residents and other stakeholders to listen to their concerns about several issues and how home rule might be used to address their concerns.
- Started a list of ordinances/issues that should be reviewed in the future.
- Need to set priorities and timelines for drafting proposed ordinances.

June 10, 2019

MEMO TO: Village of Willowbrook Board of Trustees

FROM: Sue Berglund, Finance and Administration Committee Chair  
Carrie Dittman, Director of Finance

SUBJECT: Update on F & A Committee Projects

### **Business License Fees/Amusement Tax**

The Committee began discussing alternatives to the amusement tax earlier this spring. We currently have two (open) businesses that pay the tax: Midtown Athletic Club and the Willowbrook Ice Arena. Midtown is paying a fixed monthly amount based on a prior settlement agreement, which has expired. The ice arena pays the tax on only a small portion of their revenues (open skating/skate rental), but NOT on ice rental time as they had been instructed numerous times to do. Also, businesses operating sports training facilities are not currently paying this tax. Staff was instructed to look at amending or eliminating this tax. One item that was discussed was changing the business license fee structure to apply a flat fee amount to these types of businesses and eliminate the amusement tax altogether. The Deputy Village Clerk sent an email surveying 60 other municipalities on whether they charged business license fees, what the fees were, and whether they were home ruled or not. 11 responded and provided their fee structure where applicable, however there are large differences in types of fees charged, the amounts of fees, etc. One way to simplify the fee would be to charge an amount annually based on square footage of the facility. The Committee needs to have further discussion on:

- What is allowed to be charged under Home Rule status?
- What comparable communities are charging?
- What new businesses would be subject to a business license fee?
- What the potential financial impact to the Village would be?

### **Village Website Update**

The update of the Village's website has been underway since around November 2018. Numerous meetings have been held between Civic Plus (our current website

host) and Village staff, and the design of the new site has been completed. The new platform is more user-friendly and will give Village staff much more flexibility to make changes to the look of the pages themselves. In-depth staff training for core and backup users will occur on June 21, 2019. The website is expected to go live around July 3, 2019.

### **Village Servers Update**

As part of the annual IT review, it was determined that 2 of the Village's file servers are due for replacement: one for Village Hall and one for the Police Dept. Along with the servers, various peripheral equipment including battery backups, wireless devices, and switches will need to be replaced. PCS International, the Village's outsourced IT consultant, has been soliciting bids and working on the proposals for us. The proposals should be ready for approval at the June 24<sup>th</sup> Village Board Meeting and the changeout will occur shortly thereafter. Approximately \$43,000 has been included in the FY 19/20 budget for these capital items based on preliminary estimates.

### **Village Phone/Internet Contract Update**

Our current contract with the Village's phone carrier Call One expired a few years ago and we were notified last fall that our rates are going to be adjusted (up) to the current market rates. Due to this, staff began researching alternative carriers, along with including plans to upgrade our internet service to fiber based (much faster) and also implement a redundant internet to prevent business interruption in the event of an outage. Village staff solicited proposals from 4 vendors, and also utilized the services of Data-Tel to obtain competitive quotes. Access One provided the requested system upgrades at the best price and was approved at the F & A Committee level. Attorney Bastian has been reviewing their contract prior to execution; it came to our attention that they determined their pricing based on a 3 year commitment, and as this is not allowable (contracts cannot exceed one year), they are modifying the agreement which may impact the pricing if the Village did not renew for years 2 & 3. We are awaiting the revised contract, which will then be brought forth to the board for approval.

As part of this project, staff conducted a POTS lines audit in order to trace and hopefully eliminate many expensive and unnecessary POTS lines. Staff is awaiting

feedback from the police dept and the Village attorney on a few lines. If all identified non-used POTS lines can be eliminated, the Village will drop 16 of its current 27 lines, which will save about \$10,000 annually in phone charges. Once the contract is signed, the implementation will occur about 30 days later and will involve technicians from Access One, PCS (IT consultant), and Midco (Village's phone system tech company).

