

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, AUGUST 28, 2017, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. MOTION TO APPROVE - A MOTION TO APPOINT TRUSTEE MICHAEL MISTELE AS TEMPORARY CHAIRMAN IN THE MAYOR'S ABSENCE
4. PLEDGE OF ALLEGIANCE
5. VISITORS' BUSINESS - Public comment is limited to three minutes per person
6. OMNIBUS VOTE AGENDA:
 - a. Waive Reading of Minutes (APPROVE)
 - b. Minutes - Regular Board Meeting - August 14, 2017 (APPROVE)
 - c. Warrants - \$347,891.57 (APPROVE)
 - d. Resolution - A Resolution Authorizing the Village Administrator's Acceptance of Project Change Order Numbers 3, 4, 5, 6, 7, 8 - Willow Pond Park Renovation Project (ADOPT)
 - e. Proclamation - A Proclamation Recognizing Fire Prevention Week and Fire Safety Month in October within the Village of Willowbrook (PASS)
 - f. Motion - Board Authorization for Staff to Process Current Delinquent Water Bills in Accordance with Past Practices (PASS)

NEW BUSINESS

7. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR HUMAN RESOURCES CONSULTING SERVICES TO COMPLETE AN EMPLOYEE HANDBOOK REVIEW AND UPDATE - SIKICH LLP

8. RESOLUTION - A RESOLUTION WAIVING THE COMPETITIVE BIDDING PROCESS AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CERTAIN CONTRACT - INSTALLATION OF CONCRETE WALKWAYS AT WILLOW POND PARK - BETWEEN THE VILLAGE OF WILLOWBROOK AND CLAUSS BROTHERS, INC.

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, AUGUST 14, 2017 AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 S. QUINCY STREET, VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at the hour of 6:30 p.m. by Mayor Frank Trilla.

2. ROLL CALL

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

ABSENT: None

Also present were Village Attorney Thomas Bastian, Village Administrator Timothy Halik, Director of Finance Carrie Dittman, Chief Robert Pavelchik, Deputy Chief Robert Schaller, Assistant to the Village Administrator Garrett Hummel, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Chief Pavelchik to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

Ms. Phyllis Zimmer, 6446 Tennessee Avenue, spoke about storm water drainage issues on her property.

Residents from Lake Hinsdale Tower spoke about the renovations to Lake Hinsdale Park.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - July 24, 2017 (APPROVE)
- c. Warrants - \$376,847.53 (APPROVE)
- d. Monthly Financial Report - July 31, 2017 (APPROVE)
- e. Ordinance - An Ordinance Declaring Surplus Property and Authorizing the Disposal of the Same - Ordinance No. 17-O-17 (PASS)

- f. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Accept a Proposal to Complete a Comprehensive Landscape Installation, 7760 Quincy Street (Police Station) - Hinsdale Nurseries - Resolution No. 17-R-43 (ADOPT)
- g. Resolution - A Resolution Authorizing the Village Administrator's Acceptance of Project Change Order No. 49 - Ordering of Two (2) Building Dedication Plaques - Police Building Expansion/Renovation Project, and Ratifying and Confirming the Village Administrator's Prior Execution of Said Change Orders - Resolution No. 17-R-44 (ADOPT)
- h. Motion to Approve - Willow Pond Park Renovation Project: Payout #3 - Partial Payment, Clauss Brothers, Inc. (PASS)
- i. Motion to Approve - Village Hall Water Tank Re-Coating Project: Payout #2, Partial Payment - Tecorp, Inc. (PASS)

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

MOTION: Made by Trustee Davi and seconded by Trustee Berglund 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

- 6. RESOLUTION - A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND THE VILLAGE OF WILLOWBROOK FOR THE IMPLEMENTATION OF THE DUPAGE JUSTICE INFORMATION SYSTEM (DuJIS)

Chief Pavelchik reminded the Board that a resolution had been approved in 2016 for a Letter of Intent to participate in the DuPage County Justice Information System (DuJIS). 32 of the 33 DuPage County municipalities have moved forward with this combined system that will enable information to be shared county-wide.

MOTION: Made by Trustee Mistele and seconded by Trustee Oggerino to adopt Resolution No. 17-R-45 as presented.

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

MOTION DECLARED CARRIED

7. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT AND EXECUTE A PROPOSAL TO INSTALL AN AERATING FOUNTAIN WITHIN THE POND AT WILLOW POND PARK - CLARKE AQUATIC SERVICES

Administrator Halik related that Mayor Trilla attended the Parks & Recreation Commission meeting held on July 11, 2017. Mayor Trilla made the suggestion that fountains should be installed within the ponds at Willow Pond Park and Prairie Trail Park. The Park Commissioners concurred with the Mayor's recommendation.

Administrator Halik stated that the total costs for the two fountains is approximately \$8,400. These items were not budgeted expenses. The costs for the Willow Pond fountain could be added to the park renovation budget that is currently underway. The costs for the fountain at Prairie Trail would be taken from the park landscape/supplies budget line item.

If approved, the fountains could be installed in the fall.

MOTION: Made by Trustee Mistele and seconded by Trustee Kelly to adopt Resolution No. 17-R-46 as presented.

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

MOTION DECLARED CARRIED

8. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT AND EXECUTE A PROPOSAL TO INSTALL AN AERATING FOUNTAIN WITHIN THE POND AT PRAIRIE TRAIL PARK - CLARKE AQUATIC SERVICES

Administrator Halik had no further report.

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to adopt Resolution No. 17-R-47 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

9. COMMITTEE REPORTS

Trustee Neal had no report.

Trustee Kelly related that Mayor Trilla had attended a homeowners' association meeting in Lake Hinsdale Village clubhouse on Thursday, August 10, 2017. Mayor Trilla provided an update to his State of the Village address and was well received by all attendees.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Oggerino had no report.

10. ATTORNEY'S REPORT

Attorney Bastian had no report.

11. CLERK'S REPORT

Clerk Hansen had no report.

12. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

13. MAYOR'S REPORT

Mayor Trilla had no report.

14. CLOSED SESSION

- a. DISCUSSION - Pursuant to 5 ILCS 120/2(c)(21) Regarding the Destruction of Audio or Video Recordings of Closed Meetings Under the Open Meetings Act for the Purpose of a Semi-Annual Review of Said Recordings as Mandated by 5 ILCS 120/2.06(3)(c)(1)
- b. DISCUSSION - Pursuant to 5 ILCS 120/2(c)(21) Regarding Previously Approved Minutes of Meetings That Were Lawfully Closed Under the Open Meetings Act for the Purpose of a Semi-Annual Review of Said Minutes as Mandated by 5 ILCS 120/2.06(d), for Purposes of Possible Release

Attorney Bastian asked the Board if there was a need to go into Closed Session to discuss the destruction of audio tapes or the release of closed minutes from previous Closed Sessions. Consensus of the Board was that there was no need to discuss the items.

15. RESOLUTION - A RESOLUTION AUTHORIZING THE DESTRUCTION OF AUDIO OR VIDEO RECORDINGS OF CLOSED MEETINGS

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to adopt Resolution No. 17-R-48 as presented.

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

MOTION DECLARED CARRIED

16. RESOLUTION - A RESOLUTION MAKING A DETERMINATION RELATIVE TO THE RELEASE OF EXECUTIVE SESSION MINUTES PURSUANT TO THE ILLINOIS OPEN MEETINGS ACT

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to adopt Resolution No. 17-R-49 as presented.

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

MOTION DECLARED CARRIED

17. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Oggerino, to adjourn the Regular Meeting at the hour of 6:48 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

August 28, 2017.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

WARRANTS

August 28, 2017

GENERAL CORPORATE FUND	-----	\$151,268.04
WATER FUND	-----	187,803.77
WATER CAPITAL IMPROVEMENTS FUND	-----	1,460.00
L.A.F.E.R FUND	-----	6,578.06
RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX	-----	781.70
 TOTAL WARRANTS	 -----	 \$347,891.57



 Carrie Dittman, Director of Finance

APPROVED:

 Frank A. Trilla, Mayor

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
CHECK APCHK 91086 TOTAL FOR								7,290.18
08/29/2017	APCHK	91088	6360959 JUN 17 6363979	CLARKE ENVIRONMENTAL	MOSQUITO ABATEMENT	760-259	35	6,425.00
					MOSQUITO ABATEMENT	760-259	35	3,169.55
CHECK APCHK 91088 TOTAL FOR								9,594.55
08/29/2017	APCHK	91089*#	6863089003 AUG 17 0423085170 AUG 17 0791026027 AUG 17 4215105154 AUG 17 4403140110 AUG 17 7432089030 AUG 17	COMMONWEALTH EDISON	RED LIGHT - COM ED	630-248	30	31.24
					RED LIGHT - COM ED	630-248	30	45.61
					RED LIGHT - COM ED	630-248	30	38.32
					ENERGY - STREET LIGHTS	745-207	35	550.09
					ENERGY - STREET LIGHTS	745-207	35	43.96
					ENERGY - STREET LIGHTS	745-207	35	359.14
CHECK APCHK 91089 TOTAL FOR								1,068.36
08/29/2017	APCHK	91090*#	8262 8318 8319	COMPASS PLUMBING LLC	MAINTENANCE - BUILDING	466-228	10	423.00
					MAINTENANCE SUPPLIES	570-331	20	195.00
					MAINTENANCE - PW BUILDING	725-418	35	347.00
CHECK APCHK 91090 TOTAL FOR								965.00
08/29/2017	APCHK	91091	KOLODZIEJ	DEBBIE KAHN	PUBLIC RELATIONS	475-365	10	216.18
08/29/2017	APCHK	91092*#	SEPT 17 SEPT 17 SEPT 17 SEPT 17 SEPT 17 SEPT 17 SEPT 17	DELTA DENTAL PLAN OF ILLINOI	EMP DED PAY- INSURANCE	210-204	00	1,288.88
					HEALTH/DENTAL/LIFE INSURANCE	455-141	10	271.09
					HEALTH/DENTAL/LIFE INSURANCE	510-141	15	57.16
					HEALTH/DENTAL/LIFE INSURANCE	610-141	25	228.64
					HEALTH/DENTAL/LIFE INSURANCE	630-141	30	2,155.69
					HEALTH/DENTAL/LIFE INSURANCE	710-141	35	213.93
					HEALTH/DENTAL/LIFE INSURANCE	810-141	40	171.48
CHECK APCHK 91092 TOTAL FOR								4,386.87
08/29/2017	APCHK	91093#	782378 JUL 17 782378 JUL 17	DISCOVERY BENEFITS SIMPLIFY	EMP DED PAY - FSA FEE	210-221	00	29.70
					HEALTH/DENTAL/LIFE INSURANCE	455-141	10	20.30
CHECK APCHK 91093 TOTAL FOR								50.00
08/29/2017	APCHK	91094	10051 9950	DUPAGE MAYORS AND MGRS. CONF	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	150.00
					SCHOOLS/CONFERENCES/TRAVEL	410-304	05	630.00

