

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, JULY 24, 2017, AT 6:30 P.M. AT **BURR RIDGE POLICE DEPARTMENT TRAINING ROOM, 7700 COUNTY LINE ROAD, BURR RIDGE, DUPAGE COUNTY, ILLINOIS**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITOR'S BUSINESS - Public comment is limited to three minutes per person
5. OMNIBUS VOTE AGENDA:
 - a. Waive Reading of Minutes (APPROVE)
 - b. Minutes - Regular Board Meeting - July 10, 2017 (APPROVE)
 - c. Warrants - \$424,956.70 (APPROVE)
 - d. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Execute the Gateway Special Recreation Association Fifth Amended Articles of Agreement (ADOPT)
 - e. Resolution - A Resolution Appointing a Designated Director and Designated Alternate to the DuPage Public Safety Communications (DU-COMM) Board of Directors (ADOPT)
 - f. Resolution - A Resolution Authorizing the Village Administrator's Acceptance of Project Change Order No. 48 - The Replacement of an Existing Roof Top HVAC Unit - Police Building Expansion/Renovation Project, and Ratifying and Confirming the Village Administrator's Prior Execution of Said Change Order (ADOPT)
 - g. Motion - Motion to Approve - Police Renovation Project: Payout #8 - Partial Payment, L.J. Morse Construction Company (PASS)
 - h. Motion - Board Authorization for Staff to Process Current Delinquent Water Bills in Accordance with Past Practices (PASS)

NEW BUSINESS

6. OATH OF OFFICE - CHIEF OF POLICE ROBERT J. PAVELCHIK, JR.

7. OFFICIAL APPOINTMENT TO RANK OF SERGEANT - OFFICER
TIMOTHY J. KOBLER
8. PROCLAMATION - A PROCLAMATION RECOGNIZING AND
COMMENDING OFFICER DAVID A. GADDIS FOR 30 YEARS OF
SERVICE TO THE VILLAGE OF WILLOWBROOK

PRIOR BUSINESS

9. COMMITTEE REPORTS
10. ATTORNEY'S REPORT
11. CLERK'S REPORT
12. ADMINISTRATOR'S REPORT
13. MAYOR'S REPORT
14. CLOSED SESSION
15. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JULY 10, 2017 AT THE BURR RIDGE POLICE DEPARTMENT, TRAINING ROOM, 7700 COUNTY LINE ROAD, VILLAGE OF BURR RIDGE, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at the hour of 6:30 p.m. by Village Clerk Leroy Hansen.

2. ROLL CALL

Those present at roll call were Village Clerk Leroy Hansen, Trustees Sue Berglund, Umberto Davi, Terrence Kelly, Michael Mistele, Gayle Neal, and Paul Oggerino.

ABSENT: Mayor Frank Trilla

Also present were Village Attorney Michael R. Durkin, Village Administrator Timothy Halik, Director of Finance Carrie Dittman, Acting Police Chief Robert Schaller, Police Consultant Robert Pavelchik, Jr., Assistant to the Village Administrator Garrett Hummel, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. MOTION TO APPROVE - A MOTION TO APPOINT TRUSTEE MICHAEL MISTELE AS TEMPORARY CHAIRMAN IN THE MAYOR'S ABSENCE

Village Clerk Hansen advised that a motion was necessary to appoint Trustee Michael Mistele as Mayor Pro Tem for tonight's meeting.

MOTION: Made by Trustee Oggerino and seconded by Trustee Kelly to appoint Trustee Mistele as Mayor Pro Tem.

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

MOTION DECLARED CARRIED

4. PLEDGE OF ALLEGIANCE

Mayor Pro Tem Mistele asked Village Resident Phyllis Zimmer to lead everyone in saying the Pledge of Allegiance.

5. VISITORS' BUSINESS

Ms. Zimmer, 6446 Tennessee Avenue, spoke about stormwater drainage issues on her property.

6. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - June 26, 2017 (APPROVE)
- c. Warrants - \$299,887.23 (APPROVE)
- d. Monthly Financial Report - June 30, 2017 (APPROVE)
- e. Ordinance - An Ordinance of the Village of Willowbrook, DuPage County, Illinois authorizing the Mayor and Village Clerk to Execute an Amendment to the Development Agreement Regarding the Route 83 and Plainfield Road Tax Increment Redevelopment Project Area - Ordinance No. 17-O-15 (PASS)
- f. Ordinance - An Ordinance of the Village of Willowbrook, DuPage County, Illinois authorizing the Mayor and Village Clerk to Execute an Amendment to the Escrow Deposit Agreement with Willowbrook Town Center LLC - Ordinance No. 17-O-16 (PASS)
- g. Motion to Approve - Willow Pond Park Renovation Project: Payout #2, Partial Payment - Clauss Brothers, Inc. (PASS)
- h. Proclamation - A Proclamation recognizing Willowbrook Resident Roberta Dee-Vinyard for her dedication to helping DuPage Residents become self-sufficient and productive individuals

Mayor Pro Tem Mistele asked the Board if there were any items to be removed from the Omnibus Vote Agenda

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

7. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE CERTAIN INTERGOVERNMENTAL AGREEMENT WITH THE COUNTY OF DUPAGE, ILLINOIS FOR THE WILLOWBROOK VILLAGE HALL COMPLEX PERMEABLE PAVER PARKING LOT WATER QUALITY IMPROVEMENT PROJECT

Administrator Halik related that this project was discussed at the March Budget Workshop. The parking lots for the Village Hall and Community Resource Center are in need of complete reconstruction. Staff applied for a grant through the DuPage County Water Quality

Improvement program. This grant would fund a portion of the project provided that the new parking lot be installed using permeable paver stones.

Administrator Halik advised that permeable paver stones reduce the amount of storm water run-off and will eliminate pollutants that enter waterways.

DuPage County received 14 grant applications. Five (5) grants were awarded, one of which was awarded to Willowbrook. The Village was awarded 15% of the cost of the project up to \$90,000. The cost to complete both parking lots is estimated to be \$620,000.

In order to accept the grant, Administrator Halik stated that the Village Board would need to execute an intergovernmental agreement (IGA) with DuPage County. Under the terms of the IGA, the project would need to be completed by March of 2019. Administrator Halik recommended that the project be budgeted for Fiscal Year 2018/19.

Administrator Halik advised that there is some discretion on how the project can be managed provided that the \$90,000 maximum grant amount is not exceeded. One parking lot could be replaced from this grant cycle and then reapply for the grant to complete the second parking lot. Administrator Halik spoke with DuPage County about completing only one of the parking lots and adjusting the percentage of the grant to 25% to not exceed the \$90,000 award. DuPage County advised that the State's Attorney's office would need to approve the change and a new IGA would need to be drafted.

Administrator Halik related that the IGA does not bound the Village to complete the project. However, if the project is not completed by March of 2019, the grant money will be lost.

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to adopt Resolution No. 17-R-39 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

8. COMMITTEE REPORTS

Trustee Neal had no report.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi questioned that since the police building is nearing completion, would there be a possibility of relocating the Village Board meetings back to that building. Administrator Halik advised that the meetings could potentially be moved for the August meeting dates.

Trustee Oggerino had no report.

9. ATTORNEY'S REPORT

Attorney Durkin had no report.

10. CLERK'S REPORT

Clerk Hansen had no report.

11. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

12. MAYOR'S REPORT

No Mayor's report due to Mayor Trilla's absence.

13. CLOSED SESSION

Mayor Pro Tem Mistele stated that there was no need for Closed Session during tonight's meeting.

14. ADJOURNMENT

MOTION: Made by Trustee Berglund and seconded by Trustee Oggerino, to adjourn the Regular Meeting at the hour of 6:59 p.m.

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

MOTION DECLARED CARRIED

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Village Board Minutes
July 10, 2017

PRESENTED, READ and APPROVED.

July 24, 2017.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

WARRANTS

July 24, 2017

GENERAL CORPORATE FUND	-----	\$241,201.01
WATER FUND	-----	177,153.54
HOTEL/MOTEL TAX FUND	-----	4,100.00
POLICE PENSION FUND	-----	400.00
L.A.F.E.R FUND	-----	2,102.15
TOTAL WARRANTS	-----	\$424,956.70



Carrie Dittman, Director of Finance

APPROVED:

Frank A. Trilla, Mayor

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
07/25/2017	APCHK	90884#	VH JUN 17 825 MW JUN 17 PW JUN 17	COMCAST CABLE	INTERNET/WEBSITE HOSTING INTERNET/WEBSITE HOSTING EDP LICENSES	460-225 640-225 715-263	10 30 35	129.85 84.66 104.85 <u>319.36</u>
				CHECK APCHK 90884 TOTAL FOR				
07/25/2017	APCHK	90885*#	0423085170 JUL 17 6863089003 JUL 17 0791026027 JUL 17 7432089030 JUL 17 4403140110 JUL 17	COMMONWEALTH EDISON	RED LIGHT - COM ED RED LIGHT - COM ED RED LIGHT - COM ED ENERGY - STREET LIGHTS ENERGY - STREET LIGHTS	630-248 630-248 630-248 745-207 745-207	30 30 30 35 35	45.88 31.24 38.52 397.59 43.48 <u>556.71</u>
				CHECK APCHK 90885 TOTAL FOR				
07/25/2017	APCHK	90886	MAY & JUN 17	DENNIS KOWSKI	SUMMER PROGRAM MATERIALS & SERVICE	575-119	20	102.00
07/25/2017	APCHK	90887	17-28445-1 16-244Q-4	DESIGN PERSPECTIVES INC	CONSULTING SERVICES PARK IMPROVEMENTS - NEIGHBORHOOD P	555-306 595-695	20 20	2,600.00 1,200.00 <u>3,800.00</u>
				CHECK APCHK 90887 TOTAL FOR				
07/25/2017	APCHK	90888#	773432 JUN 17 773432 JUN 17	DISCOVERY BENEFITS SIMPLIFY	EMP DED PAY - FSA FEE HEALTH/DENTAL/LIFE INSURANCE	210-221 455-141	00 10	46.20 3.80 <u>50.00</u>
				CHECK APCHK 90888 TOTAL FOR				
07/25/2017	APCHK	90889	2ND QTR 17/18	DU-COMM	RADIO DISPATCHING	675-235	30	61,955.25
07/25/2017	APCHK	90891#	200 COUPONS 200 COUPONS	DUPAGE COUNTY	TAXI CAB VOUCHER INVENTORY SENIOR CITIZEN TAXI PROGRAM	190-103 475-372	00 10	500.00 500.00 <u>1,000.00</u>
				CHECK APCHK 90891 TOTAL FOR				
07/25/2017	APCHK	90893#	3374 #2 3373 3374 #2	FALCO'S LANDSCAPING INC	CONTRACTED MAINTENANCE STORM WATER IMPROVEMENTS MAINTENAN ROUTE 83 BEAUTIFICATION	570-281 750-381 755-281	20 35 35	4,790.50 5,855.00 4,305.13 <u>14,950.63</u>
				CHECK APCHK 90893 TOTAL FOR				
07/25/2017	APCHK	90894	5-849-34820	FEDERAL EXPRESS CORP.	POSTAGE & METER RENT	630-311	30	54.80
07/25/2017	APCHK	90895	175735	FREDRIKSEN FIRE EQUIPMENT	MAINTENANCE - BUILDING	466-228	10	102.50
07/25/2017	APCHK	90896	17/18 1ST PYMNT	GATEWAY SRA	SPECIAL RECREATION ASSOC PROGRAM D	590-518	20	18,800.03