**June 10, 2019**

**MEMO TO: Village of Willowbrook Board of Trustees**

**FROM: Paul Oggerino, Municipal Services Committee Chair**  
**Michael Mertens, Interim Village Administrator**

**SUBJECT: Update on Municipal Services Committee Projects**

**Residential Solid Waste Collection and Disposal Service Contract:**

Joe Coons and Michael Mertens have met with John Clifford and Jocelyn Kruis of Republic Services regarding the Village of Willowbrook residential solid waste and disposal service contract that is set to expire on December 31, 2019. They discussed the Municipal Services Committee desire to seek a short-term contract extension to move the contract expiration into the summer of 2020. They also discussed the expectation that the Village would review the future contract criteria (levels of service, stickers, recycling, term, etc.) to include into a new public bid for residential waste services to be sent out over the Fall of 2019 for implementation in the summer of 2020.

Republic Services was open to a short-term extension. Michael Mertens suggested a contract extension through the end of July 2020 to move the Village away from dealing with any holiday conflicts. Republic Services would request moving from three days of service pickups, currently Monday, Tuesday & Wednesday and moving to a one-day Village-wide pick up on Thursday starting in January 2020. The proposed extension would include a new recycling processing fee of \$1.62 however they would adjust their short-term 2020 rates down so the net effect would be a 3% increase, which is the same yearly rate increase as our current contract. A summary of the rate items is attached in the excel document. Also attached is a copy of Republic Services original 4-year proposal sent to Tim Halik back in March of this year. Michael Mertens has asked Republic to update this proposal for a short-term extension based on the above summary.

**Motor Fuel Tax (MFT) Road Maintenance Program**

This year's 2019 Motor Fuel Tax (MFT) Roadway Maintenance Program funding amount is \$303,253. This year's program will include various patching throughout the town. These patches will range from 3-inch overlays to 6-inch full depth patching where necessary. The Village will also be doing crack sealing, as well as thermoplastic traffic marking paint in various areas, concentrating on school zones, crosswalks, stop bars and double yellow striping.

Christopher B. Burke Engineering is currently working up the design and bid documents. It is anticipated that the project will be bid in July 2019 with a contract award in August 2019. As we have done in the past all Village roads will be visually evaluated after the winter season.

### **Village Monument Signage Replacement Route 83**

The 2019 / 2020 Village budget included a discretionary item to replace the two Route 83 monument signs with new signage and landscape enhancements. The amount approved in the budget was \$100,000.00. The two current signs are located on State of Illinois right-of-way. Public works is reaching out to IDOT to determine the permit criteria to replace the monument signs at their existing locations. The state may have limitations on the type of signage allowed in the right-of-way and we will keep the Village Board informed on the details.

Staff has provided a signage sample exhibits, attached, to seek direction on the desired style sign that the Village would like to see for these two Route 83 locations. The first picture is an exhibit of the current Village monument sign. The second is an example of a message board style sign and the remainder of the exhibits are samples of from surrounding communities. Cost estimates for a wood style sign with landscaping can range from \$15,000 to \$20,000 per location. A masonry style sign with landscaping can range from \$40,000 to \$50,000 per location. Lastly, a message style sign can range from \$75,000 to \$100,000 per location.

### **Development Project Updates**

#### **Pete's Market (PFM): Roadwork**

- Approximately 1/3 of the overall work is completed, essentially Phase 1 only.
- We were told that there was an issue with IDOT work in the Kingery right-of-way just north of the development that conflicted with PFM performing their Phase 2 & 3 work.
- The start of Phase 2 & 3 is subject to IDOT's completion, we understand that said IDOT work is nearly completed, only restoration is left (materials onsite) and site clean cleanup/traffic control devices are left to remove. Super at PFM asked K5 (roadwork contractor for PFM) to ask IDOT status of remaining work.
- We were also informed that the weather has been causing delays as well.
- The balance of phase 2 & 3 will take approximately 2½ -3 months completing in ~August
- We will be notified with an update and be provided with contractor schedule
- All temporary stop lights / equipment at the intersection are still in place and functioning as intended, the permanent equipment ETA is unknown over the August predicament.
- When these phases are completed, the piles of dirt along Kingery will be removed.

#### **Pete's Market (PFM): Onsite**

- The Main building is completed all three units are open for business (PFM, Ulta, Stein Mart)
- Outlot:
  - The shell has been completed for some time.
  - Tenants that are moved in and operating, open for business include
    - AT&T,
    - Lumes Pancake House,
    - Firehouse Subs,
    - Dental Office.

- One unit is undergoing construction for a Nail Salon, ETA opening approx. 1 month.
- The remaining approx. 3,000 space to the far west end of the building has not yet been developed. The PFM contact indicated they are in talks with two prospective tenants, but as of this time we have not received any plans/permit for the space.