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
08/29/2017	APCHK	91095	17 CONF STUCLH	CHECK APCHK 91094 TOTAL FOR				780.00
08/29/2017	APCHK	91096	2017 PERMIT #1	EASTERN ILLINOIS UNIVERSITY	SCHOOLS/CONFERENCES/TRAVEL	455-304	10	550.00
08/29/2017	APCHK	91098	36310030161	ELIZABETH DAVIS	PARK PERMIT FEES	310-814	00	200.00
08/29/2017	APCHK	91099	263626	FEDEx OFFICE	PRINTING & PUBLISHING	630-302	30	45.94
08/29/2017	APCHK	91100	5273.900-1	FIRESTONE TIRE & SERVICE	MAINTENANCE - VEHICLES	630-409	30	1,110.87
08/29/2017	APCHK	91101*	15848	GEWALT HAMILTON ASSOCIATES I	PLAN REVIEW - TRAFFIC CONSULTANT	520-258	15	680.40
08/29/2017	APCHK	91103	17 IML CONF	H AND R CONSTRUCTION INC.	PARK IMPROVEMENTS - NEIGHBORHOOD P	595-695	20	7,800.00
08/29/2017	APCHK	91104	S106943	HILTON HOTEL	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	894.59
08/29/2017	APCHK	91104	S106942	HOMER INDUSTRIES	PARK LANDSCAPE SUPPLIES	565-341	20	1,440.00
08/29/2017	APCHK	91105	52392 AUG 17	CHECK APCHK 91104 TOTAL FOR				2,880.00
08/29/2017	APCHK	91106	17 IML CONF	HR SIMPLIFIED	HEALTH/DENTAL/LIFE INSURANCE	455-141	10	100.00
08/29/2017	APCHK	91107	DUES7007 FY17/18	ILL. MUNICIPAL LEAGUE	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	310.00
08/29/2017	APCHK	91108	L1582785 KOBLER	ILLINOIS LAW ENFORCEMENT ALA	FEES/DUES/SUBSCRIPTIONS	630-307	30	120.00
08/29/2017	APCHK	91108	L1582792 HNDZIK	INTERNATIONAL ASSOC FOR PROP	FEES/DUES/SUBSCRIPTIONS	630-307	30	50.00
08/29/2017	APCHK	91109#	81127	CHECK APCHK 91108 TOTAL FOR				100.00
08/29/2017	APCHK	91110	2017 PERMIT #9	JSN CONTRACTORS SUPPLY	SUMMER PROGRAM MATERIALS & SERVICE	575-119	20	42.00
08/29/2017	APCHK	91111	2017 PERMIT #23	KARATE FOR KIDS OF BURR RIDG	UNIFORMS	710-345	35	53.00
08/29/2017	APCHK	91112	8/16/17	CHECK APCHK 91109 TOTAL FOR				95.00
08/29/2017	APCHK	91113	60/JUL 17	KEITH COOKSEY	PARK PERMIT FEES	310-814	00	250.00
08/29/2017	APCHK	91114#	9003741898	KERRI STOCKTON	PARK PERMIT FEES	310-814	00	250.00
08/29/2017	APCHK	91114#	9003751172	KING CAR WASH	FAMILY SPECIAL EVENT - BACK TO SCH	585-153	20	200.00
08/29/2017	APCHK	91114#	9003751172	KONICA MINOLTA BUSINESS SOLO	FUEL/MILEAGE/WASH	630-303	30	325.60
08/29/2017	APCHK	91114#	9003751172	COPY SERVICE	COPY SERVICE	455-315	10	134.38
08/29/2017	APCHK	91114#	9003751172	COPY SERVICE	COPY SERVICE	630-315	30	2.74

CHECK DISBURSEMENT REPORT FOR WILLOWBROOK
 CHECK DATE FROM 08/16/2017 - 08/29/2017

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
			9003741898		COPY SERVICE	630-315	30	244.76
					CHECK APCHK 91114 TOTAL FOR			381.88
08/29/2017	APCHK	91115*	73157 JUL 17	LAW OFFICES STORINO RAMELLOE	FEES - VILLAGE ATTORNEY	470-239	10	4,142.13
08/29/2017	APCHK	91116	1299403	LIGHTING SOLUTIONS OF IL., I	PARK IMPROVEMENTS - NEIGHBORHOOD P	595-695	20	20,259.75
08/29/2017	APCHK	91117	17 UNFRMS	LORI RINELLA	UNIFORMS	630-345	30	398.38
08/29/2017	APCHK	91118	N6701601	MAILFINANCE	POSTAGE & METER RENT	630-311	30	476.97
08/29/2017	APCHK	91119	8508 JUN-JUL 17	MARQUARDT & BELMONTE P.C.	RED LIGHT - ADJUDICATOR	630-246	30	832.50
08/29/2017	APCHK	91120	30962	MARQUARDT PRINTING CO.	OFFICE SUPPLIES	455-301	10	127.00
08/29/2017	APCHK	91122#	138709A	MID AMERICAN WATER	PARK IMPROVEMENTS - NEIGHBORHOOD P	595-695	20	415.00
			139045A		STORM WATER IMPROVEMENTS MAINTENAN	750-381	35	7,037.00
			138709A-2		STORM WATER IMPROVEMENTS MAINTENAN	750-381	35	2,076.00
			138709A-1		STORM WATER IMPROVEMENTS MAINTENAN	750-381	35	725.00
					CHECK APCHK 91122 TOTAL FOR			10,253.00
08/29/2017	APCHK	91124	306496292017 AUG17	MOTOROLA SOLUTIONS INC	PHONE - TELEPHONES	630-201	30	68.00
08/29/2017	APCHK	91125	STUCLH 9-6-17	MUNICIPAL CLERKS OF DUPAGE C	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	23.00
08/29/2017	APCHK	91127	17 UNFRMS	NICHOLAS VOLEK	UNIFORMS	630-345	30	244.01
08/29/2017	APCHK	91128	222943 ROBLES	NORTH EAST MULTI REGIONAL TR	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	100.00
			222951 HUNTLEY		SCHOOLS/CONFERENCES/TRAVEL	630-304	30	300.00
			222904		SCHOOLS/CONFERENCES/TRAVEL	630-304	30	400.00
					CHECK APCHK 91128 TOTAL FOR			800.00
08/29/2017	APCHK	91129	106317936	ORKIN EXTERMINATING	MAINTENANCE - BUILDING	466-228	10	93.45
08/29/2017	APCHK	91130	42502998	PAPER DIRECT	PUBLIC RELATIONS	475-365	10	53.98
08/29/2017	APCHK	91131	8/23/17	PETTY CASH C/O TIM HALIK	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	59.99
			8/23/17		CADET PROGRAM	630-308	30	17.02
			8/23/17		UNIFORMS	630-345	30	24.24
					CHECK APCHK 91131 TOTAL FOR			101.25
08/29/2017	APCHK	91132*#	15233	RAGS ELECTRIC, INC	PARK IMPROVEMENTS - NEIGHBORHOOD P	595-695	20	746.30