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
07/25/2017	APCHK	90897	125359	GENE'S TIRE SERVICE	MAINTENANCE - VEHICLES	735-409	35	964.47
07/25/2017	APCHK	90898	18 BUDGET AWRD	GOVT FINANCE OFCRS ASSN	FEES/DUES/SUBSCRIPTIONS	610-307	25	280.00
07/25/2017	APCHK	90899	EISENBEIS	GRUNDY COUNTY CLERK	FEES/DUES/SUBSCRIPTIONS	630-307	30	11.00
07/25/2017	APCHK	90900	2017-0466	GUARDIAN TRACKING LLC	EDP LICENSES	640-263	30	1,303.00
07/25/2017	APCHK	90901	15830	H AND R CONSTRUCTION INC.	STORM WATER IMPROVEMENTS MAINTENAN	750-381	35	3,103.00
07/25/2017	APCHK	90903	AUG-DEC 16	HINSDALE HUMANE SOCIETY	ANIMAL CONTROL	650-268	30	350.00
07/25/2017	APCHK	90905*#	31243	HOME DEPOT CREDIT SERVICES	PARK LANDSCAPE SUPPLIES	565-341	20	18.27
			5032173		PARK LANDSCAPE SUPPLIES	565-341	20	59.82
			1022156		OPERATING SUPPLIES & EQUIPMENT	710-401	35	19.91
			1022234		OPERATING SUPPLIES & EQUIPMENT	710-401	35	18.21
			4022975		OPERATING SUPPLIES & EQUIPMENT	710-401	35	335.81
			31962		OPERATING SUPPLIES & EQUIPMENT	710-401	35	239.64
			0135755333		ROAD SIGNS	755-333	35	21.93
CHECK APCHK 90905 TOTAL FOR								713.59
07/25/2017	APCHK	90906	52033	HR SIMPLIFIED	HEALTH/DENTAL/LIFE INSURANCE	455-141	10	100.00
07/25/2017	APCHK	90907	J LOPEZ	ILL. NOTARY DISCOUNT BONDING	FEES/DUES/SUBSCRIPTIONS	630-307	30	53.95
07/25/2017	APCHK	90908	250050	INDUSTRIAL ELECTRICAL SUPPL	BUILDING MAINTENANCE SUPPLIES	466-351	10	13.00
07/25/2017	APCHK	90910	17 UNIFORMS	JOSEPH LAVALLE	UNIFORMS	630-345	30	289.90
07/25/2017	APCHK	90911	SB831324-I1	JPMORGAN CHASE BANK N.A.	FEES/DUES/SUBSCRIPTIONS	630-307	30	48.75
07/25/2017	APCHK	90912	60 JUN 17	KING CAR WASH	FUEL/MILEAGE/WASH	630-303	30	325.00
07/25/2017	APCHK	90913#	9003662601	KONICA MINOLTA BUSINESS SOLU	COPY SERVICE	455-315	10	185.23
			38291764		COPY SERVICE	455-315	10	450.00
			9003654220		COPY SERVICE	455-315	10	500.82
			9003654220		COPY SERVICE	630-315	30	303.53
CHECK APCHK 90913 TOTAL FOR								1,439.58
07/25/2017	APCHK	90914	1-130291	LA FASTENERS INC	OPERATING SUPPLIES & EQUIPMENT	710-401	35	24.96
07/25/2017	APCHK	90915	MAY & JUN 17	LARY DENZ	SUMMER PROGRAM MATERIALS & SERVICE	575-119	20	238.00
07/25/2017	APCHK	90916	1718	LAW OFFICE OF J.C. BROTHIER	FEES - BOPC ATTORNEY	435-239	07	273.00
07/25/2017	APCHK	90917	MAY & JUN 17	MARK CAPOSIENO	SUMMER PROGRAM MATERIALS & SERVICE	575-119	20	136.00

CHECK DISBURSEMENT REPORT FOR WILLOWBROOK
CHECK DATE FROM 07/12/2017 - 07/25/2017

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
07/25/2017	APCHK	90918	MAY & JUN 17	MEL KREJCI	SUMMER PROGRAM MATERIALS & SERVICE	575-119	20	102.00
07/25/2017	APCHK	90919	315600	MIDCO	FURNITURE & OFFICE EQUIPMENT	485-611	10	24,192.64
			316685		FURNITURE & OFFICE EQUIPMENT	485-611	10	20,156.01
				CHECK APCHK 90919 TOTAL FOR				44,348.65
07/25/2017	APCHK	90920	2841600000744	NAVISTAR LEASNG CO	RED LIGHT FINES	310-503	00	100.00
07/25/2017	APCHK	90921	JULY 2017	NCPERS GROUP LIFE INSURANCE	EMP DED - SUPPLEMENTAL LIFE INSURA	210-213	00	128.00
07/25/2017	APCHK	90922	95476110002 JUN 17	NICOR GAS	NICOR GAS (7760 QUINCY)	466-235	10	103.85
			20624315113 JUN 17		NICOR GAS (835 MIDWAY)	466-236	10	37.54
			92553430791 JUN 17		NICOR GAS (825 MIDWAY)	466-237	10	31.80
			68455237617 JUN 17		NICOR GAS (825 MIDWAY)	466-237	10	26.78
			63406845402 JUN17		NICOR GAS (825 MIDWAY)	466-237	10	26.13
				CHECK APCHK 90922 TOTAL FOR				226.10
07/25/2017	APCHK	90923	222153	NORTH EAST MULTI REGIONAL TR	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	550.00
			222054		SCHOOLS/CONFERENCES/TRAVEL	630-304	30	400.00
			222182		DRUG FORFEITURE EXP - STATE	650-348	30	249.00
				CHECK APCHK 90923 TOTAL FOR				1,199.00
07/25/2017	APCHK	90924	1010140525	OCCUPATIONAL HEALTH CENTERS	WELLNESS	480-276	10	109.00
07/25/2017	APCHK	90925	159483087	ORKIN EXTERMINATING	MAINTENANCE - BUILDING	466-228	10	93.45
07/25/2017	APCHK	90926	172545	P.F. PETTIBONE & CO.	PRINTING & PUBLISHING	630-302	30	17.00
07/25/2017	APCHK	90927	152468-PCSI	PCS INTERNATIONAL	EDP EQUIPMENT/SOFTWARE	460-212	10	1,351.55
			152474-PCSI		EDP EQUIPMENT/SOFTWARE	460-212	10	1,351.55
				CHECK APCHK 90927 TOTAL FOR				2,703.10
07/25/2017	APCHK	90928	7/10/17	PERSONNEL STRATEGIES LLC	EXAMS - PSYCHOLOGICAL	440-544	07	500.00
07/25/2017	APCHK	90929	THROUGH 8/2/18	PIONEER PRESS	FEES/DUES/SUBSCRIPTIONS	455-307	10	64.48
07/25/2017	APCHK	90930	470046416	POMP'S TIRE SERVICE INC	MAINTENANCE - VEHICLES	735-409	35	828.39
07/25/2017	APCHK	90931	90546	PUBLIC SAFETY DIRECT INC	MAINTENANCE - VEHICLES	630-409	30	279.20
07/25/2017	APCHK	90932	2017 PERMIT #18	RAQUEL DELEON	PARK PERMIT FEES	310-814	00	200.00
07/25/2017	APCHK	90933	17034-201706043	RATHS, RATHS & JOHNSON, INC.	PLAN REVIEW - STRUCTURAL = RETIMB.	820-255	40	296.00

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
07/25/2017	APCHK	90934	1734560 1734976 1735031	RAY O'HERRON CO., INC.	UNIFORMS UNIFORMS OPERATING EQUIPMENT	630-345 630-345 630-401	30 30 30	34.98 114.20 450.00
				CHECK APCHK 90934 TOTAL FOR				599.18
07/25/2017	APCHK	90935	31815	RED WING SHOE STORE	UNIFORMS	710-345	35	188.99
07/25/2017	APCHK	90936	3224 STICKERS	REPUBLIC SVC #551	WASTE STICKERS - ARC	130-112	00	1,500.00
07/25/2017	APCHK	90937	MAY & JUN 2017	RICK ROCK	SUMMER PROGRAM MATERIALS & SERVICE	575-119	20	68.00
07/25/2017	APCHK	90938	CHIEFS MTG 7-13-17	ROBERT PAVELCHIK	FEES/DUES/SUBSCRIPTIONS	630-307	30	171.70
07/25/2017	APCHK	90939#	7863-80718 JUN 17 7863-80718 JUN 17	SATELLITE PHONE STORE	PHONE - TELEPHONES PHONE - TELEPHONES	455-201 630-201	10 30	65.76 65.76
				CHECK APCHK 90939 TOTAL FOR				131.52
07/25/2017	APCHK	90940	8458	SHERIDAN PLUMBING & SEWER	MAINTENANCE - SAW MILL CREEK	750-329	35	3,092.20
07/25/2017	APCHK	90941#	IN488986 IN489279	SUBURBAN DOOR CHECK & LOCK S	MAINTENANCE - BUILDING OPERATING EQUIPMENT	466-228 630-401	10 30	142.00 14.50
				CHECK APCHK 90941 TOTAL FOR				156.50
07/25/2017	APCHK	90942	2017-138 2017-131 2017-139	SUNSET SEWER & WATER	STORM WATER IMPROVEMENTS MAINTENAN STORM WATER IMPROVEMENTS MAINTENAN STORM WATER IMPROVEMENTS MAINTENAN	750-381 750-381 750-381	35 35 35	2,268.40 1,721.30 1,944.23
				CHECK APCHK 90942 TOTAL FOR				5,933.93
07/25/2017	APCHK	90943	201607 JUN 17 201607 JUN 17 201607 JUN 17 201607 JUN 17	T.P.I.	PLAN REVIEW - BUILDING CODE - REIM PLAN REVIEW - BUILDING CODE - REIM PART TIME - INSPECTOR PLUMBING INSPECTION - RIEMB.	820-258 820-258 830-109 830-115	40 40 40 40	7,574.75 6,213.15 3,675.00 900.00
				CHECK APCHK 90943 TOTAL FOR				18,362.90
07/25/2017	APCHK	90944*#	TG5/JUN 17 TG5/JUN 17 TG5/JUN 17	TAMELING GRADING	LANDSCAPE MAINTENANCE SERVICES STREET & ROW MAINTENANCE STREET & ROW MAINTENANCE	565-342 750-328 750-328	20 35 35	1,530.00 1,670.00 2,835.25
				CHECK APCHK 90944 TOTAL FOR				6,035.25