**WB Inn:**

Their current (& 4<sup>th</sup>) permit expires on 06/28/19, in speaking with the construction superintendent they feel they will make the date. Inspections are ongoing and as of recently nearly all have been approved. Staff will work with them to assist in getting them through the Final Inspection process anticipated to begin tomorrow 06/07/19

**Compass Arena:**

Work / site progressing. Working with Owner to verify field changes are acceptable from Building/Fire Codes & Zoning.

**ROC Buildings:**

Construction has finally started on the two storage buildings site. Site work, principal excavation, is nearly completed. The foundations to both buildings are in, north bldg. pre-cast panels are being installed/erected as this message is being typed.

**Pulte:**

The New Single-Family Subdivision / site is progressing towards completion. 75% (22/29) of the lots have a permit, 60% (17/29) are currently occupied, have occupancy.



**Republic Services Short Term Rate Summary**

5/17/2019

	2019 Rates	2020 Short Term Rates	Recycling Processing fee	Net increase with processing fee	Delta from 2019 to 2020
Single User per month					
Curbside collection - 35 gallon	\$ 20.82	\$ 19.82	\$ 1.62	\$ 21.44	3%
Curbside collection - 95 gallon	\$ 22.07	\$ 21.04	\$ 1.62	\$ 22.66	3%
Curbside collection - 65 gallon	\$ 22.81	\$ 21.87	\$ 1.62	\$ 23.49	3%
Curbside collection Senior - 35 gallon	\$ 16.63	\$ 15.51	\$ 1.62	\$ 17.13	3%
Sticker	\$ 3.00	\$ 3.00	-	\$ 3.00	0%



March 8, 2019

5050 W. Lake Street Melrose Park, IL 60160  
708-345-7050 www.republicservices.com



Mr. Timothy J. Halik  
Village Manager  
Village of Willowbrook, IL 60527

Dear Mr. Halik,

On behalf of Republic Services, I would like to once again, thank you for this opportunity to continue our dialogue regarding a possible extension to our current collection services agreement.

**Current Collection Program:**

- Refuse: Volume based contractor provided containers, 35/65/95-gallon. One (1) bulk item included, no sticker required. Solid waste stickers are required for additional bulk items and additional refuse.
- Recycling: Unlimited recycling with a company provided recycling cart.
- Yard Waste: Collected in biodegradable yard waste bags or designated cans with pre-paid stickers attached. Optional 35/65/95- gallon carts available for an additional monthly fee.
- Annual Amnesty Day collection at no additional cost to the residents.
- Collection services provided to Village facilities at no cost.
- Collection services provided for up to six (6) Community events per year.

**Current Rates through December 31, 2019**

Single-Family Rates Per Unit, Per Month		
Curbside Collection – 35- gallon		\$20.82
Curbside Collection – 65 -gallon		\$22.07
Curbside Collection – 95- gallon		\$22.81
Curbside Collection Senior – 35- gallon		\$16.63
Sticker – Refuse / Yard Waste, each		\$3.00
Annual Amnesty Day Collection		N/C
Village Facilities Collection		N/C
Special Events Collection Service		N/C
Leaf Collection		N/C
Special Event Services		N/C

**Proposed Rate Adjustment for Collection Program: (Term – 4 Years)**

- All current program services remain the same.

**Proposed Rates effective January 1, 2020 through December 31, 2023**

Single-Family Rates Per Unit, Per Month		
Curbside Collection – 35- gallon		\$19.82
Curbside Collection – 65 -gallon		\$21.04
Curbside Collection – 95- gallon		\$21.87
Curbside Collection Senior – 35- gallon		\$15.51
Sticker – Refuse / Yard Waste, each		\$3.00
Annual Amnesty Day Collection		N/C
Village Facilities Collection		N/C
Special Events Collection Service		N/C
Leaf Collection		N/C
Special Event Services		N/C
* Recycling Processing Fee		\$1.62

**Note:**

\*Recycling Processing Fee - \$01.62 not to exceed a 40% correction after the initial 12-months.

(Example: +40% = \$2.26 / -40% = \$.98)

\* Annual CPI Rate Adjustment: (2021 @ 4.00%), (2022 @ 4.00%),  
(2023 @ 4.00%)

As always, Republic Services values the opportunity to provide service to the Village and its residents. We look forward to continuing our partnership with the Village for years to come.