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
			15235		MAINTENANCE - STREET LIGHTS	745-223	35	489.75
				CHECK APCHK 91132 TOTAL FOR				1,236.05
08/29/2017	APCHK	91133	1745374 1745373	RAY O'HERRON CO., INC.	UNIFORMS	630-345	30	209.48
				CHECK APCHK 91133 TOTAL FOR	UNIFORMS	630-345	30	209.48
								418.96
08/29/2017	APCHK	91134#	7863-83619 JUL 17 7863-83619 JUL 17	SATELLITE PHONE STORE	PHONE - TELEPHONES	455-201	10	65.76
				CHECK APCHK 91134 TOTAL FOR	PHONE - TELEPHONES	630-201	30	65.76
								131.52
08/29/2017	APCHK	91135*#	9620 9620	SCHERMER ASPHALT PAVING	CONTRACTED MAINTENANCE	570-281	20	800.00
				CHECK APCHK 91135 TOTAL FOR	STREET & ROW MAINTENANCE	750-328	35	800.00
								1,600.00
08/29/2017	APCHK	91136	SQUAD 67	SECRETARY OF STATE	MAINTENANCE - VEHICLES	630-409	30	76.00
08/29/2017	APCHK	91137*#	8045751013 8045751013	STAPLES	OFFICE SUPPLIES	455-301	10	88.21
				CHECK APCHK 91137 TOTAL FOR	COMMISSARY PROVISION	455-355	10	5.91
								94.12
08/29/2017	APCHK	91138#	TG5 JUL 17 TG5 JUL 17 TG5 JUL 17	TAMELING GRADING	LANDSCAPE MAINTENANCE SERVICES	565-342	20	3,657.50
				CHECK APCHK 91138 TOTAL FOR	STREET & ROW MAINTENANCE	750-328	35	3,481.00
					STREET & ROW MAINTENANCE	750-328	35	440.00
								7,578.50
08/29/2017	APCHK	91139	118243 118339	TAMELING INDUSTRIES	STREET & ROW MAINTENANCE	750-328	35	810.00
				CHECK APCHK 91139 TOTAL FOR	STREET & ROW MAINTENANCE	750-328	35	27.00
								837.00
08/29/2017	APCHK	91140	17-3627	THOMPSON ELEV. INSPECT. SERV	ELEVATOR INSPECTION - REIME.	830-117	40	172.00
08/29/2017	APCHK	91141	836605811 JUL 17	THOMSON REUTERS - WEST	FEES/DUES/SUBSCRIPTIONS	630-307	30	147.00
08/29/2017	APCHK	91142	6000264402	THYSSENKRUPP ELEVATOR CORP	MAINTENANCE - BUILDING	466-228	10	300.00
08/29/2017	APCHK	91143	0611062446	UNIFIRST	MAINTENANCE - BUILDING	466-228	10	241.25

CHECK DISBURSEMENT REPORT FOR WILLOWBROOK
 CHECK DATE FROM 08/16/2017 - 08/29/2017

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
08/29/2017	APCHK	91144*#	9790224995	VERIZON WIRELESS	PHONE - TELEPHONES	410-201	05	55.13
			9790224995		PHONE - TELEPHONES	455-201	10	21.71
			9790224995		PHONE - TELEPHONES	630-201	30	691.66
			9790224995		TELEPHONES	710-201	35	176.60
			9790224995		TELEPHONES	810-201	40	92.12
				CHECK APCHK 91144 TOTAL FOR				1,037.22
08/29/2017	APCHK	91145	SPRINKLER HEAD	VIRGINIA GRIFFIN	STREET & ROW MAINTENANCE	750-328	35	80.00
08/29/2017	APCHK	91146	3581534-0	WAREHOUSE DIRECT	OFFICE SUPPLIES	630-301	30	159.31
			3562867-0		OFFICE SUPPLIES	630-301	30	30.85
			3569576-1		OFFICE SUPPLIES	630-301	30	6.06
			3578079-0		OFFICE SUPPLIES	630-301	30	32.42
			3576379-2		OFFICE SUPPLIES	630-301	30	82.70
			3585852-0		OFFICE SUPPLIES	630-301	30	52.61
			3578481-0		OFFICE SUPPLIES	630-301	30	92.55
			3574739-0		OPERATING EQUIPMENT	630-401	30	16.24
			3573354-1		OPERATING EQUIPMENT	630-401	30	114.12
			3573354-0		OPERATING EQUIPMENT	630-401	30	70.95
			3571522.0		OPERATING EQUIPMENT	630-401	30	304.98
			3585852-0		OPERATING EQUIPMENT	630-401	30	188.64
				CHECK APCHK 91146 TOTAL FOR				1,151.43
08/29/2017	APCHK	91147	3589419-0	WAREHOUSE DIRECT	OFFICE SUPPLIES	630-301	30	51.16
			3589419-0		OPERATING SUPPLIES	630-331	30	95.09
			3589419-0		OPERATING EQUIPMENT	630-401	30	79.39
			3585852-1		OPERATING EQUIPMENT	630-401	30	49.32
				CHECK APCHK 91147 TOTAL FOR				274.96
08/29/2017	APCHK	91149	8819 FY 17/18	WEST CENTRAL MUNICIPAL CONF.	FEES/DUES/SUBSCRIPTIONS	455-307	10	1,650.00
08/29/2017	APCHK	91150#	74659	WESTOWN AUTO SUPPLY COMPANY	BUILDING CONSTR & REMODEL	635-288	30	4.00
			74657		MAINTENANCE - VEHICLES	735-409	35	7.35
				CHECK APCHK 91150 TOTAL FOR				11.35
08/29/2017	APCHK	91152	SQUAD #50	WILLOWBROOK CURRENCY EXCHANG	MAINTENANCE - VEHICLES	630-409	30	110.85
08/29/2017	APCHK	91153	2017 FORD EXPL	WILLOWBROOK FORD INC.	NEW VEHICLES	680-625	30	2,380.00
08/29/2017	APCHK	91154	17 CONF STUOHL	WYNDHAM SPRINGFIELD CITY CEN	SCHOOLS/CONFERENCES/TRAVEL	455-304	10	593.25

CHECK DISBURSEMENT REPORT FOR WILLOWBROOK
 CHECK DATE FROM 08/16/2017 - 08/29/2017

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
Fund: 02 WATER FUND								
08/29/2017	APCHK	58(E)	11856 JUL 17	DUPAGE WATER COMMISSION	Total for fund 01 GENERAL FUND			151,268.04
					PURCHASE OF WATER	420-575	50	166,325.04
08/29/2017	APCHK	91076	92825 SEP-NOV17	ALARM DETECTION SYSTEMS INC	REPAIRS & MAINTENANCE-STANDPIPE/PU	425-485	50	235.26
			94594 SEP-NOV17		REPAIRS & MAINTENANCE-STANDPIPE/PU	425-485	50	202.53
			94593 SEP-NOV17		REPAIRS & MAINTENANCE-STANDPIPE/PU	425-485	50	235.26
				CHECK APCHK 91076 TOTAL FOR				673.05
08/29/2017	APCHK	91081	29004	ASSOCIATED TECHNICAL SERV. I	LEAK SURVEYS	430-276	50	638.50
08/29/2017	APCHK	91082	826930710 AUG 17	AT & T MOBILITY	PHONE - TELEPHONES	401-201	50	62.01
08/29/2017	APCHK	91089*#	4651111049 AUG17	COMMONWEALTH EDISON	ENERGY - ELECTRIC PUMP	420-206	50	451.62
08/29/2017	APCHK	91090*#	8336	COMPASS PLUMBING LLC	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	185.00
08/29/2017	APCHK	91092*#	SEPT 17	DELTA DENTAL PLAN OF ILLINOI	HEALTH/DENTAL/LIFE INSURANCE	401-141	50	213.93
08/29/2017	APCHK	91097	17-132612 JUL 17	ETP LABS INC	SAMPLING ANALYSIS	420-362	50	90.00
08/29/2017	APCHK	91101*#	15851	H AND R CONSTRUCTION INC.	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	6,087.50
08/29/2017	APCHK	91102	170542	H-B-K WATER METER SERVICE	METERS FLOW TESTING	435-278	50	21.00
			170526		METERS FLOW TESTING	435-278	50	240.00
			170536		NEW METERING EQUIPMENT	435-461	50	5,382.00
				CHECK APCHK 91102 TOTAL FOR				5,643.00
08/29/2017	APCHK	91121	325486	METROPOLITAN INDUSTRIES INC	EDP LICENSES	417-263	50	460.00
			325596 AUG 17		EDP	440-695	50	138.00
				CHECK APCHK 91121 TOTAL FOR				598.00
08/29/2017	APCHK	91123	24517PC	MIDWEST CHLORINATING & TESTI	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	4,500.00
08/29/2017	APCHK	91132*#	15237	RACS ELECTRIC, INC	WELLHOUSE REPAIRS & MAIN - WB EXEC	425-474	50	1,350.00
08/29/2017	APCHK	91135*#	9620	SCHERMER ASPHALT PAVING	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	800.00

CHECK DISBURSEMENT REPORT FOR WILLOWBROOK
 CHECK DATE FROM 08/16/2017 - 08/29/2017

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND								
08/29/2017	APCHK	91137**	8045751013	STAPLES	OFFICE SUPPLIES	401-301	50	9.52
08/29/2017	APCHK	91144**	9790224995	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	176.60
					Total for fund 02 WATER FUND			187,803.77
Fund: 09 WATER CAPITAL IMPROVEMENTS FUND								
08/29/2017	APCHK	91087	137970	CHRISTOPHER B. BURKE	WATER TANK REPAIRS	440-604	65	1,460.00
					Total for fund 09 WATER CAPITAL IMPROVEMENTS F			1,460.00
Fund: 14 LAND ACQUISITION, FACILITY, EXPANSION &								
08/29/2017	APCHK	91086**	137973	CHRISTOPHER B. BURKE	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	552.00
08/29/2017	APCHK	91126	90432032	NEW HAVEN MOVING EQUIPMENT	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	429.60
			90435052	CHECK APCHK 91126 TOTAL FOR	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	349.70
								779.30
08/29/2017	APCHK	91148	812244	WELCH PACKAGING CHICAGO INC	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	3,137.30
08/29/2017	APCHK	91151	17896 JUL 17	WILLIAMS ARCHITECTS	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	2,169.46
					Total for fund 14 LAND ACQUISITION, FACILITY,			6,578.06
Fund: 15 RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX								
08/29/2017	APCHK	91135**	73157 JUL 17	LAW OFFICES STORINO RAMELLO&	LEGAL FEES	401-242	15	781.70
					Total for fund 15 RT 83/PLAINFIELD RD BUSINESS			781.70
				TOTAL - ALL FUNDS				347,891.57