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
07/25/2017	APCHK	90945#	117114 117114	TAMELING INDUSTRIES	PARK LANDSCAPE SUPPLIES	565-341	20	13.50
				CHECK APCHK 90945 TOTAL FOR	STREET & ROW MAINTENANCE	750-328	35	457.20
								<u>470.70</u>
07/25/2017	APCHK	90946	17-2310	THOMPSON ELEV. INSPECT. SERV	ELEVATOR INSPECTION	830-117	40	774.00
07/25/2017	APCHK	90947	836433497 JUN17	THOMSON REUTERS - WEST	FEES/DUES/SUBSCRIPTIONS	630-307	30	147.00
07/25/2017	APCHK	90948#	45631 45630	TOOLS PLUS INDUSTRIES LLC	BUILDING MAINTENANCE SUPPLIES	466-351	10	947.71
				CHECK APCHK 90948 TOTAL FOR	J.U.L.I.E.	755-332	35	967.91
								<u>1,915.62</u>
07/25/2017	APCHK	90949	22620	UNDERGROUND PIPE & VALVE, CO	STREET & ROW MAINTENANCE	750-328	35	1,738.00
07/25/2017	APCHK	90950#	0611054536 0611051911 0611054577	UNIFIRST	MAINTENANCE - BUILDING	466-228	10	251.05
					MAINTENANCE - PW BUILDING	725-418	35	87.09
					MAINTENANCE - PW BUILDING	725-418	35	101.85
								<u>439.99</u>
07/25/2017	APCHK	90951	16 PCORI FEE	UNITED STATES TREASURY	FEES/DUES/SUBSCRIPTIONS	610-307	25	6.78
07/25/2017	APCHK	90952*#	9788479909 9788479909 9788479909 9788479909 9788479909 9788479909	VERIZON WIRELESS	PHONE - TELEPHONES	410-201	05	55.13
					PHONE - TELEPHONES	455-201	10	21.71
					PHONE - TELEPHONES	630-201	30	299.99
					PHONE - TELEPHONES	630-201	30	962.35
					TELEPHONES	710-201	35	158.11
					TELEPHONES	810-201	40	92.12
								<u>1,589.41</u>
07/25/2017	APCHK	90953	3531618-0	WAREHOUSE DIRECT	OPERATING EQUIPMENT	630-401	30	56.60
07/25/2017	APCHK	90954	52740 52741	WESTERN REMAC INC	ROAD SIGNS	755-333	35	2,084.25
					ROAD SIGNS	755-333	35	97.70
								<u>2,181.95</u>
07/25/2017	APCHK	90955	436929	WESTFIELD FORD	MAINTENANCE - VEHICLES	810-409	40	1,104.11
07/25/2017	APCHK	90956	74529 74273	WESTOWN AUTO SUPPLY COMPANY	MAINTENANCE - VEHICLES	735-409	35	44.52
					MAINTENANCE - VEHICLES	735-409	35	119.00

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
07/25/2017	APCHK	90957#	74094		MAINTENANCE - VEHICLES	735-409	35	27.00
			74264		MAINTENANCE - VEHICLES	735-409	35	30.55
				CHECK APCHK 90956 TOTAL FOR				221.07
07/25/2017	APCHK	90957#	6244538/1	WILLOWBROOK FORD INC.	MAINTENANCE - VEHICLES	630-409	30	100.00
			5124858		MAINTENANCE - VEHICLES	735-409	35	4.16
			5124854		MAINTENANCE - VEHICLES	735-409	35	306.68
			5124857		MAINTENANCE - VEHICLES	735-409	35	(100.00)
				CHECK APCHK 90957 TOTAL FOR				310.84
07/25/2017	APCHK	90958	9002898390	ZEP MANUFACTURING COMPANY	OPERATING SUPPLIES	630-331	30	219.63
					Total for fund 01 GENERAL FUND			241,201.01
Fund: 02 WATER FUND								
07/25/2017	APCHK	55(E)	11822 JUN 17	DUPAGE WATER COMMISSION	PURCHASE OF WATER	420-575	50	160,571.52
07/25/2017	APCHK	90869	28872	ASSOCIATED TECHNICAL SERV. L	LEAK SURVEYS	430-276	50	1,277.00
			28901		MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	4,118.69
				CHECK APCHK 90869 TOTAL FOR				5,395.69
07/25/2017	APCHK	90878*#	1314432-1139753	CALL ONE INC	PHONE - TELEPHONES	401-201	50	214.76
07/25/2017	APCHK	90885*#	5071072051 JUN 17	COMMONWEALTH EDISON	ENERGY - ELECTRIC PUMP	420-206	50	302.97
07/25/2017	APCHK	90892	17-132548 JUN 17	ETP LABS INC	SAMPLING ANALYSIS	420-362	50	90.00
07/25/2017	APCHK	90902	170463	H-B-K WATER METER SERVICE	NEW METERING EQUIPMENT	435-461	50	6,042.00
			170435		NEW METERING EQUIPMENT	435-461	50	4,223.50
				CHECK APCHK 90902 TOTAL FOR				10,265.50
07/25/2017	APCHK	90944*#	TG5/JUN 17	TAMELING GRADING	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	155.00
07/25/2017	APCHK	90952*#	9788479909	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	158.10
					Total for fund 02 WATER FUND			177,153.54
Fund: 03 HOTEL/MOTEL TAX FUND								
07/25/2017	APCHK	90890	3406 MAY 17	DUPAGE CONVENTION	FEES DUES SUBSCRIPTIONS	401-307	53	1,000.00
			3407 JUN 17		FEES DUES SUBSCRIPTIONS	401-307	53	1,000.00

Page 8/8

Fund: 03 HOTEL/MOTEL TAX FUND

CHECK APCHK 90890 TOTAL FOR

HINSDALE NURSERIES, INC.

Fund: 07 POLICE PENSION FUND

ATWELL & ATWELL

Fund: 14 LAND ACQUISITION, FACILITY, EXPANSION &

HOME DEPOT CREDIT SERVICES

50052 JUN 17

TOTAL - ALL FUNDS

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

VILLAGE OF WILLOWBROOK

BOARD MEETING

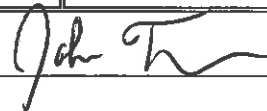
AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A Resolution Authorizing the Mayor and Village Clerk to
Execute the Gateway Special Recreation Association
Fifth Amended Articles of Agreement

AGENDA NO.**5d****AGENDA DATE:** 7/24/17

STAFF REVIEW: John Fenske,
Interim Superintendent of Parks & Recreation

SIGNATURE:

LEGAL REVIEW: Thomas Bastian,
Village Attorney

SIGNATURE:

RECOMMENDED BY: Tim Halik,
Village Administrator

SIGNATURE:

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

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

The Gateway Special Recreation Association (Gateway SRA) provides recreation programs for persons with physical and mental disabilities. The Association is a cooperative among the municipalities of the Burr Ridge Park District, Oak Brook Park District, Village of Hinsdale, Elmhurst Park District, Pleasant Dale Park District, Westchester Park District, York Center Park District, and the Village of Willowbrook. Each member community contributes to the Association in order to fund the program. The cooperative venture was formed in 1989 under an Intergovernmental Agreement in an effort to match persons with similar disabilities into programs and activities through the larger population base. The Gateway SRA currently contracts with the Ray Graham Association (RGA) to administer the program. The Village of Willowbrook levies a Special Recreation Tax to pay our portion of the contribution amount (currently \$37,785/year).

The Village of Willowbrook's membership in Gateway Special Recreation Association is currently governed by the Association's Fifth Amended Articles of Agreement, as adopted by the Village on January 13, 2013.

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

Most recently, the City of Countryside joined, actually rejoined, the Gateway SRA Cooperative. Therefore, the Association's Fifth Amended Articles of Agreement must now be amended to include the City of Countryside. It is interesting to note, that previously in 2013, the City of Countryside had decided to leave the Gateway SRA, so at that time the Agreement was amended to remove them as a member. They have now decided to return to the cooperative.

ACTION PROPOSED:

Adopt Resolution.

RESOLUTION NO. 17-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK
TO EXECUTE THE GATEWAY SPECIAL RECREATION ASSOCIATION
FIFTH AMENDED ARTICLES OF AGREEMENT

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of
Willowbrook, DuPage County, Illinois, that the Mayor and Village Clerk are hereby
authorized to execute the Gateway Special Recreation Association Fifth Amended Articles of
Agreement, attached hereto as Exhibit "A" and made a part hereof.

ADOPTED and APPROVED this 24th day of July, 2017

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

FIFTH AMENDED ARTICLES OF AGREEMENT

These Fifth Amended Articles of Agreement (hereinafter the "Agreement") dated as of January 14, 2013, and updated without substantial change on July 13, 2017 are entered into by and between certain duly organized and operating park districts and municipalities under the provisions of Acts of the General Assembly of the State of Illinois, including the Park District Code, Illinois Municipal Code, the Illinois Constitution and the Illinois Intergovernmental Cooperation Act, respectively, which provisions allow intergovernmental agency cooperation for the purpose of providing joint recreational programs for persons with mental and physical disabilities.

WITNESSETH:

WHEREAS, the public agencies which are parties to this Agreement ("Members") desire to provide recreational programs for persons within their communities with mental and physical disabilities and to share the expenses of such programs on a cooperative basis; and

WHEREAS, the Fifth Amended Articles of Agreement amends and supersedes all prior Articles of Agreement, including the original Articles of Agreement dated September 1, 1989 and the First, Second, Third, and Fourth Amended Articles of Agreement, by and between the Members; and

WHEREAS, the parties to this Agreement are authorized to enter into this Agreement by applicable laws of the State of Illinois ruled by their respective corporate authorities.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Name. For the purpose of the Agreement, the Members shall be known collectively as the Gateway Special Recreation Association ("Gateway SRA").

2. Purpose. The purpose of Gateway SRA is to provide recreational programs for persons with mental and physical disabilities, whether temporary or permanent in nature.

3. Members. The Members of Gateway SRA are:

Burr Ridge Park District
 Elmhurst Park District
 Pleasant Dale Park District
 Westchester Park District
 York Center Park District

City of Countryside
 Oak Brook Park District
 Village of Hinsdale
 Village of Willowbrook

Other agencies may be admitted as Members upon obtaining the consents of a majority of then current Members and approval and execution of these Fifth Amended Articles of Agreement and upon

such other terms and conditions as may be from time to time determined by the Board of Trustees of the Gateway SRA (herein after referred to as "Board").

4. Board, Officers, and By-laws. Gateway SRA shall have a Board of Trustees and a Chairman, Secretary, and Treasurer who shall be members of that Board and elected by that Board. The Board and officers shall act only in accordance with and exercise those powers and duties as provided by law or in the By-laws of Gateway SRA approved by the Trustees as provided therein. The By-laws in effect at the time of approval of this Fifth Amended Agreement are attached hereto and made a part hereof as Exhibit A.

5. Consent of Member. Any consent or approval required of a Member under this Agreement shall be given by that Member in accordance with the laws made and provided for that particular Member in effect at the time such consent or approval is authorized.