Sincerely,

John Clifford  
Manager Municipal Sales  
Republic Services

Cc: Jocelyn Kruis





## Notes to 4 Year Alternative Pricing

\*Recycling Processing Charge: A Recycling Processing Charge of (\$1.62 = "base rate") has been established and is incorporated into the per unit, per month rates for each of the years shown in Appendix A. The Recycling Processing Charge is derived by subtracting the Processing Rate and Residual Costs from the Commodity Sales. (Commodity Sales-Processing Rate-Residual Costs)

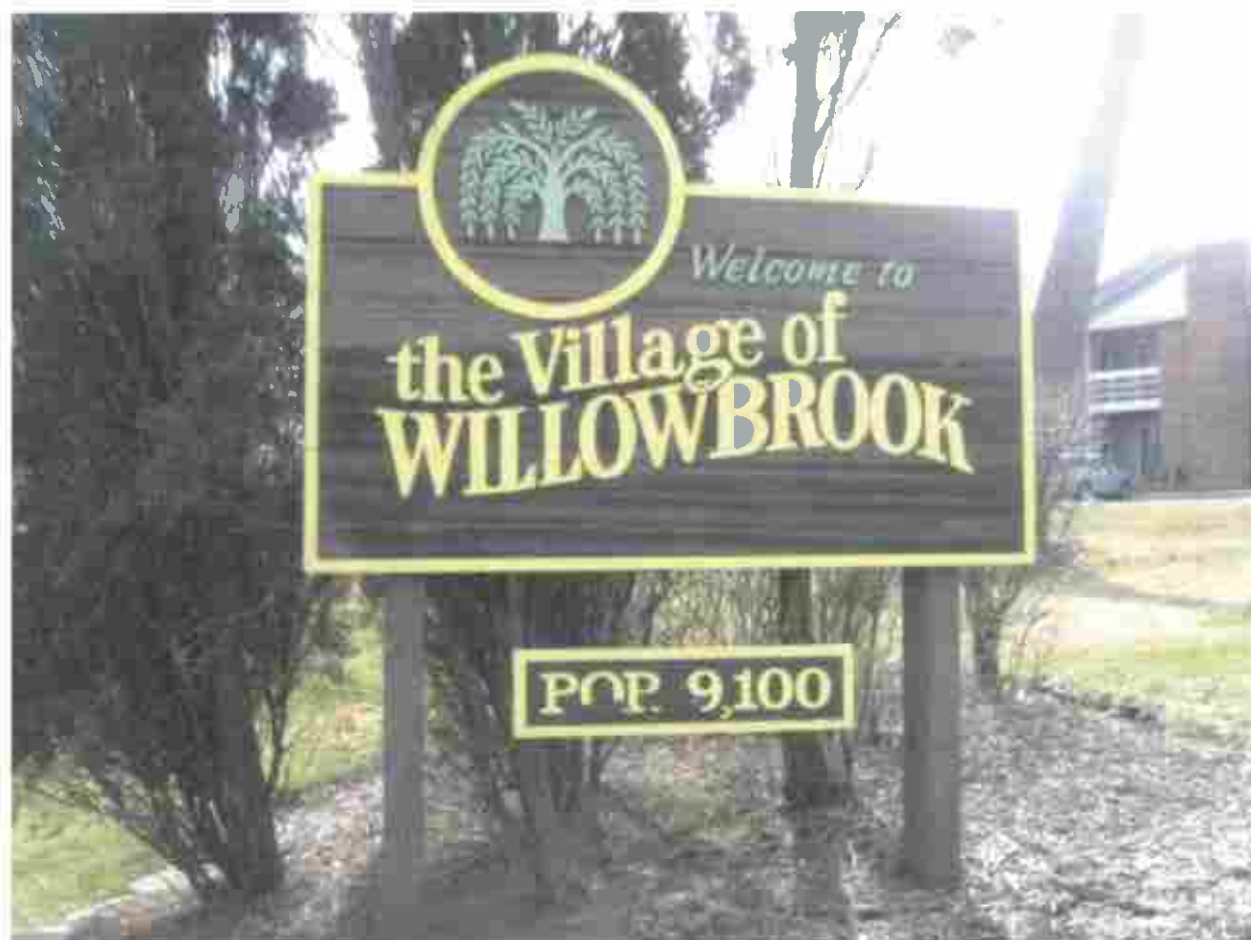
"Commodity Sales" means the average amount received per 12-month period on the sale of Recyclable Materials processed at the facility receiving the Village's Recyclable Material. "Processing Rate" means the current rate charged to process Recyclable Materials. "Residual Cost" means the average amount it costs per 12-month period to transport and dispose of non-recyclable, residual material pulled out of the collected stream of Recyclable Materials received at the processing facility.