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

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR'S ACCEPTANCE OF PROJECT CHANGE ORDER NUMBERS 3, 4, 5, 6, 7, 8 – WILLOW POND PARK RENOVATION PROJECT	AGENDA NO. 6d AGENDA DATE: <u>8/28/17</u>
--	---

STAFF REVIEW: Tim Halik, Village Administrator	SIGNATURE: <u>Tim Halik</u>
LEGAL REVIEW: Thomas Bastian, Village Attorney	SIGNATURE: <u>THOMAS BASTIAN TH</u>
RECOMMENDED BY: Tim Halik, Village Administrator	SIGNATURE: <u>Tim Halik</u>
REVIEWED BY PARKS COMMISSION AND/OR MUNI. SERVICES COMMITTEE: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	

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

At its regular meeting on March 27, 2017, the Village Board awarded a construction contract in the amount of \$686,131.00 to Clauss Brothers Construction to complete a renovation of Willow Pond Park. The total projected cost of this renovation project is \$822,069.47, not including change orders. \$400,000 of funding for this project will come from an OSLAD grant previously awarded to the Village and released on August 15, 2016. Renovation work began in May 2017 and since that time various work has occurred including demolition of existing playgrounds, excavation, installation of stone outcroppings near the pond, installation of playground pods, concrete flatwork, pond bank stabilization, and ordering of materials and equipment.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)			
The following proposals were requested from the contractor, and represent a total addition in the contract amount of \$24,051. The following is a summary of the nature of the required change orders:			
C.O. #	TYPE	AMOUNT (+ OR -)	EXPLANATION
3	Addition	\$3,216.00	An adjacent resident requested that consideration be given to extending an underdrain to help drain a flat area of the park located to the rear of his yard. After inspection by the Village's consulting engineer, it was recommended that a new drain be installed and connected to an existing catch basin to drain the area.
4, 5, 6	Addition	\$17,290.00 (total for 3)	After further review of the park renovation splashpad design, it was determined that, hydraulically, as designed, it would not work as intended. Upon review by an engineering consultant and consultation with the splashpad component manufacturer, design changes were recommended to ensure all five (5) splashpad components work properly given their combined water demand. The nature of the changes includes mechanical, electrical, and the addition of an outside enclosure for some of the added equipment necessary to properly run the system.
7	Addition	\$2,395.00	The plans omitted a new concrete pad for an existing chess board picnic table. After review, it was decided that the pad should be installed so that it matches the other picnic tables on-site, and provide an improved surface for accessibility.
8	Addition	\$1,150.00	The parks & recreation commission recommended that a drinking fountain with a bottle-filler be added to the site. Therefore, it is recommended that the drinking fountain attached to the new restroom be converted to a bottle-filler design.

The above proposals were reviewed by the Village Park Consultant, Design Perspectives, and approved. The FY 2017/18 budget includes the following available funding:

FUND	ACCOUNT	DESCRIPTION	BUDGETED
Gen. Fund – Parks	01-20-595-695	Capital Improvements	\$808,000

ACTION PROPOSED: Adopt resolution

CHANGE ORDER SUMMARY

2017 Willow Pond Park OSLAD Park Improvements

Village of Willowbrook

Change Order No.	Details/Description	Amount	Date Initiated	Date Approved
1	Fishing deck concrete	\$ 6,580.00	6/19/2017	
2	Shelter and Concrete walk concrete	\$ 33,245.00	6/19/2017	
3	Drainage improvements	\$ 3,216.00	7/13/2017	
4	Splash Pad-Mechanical	\$ 8,860.00	8/10/2017	
5	Splash Pad-Equipment Enclosure	\$ 4,395.00	8/10/2017	
6	Splash Pad-Electrical	\$ 4,035.00	8/10/2017	
7	Concrete work at existing picnic table	\$ 2,395.00	8/10/2017	
8	Bottle Filler Option for Drinking Fountain	\$ 1,150.00	8/18/2017	
Sub-Total		\$ 63,876.00		

RECEIVED

AUG 21 2017

VILLAGE OF
WILLOWBROOK

RESOLUTION NO. 17-R-_____

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR'S
ACCEPTANCE OF PROJECT CHANGE ORDER NUMBERS 3, 4, 5, 6, 7, 8 –
WILLOW POND PARK RENOVATION PROJECT

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 the following itemized project change orders, the total of which represents an addition of \$24,051 to the contract price:

- a) Change Order No. 3 – Drainage Improvements, \$3,216.00
- b) Change Order No. 4 – Splash Pad Mechanical, \$8,860
- c) Change Order No. 5 – Splash Pad Equipment Enclosure, \$4,395
- d) Change Order No. 6 – Splash Pad Electrical, \$4,035
- e) Change Order No. 7 – Concrete Pad for Chess Board Picnic Table, \$2,395
- f) Change Order No. 8 – Drinking Fountain with Bottle Filler, \$1,150

Pertinent information pertaining to the above change orders is attached hereto as Exhibit "A" and made a part hereof, all being part of the Willow Pond Park renovation project.

ADOPTED and APPROVED this 28th day of August, 2017.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

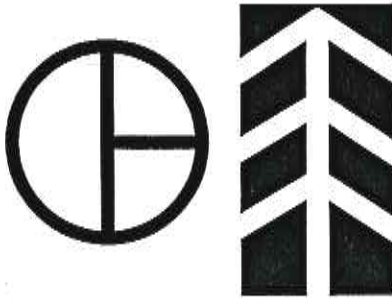
AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

Exhibit "A"



CLAUSS BROTHERS, Inc.
Landscape Architects & Contractors

12N330 Switzer Road
Elgin, Illinois 60124
TEL (847) 488-0711
FAX (847) 488-0551

RECEIVED

JUL 17 2017

VILLAGE OF
WILLOWBROOK

Work Authorization Request # 3

To: Village of Willowbrook
7760 Quincy St.
Willowbrook, IL. 60527
Phone: 630-323-8215
Fax:
Attn: Tim Halik

Date: 7-11-2017

Willow Pond Sit Improvements

Scope of Work:

- 1) Move 1- 24" Inlet from North side of site to position as per engineer sketch in wet area in NE corner.
1 L.S. (Credit)
- 2) To Furnish & Install 4" SDR 35 PVC Pipe from Inlet in NE wet area to New Inlet at SE corner of Playground and make all connections. 120 L.F. @ \$ 26.80 \$ 3,216.00

Total: \$3,216.00

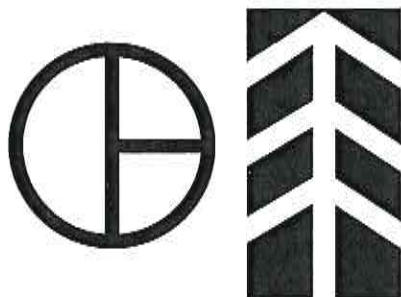
Respectfully Submitted: _____
Peter A. Stevenson , Senior Construction Manager

ACCEPTANCE OF THIS WORK ORDER

The above pricing is satisfactory and are hereby accepted. The proposed work has been authorized and shall be completed as specified. The amount accepted will be deducted from the allowance provided under this contract.

Signature: _____ **Date:** _____

Company / Organization: _____



CLAUSS BROTHERS, Inc.
Landscape Architects & Contractors

12N330 Switzer Road
Elgin, Illinois 60124
TEL (847) 488-0711
FAX (847) 488-0551



Work Authorization Request # 4, 5, 6

To: Village of Willowbrook
7760 Quincy St.
Willowbrook, IL. 60527

Phone: 630-323-8215

Fax:

Attn: Tim Halik

Date: 8-10-2017

Willow Pond Site Improvements

Scope of Work:

- | | |
|---|-------------|
| 1) Supply Manifold, Solenoids, Throttle Valves and all Piping | \$ 7,510.00 |
| 2) Supply Lift Off Enclosure w Concrete Pad | \$ 4,395.00 |
| 3) Drain Down Structure w Flat Top, Frame & Lid | \$ 1,350.00 |
| 4) Sequencing Controller Upgrade | \$ 2,620.00 |
| 5) Electrical | \$ 1,415.00 |
| 6) Concrete for Around Picnic Table | \$ 2,395.00 |

Total:

\$ 19,685.00

— WAR #7

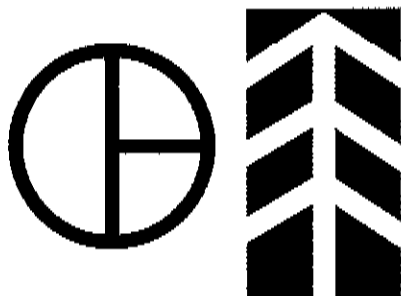
Respectfully Submitted: _____
Peter A. Stevenson , Senior Construction Manager

ACCEPTANCE OF THIS WORK ORDER

The above pricing is satisfactory and are hereby accepted. The proposed work has been authorized and shall be completed as specified. The amount accepted will be deducted from the allowance provided under this contract.