6. Agreement to Make Resources Available. Each Member agrees to reasonably make available to Gateway SRA its recreation areas, equipment, and transportation facilities in recognition that Gateway SRA's programs are an integral part of each Member's recreational programs. It is the intent of the Members that they shall each provide resources and assistance, such as, but not necessarily limited to, staff, time, and equipment as may be reasonably considered necessary to the proper functioning of Gateway's programs. The degree to which each Member contributes resources and assistance shall be determined by it, giving due consideration to the needs of its own programs and the needs of Gateway, and no Member shall be required to equalize its expenditure of resources and assistance with that of any other Member. Reimbursement of costs in this regard shall be as follows:

- a. Each Member shall be entitled to full reimbursement for any extraordinary cost incurred as a result of Gateway SRA's use of said recreation areas, equipment, and transportation facilities. In any case, the Board shall determine whether an expenditure is extraordinary for the purposes hereof.
- b. When a resident of a Member (the "Home Member") registers for a recreation program of another Member (the "Host Member"), the Home Member shall reimburse the Host Member for its direct program cost in accommodating the special needs of such resident (i.e. staffing, adaptive equipment, and the like) at the market rates for such services as agreed by the Home and Host Members. The Host Member and the Home Member shall cooperate in determining an appropriate method and schedule for billing, in consideration

of case-by-case factors, including but not limited to the length and frequency of the program, and the need for services. Host Members shall not seek reimbursement for any indirect costs associated with assessment, evaluation, training, and consulting with a resident of a Home Member or such resident's family. The registration requirements of a Host Member or such resident's family. The registration requirements of a Host Member shall apply to a resident of any Home Member, including but not limited to any resident priority registration period and non-resident fees. Each Host Member may implement and keep in place its own method for receipt of inclusion requests and implementation of necessary accommodations. If a resident of a Home Member registers for a recreation program of a Host Member, the Host Member shall contact the Home Member to jointly coordinate the accommodation and, on a case-by-case basis, to determine and implement the necessary accommodations. Each Member shall use its best efforts to agree on the appropriate actions and services required to accommodate such resident. If no concurrence can be reached by the two Members on any of these issues, the Board of Trustees shall resolve any dispute under this Section and its decision is final.

7. Dismissal from Membership. If any Member (a) refuses to provide use of its facilities for Gateway SRA programs, upon reasonable request by Gateway SRA; (b) fails to make any payment as required herein; or (c) is in default of any other provisions of this Agreement or the By-laws or any rule promulgated by the Board, that Member may be declared by the Board to be dismissed from membership in Gateway SRA. No Member may be dismissed, however, except in accordance with the procedures here in below. The Board shall give at least ten (10) days' written notice to the Member to be dismissed, which notice shall specify the ground or grounds for such declaration of dismissal and shall set a date, time, and place for a hearing before the Board as to the proposed declaration of dismissal. The allegedly defaulting Member shall be permitted to appear at said hearing and submit testimony and evidence as to why it should not be dismissed from membership in Gateway SRA. After conclusion of said hearing and upon approval of such dismissal duly passed by the Board on an affirmative vote of at least 2/3rds of the duly appointed and serving Trustees, the defaulting Member shall be dismissed from membership in Gateway SRA. The reasons for such dismissal shall be set forth in the action of the Board approving the dismissal. Such dismissal shall become effective as determined by the Board unless a different effective date shall be mutually agreed to by Gateway SRA and the Member. Unless otherwise agreed in writing by Gateway SRA such withdrawing Member shall continue to be responsible for its

share of any and all liabilities incurred by Gateway SRA until the end of the current fiscal year, as if still a Member.

Upon withdrawal by a Member under this Agreement, whether voluntarily or involuntarily, such withdrawing Member shall have no further claim, right, or interest whatsoever to or in any of the assets, properties or policies of Gateway SRA.

8. Fees. The Board may establish from time to time fees for individuals who are participating in Gateway SRA programs.

9. Additional Funding. The Board shall endeavor to obtain funds from other organizations, to assist in delivering the best possible service to the participants within Gateway SRA at the lowest possible cost to the Members.

10. Certificate of Population. Each Member shall provide the Board, by January 1st of each year, a certification of its latest recorded population. Such certification shall be based upon latest U.S. Census figures, or such other census (such as for Motor Fuel Tax purposes) as the Board may accept. The Board may, but shall not be obligated to, accept other than U.S. census figures. Acceptance of such certification shall be by majority vote of the Trustees.

11. Annual Assessment. Each Member shall pay to Gateway SRA an annual assessment based upon the following formula:

- a. The total certified population of all Members shall be added together to determine the total population of Gateway SRA, using for this purpose the official certifications as accepted by the Board.
- b. The total budgeted cost of Gateway SRA, minus all other anticipated revenues other than taxation, shall then be divided by the total population, to determine an estimated per capita rate. Such budget shall be approved by a 2/3rds vote of the Trustees present and voting at the Board's May meeting. The maximum assessment for each Member for the next ensuing fiscal year shall be established at this time, except as otherwise provided in Section 12.b. herein.
- c. This per capita rate shall then be multiplied by the certified population of each Member to determine the annual assessment for each Member.
- d. No Member's annual assessment shall exceed that otherwise allowed by applicable law.

Each Member shall pay one-half of its annual assessment on or before July 1st of the fiscal year for which the assessment is made; the balance shall be paid on or before October 1st of the same year.

12. Withdrawal from Agreement.

- a. Voluntary Withdrawal. Notwithstanding anything to the contrary, any Member may voluntarily withdraw from the Agreement by so notifying the Board of its decision in writing by no later than July 1st and in such event, said voluntarily withdrawal shall be effective as of midnight on August 31, of the following fiscal year (15 months from withdrawal deadline date). The Member shall pay two months of annual contributions prorated on the final year of participation. Any and all liability and privileges of the withdrawing Member shall cease as of the Withdrawal Date, except for liabilities incurred by Gateway SRA and not fully repaid prior to the Withdrawal Date. The withdrawn Member shall continue to be liable for its share of Gateway's liabilities as if still a Member, until such a time as those liabilities are settled or otherwise abated.
- b. Default Payment. From and after the Withdrawal Date of any Member, whether voluntarily and involuntarily, the other remaining Members shall share on a per capita basis the costs and liabilities as if the withdrawn Member had not been a party to this Agreement.

13. Fiscal Year. The fiscal year of Gateway SRA shall begin July 1st and end June 30th.

14. Indemnification. Each Member agrees to indemnify and defend every other Member with respect to any and all claims and liabilities for bodily injury to or death of one or more persons and/or property damage which may arise as a result of the acts or omissions of the indemnifying Member or its agents or employees in performing this Agreement or in any way related to the Gateway SRA. Each Member shall provide to every other Member a certificate of insurance or proof of self-insurance coverage, in an amount of not less than the combined single limit of \$1,000,000.00 as evidence of its ability to meet the obligation established in this paragraph.

15. Dissolution. In the event that, at any time, there are fewer than two (2) Members to the Agreement, or in the event that the Board, by unanimous vote of all Board Members, approves dissolution of Gateway SRA, then this Agreement shall be deemed terminated and the assets of Gateway SRA shall be distributed to the Members hereunder immediately prior to such termination occurring. Such distribution to be in accordance with the same per capita formula as determined for the annual assessment. In no event, however, shall any such distribution of assets be made until all of the

debts and liabilities of Gateway SRA shall first be paid, satisfied or discharged or adequate provision therefore is made.

16. Amendments. The terms of this Agreement may be altered, amended or repealed, or a new Agreement may be adopted, by the consent and approval of 2/3rds of all the Members. Separate signature pages for each Member are attached and are all are incorporated as a part hereof. This Agreement will become effective as of the date of the fifth (5) Member's execution of its signature page and dated as such hereinabove.

17. Commencement and Term. This Agreement shall be effective December 13, 2012 and shall Continue until dissolution occurs under the provisions of paragraph 15 hereof.

IN WITNESS WHEREOF, the undersigned Member has caused these Fifth Amended Articles of Agreement to be executed by it duly authorized officers pursuant to an action adopted by its Corporate Authorities in accordance with applicable law.

Park District or Municipality

By: _____
President or Mayor

Attest

Date

Corporate Seal

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION APPOINTING A DESIGNATED DIRECTOR AND
DESIGNATED ALTERNATE TO THE DUPAGE PUBLIC SAFETY
COMMUNICATIONS (DU-COMM) BOARD OF DIRECTORS

AGENDA NO.

5e

AGENDA DATE: 7/24/17

STAFF REVIEW: Tim Halik,
Village Administrator

SIGNATURE: _____



LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: _____



RECOMMENDED BY: Frank A. Trilla, Mayor

SIGNATURE: _____



REVIEWED & APPROVED BY COMMITTEE:

YES ☐

NO ☐

N/A ☒

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

The Village of Willowbrook is represented on the DuPage Public Safety Communications (DU-COMM) Board of Directors through a Director and Designated Alternate to the Board. Pursuant to DU-COMM's By-Laws, the Mayor shall serve as the Director and shall name a Designated Alternate to serve on the DU-COMM Board. The named Alternate shall have the same rights and authority as the Mayor for purposes of decision making when serving on the DU-COMM Board.

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

Mayor Trilla will serve as the Director and had previously named former Chief of Police Mark Shelton to serve as the Designated Alternate. With Mark's recent retirement it is now necessary to adopt a new resolution to name Chief of Police Robert J. Pavelchik, Jr. as the Designated Alternate to DU-COMM's Board of Directors.

ACTION PROPOSED:

Adopt the attached resolution.

RESOLUTION NO. 17-R-_____

A RESOLUTION APPOINTING A DESIGNATED DIRECTOR AND DESIGNATED ALTERNATE TO
THE DUPAGE PUBLIC SAFETY COMMUNICATIONS (DU-COMM) BOARD OF DIRECTORS

WHEREAS, the Village of Willowbrook adopted Resolution No. 15-R-56 on August 24, 2015 approving and authorizing execution of an Intergovernmental Agreement with DuPage Public Safety Communications (DU-COMM) regarding a Joint Public Safety Communications System Agreement; and,

WHEREAS, On September 23, 2015, during a DU-COMM Board of Directors Special Call Meeting, a 2/3 majority of the member agencies did vote to approve Willowbrook's membership into DU-COMM; and,

WHEREAS, The Village of Willowbrook must designate both a Director and an Alternate representative to serve on the DU-COMM Board of Directors. Pursuant to DU-COMM By-Laws, Section A.1.a: The Board of Directors shall consist of; The Mayor of each participating municipality or an alternate, who has been designated in writing. The Designated Alternate shall be named by the Mayor and, for purposes of decisions affecting DU-COMM, has all the same rights and authority as the Mayor when serving on the DU-COMM Board.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, Du Page County, Illinois, as follows:

SECTION ONE: That Mayor Frank A. Trilla, will serve as the Designated Director to DU-COMM's Board of Directors.

SECTION TWO: That Robert J. Pavelchik, Jr., Chief of Police, Village of Willowbrook, is hereby named by Mayor Frank A. Trilla to serve as the Designated Alternate to DU-COMM's Board of Directors.

SECTION THREE: That this Resolution shall be in full force and effect from and after its adoption and approval as provided by law.

ADOPTED and APPROVED this 24th day of July, 2017.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR'S ACCEPTANCE OF PROJECT CHANGE ORDER NO. 48 – THE REPLACEMENT OF AN EXISTING ROOF TOP HVAC UNIT – POLICE BUILDING EXPANSION/RENOVATION PROJECT, AND RATIFYING AND CONFIRMING THE VILLAGE ADMINISTRATOR'S PRIOR EXECUTION OF SAID CHANGE ORDER

AGENDA NO. **5f**

AGENDA DATE:
7/24/17

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

REVIEWED BY MUNI. SERVICES COMMITTEE: YES ☒ NO ☐ N/A ☐

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

At its regular meeting on October 10, 2016, the Village Board awarded a construction contract in the amount of \$3,152,000 to L.J. Morse Construction Company to complete the expansion/renovation of the Village Police Building located at 7760 Quincy Street. Construction work began on October 19, 2016 and is now nearing completion. A certificate of substantial completion should be issued the week of July 24th allowing police personnel to move into the building on Monday, July 31st.