Annual Adjustment of the Recycling Processing Charge "Base Rate": On each anniversary of the Effective Date of this Agreement, Republic shall evaluate, and adjust if needed, the Recycling Processing Charge based on any changes in Commodity Sales, Processing Rates and/or Residual Costs. The Recycling Processing Charge over the most recent twelve- month period shall be compared to the last identified Recycling Processing Charge, "base rate", to determine any change. A reduction in Recycling Processing Charge shall result in a decreased price for the Recycling Services, "base rate" for the twelve months after the effective date of the Annual Recycling Adjustment. An increase in Recycling Processing Charge shall result in an increased price for the Recycling Services, "base rate" for the twelve months after the effective date of the Annual Recycling Adjustment. Please note that this pricing model includes revenue share should commodity value exceeds processing costs. In addition, Republic Services is willing to discuss incorporating any additional, mutually agreed upon, safeguard language that the Village is willing to explore.

Current monument signs along Route 83 on the north & south entrance to the Village.

The Village budgeted \$100,000 to update the signage & add landscaping.

Staff is seeking direction on the type of monument signage and branding desired for the community signage program.

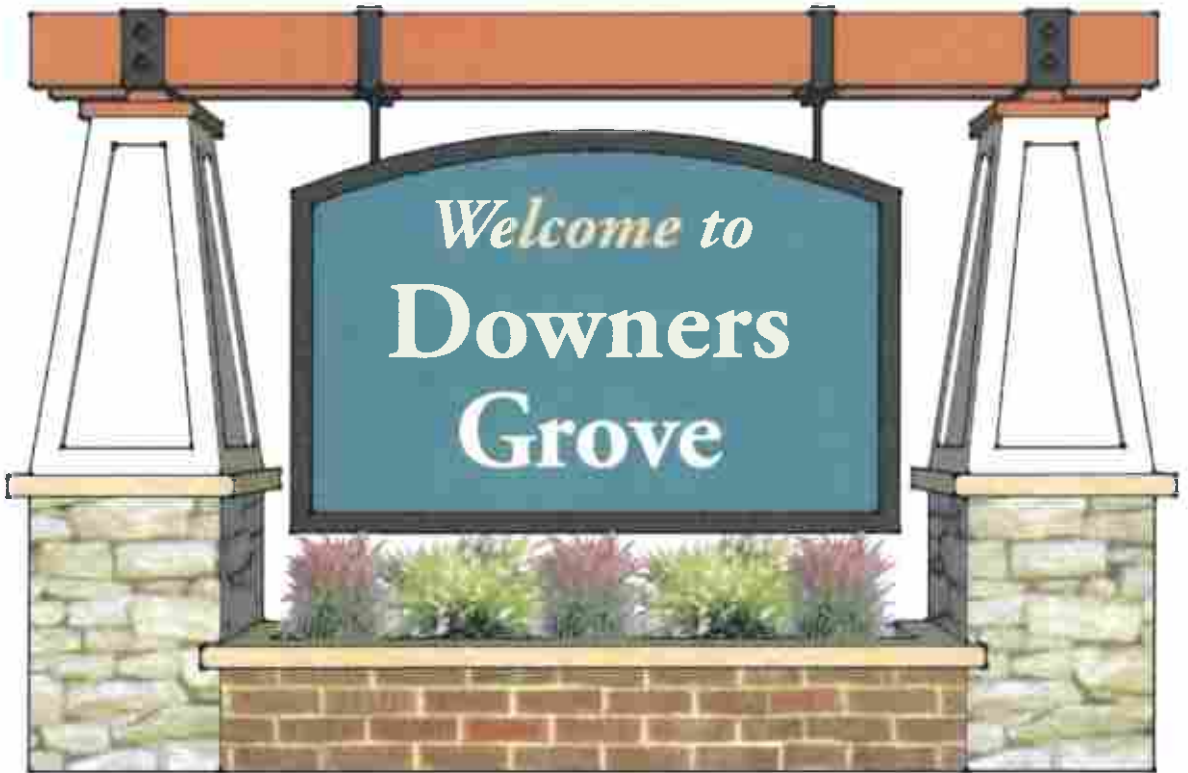
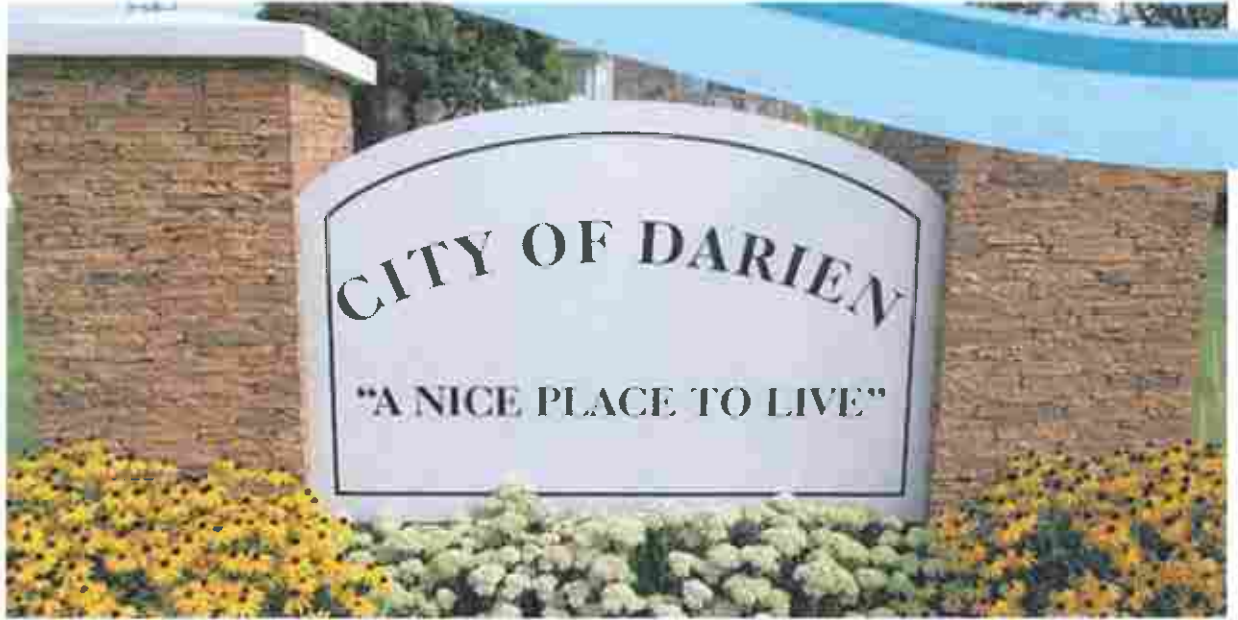




**SIDE VIEW**

***S/F LED ILLUMINATED EMC DISPLAY 1/4" = 1'-0"***

10MM FULL COLOR EMC UNIT W/ .3 WATT COLRED LED LAMPS IN A 210 X 420 MATRIX.  
 ALUMINUM CABINET, BM2162-40 PEANUT SHELL TAN PAINTED FINISH.  
 COLUMN COVER & BASE, HALQUIST MAPLE RIDGE BLEND FULL BED DEPTH STONE TO  
 MATCH BUILDING.  
 ALUMINUM I.D. CABINET & CAPS, PMS #400 LT WARM GREY PAINTED FINISH.  
 1/4" THICK F.O. ALUMINUM LOGO & COPY, DK BRONZE PAINTED FINISH & FLUSH MTD.