Signature: _____ Date: _____

Company / Organization: _____



CLAUSS BROTHERS, Inc.
Landscape Architects & Contractors

12N330 Switzer Road
Elgin, Illinois 60124
TEL (847) 488-0711
FAX (847) 488-0551

SUBMITTAL IDENTIFICATION SHEET

PROJECT: WILLOW POND IMPROVEMENTS

Contractor: CLAUSS BROTHERS INC. / TRICOUNTY PLUMBING

Submittal Description: LIFT OFF ENCLOSURE (EZ BOX – VGEZ3)

Specification Section: REVISED Copies: 1 (ELECTRONIC) Date: 8-10-2017

☐ Reviewed ☐ Revise and Resubmit
☐ Reviewed with comments ☐ Rejected

Corrections or comments made on the shop drawings during this review do not relieve the contractor from compliance with requirements of the drawings and specifications. This check is only for review of general conformance with the design concept of the project and general compliance with the information given in the contract documents. The contractor is responsible for: confirming and correlating all quantities and dimensions; selecting fabrication processes and techniques of construction; coordinating his work with that of all other trades and performing his work in a safe and satisfactory manner.

CLAUSS BROTHERS, INC.

BY: _____ DATE: _____

DESIGN PERSPECTIVES

BY: _____ DATE: _____

SUBMITTAL DATA SHEET

BULLETIN NO: ESEZ404

(800) 736-0238

FAX: (904) 783-6965

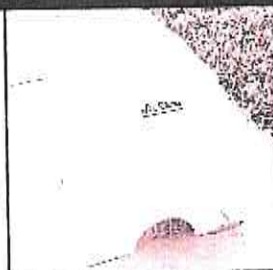
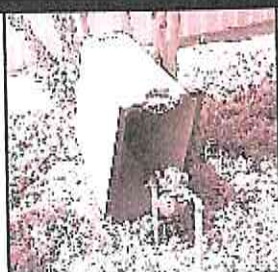
http://www.hot-box.com

Email: hotboxsales@hps.hubbell.com

EZBOX
Enclosures

POLY Ez
Enclosures

VALVE GUARD
Enclosures



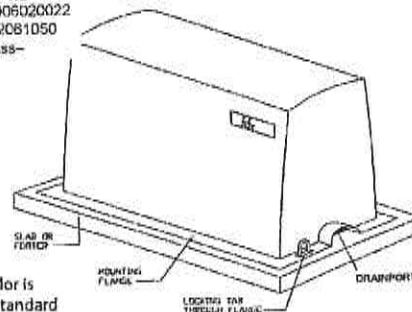
ONE PIECE, DROP OVER, NO HEAT/NO INSULATION ENCLOSURES:

SPECIFICATION:

The enclosure, certified to ASSE 1060*, shall be of min. 1/8" tk. thixotropic polyester resin reinforced w/fiberglass strand. Exterior will be a smooth, yacht quality; finished w/UV inhibited isophthalic polyester gel coat, buffed to a smooth finish. Polyethylene enclosures shall consist of 1/8" tk. UV stabilized LMDPE low density hexene copolymer resin. Enclosure shall utilize a lockable drop over design.

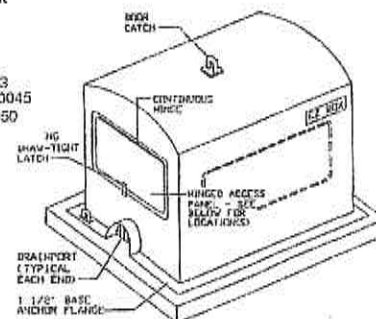
Optional locking access panels are available for maintenance access w/o removal of the entire unit. Drains shall be sized for full port backflow discharge and designed for "one way" exit, inhibiting intrusion of debris and/or vermin. Enclosure shall be anchored to a concrete slab or GLASSPAD™ through the enclosure mounting flange w/steel anchors and require a padlock(s) for security purposes.

Models No:
Models No.: VE005020022
through VE052061050
-Fiberglass-



Fiberglass color is provided in standard Beige. Other colors available at modest upcharge.

Models No: NCEZ3
Models No.: VN026070045
through VN052061050
-Fiberglass-

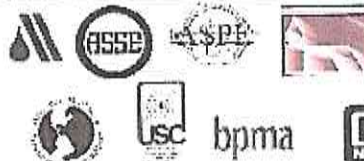


* Model's # VE026070045 through # VE052061050 without doors are not ASSE 1060 certified.

EZ Box Enclosures w/Heat	Old EZ Box w/Heat	Inside Width	Inside Length	Inside Height	Shipping Weight	Pad Size	GLASS PAD Enclosures	Old GLASS PAD
VE006020022	VGEZ 75	8.5	22	23	16#	32 x 16	GG026041005	GPEZ1
VE014027026	VGEZ1	16	29	27	31#	41 x 27	GG026041005	GPEZ1
VE012038028	VGEZ2	14	40.5	29	44#	52 x 26		N/A
VE026070045	VGEZ3	29	73	46	215#	82 x 38		N/A
VE035045035	VGEZ3000	38	48	36	175#	57 x 47	GG046055005	GP3000
VE044053044	VGEZ4000	47	56	45	240#	65 x 56	GG055063005	GP4000
VE052061050	VGEZ5000	55	65	51	400#	74 x 64	GG063074005	GP5000
VE012017021500	VGEZLV75	14	19	22.5	25#	29 x 24		N/A
VE014021024500	VGEZLV1	16	23	25	28#	33 x 26		N/A
VE012017021	VGEZLV75X	14	19	22.5	18#	29 x 24		N/A
VE014021024	VGEZLV1X	16	23	25	21#	33 x 26		N/A
VP009024023	VGPEZ1	11	26	24	22#	34 x 17		N/A
VP011036026	VGPEZ2	13	38	27	35#	45 x 19		N/A
VN026070045	VGNCEZ3	29	73	46	230#	82 x 38		N/A
VN035045035	VGNCEZ3000	38	48	36	235#	57 x 47	GG046055005	GP3000
VN044053044	VGNCEZ4000	47	56	45	300#	65 x 56	GG055063005	GP4000
VN052061050	VGNCEZ5000	55	64	51	440#	74 x 64	GG063074005	GP5000

OPTION	OPTIONS:	TYPE	SIZE	PHASE	VOLTAGE	QUANTITY
OPTION						
COLOR						
VENTS						
EXHAUST						
ALARM						
ALARM						
HEAT						
OTHER						

MEMBERS OF:



Job Name _____

Contractor _____

Job Location _____

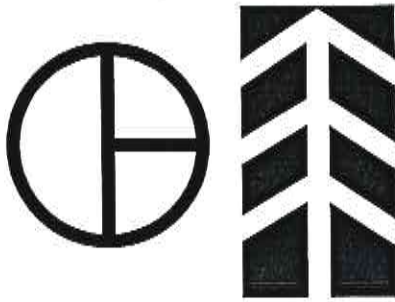
Approval _____ Date _____

Engineer _____

Contractor's P.O. No. _____

Approval _____ Date: _____

Representative _____



CLAUSS BROTHERS, Inc.
Landscape Architects & Contractors

12N330 Switzer Road
Elgin, Illinois 60124
TEL (847) 488-0711
FAX (847) 488-0551



Work Authorization Request # 58

To: Village of Willowbrook
7760 Quincy St.
Willowbrook, IL. 60527

Phone: 630-323-8215

Fax:

Attn: Tim Halik

Date: 8-18-2017

Willow Pond Site Improvements

Scope of Work:

- 1) To authorize NCI to upgrade the Drinking Fountain on the Bathroom.

\$ 1,150.00

Respectfully Submitted: _____

Peter A. Stevenson , Senior Construction Manager

ACCEPTANCE OF THIS WORK ORDER

The above pricing is satisfactory and are hereby accepted. The proposed work has been authorized and shall be completed as specified. The amount accepted will be deducted from the allowance provided under this contract.

Signature: _____ **Date:** _____

Company / Organization: _____

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A PROCLAMATION RECOGNIZING FIRE PREVENTION WEEK AND FIRE SAFETY MONTH IN OCTOBER WITHIN THE VILLAGE OF WILLOWBROOK

AGENDA NO.

6e

AGENDA DATE: 08/28/17

STAFF REVIEW: Cindy Stuchl

SIGNATURE: Cindy Stuchl

LEGAL REVIEW: Thomas Bastian

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE: T. Held

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

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

David Zalesiak, Public Education Officer with the Tri-State Fire Protection District, requested that the Village of Willowbrook accept the Proclamation for Fire Prevention Week and Fire Safety Month in October. In accepting the Proclamation, it is the goal of the Tri-State Fire Protection District that more people will understand the seriousness of fire and take action to enforce fire safety.

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

The Mayor and Board of Trustees has over the past years passed Proclamations recognizing the month of October as Fire Safety Month and the first full week in October as Fire Prevention Week within the Village of Willowbrook. The Proclamation before the Mayor and Board of Trustees this evening is similar to previously adopted proclamations and will hopefully assist the citizens of Willowbrook to become more aware of the importance of fire safety and fire prevention.

ACTION PROPOSED: PASS THE PROCLAMATION

FOUNDED IN 1946



TRI-STATE
FIRE PROTECTION DISTRICT

419 PLAINFIELD ROAD • DARIEN, ILLINOIS 60561 • (630) 323-6445

July 27, 2017

Mayor Frank Trilla
Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527

Dear Mayor Trilla;

Day after day we hear and read about fires that kill men, women, and children of all ages. At times it can wipeout an entire family. Even when there are no deaths involved in fire, the loss pf property can add up to thousands, possibly millions of dollars. Not to mention the sentimental loss to its victims. The Tri-State Fire District worked hard at getting the word out on fire safety with programs we provide to schools and businesses. At the Tri-State Fire District, we know that there are still people that can benefit from a Re-Emphasis on fire safety. They believe that it will never happen to them.