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

The following change order represents a total addition in the contract in the amount of \$9,077.00. The following is a summary of the nature of the required change order:

C.O. #	TYPE	AMOUNT (+ OR -)	EXPLANATION
48	Addition	\$9,077.00	The existing building was served by seven (7) roof-top mounted heating, ventilation, and air-conditioning (HVAC) mechanical units. As part of the planned renovation project, a mechanical consultant for Williams Architects evaluated the condition of these existing RTUs and determined that four (4) of them should be replaced due to their age and condition, but three (3) of them could be re-used. This recommendation was brought forward to the project bidding documents. The roof-top mechanical work is now done, but it was recently discovered that the compressor within one of the existing RTUs is not operational and needs to be replaced. The compressor is the main component of a RTU and costly to replace. The cost to replace the compressor only within the existing unit is \$5,531 as compared to \$9,077 to replace the entire RTU. Therefore, the decision was made to obtain an entire new unit for added longevity.

Staff recommends that the resolution authorizing the above change order as presented be adopted. Given the lead time on ordering the new RTU and scheduling a crane to install, with a projected move-in date of Monday, July 31st, Chairman Mistele was consulted and it was agreed that the change order would be accepted and ratified by the Village Board after-the-fact. Administrator Halik accepted the change order on July 17, 2017.

ACTION PROPOSED:

Adopt resolution, which will serve to accept the change order and ratify and confirm the Administrator's prior acceptance of the change order.

RESOLUTION NO. 17-R-_____

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR'S ACCEPTANCE OF PROJECT CHANGE ORDER NO. 48 – THE REPLACEMENT OF AN EXISTING ROOF TOP HVAC UNIT – POLICE BUILDING EXPANSION/RENOVATION PROJECT, AND RATIFYING AND CONFIRMING THE VILLAGE ADMINISTRATOR'S PRIOR EXECUTION OF SAID CHANGE ORDER

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Village Administrator is hereby authorized to execute project change order number 48, attached hereto as Exhibit "A" and made a part hereof, in the additional amount of \$9,077.00 to replace an existing roof top mounted heating, ventilation, and air-conditioning mechanical unit, being part of the police building expansion/renovation project. In addition, it is hereby authorized that the Village Administrator's prior execution of said change order on July 17, 2017, be and the same, is hereby ratified and confirmed.

ADOPTED and APPROVED this 24th day of July, 2017.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

L.J. Morse Construction Company

128 South Broadway

Aurora, IL 60505

Phone: 630.896.2696

Fax: 630.896.2697

PROPOSED CHANGE ORDER**No.00060****RECEIVED**

JUL 14 2017

VILLAGE OF
WILLOWBROOK

TITLE: Existing RTU Replacement
PROJECT: Willowbrook Police Facility Renovatn
TO: Attn: Tim Halik
Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527
Phone: 630.920.2261 Fax: 630.920.2427

DATE: 07/14/2017**JOB:** 2014-052**CONTRACT NO:** 1**RE:****To:****From:****Number:****DESCRIPTION OF PROPOSAL**

Included are the added costs to replace the inoperable unit as discussed

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	Replace unit per DMS Quote		1		\$8,090.00	0.00%	\$0.00	\$8,090.00
00002	LJM OH/P		1		\$809.00	0.00%	\$0.00	\$809.00
00003	Bonds		1		\$178.00	0.00%	\$0.00	\$178.00

Unit Cost: \$9,077.00**Unit Tax:** \$0.00**Total:** \$9,077.00**APPROVAL:****By:**

Tim Halik

Date:

7-17-17

By:

Louis J. Morse

Date:

DMS

Design Mechanical Services, Inc.

7701 Grant Street, Unit C
Burr Ridge, IL 60527
630-323-1343 fax 630-323-6567

RECEIVED
JUL 14 2017

Change Order

To	L.J. Morse Construction Company	Change Order Number	100-007
Street	128 S. Broadway	Date	7/13/2017
City, State and Zip Code	Aurora, IL 60505	Phone	
Job Name and Location	Village of Willowbrook Police Facility Renovation/Expansion 7760 Quincy Street Willowbrook, IL 60527	Job Number	
		Date of Existing Contract	

Labor, materials and crane rental needed to replace existing roof top HVAC unit XRTU-3, in kind, with Trane model #1R-YSC092F3EHA0000, 7.5 ton, utilizing R410 refrigerant. New unit to be installed on existing roof curb, utilizing existing electrical disconnect and feed, and existing natural gas feed.
Also, disposal of old unit.

Entire Unit

NOTE: The Change Order becomes part of and in conformance with the existing contract.

We Agree hereby to make the change(s) specified above at this price:		\$8,090.00
Date 7/13/17	Authorized signature (contractor)	Previous contract amount \$33,988.30
		Revised contract total \$42,078.30
Accepted- The above prices and specifications of this change order are satisfactory and are hereby accepted. All work to be performed under the same terms and conditions as specified in the original contract unless noted otherwise.		
Date	Signature	

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:
MOTION TO APPROVE – POLICE RENOVATION PROJECT: PAYOUT #8 –
PARTIAL PAYMENT, L.J. MORSE CONSTRUCTION COMPANY

AGENDA NO. 5g
AGENDA DATE: 7/24/17

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

LEGAL REVIEW: Thomas Bastain, Village Attorney

SIGNATURE: THOMAS BASTAIN TH

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

REVIEWED BY COMMITTEE: YES ☒ via telephone NO ☐ N/A ☐

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

At its regular meeting on October 10, 2016, the Village Board awarded a construction contract to L.J. Morse Construction Company to complete the expansion/renovation of the Village Police Building located at 7760 Quincy Street. Construction work began on October 19, 2016 and, since that time, various work has occurred and the project is now nearing completion.

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

The general contractor has submitted a request for a partial payment. The request was forwarded to the Architect of Record to review. Williams Architects has reviewed the request and has provided their approval of a partial payout in the amount of \$680,223.33. The release of the payment will be withheld pending receipt of trailing waivers from all sub-contractors, and copies of certified payroll accounting from each of the sub-contractors. A copy of the Application and Certification for Payment for Payment #8 – Partial Payment Request is attached.

Staff would recommend that the Mayor and Board of Trustees authorize Payout #8 – Partial Payment to L.J. Morse Construction Company in the amount of \$680,223.33. The authorized payment amount would be expended from the following fund*:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>UNEXPENDED</u>
L.A.F.E.R.	14-75-930-411	Police Dept. Remodel	\$640,118.30

*Note: As you will note, this payout request will deplete the balance of the L.A.F.E.R. Fund, which included the bond proceeds for the project. As agreed by the Board, a portion of this payout application, and all future expenditures necessary to close out this project will be taken from General Fund reserves.

ACTION PROPOSED:

Approve motion.

Application and Certificate for Payment

To Owner: Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527

Project: Willowbrook Police Facility
Renovation/Expansion
7760 Quincy Street
Willowbrook, IL 60527

Application No: 8
Period To: 6/30/2017
Contract For: General Construction

Contract Date: 9/26/2016
Project Nos: 2014-052

From Contractor: L.J. Morse Construction Co.
128 S. Broadway
Aurora, IL 60505

Via Architect: Williams Architects
500 Park Boulevard
Suite 800
Itasca, IL 60143

CONTRACTOR'S APPLICATION FOR PAYMENT

- 1) **ORIGINAL CONTRACT SUM** \$3,152,000.00
- 2) Net change by Change Orders \$145,440.00
- 3) **CONTRACT SUM TO DATE** \$3,297,440.00
- 4) **TOTAL COMPLETED & STORED TO DATE** \$3,297,440.00
- 5) Retainage:
- a. Completed Work \$164,872.00
- b. Stored Material \$0.00
- Total Retainage \$164,872.00
- 6) Total Earned less Retainage \$3,132,568.00
- 7) Less Previous Certificates for Payment \$2,452,344.67
- 8) **CURRENT PAYMENT DUE** \$680,223.33
- 9) Balance to Finish, including Retainage \$164,872.00

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		153,044.00	22,337.00
Total approved this Month		14,733.00	0.00
TOTALS		167,777.00	22,337.00
NET CHANGES by Change Order		145,440.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By:  Date: 6/23/17

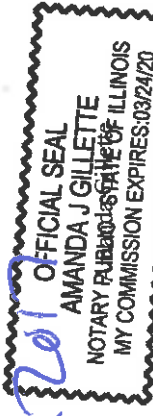
State of: Illinois

County of: DeKalb

Subscribed and sworn to before me this 23rd day of June

Notary Public:

My Commission expires: 3/24/2020



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 145,440.00
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: _____
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, Containing Contractor's signed Certification, is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

Application No: 8
Application Date: 7/10/2017
Period To: 6/30/2017
Architect's Project No: 2014-052

A ITEM NO.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		E	F STORED MATERIALS	G TOTAL	H BALANCE	I RETAINAGE
			PREVIOUS	THIS PERIOD					
1	General Conditions	98,405.00	88,568.93	9,836.07		0.00	98,405.00	0.00	4,920.25
2	Site Layout/DLZ	6,850.00	6,850.00	0.00		0.00	6,850.00	0.00	342.50
3	Demolition/LJM	97,000.00	97,000.00	0.00		0.00	97,000.00	0.00	4,850.00
4	Excavating/Schwartz	72,000.00	57,599.82	14,400.18		0.00	72,000.00	0.00	3,600.00
5	Asphalt/Beverly	61,000.00	0.00	61,000.00		0.00	61,000.00	0.00	3,050.00
6	Site Utilities/Kane County	13,030.00	13,030.00	0.00		0.00	13,030.00	0.00	651.50
7	Concrete/Mid Valley	122,800.00	121,268.00	1,532.00		0.00	122,800.00	0.00	6,140.00
8	Masonry/Piazza	168,500.00	168,500.00	0.00		0.00	168,500.00	0.00	8,425.00
9	Brick Staining/NawKaw	33,257.00	0.00	33,257.00		0.00	33,257.00	0.00	1,662.85
10	Steel/Hillstone	84,000.00	84,000.00	0.00		0.00	84,000.00	0.00	4,200.00
11	Alum Carport/Arming	77,250.00	4,119.18	73,130.82		0.00	77,250.00	0.00	3,862.50
12	Carpentry/LJM	133,103.00	119,795.00	13,308.00		0.00	133,103.00	0.00	6,655.15
13	Casework/Hearthland	55,070.00	55,070.00	0.00		0.00	55,070.00	0.00	2,753.50
14	Waterproofing/Kremer	6,400.00	6,400.00	0.00		0.00	6,400.00	0.00	320.00

CONTINUATION SHEET

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Application No: 8
Application Date: 7/10/2017
Period To: 6/30/2017
Architect's Project No: 2014-052