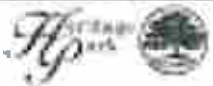












Village of Homer Glen - Heritage Park Jubilee Drive  
 11000 Parkside Ave. • IL 60131



**June 10, 2019**

**MEMO TO: Village of Willowbrook Board of Trustees**

**FROM: Gayle Neal, Public Safety Committee Chair  
Robert Schaller, Police Chief**

**SUBJECT: Update on Public Safety Committee**

The following is a summary of key projects that the Public Safety Committee has reviewed and recommend for Village Board consideration:

**MERIT Program:**

The Village of Willowbrook joined FIAT in the late 1970's or early 1980's, FIAT is a law enforcement task force specializing in major crime investigations, computer forensics, major crash reconstructions, police service dogs, and Special Weapons and Tactics (SWAT) response. Support in these specialty areas is shared by personnel on a part-time basis from FIAT member agencies including: Addison, Brookfield, Burr Ridge, Clarendon Hills, Darien, Downers Grove, Hinsdale, Lisle, Lombard, Oak Brook, Warrenville, Westmont, Willowbrook, Wood Dale, and Woodridge.

In 2018, the leadership of the DuPage County Major Crimes Task Force and the DuPage Felony Investigative Assistance Team (FIAT), in coordination with the DuPage County Association of Chiefs of Police recognized the benefit of consolidating both task force entities into a single county-wide task force that includes DuPage County Sheriff's Police. The pooling of resources into a combined county-wide entity would lead to the expedient solution of serious crimes, critical incidents, and other law enforcement endeavors.

MERIT will be governed by a twelve (12) member Executive Board and will operationally consist of three operational sections: 1) Tactical Operations 2) Special Operations and 3) Investigative operations. Total personnel assigned to the task force is estimated at 300. Annual dues will be \$4000.00 per agency.

**Oxcart Permit System:**

In the October 2018 meeting, the Village of Willowbrook Public Safety Committee discussed the use of Oxcart Permit Systems to collect special hauling permit fees for overweight/oversize vehicle. The Village of Willowbrook currently collects these fees via mail or in person at the Village Hall under ordinance 8-7-6: Maximum Size of Vehicle; Permits and 8-7-17: Maximum Gross Weight of Vehicles; Permits and the deputy clerk issues the permits. Upon review, the committee agreed to use Oxcart Permit Systems as a way to issue, manage, and collect permit fees online. The use of Oxcart Permit System is more consistent with how neighboring jurisdictions collect similar permit fees and is known as a standard method of permit fee collection in the trucking industry. The use of Oxcart Permit System is no cost to the Village of Willowbrook and can be cancelled at any time.

**Lexis-Nexis eCrash:**

The Illinois Department of Transportation (IDOT) receives 81% of the crash reports electronically statewide, the goal of IDOT is to reach 100% electronic submittal. Lexis-Nexis eCrash is an approved third-party vendor to the Illinois Department of Transportation. It offers end-to-end crash data management that streamlines and secures the entire report handling process from the report data capture, storage and access to analysis and distribution.

Lexis-Nexus eCrash software and integration are provided at no cost to the Police Department. Lexis-Nexus eCrash assesses a convenience fee to citizens, insurers and other authorized parties who purchased accident reports online. The implementation of Lexis-Nexus eCrash was discussed and approved by the Public Safety Committee on 01/14/19.

**Truck Ordinance Maximum Size of Vehicles / Gross Weight Permits:**

In October of 2018, the Village of Willowbrook Public Safety Committee discussed the initiation of a commercial motor vehicle enforcement initiative. Among the items discussed were the Village's current oversize and overweight vehicle ordinances, sections 8-7-6 entitled "Maximum Size of Vehicles; Permits:" and 8-7-17 entitled "Maximum Gross Weight of Vehicles; Permits:" of the village code. These two ordinances were enacted in 1995 and 1984 respectively and contained various outdated sections. It was proposed that the two ordinances be combined into one which address both overweight and oversize vehicles in a manner consistent with current law and neighboring jurisdictions. With the help of commercial motor vehicle enforcement officers from other jurisdictions, a new ordinance was developed which changed the permit fees and fines structure to be consistent with the industry norms and removed all outdated language.

The village staff recommends that the new ordinance 8-7-6 entitled "MAXIMUM SIZE AND WEIGHT OF VEHICLES; PERMITS:" be adopted in place of the current ordinance and 8-7-17 entitled "MAXIMUM SIZE AND WEIGHT OF VEHICLES; PERMITS:" be repealed.

**Vehicle Replacement Program:**

The department will be replacing two (2) current patrol vehicles. These vehicles will be purchased through Currie Motors under the Suburban Purchasing Cooperative. Total purchase price including upfitting will be \$101,963.96. During the June 10, 2019 Joint Committee meeting the Public Safety Committee reviewed and approved this budgeted purchase.