That's why we are asking the Village of Willowbrook to accept this Proclamation for Fire Prevention Week and Fire Safety Month in October 2017. I think that by accepting this Proclamation, more people will understand the seriousness of fire and take action to enforce fire safety.

Thank you for your time,

A handwritten signature in black ink, appearing to read 'David D. Zalesiak', with a long horizontal flourish extending to the right.

David D. Zalesiak
Fire Marshal/Public Education Officer

Village of Willowbrook

Proclamation

WHEREAS, smoke and poisonous gases are the leading causes of death in fires and can kill a person long before the flames will; and

WHEREAS, underestimating the power of the fire and the time it takes to escape a home fire puts people at severe risk to fire death or injury; and

WHEREAS, developing a home fire escape plan and practicing it at least twice a year is critical to escape a fire safely; and

WHEREAS, making sure that multi-story homes and commercial buildings are equipped with working smoke detectors and fire alarms; and

WHEREAS, a complete home escape plan includes everyone in the household knowing two ways out of each room, having an outdoor meeting place where everyone meets when they are out of the house, and remembering the local fire emergency phone number; and

WHEREAS, the National Fire Protection Association (NFPA), the official sponsor of Fire Prevention, has documented many lives saved as a result of having all homes in Illinois equipped with smoke detectors; and

WHEREAS, the fire service is dedicated to the safety of lives and property from the devastating effects of fire; and

WHEREAS, the members of the fire service are joined by other concerned citizens of Willowbrook as well as other emergency service providers and safety advocates, businesses, schools, service clubs, and organizations in their fire safety efforts.

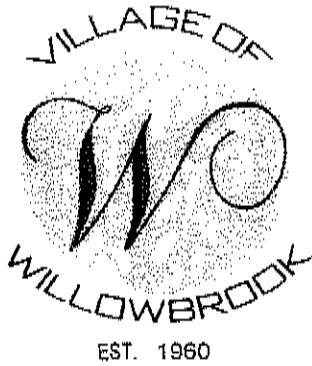
NOW, THEREFORE, I, FRANK A. TRILLA, Mayor of the Village of Willowbrook, do hereby proclaim the month of October as Fire Prevention month. Fire Prevention commemorates the Great Chicago Fire of 1871, which killed more than 250 people, left 100,000 homeless, and destroyed more than 17,400 buildings. For nearly 80 years since then, NFPA has successfully joined North American fire departments each year during Fire Prevention Week in a shared mission of making the public safer from fire. I call upon the people of Willowbrook to participate in fire prevention activities at work and school to ensure their safety and the safety of their families and friends in the event of a fire.

Proclaimed this 28th day of August, 2017.

Attest:

Mayor

Village Clerk



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

August 02, 2017

Mayor

Frank A. Trilla

CURRENT RESIDENT
351 WILLOWOOD LN
WILLOWBROOK, IL 60527

Village Clerk

Leroy R. Hansen

Re: Account 352585 005

PIN #: [REDACTED]

Delinquent Water Bill

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 179.69. 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 August 28, 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.

Village Administrator

Tim Halik

Sincerely,

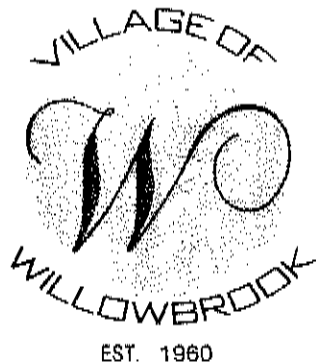
Timothy J. Halik
Director of Municipal Services

Chief of Police

Mark Shelton



Proud Member of the
Illinois Route 66 Scenic Byway



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

August 02, 2017

Mayor

Frank A. Trilla

RAMSEY, ADAM
6805 KINGERY HWY
WILLOWBROOK, IL 60527

Village Clerk

Leroy R. Hansen

Re: Account 411035.001
PIN #: [REDACTED]
Delinquent Water Bill

Village Trustees

Sue Berglund
Umberto Davi
Terrence Kelly
Michael Mistele
Gayle Neal
Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 243.23. 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 August 28, 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.

Village Administrator

Tim Halik

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.

Chief of Police

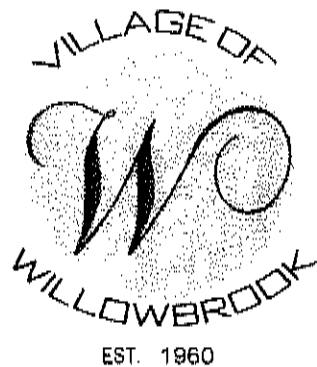
Mark Shelton

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





Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

August 02, 2017

Mayor

Frank A. Trilla

RANDOLPH, ADAM
365 65TH ST
WILLOWBROOK, IL 60527

Village Clerk

Leroy R. Hansen

Re: Account 352705.008

PIN #: [REDACTED]

Delinquent Water Bill

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 164.01. 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 August 28, 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.

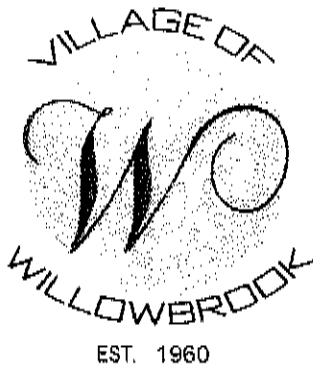
Village Administrator

Tim Halik

Sincerely,

Timothy J. Halik
Director of Municipal Services





Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

COPY

August 02, 2017

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



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Illinois Route 66 Scenic Byway

WARDEN, DAVID & AMISHA
6440 CLARENDON HILLS RD
WILLOWBROOK, IL 60527

Re: Account 353090.004
PIN #: [REDACTED]
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 260.40. 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 August 28, 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



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

August 02, 2017

Mayor

Frank A. Trilla

WILLOWBROOK LANES
735 PLAINFIELD RD.
WILLOWBROOK, IL 60527

Village Clerk

Leroy R. Hansen

Re: Account 410030 000

PIN #: [REDACTED]
Delinquent Water Bill

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 339.81. 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 August 28, 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.

Village Administrator

Tim Halik

Sincerely,

Timothy J. Halik
Director of Municipal Services

Chief of Police

Mark Shelton



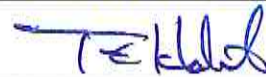
Proud Member of the
Illinois Route 66 Scenic Byway

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR HUMAN RESOURCES CONSULTING SERVICES TO COMPLETE AN EMPLOYEE HANDBOOK REVIEW AND UPDATE – SIKICH LLP

AGENDA NO.**7****AGENDA DATE:** 08/28/2017**STAFF REVIEW:** Carrie Dittman, Director of Finance**SIGNATURE:****LEGAL REVIEW:** Thomas Bastian, Village Attorney**SIGNATURE:**THOMAS BASTIAN TH.**RECOMMENDED BY:** Timothy 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 Village of Willowbrook's employee handbook was last updated March 1, 2012 by the firm of Sikich LLP. Since then, numerous changes in state and federal employment law have occurred, including the Affordable Care Act, changes to overtime and exempt employee classification, sick pay, travel policies, etc. In addition, the Village has made some internal changes to its policies including adopting an organ and tissue donor policy in 2015. During the FY 2017/18 budget preparation, potential changes to the Village's vacation policy were discussed that would also need updating in the handbook.

Due to the extensive changes that have occurred both internally and externally, the Village budgeted \$7,837 for a comprehensive employee handbook update in FY 2017-18. Due to their familiarity with our current handbook and because we use Sikich's HR subscription service, the Village requested a proposal from Sikich to perform an update of our handbook. The attached proposal from Sikich provides two options:

Option 1: Handbook Review – Red Line: \$7,930 – Review of current handbook and submission of a red-line copy with suggested revisions and policy language (discounted from \$8,500). Electronic copy provided. The Village would be charged an additional \$200/hr. for any requested changes once the initial redline review is done.

Option 2: Full Handbook Review and Incorporation of Revisions: \$8,650 – Review of current handbook, reorganization and update (discounted from \$10,000). Final draft provided. The Village would be charged an additional \$200/hr. for any requested changes once the final draft is done.

Training option: Sikich presents the new handbook to employees/supervisors on site at the Village for \$600/session.

Handbook cover design: estimated \$1,250-\$1,650

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

The Finance and Administration Committee concurred with staff's recommendation that Option 2 be selected for \$8,650, and conduct one training session for \$600 at the completion of the update. Staff does not recommend the handbook cover design.

ACTION PROPOSED: APPROVE THE RESOLUTION

RESOLUTION NO. 17-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A
PROPOSAL FOR HUMAN RESOURCES CONSULTING SERVICES TO COMPLETE AN
EMPLOYEE HANDBOOK REVIEW AND UPDATE – SIKICH LLP

WHEREAS, the corporate authorities of the Village of Willowbrook (the "Village") has determined that it is in the best interest of the Village to complete an employee handbook review and update; and

WHEREAS, the Village desires to retain Sikich LLP to provide human resources consulting services including a review of the current handbook and recommendations for updates as noted in their proposal, dated August 4, 2017, attached hereto as Exhibit A and made a part hereof; and

WHEREAS, the Village has previously retained the services of Sikich LLP to provide other human resource consulting services including the updates to our current employee handbook dated March 1, 2012, and the Village has a satisfactory relationship with Sikich LLP.

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the proposal, attached hereto as Exhibit A and made a part hereof, submitted by Sikich LLP to complete an employee handbook review and update is hereby accepted and that the Mayor and Village Clerk be and the same are hereby authorized to execute said proposal.