A	B	C	D	E	F	G	H	I
ITEM No.	DESCRIPTION	SCHEDULED VALUE	WORK COMPLETED		STORED MATERIALS	TOTAL	%	RETAINAGE
			PREVIOUS	THIS PERIOD				
15	Metal Wall Panels/Weisbrook	162,000.00	121,500.00	40,500.00	0.00	162,000.00	0.00	8,100.00
16	Roofing/JL Adler	242,200.00	194,620.00	47,580.00	0.00	242,200.00	0.00	12,110.00
17	Doors/Frames/Hdwr/LaForce	65,000.00	65,000.00	0.00	0.00	65,000.00	0.00	3,250.00
18	OH Coiling Doors/Amer Door&Dock	20,000.00	0.00	20,000.00	0.00	20,000.00	0.00	1,000.00
19	Glass/Glazing/Mark Ind	65,724.00	65,724.00	0.00	0.00	65,724.00	0.00	3,286.20
20	Drywall & ACT/LJM	203,859.00	203,859.00	0.00	0.00	203,859.00	0.00	10,192.95
21	Flooring/Douglas	147,500.00	118,003.97	29,496.03	0.00	147,500.00	0.00	7,375.00
22	Resinous Flooring/CCS	25,000.00	0.00	25,000.00	0.00	25,000.00	0.00	1,250.00
23	Painting/McGinness	28,500.00	23,000.00	5,500.00	0.00	28,500.00	0.00	1,425.00
24	Signage/Corpro	21,613.00	0.00	21,613.00	0.00	21,613.00	0.00	1,080.65
25	Toilet Part/Access/FEC/Comm Spec	12,500.00	12,500.00	0.00	0.00	12,500.00	0.00	625.00
26	Lockers/Bradford Systems	79,000.00	0.00	79,000.00	0.00	79,000.00	0.00	3,950.00
27	Window Treatments/Insolar	2,016.00	0.00	2,016.00	0.00	2,016.00	0.00	100.80
28	Sprinklers/Fire Control	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00	1,000.00
29	Plumbing/Cryer & Olsen	125,000.00	104,000.00	21,000.00	0.00	125,000.00	0.00	6,250.00
30	HVAC/Design Mech	92,800.00	90,468.11	2,331.89	0.00	92,800.00	0.00	4,640.00

CONTINUATION SHEET

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Application No: 8
Application Date: 7/10/2017
Period To: 6/30/2017
Architect's Project No: 2014-052

A	B	C	D	E	F	G	H	I	
ITEM No.	DESCRIPTION	SCHEDULED VALUE	WORK COMPLETED		STORED MATERIALS	TOTAL	%	BALANCE	RETAINAGE
			PREVIOUS	THIS PERIOD					
31	Electrical/Valley Elec	619,760.00	616,169.00	3,591.00	0.00	619,760.00	100	0.00	30,988.00
32	LJM Insurance	21,500.00	21,500.00	0.00	0.00	21,500.00	100	0.00	1,075.00
33	LJM Bonds	36,118.00	36,118.00	0.00	0.00	36,118.00	100	0.00	1,805.90
34	LJM OH/P	133,245.00	112,950.00	20,295.00	0.00	133,245.00	100	0.00	6,662.25
35	-----	0.00	0.00	0.00	0.00	0.00	***	0.00	0.00
36	CO# 1 PCO# 1 Rework due to demo	6,901.00	6,901.00	0.00	0.00	6,901.00	100	0.00	345.05
37	CO# 2 PCO# Carport Change	-7,453.00	-1,490.60	-5,962.40	0.00	-7,453.00	100	0.00	-372.65
38	CO# 3 PCO# 5 Plaster Reconst	13,562.00	13,562.00	0.00	0.00	13,562.00	100	0.00	678.10
39	CO# 4 PCO# 7 Add Exc/Stone	1,391.00	1,391.00	0.00	0.00	1,391.00	100	0.00	69.55
40	CO# 5 PCO# 8 DW/Frame Conf Rm	1,984.00	1,984.00	0.00	0.00	1,984.00	100	0.00	99.20
41	CO# 6 PCO# 9 Delete Conc Infills	-4,371.00	-4,371.00	0.00	0.00	-4,371.00	100	0.00	-218.55
42	CO# 7 PCO# 4 Plaque Logo	2,166.00	0.00	2,166.00	0.00	2,166.00	100	0.00	108.30
43	CO# 8 PCO# 6 Relocate Ductwork	1,999.00	1,999.00	0.00	0.00	1,999.00	100	0.00	99.95
44	CO# 9 PCO# 11 Borrowed Light Frame	720.00	720.00	0.00	0.00	720.00	100	0.00	36.00
45	CO# 10 PCO# 12 IC Cores	1,342.00	1,342.00	0.00	0.00	1,342.00	100	0.00	67.10

CONTINUATION SHEET

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Period To: 6/30/2017
Architect's Project No: 2014-052

A	B	C	D	E		F	G	H	I
ITEM NO.	DESCRIPTION	SCHEDULED VALUE	WORK COMPLETED		STORED MATERIALS	TOTAL	%	BALANCE	RETAINAGE
			PREVIOUS	THIS PERIOD					
46	CO# 11 PCO# 13 RF# 10 Dr 131A	2,119.00	2,119.00	0.00	0.00	2,119.00	100	0.00	105.95
47	CO# 12 PCO# 14 RF# 19 Wall Location	1,665.00	1,665.00	0.00	0.00	1,665.00	100	0.00	83.25
48	CO# 13 PCO# 19 Delete Soffits	-194.00	-194.00	0.00	0.00	-194.00	100	0.00	-9.70
49	CO# 14 PCO# 20 Ext Doors	18,995.00	18,995.00	0.00	0.00	18,995.00	100	0.00	949.75
50	CO# 15 PCO# 21 Added Conduit	1,721.00	1,721.00	0.00	0.00	1,721.00	100	0.00	86.05
51	CO# 16 PCO# 18 RF1 28 Glass Wall	5,289.00	5,289.00	0.00	0.00	5,289.00	100	0.00	264.45
52	CO# 17 PCO# 22 RF1 28.1 DW Piers	528.00	528.00	0.00	0.00	528.00	100	0.00	26.40
53	CO# 18 PCO# 26 Coverbd Credit	-5,250.00	-5,250.00	0.00	0.00	-5,250.00	100	0.00	-262.50
54	CO# 19 PCO# 23 Floor Infill	13,213.00	13,213.00	0.00	0.00	13,213.00	100	0.00	660.65
55	CO# 20 PCO# 25 RF1 37 Floor Boxes	4,271.00	4,271.00	0.00	0.00	4,271.00	100	0.00	213.55
56	CO# 21 PCO# 28 FO#6 Outlet Chgs	383.00	383.00	0.00	0.00	383.00	100	0.00	19.15
57	CO# 22 PCO# 27 RTU Conduits	3,839.00	3,839.00	0.00	0.00	3,839.00	100	0.00	191.95
58	CO# 23 PCO# Ins @ Exist CMU Walls	3,073.00	3,073.00	0.00	0.00	3,073.00	100	0.00	153.65
59	CO# 24 PCO# 31 Insulate Exist Walls	6,308.00	6,308.00	0.00	0.00	6,308.00	100	0.00	315.40
60	CO# 25 PCO# 32 Locker Rm Floor	5,922.00	5,922.00	0.00	0.00	5,922.00	100	0.00	296.10
61	CO# 26 PCO# 34 Exhaust Fans	1,349.00	0.00	1,349.00	0.00	1,349.00	100	0.00	67.45

WAIVER OF LIEN TO DATE

Loan # _____

Gty # _____

STATE OF ILLINOIS

COUNTY OF

DeKalb } SS

WHEREAS the undersigned has been employed by

Village of Willowbrook

to furnish General Construction

for the premises known as Village of Willowbrook Police Facility Renovation/Expansion

of which Village of Willowbrook

is the owner.

THE undersigned, for and in consideration of Three Hundred Seventy Five Thousand Five Hundred Fifty and 30/100.

(\$ 680,223.33) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due to or become due from the owner, on account of labor, services, material, fixtures, apparatus or machinery, furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.*

DATE: June 30, 2017

COMPANY NAME

L.J. Morse Construction Co.

ADDRESS

128 S. Broadway, Aurora, IL 60505

SIGNATURE AND TITLE

, President

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS

COUNTY OF

DeKalb } SS

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED,

Louis J. Morse

BEING DULY SWORN, DEPOSES

AND SAYS THAT HE OR SHE IS

President

OF

L. J. Morse Construction Co., Inc.

WHO IS THE

CONTRACTOR FURNISHING

General Construction

WORK ON THE BUILDING

LOCATED AT

7760 Quincy Street, Willowbrook, IL 60527

OWNED BY

Village of Willowbrook

That the amount of the contract including extras* is \$ 3,297,440.00 on which he or she has received payment of

\$ 2,452,344.67 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that

there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties

who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work

or for material entering into the construction thereof and the amount due to or become due to each, and that the items mentioned include all

labor and material required to complete said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT ^{*Including Extras} PRICE	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
L. J. Morse Construction Co.	General Construction	\$ 3,297,440.00	\$ 2,452,344.67	\$ 680,223.33	\$ 164,872.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
*All Labor and fringes paid in full.					\$ -
*All other materials taken from fully paid stock and delivered to job in company trucks. No outside rental.					\$ -
TOTAL LABOR AND MATERIALS INCLUDING EXTRAS* TO COMPLETE		\$ 3,297,440.00	\$ 2,452,344.67	\$ 680,223.33	\$ 164,872.00

That there are no other contracts for said work outstanding, and that there is nothing due to or become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE: June 30, 2017

SUBSCRIBED AND SWORN TO BEFORE ME THIS

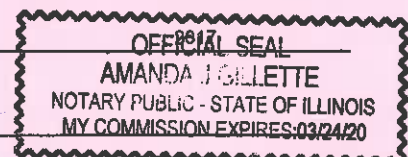
30th

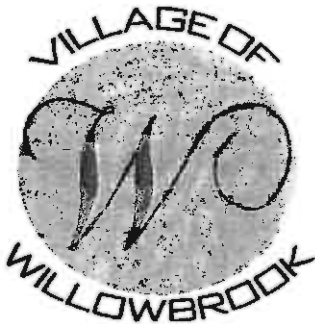
DAY OF

June

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

NOTARY PUBLIC





EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton

Director of Finance

Carrie Dittman



Proud Member of the
Illinois Route 66 Scenic Byway

June 28, 2017

CHINOY, SUSAN C.
140 RODGERS CT
WILLOWBROOK, IL 60527

Re: Account 253025.000

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 172.01. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 24, 2017, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

Mayor

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Paul Oggerino

**Village
Administrator**

Tim Halik

Chief of Police

Mark Shelton

**Director of
Finance**

Carrie Dittman

June 28, 2017

DEVINE, JEANNE & MICHAEL
6350 WESLEY RD
WILLOWBROOK, IL 60527

COPY

Re: Account 252480.000

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 196.81. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 24, 2017, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

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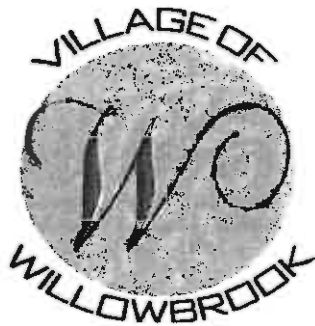
If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services



Proud Member of the
Illinois Route 66 Scenic Byway



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

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Tim Halik

Chief of Police

Mark Shelton

**Director of
Finance**

Carrie Dittman



Proud Member of the
Illinois Route 66 Scenic Byway

June 28, 2017

FILIPSKI, ANN
6340 WESLEY ROAD
WILLOWBROOK, IL 60527

Re: Account 252375.000

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 180.91. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 24, 2017, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

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If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services



EST. 1960

Willowbrook

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Chief of Police

Mark Shelton

Director of Finance

Carrie Dittman



Proud Member of the
Illinois Route 66 Scenic Byway

June 28, 2017

HINTON, JOHN
432 CREEKSIDE CT
WILLOWBROOK, IL 60527

Re: Account 252015.002

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 136.99. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 24, 2017, will result in the immediate termination of your water service.

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Sincerely,

Timothy J. Halik
Director of Municipal Services



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

**Village
Administrator**

Tim Halik

Chief of Police

Mark Shelton

**Director of
Finance**

Carrie Dittman



Proud Member of the
Illinois Route 66 Scenic Byway

June 28, 2017

JANKOWSKI, BOB
223 CHAUCER CT
WILLOWBROOK, IL 60527

Re: Account 250535.001

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 210.50. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 24, 2017, will result in the immediate termination of your water service.

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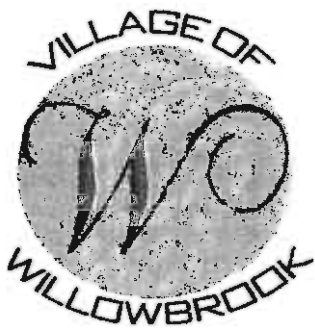
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June 28, 2017

JESKE, DAN
6327 WESLEY RD
WILLOWBROOK, IL 60527

Re: Account 252195.004

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 222.17. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 24, 2017, will result in the immediate termination of your water service.

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Proud Member of the
Illinois Route 66 Scenic Byway

June 28, 2017

MORALES, YOVANIA
801 68TH PL
WILLOWBROOK, IL 60527

Re: Account 210485.015

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 172.01. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 24, 2017, will result in the immediate termination of your water service.

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Carrie Dittman



Proud Member of the
Illinois Route 66 Scenic Byway

June 28, 2017

POLLARD, DANIELLE
6621 RODGERS DR
WILLOWBROOK, IL 60527

Re: Account 250860.004
PIN #: XXXXXXXXXX
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 358.32. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 24, 2017, will result in the immediate termination of your water service.

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Director of Municipal Services



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June 28, 2017

PT SOLUTIONS
P.O. BOX 441146
KENNESAW, GA 30160

Re: Account 410615.006
PIN #: XXXXXXXXXX
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 196.84. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 24, 2017, will result in the immediate termination of your water service.

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Sincerely,

Timothy J. Halik
Director of Municipal Services



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Carrie Dittman



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June 28, 2017

RADAK, MICHAEL & HAMIDI, ARMIN
605 63RD ST
WILLOWBROOK, IL 60527

Re: Account 253465.003

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 143.10. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 24, 2017, will result in the immediate termination of your water service.

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Director of Municipal Services



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Illinois Route 66 Scenic Byway

June 28, 2017

SCHWERTFEGER, GEORGE
6306 MARTIN DR
WILLOWBROOK, IL 60527

Re: Account 250075.000

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 116.96. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 24, 2017, will result in the immediate termination of your water service.

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Director of Municipal Services



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Proud Member of the
Illinois Route 66 Scenic Byway

June 28, 2017

SMIRNOVAS, ALEKSANDRAS
6435 QUINCY ST
WILLOWBROOK, IL 60527

Re: Account 250145.002

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 183.02. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 24, 2017, will result in the immediate termination of your water service.

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Chief of Police

Mark Shelton

**Director of
Finance**

Carrie Dittman



Proud Member of the
Illinois Route 66 Scenic Byway

June 28, 2017

ZENNER, RICHARD
125 WATERFORD DR
WILLOWBROOK, IL 60527

Re: Account 250850.001

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 152.79. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before July 24, 2017, will result in the immediate termination of your water service.

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Timothy J. Halik
Director of Municipal Services

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM – HISTORY/COMMENTARY

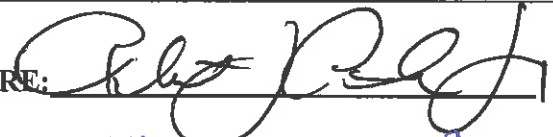
ITEM TITLE: A PROCLAMATION RECOGNIZING OFFICER DAVID A. GADDIS FOR 30 YEARS OF SERVICE TO THE VILLAGE OF WILLOWBROOK

AGENDA NO.

8

AGENDA DATE: 7/24/17

STAFF REVIEW: ROBERT J. PAVELCHIK, JR. SIGNATURE: _____



LEGAL REVIEW: THOMAS BASTIAN

SIGNATURE: _____

THOMAS BASTIAN JR.

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE: _____

T. Gaddis

REVIEWED & APPROVED BY COMMITTEE: YES ☐ N/A ☒

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

It has been the policy of the Village Board to recognize significant employee anniversaries such as 20 years, 25 years, plus. The employee is recognized by the Village Board at a regular meeting with the presentation of a Proclamation highlighting some of the employee's achievements and accomplishments during their service with the Village.

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

The employee to be recognized this evening is Patrol Officer David A. Gaddis, who officially began his employment with the Village on July 13, 1987. He began his career as a Patrol Officer and had been assigned various positions within the Department. This is David's 30th year of service with the Village. David was the Department's first Canine Officer. The Proclamation before the Village Board this evening provides a very brief highlight of a few of David's career accomplishments. The Staff would recommend the approval of this Proclamation.

ACTION PROPOSED: APPROVE THE PROCLAMATION

Village of Willowbrook

Proclamation

WHEREAS, on July 13, 1987, the Village of Willowbrook first employed David A. Gaddis in the capacity of Patrol Officer. He has been assigned to many extra job assignments including Cadet Advisor, Detective, Evidence Technician, FIAT Major Crimes Task Force Investigator, Juvenile Officer, K-9 Officer, SAFTE Team member, Customs Task Force Investigator and is currently the Officer-in-Charge on the midnight shift; and

WHEREAS, David A. Gaddis was assigned to the U.S. Customs Special Task Force from November 1992 to November 1993 where he was involved in numerous drug interdictions. On March 11, 1993, he assisted in the arrest of three Nigerian heroin smugglers and the seizure of over three kilograms of heroin, \$18,000 in cash, two vehicles and over \$20,000 in jewelry; and

WHEREAS, while on routine patrol in the 5900 block of Route 83 on Thursday, February 15, 1996, Officer Gaddis observed a black Isuzu Rodeo vehicle driven by a male white. A short time later, an ISPERN radio dispatch regarding an armed robbery which occurred in Summit involving a black Isuzu Rodeo vehicle was received. Officer Gaddis relocated the vehicle and maintained surveillance until back-up assistance arrived. The vehicle was subsequently stopped. The driver was taken into custody without incident and turned over to the Summit Police Department; and

WHEREAS, On February 21, 2000, Willowbrook officers were called to K-Mart, 840 Plainfield Road for a retail theft in progress. Upon arrival, officers observed K-Mart's Loss Prevention personnel in an altercation with two subjects. They were able to take one subject into custody without incident. The second subject fled the on foot and was subsequently taken into custody by Detective Gaddis. As Detective Gaddis was conducting a protective pat-down search of one of the subjects, he discovered dozens of razor blade packages hidden under the offender's shirt. A total of \$790.00 in merchandise was recovered. This arrest resulted in two (2) felony charges and three (3) misdemeanor charges. All subjects had extensive criminal histories with one subject on parole.

WHEREAS, David A. Gaddis became the 1st Willowbrook Police Department's Canine Officer in May 2006. During his time as a K-9 officer, Officer Gaddis and his partner Icha were actively involved in over 75 canine calls including narcotic searches, building searches and tracking of armed subjects. Three successful tracks resulted in the arrest of offenders. His partner, K-9 Icha retired in 2015; and

WHEREAS, David A. Gaddis has received numerous letters of commendation for his assistance to residents, citizens and numerous outside agencies as a Willowbrook Police Officer.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois that we hereby recognize and commend David A. Gaddis in this his thirtieth year of service to the Village of Willowbrook. On behalf of the citizens of the Village of Willowbrook, we wish to thank David A. Gaddis for his unselfish commitment in making the community of Willowbrook a nicer place to live and work.

Mayor

Attest:

July 24, 2017

Date

Village Clerk

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JUNE 12, 2017 AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Trustee Neal at 5:32 p.m.

2. ROLL CALL

Those present at roll call were Trustee Gayle Neal, Director of Finance Carrie Dittman and Assistant to the Village Administrator Garrett Hummel. Chairman Umberto Davi was absent.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday, May 8, 2017 were reviewed.

Motion to approve made by Trustee Neal. Motion carried.

4. APPROVAL - Annual Appropriation Ordinance FY 2017/18

Director Dittman noted that the Village follows the Illinois Appropriation Act and each year must adopt an appropriation ordinance, which gives the Village the legal authority to expend funds. The operating budget, adopted in April, is management's tool for the day to day expenditures of the Village. The amounts in the operating budget are historically doubled to form the appropriation amounts, as they are in the attached ordinance. The General Fund appropriation is \$22,553,522 and the Village wide appropriation for all funds, including the General Fund, is \$38,270,932. The ordinance is planned to be presented to the Village Board at tonight's Village Board meeting for approval.

Motion made by Trustee Neal to present the appropriation ordinance to the full Village Board. Motion carried.

5. REPORT – Cloud Based Email vs. Purchase of Email Server

Assistant to the Village Administrator Hummel reported on the state of the Village's email/exchange server. It was purchased with 3 (three) other servers in 2012, and all but this one have since been replaced. The average lifespan of a server is 3-4 years, and the email server is now in its fifth year. The FY 17/18 budget includes \$18,333 to replace this server.

The Village's outsourced information technology consultant, PCS, has been recommending to the Village for a few years that the Village consider moving away from a hardware server and instead utilizing "cloud" technology for its email. Cloud based email has the same functionality and look as our current email, but allows for more memory (storage) and larger files to be sent than we are currently capable of. Data would be housed at Microsoft's redundant data centers around the country, rather than in one physical "box" at the Village Hall. Assistant Hummel discussed the various other pros and cons of server vs. cloud as provided in the packet.

He also described the estimated cost savings the Village would achieve by moving to the cloud: approximately \$11,521 savings over 4 years. There is a first-year labor cost of \$10,714 for migrating email inboxes to the cloud, and annual licensing fees of about \$8,136, charged based on number of users. So, the total cost to move to the cloud in FY 17/18 would be approximately \$18,850. The server would cost \$13,334 in year of purchase, plus labor (\$5,000) and various annual anti-virus and other fees (\$4,528), or about \$22,862 in the first year. Then, in about 3 years, another server would have to be purchased (plus labor). The only recurring costs for the cloud are the annual licensing fees.

Because the Village's server began experiencing drive errors in May 2017, the Village decided to move ahead and pursue the cloud option. A migration of email inboxes will begin shortly.

6. DISCUSSION – Finance Committee Meeting Topic Survey

Due to Chairman Davi's absence at tonight's meeting, this item was tabled by Trustee Neal to the next meeting as this information was compiled at Chairman Davi's request.