ADOPTED and APPROVED this 28th day of August, 2017.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____



**Proposal to Provide
Human Resources Consulting Services:
Employee Handbook Review**

Village of Willowbrook

August 4, 2017

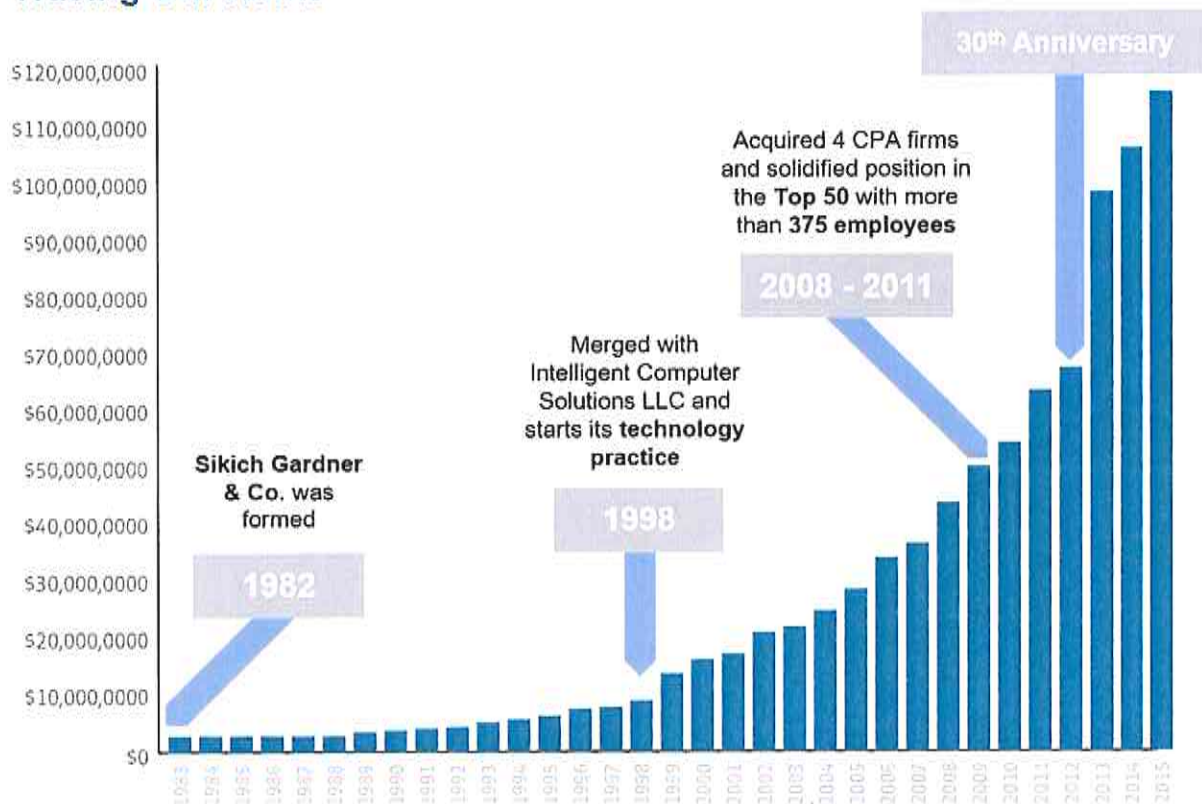
Submitted by:

Sikich LLP
1415 West Diehl Rd., Suite 400
Naperville, IL 60563
630.566.8400

Qualifications

Sikich LLP, a dynamic professional services firm specializing in accounting, technology and advisory services, has more than 800 employees throughout the country. Founded in 1982, Sikich now ranks as one of the country's Top 30 Certified Public Accounting firms and is among the top 10 of all enterprise resource planning solution partners in the country. From corporations and not-for-profits to state and local governments, Sikich clients can use a broad spectrum of services and products that help them reach long-term, strategic goals.

Tracing Our Roots



Additional Sikich Resources

Client service needs are met promptly and professionally by our unique team philosophy, which allows each client to work with a team of specialists that focus on providing services to a specific industry. Government and non-profit organizations, manufacturing and distribution, construction, and professional service firms are some of the more significant industries served by these teams.

Sikich is a full service accounting firm with various service areas providing a wide array of business and financial services for our clients. These services include:

- > Accounting
- > Auditing
- > Tax services
- > Employee benefit plan consulting and audits
- > Technology selection, production, and implementation
- > Network installation and administration
- > Human resources consulting and outsourcing
- > Local government management services
- > Marketing and public relations
- > Forensic and fraud investigation
- > Investment management services for individuals and pension plans
- > Police and fire pension fund accounting and financial reporting services

Through these service areas, management advisory services in various specialized areas are available should the need for such assistance arise. Our additional services engagements are directed by partners, principals, and other professionals who have experience in management consulting and in the specific areas we are requested to review. Independence standards may preclude us from performing some additional services for [Company Name] and we will need to review the standards and the types of services with the [Company Name] before proposing on any additional engagements.

Our governmental clients often require services in special areas such as:

- > Budget development
- > Trend monitoring and forecasting
- > Rate settings
- > Bond issuances and refunding
- > Escrow verifications
- > Cash management
- > Employee benefits
- > EDP applications
- > Accounting policies and procedures documents
- > Staff training
- > Temporary staffing
- > Insurance and risk management analysis
- > Personnel policy development and implementation

Engagement Team

Sikich currently has 107 partners and more than 689 professional staff. Eight of these partners, and more than fifty professional staff, are devoted extensively to the Firm's local government services team. The staff we propose to perform your study and analysis are members of Sikich's human resources consulting team. The engagement team includes former local government professionals who retain strong ties to government networks, associations and resources. Their

years of education and training make them extremely familiar with the public-sector environment and readily able to serve governments in a variety of specialized areas.

Scope of Services – Employee Handbook

A well-written, consistent, and up to date employee handbook is a valuable resource for supervisors and employees in any organization. Comprehensive reviews and updates help to ensure that the manual is keeping pace with rapidly changing employment laws as well as best practices from a human resource perspective. In addition, there are always new state and federal policies that need updating and incorporating into employee manuals.

The purpose of a comprehensive review and update is to determine whether key organizational protections and expectations are included in a readable, accurate document. In addition to the protections and expectations, the employee handbook should also contain the "rules of the road" that will guide employees working in the organization. As such, a good manual serves a variety of functions in every organization.

The handbook review includes the following:

- > A project kick-off meeting to review current employment related policies and any organizational updates that have occurred at the Village of Willowbrook since the last revision in 2012.
- > Sikich will perform a topic review of the items covered in the handbook to ensure key areas are covered.
- > Sample wording for the client to update various sections as well as information regarding where the wording should be placed. In some cases, this will be a replacement of the entire section in the handbook.
- > A review of the layout of the handbook and suggestions for alternatives if needed.
- > Follow-up discussions with the client to review suggested updates to the handbook.

The document will be consistent and user-friendly in both tone and organization. The focus of the handbook will be on those policies and procedures that directly affect the working life of each employee. The draft will be delivered electronically to facilitate downloading and editing.

Timetable for Delivery of Services

Employee Handbook:

This project can begin upon receipt of the signed letter of engagement and the initial professional fee(s); a timeline will be provided at inception of the project.

Deviation from the project scope, project timeline will incur additional investment at rate of \$225 per hour.

Example Timetable:

ACTIVITY	DUE DATE
Client return signed agreement, Initial fee and completed Questionnaire to Sikich	By Sept 7, 2017
Project kick-off meeting & current handbook review begins	Week 1
Full red-line review presented to [Company Name] by Sikich	Week 4
Follow up discussion to review suggested updates: [Company Name] & Sikich	Week 6
Updated handbook presented to [Company Name]	Week 8
Final payment due to Sikich	Week 8

Assumptions

Village of Willowbrook will be responsible for direct costs related to travel including but not limited to: airfare, ground transportation, lodging and meals. Sikich will bill Village of Willowbrook for any travel expenses incurred by Sikich for travel outside the Chicago area, as well as any expenses for long-distance telephone calls. These expenses will be billed on a pass-through basis with appropriate documentation the month after the expenses were incurred. This agreement does not include any services related to the Affordable Care Act; services related to the Affordable Care Act will be the subject of a separate engagement letter and will be billable under a separate hourly rate structure than the services provided hereunder.

Acceptance of the Proposal:

The Village of Willowbrook will need to provide Sikich with requested, relevant information in a timely fashion. Sikich is not responsible for any delays in projects due to delays on behalf of the Village of Willowbrook. Thank you for allowing Sikich to submit a proposal for this project. Should you have any questions, please contact Jenny Andrews at 630.210.3063 or via email at jenny.andrews@sikich.com.

The foregoing proposes Sikich's professional services to be provided to the Village of Willowbrook for the Employee Handbook review and update. This further constitutes our entire working agreement which is subject to changes or additions only if both parties agree to modifications. Your acceptance of this Engagement is authorized by signing and returning a copy of the Terms and Investments page along with the signature page below.

Other Recommendations

Sikich can also provide support in many areas of human resources in addition to the services outlined in this proposal and would be happy to discuss how any of the Human Resource services below would add value to your organization.

- > Talent Acquisition
- > Compensation and Compliance
- > Employee Benefits
- > Employee Relations
- > Development

Terms and Investment:

The Village of Willowbrook is responsible for management decisions and functions; for designating a management-level individual with suitable skill, knowledge, and experience to oversee the services Sikich is providing and for evaluating the adequacy and results of those services and accepting responsibility for them. These services will not satisfy any requirements for an audit in accordance with auditing standards generally accepted in the United States of America. We are accepting this engagement as consultants rather than auditors. Therefore, we request that you do not record this as an audit engagement in your minutes and other memoranda.