7. REPORT – Monthly Disbursement Reports – May 2017

The Committee reviewed and accepted the disbursement reports for the month of May and key items are highlighted below:

- Total cash outlay for all Village funds – \$1,344,473. Fiscal Year to Date is \$1,344,473.
- Payroll monthly total for active employees including all funds - \$321,672 (2 payrolls). The average payroll for the year was \$160,836, which is a 9.8% increase from the prior fiscal year. May payroll includes longevity payments to the police officers.
- Average daily outlay of cash for all Village funds – \$43,370. Fiscal year to date daily average is \$43,370. This includes payments on the Police Department renovation.
- Average daily expenditures for the General Fund only - \$18,546. Fiscal year to date average is \$18,546. 23.38% decrease from the prior year.

8. REPORT – Sales Tax, Income Tax, Utility Tax, Places of Eating Tax, Fines, Red Light Fines, Building Permits, Water Revenues, Hotel/Motel Tax and Motor Fuel Tax

All revenues are fiscal year to date collections through May 31, 2017 (unaudited):

- Sales tax receipts - \$264,472 down 1.27% from the prior year. Trending 3.3% over budget.
- Income Tax receipts - \$114,461 down 1.74% compared to the prior year, 8.0% under budget. The state of Illinois is two months in arrears in payments.
- Utility tax receipts - \$71,829 down 6.02% from the prior year, 8.3% under budget, consisting of:
 - Telecomm tax - \$30,650 down 14.32%
 - Northern IL gas - \$9,264 down 10.09%
 - ComEd - \$31,915 up 4.09%
- Places of Eating Tax receipts - \$39,855 down 3.83% compared to the prior year, trending 0.75% under budget.
- Fines - \$16,151 up 45.64% compared with the prior year, 83.77% over budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines – \$57,850 down 4.31% from the prior year receipts, trending 23% above budget. The Rt. 83/63rd St. intersection cameras are still down with no anticipated "go live" date yet given by ATS or IDOT, although permits were recently issued by IDOT to re-erect the cameras.

- Building Permit receipts - \$74,352 up 162% from the prior year, 432.86% above budget. May includes permits to Pete's Fresh Market and Willowbrook Inn.
- Water sales receipts - \$247,847 down 5.82% from the prior year, 5.9% below budget.
- Hotel/Motel Tax receipts - \$20,240 up 9.27% compared with the prior year. The revenue is trending at 14% higher than budget. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$18,698 down 3.79% compared with the prior year, 5% below budget.

The reports above were approved by Trustee Neal.

9. VISITOR'S BUSINESS

There were no visitors present at the meeting.

10. COMMUNICATIONS

There were no communications.

11. ADJOURNMENT

Motion to adjourn at 6:05 p.m. was made by Trustee Neal. Motion carried.

(Minutes transcribed by: Carrie Dittman, 6/23/2017)

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, JUNE 6, 2017, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Commissioner Stetina called the meeting to order at the hour of 7:00 p.m.

2. ROLL CALL

Those present at roll call were Commissioners Lorraine Grimsby, Catherine Kaczmarek, Laurie Landsman, Robert Pionke, and Doug Stetina.

ABSENT: Commissioners Ronald Kanaverskis and Carol Lazarski, and at time of Roll Call, Chairman Richard Cobb.

Also present were Mayor Frank Trilla and Temporary Interim Superintendent of Parks and Recreation John Fenske.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – MAY 2, 2017

The Commission reviewed the May 2, 2017 minutes.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Landsman to approve the May 2, 2017 minutes as presented.

ROLL CALL VOTE: AYES: Commissioners Grimsby, Kaczmarek, Landsman, Pionke, and Stetina.
NAYS: None. ABSENT: Chairman Cobb, Commissioners Kanaverskis and Lazarski.

MOTION DECLARED CARRIED

4. DISCUSSION – PARKS & RECREATION 5-YEAR MASTER PLAN UPDATE – TOD STANTON, DESIGN PERSPECTIVES

Tod Stanton advised that he will be meeting with Village Administrator Tim Halik and Interim Superintendent Fenske in the next week for a kick off meeting for the Master Plan Update.

Mr. Stanton advised that he would like to get the surveys sent to residents in the first part of July. Mr. Stanton reviewed the survey that had been distributed to residents in 2013 and recommended changes to some of the questions. Mr. Stanton requested that the commissioners review and forward any additional questions that may be added. Surveys should then be returned from the residents by the end of July.

Mr. Stanton related that he would like to schedule an interest group meeting in the middle of June. A community-wide meeting will be held in July. Capital Improvement Plan, Goals and Objectives, and

updating concepts should be completed by the end of July. The final update plan should be completed by August. Dates are flexible.

***NOTE: Chairman Cobb arrived at 7:09 p.m.

Mr. Stanton asked the Commissioners for a list of what new things they would like to see in the parks, what things the Commissioners would like removed, and what would the Commissioners like to get out of the new Master Plan. Mr. Stanton advised that he will try to incorporate the commissioners' remarks.

Mr. Stanton advised that he will attend the Movie Night on July 14th and speak to residents about the parks.

5. REPORTS

a. Willow Pond Park Renovation Project – Status Update

Mr. Stanton advised that the old playground equipment has been removed and donated to Kids Around the World. The contractor for the park has recommended some modifications to the elevation grading of the playground area. Excavation around the pond and the additional parking spaces has begun. Additional fishing piers have been started. The shelter should be installed in the later part of July. Mr. Stanton stated that the bathroom should be delivered in approximately eight (8) weeks.

b. Tree Removals at Borse Community Park

Interim Superintendent Fenske advised that approximately 23 cottonwood trees were removed from Borse Park due to dry rotting. Trees will be replaced.

6. DISCUSSION – SPECIAL EVENT UPDATES/PLANNING:

a. 2017 Spring Fling – May 7, 2017

Interim Superintendent Fenske related that new this year, sponsor letters were sent to the members of the Willowbrook/Burr Ridge Chamber of Commerce in order to obtain new sponsors. Overall, there were 27 sponsors, which is down from last year's 42. There were 146 total runners, 107 in the 5K and 39 in the 1-mile kids run.

Event participants enjoyed the tent, tables and chairs that were provided. Interim Superintendent Fenske thanked the commissioners and office staff that assisted in the race.

Interim Superintendent Fenske stated that the two designated charities, Gateway Special Recreation Association and Willowbrook/Burr Ridge Kiwanis, received donation checks of \$1,250 each.

b. Lake Hinsdale Park Grand Opening – Saturday, May 20, 2017

Interim Superintendent Fenske advised that Commissioner Stetina and several Village Board members, including Mayor Trilla, attended this event. Two residents from Lake Hinsdale Tower also attended.

c. 2017 Fishing Derby – Saturday, June 24, 2017

Interim Superintendent Fenske stated that the Derby will be held at Prairie Trail Park.

7. VISITORS' BUSINESS

None presented.

8. COMMUNICATIONS

Interim Superintendent Fenske stated that on May 18th, he met with representatives from Clorox/Glad Research Development Center on Adams Street. The group is interested in conducting a park clean up program. They completed the clean up work at Borse Park.

Mayor Trilla advised that he was contacted by Bella Cosa Jewelers, who wishes to be part of the Willow Pond Park renovation and sponsor one of the pieces of equipment in the park. Mayor Trilla suggested that other businesses should be reached out to for similar donations. Money raised can be used for other park programs.

Mayor Trilla asked the Parks Commissioners to organize the dedication of the police department for early September. Mayor Trilla will be flying in guest speakers that were affected by the events of 9-11 for the ceremony. Mayor Trilla advised that he would like to tie the ceremony into the reopening of Willow Pond park.

Interim Superintendent Fenske related that he received a call from former Parks Commissioner Dave Moss. Mr. Moss advised that his wife passed away in the Spring and inquired about planting a tree in Ridgemoor Park in her memory. The tree and a plaque has been ordered and paid for by Moss's family and friends. There will be a memorial on June 30th.

Interim Superintendent Fenske advised that Commissioner Rene Schuurman has moved out of town and tendered his resignation.

9. ADJOURNMENT

MOTION: Made by Commissioner Pionke, seconded by Commissioner Landsman to adjourn the meeting at the hour of 8:30 p.m.

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Parks and Recreation Commission Meeting
June 6, 2017

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Grimsby, Kaczmarek, Landsman, Pionke, and Stetina. NAYS: None. ABSENT: Commissioners Kanaverskis and Lazarski.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

July 11, 2017

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

AGENDA

Minutes of the Public Safety Committee of the Village of Willowbrook that was held on June 12th, 2017 at 5:30 p.m. at the Willowbrook Village Hall, 835 Midway Drive, in the Village of Willowbrook, DuPage County, Illinois.

CALL TO ORDER

The meeting was called to order at 5:30 p.m.

ROLL CALL

Those present at roll call were Chief Mark Shelton, Chief Robert Pavelchik, Deputy Chief Robert Schaller, Chairman of the Public Safety Committee Terrence Kelly, and Trustee Sue Berglund.

1. Reviewed the May 8th, 2017 Public Safety Committee Meeting Minutes.
The Committee approved the May 8th, 2017 Public Safety Committee Meeting Minutes.
2. Reviewed the Weekly Press Releases – Information.
3. Reviewed the Overtime Report for 05/01/2017 – 05/28/2017 - Information.
4. Reviewed the Monthly Expenditure Report for May 2017 – Information.
5. Reviewed the Monthly Offense Summary Report for May 2017 - Information.
6. Reviewed the Letter(s) of Recognition and Appreciation – Information.
 - Sergeant Michelle Strugala
 - Officer Christine Robles
 - Officer Nick Volek
 - Officer Matthew Vanderjack
 - Detective Dan Polfliet
 - Explorer Dean Zubi
 - Explorer John Penland
 - Explorer Alex Fosket
 - Explorer Nimit Zaveri
 - Explorer Andrew Zapka
7. DISCUSSION ITEMS
 - Manpower
The Committee was advised of pending and future retirements that will occur in 2017-2018. Due to a retirement occurring in July and another that will occur by the end of 2017, current scheduling will need to be addressed for coverage and

manpower allocation. There will be overtime posted for both Patrol and Sergeant shift coverage. Planning for future hiring and academy dates have been initiated and Investigators have begun background checks for the August academy date.

- **Scheduling**

The Committee was advised that Sergeant Svehla was scheduled to attend the Staff and Command training in September of 2017, but with his pending retirement this has been postponed.

Because of current staffing, the Committee agreed that Sergeant Strugala will attend a (2) week Supervisor class at Northwestern and then attend the (10) week Staff and Command training in 2018.

The Committee agreed that hereafter, each new Sergeant, if possible, should attend the (2) week Northwestern Supervisor class. Officers should complete this training prior to their promotion. This training will ensure that the newly promoted Sergeant will be equipped with proper supervisory training and certification.

The Committee requested that some type of plan be developed as a guide for future manpower planning/succession as officers' approach retirement.

Deputy Chief Schaller advised the Committee of future scheduling, overtime postings and training for the upcoming months. The Committee was advised there will be an increase in overtime for shift coverage.

- **Building Update**

The Committee walked through the new police facility and were complimentary of all the work and design of the facility.

8. * VISITOR'S BUSINESS (Public comment is limited to three minutes per person).
None
9. ADJOURNMENT
The meeting was adjourned at 6:00 p.m.

Next Meeting Scheduled July 10th, 2017, at 5:30 P.M.