Professional Investment for the Employee Handbook Review & Update:

Option 1

Handbook Review – Red Line:

The fee for a Handbook Review and submission of a red-line copy of the company's existing Handbook with suggested revisions and policy language would be: \$7,930, discounted from \$8,500 since you are an existing network client. Payment of 50% (\$3,965) of this amount will be billed at the start of the project and the remaining 50% (\$3,965) will be billed upon presentation of the electronic copy of the redline review. The Village of Willowbrook will be charged a rate of \$200 per hour (discounted from \$225) for additional revisions beyond the initial redline review.

Option 2

Full Handbook Review & Incorporation of Revisions:

Based upon an initial review of your existing policies, the comprehensive review, reorganization, and update of the Employee Handbook will be \$8,650, (discounted from \$10,000). Half of this amount (\$4,325) will be billed at the start of the project and the remaining half (\$4,325) will be billed upon presentation of the first draft of the handbook.

Upon receipt of comments and questions from the initial draft, a final draft will be presented. The Village of Willowbrook will be charged a rate of \$200 per hour (discounted from \$225) for additional revisions beyond the approved updates to the base handbook.

Training Option

Upon request, Sikich can provide pricing for training sessions to introduce the handbook to supervisors and employees. The cost for providing one (1) session of training during a one (1) day visit would be \$600 (discounted from \$700). Pricing will be reduced for additional sessions performed on the same day at the same location.

Additional work not quoted in the project proposal will be priced separately. Professional investment quoted in this proposal will remain in effect for 30 days. After 30 days, Sikich reserves the right to modify pricing.

Handbook Cover Options

Your employee handbook is more than a fancy binder. It's an essential first step of aligning your new and existing employees to your mission, values and brand. The Sikich Marketing team is poised to design a cover that effectively communicates your story to your employees. The result will be an internal communication piece you are both proud to share and confident will engage your new and existing employees with the expectations you have for them.

Research & Design: To accomplish this, Sikich will aim to understand your goals and what the image of this handbook must communicate. Often, this first step may include a one-hour phone call or in-person meeting to understand your mission, values, and culture. Your institutional feedback about the company, how the employees view the company now, and what you're aiming to communicate will help our Marketing team make strategic design choices. Our graphic design team will then create artwork through a branded front/back cover that reflects your image.

Print: The Sikich Marketing team can help coordinate the printing and binding of this important piece. Included with the design, they can request up to two print quotes and provide their recommendation for paper and binding.

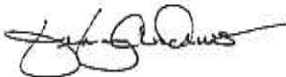
Design: Two initial design concepts and one round of revision. (Est. cost \$1,250 - \$1,650)

Imagery: The graphic design and Marketing team will request photos, images, and logos from you. If additional photos are needed, we can arrange for our photographer to take professional photos of your facility, products, or people at an additional cost. The Marketing team can also seek professional stock imagery that can be purchased for \$50 per image. Logo design, icon design, and other customer artwork is outside the scope of the original design estimate.

The Village of Willowbrook agrees to pay to Sikich the amount stated earlier, plus any and all other costs incurred as outlined. Sikich's philosophy on additional fees and/or billings is based on an understanding between Sikich and the Village of Willowbrook on the scope of the work to be performed. Invoices not paid within 30 days are assessed a finance charge of 1½ percent per month (18% annual rate). In accordance with our firm policies, work may be suspended if your account balance becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed the services. You will be obligated to compensate us for all time expended and to reimburse us for all reasonable out-of-pocket expenditures through the date of termination.

Client understands and agrees that (i) the advice provided by Sikich is based upon commonly accepted human resource practices consistent with applicable Federal and state employment laws as commonly understood by human resource professionals as of the date of the consultation, (ii) Sikich assumes no obligation to supplement or modify its advice to Client if any applicable laws change after the date of the consultation, (iii) Sikich assumes no obligation to provide advice to anyone other than the individuals authorized to receive services hereunder, (iv) the personnel at Sikich are not attorney licensed to practice law, (v) the advice provided by Sikich is not intended to replace qualified legal counsel and Client is encouraged to seek such legal counsel and (vi) in no event shall the liability of Sikich under any circumstances exceed the amounts actually paid to it by Client for rendering services hereunder and (vii) in no event shall Sikich liable for any incidental, indirect, punitive, special or consequential damages related to the services provided under this engagement. Furthermore, you agree to indemnify and hold Sikich, our partners and employees, harmless against any damages, costs, expenses or fees arising out of any claims by third parties related to our provision of services under this engagement agreement, provided that Client will have no indemnity obligation to the extent that a court of competent jurisdiction finds that any third party liability was caused by Sikich's gross negligence or willful misconduct in connection with the services performed hereunder.

Prepared by:



Jenny Andrews, PHR
Human Resources Consultant

HR Consulting Services
Phone: 630.210.3063
jenny.andrews@sikich.com

If you agree with the terms of the engagement as described above and intend to be legally bound thereby, please sign the enclosed copy and return it to us.

August 4, 2017



Date:

Signature of Authorized Representative
Sikich LLP

Date:

Signature of Authorized Representative
[Company Name]

Package Selection (please initial next to service(s) you are choosing):

_____ We are opting for the **Option 1 – Handbook Red Line Review** (\$7,930)

_____ We are opting for the **Option 2 - Handbook Complete Review** (\$8,650)

_____ We are interested the discounted **Training** packaged with the Handbook Review Options option as outlined on the previous page. (\$600/section)

_____ We are interested in obtaining additional information on the **Handbook Cover Design**.

Jenny Andrews, PHR, CIR*Human Resources Consultant*

Jenny Andrews is a consultant for Sikich's human resources consulting team, with many years of talent acquisition, employee development and employee relations experience. As a dedicated HR professional and talent development specialist, Jenny applies a unique and diverse skill set, the product of her extensive experiences as an operations executive as well as a HR business partner. She has a proven track record of business partnership and leadership in various organizations, excelling in strategic planning, creating and sustaining a performance culture, leadership coaching, change and organizational effectiveness. With a communication style adaptable to employees at all levels and functions, Jenny enjoys providing creative HR solutions that are both effective and practical. She has extensive experience in advising management and employees on the implementation on HR services with an emphasis on employee relations, performance management, leadership coaching, learning and development.



1415 W. Diehl Road
Suite 400
Naperville, IL 60563

P: 630.210.3063
F: 630.566.8401
E: jenny.andrews@sikich.com

Service Areas

Human Resources Consulting

Affiliations

Society for Human Resource Management, member
Illinois Fox Valley SHRM, member
Center for Creative Leadership, alumnus

Education

Business Management, concentration on Management and Organization Behavior,
Benedictine University
Center of Creative Leadership, Leadership Development Program (LDP)

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION WAIVING THE COMPETITIVE BIDDING PROCESS AND
AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CERTAIN
CONTRACT – INSTALLATION OF CONCRETE WALKWAYS AT WILLOW POND PARK
– BETWEEN THE VILLAGE OF WILLOWBROOK AND CLAUSS BROTHERS, INC.

AGENDA NO. 8

AGENDA DATE: 8/28/17

STAFF REVIEW: Tim Halik, Village Administrator

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 HISTORY)

At the Board's regular meeting on June 26, 2017, Willow Pond Park Project Change Order No. 1 and No. 2 were considered. These change orders included the removal of various existing limestone paths at the park and converting them to concrete walkways. The existing limestone paths have proven to be difficult to maintain as required for accessibility. At that meeting, the Village Board did vote unanimously to accept the two (2) change orders to replace the limestone paths with concrete walkways to improve accessibility at the newly renovated park.

At that same meeting, Mayor Trilla requested that staff obtain a proposal from the park contractor, Clauss Brothers, Inc., to convert the remaining areas of limestone screenings paths to concrete. Staff requested the proposal from Clauss, which was received on August 15, 2017. The proposal includes the excavation and hauling off of excess spoils, grading of stone base, compaction, forming and pouring of new concrete walks, backfill, and turf restoration. 2,590 square feet of 4" thick concrete walks, and 2,825 square feet of 5" thick concrete walks (to enable maintenance vehicles to drive on the surface) are included for a lump sum price of \$65,300. Although this is a fairly large cost, the scope represents a significant amount of work, and haul-off costs are expensive. As a result, staff believes it is a competitive proposal and should be considered. With the contractor already mobilized on-site, if this same path conversion project were to be considered at some point in the future, the cost would be higher. Another benefit of completing the work now is that by using the same concrete finishing crews the concrete walkways will match in appearance throughout the park.

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

Although this renovation expense was not anticipated, the work would be an eligible expense from the Village's Special Recreation Area (SRA) Fund. The FY 2016/17 Budget includes the following available funding from the SRA Fund:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>UNEXPENDED</u>
SR Services – Expenditure	01-20-590-521	ADA Park Improvements	\$73,960

ACTION PROPOSED:

Adopt Resolution.

RESOLUTION NO. 17-R-_____

A RESOLUTION WAIVING THE COMPETITIVE BIDDING PROCESS AND
AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A
CERTAIN CONTRACT – INSTALLATION OF CONCRETE WALKWAYS AT
WILLOW POND PARK – BETWEEN THE VILLAGE OF WILLOWBROOK
AND CLAUSS BROTHERS, INC.

WHEREAS, in the opinion of at least two-thirds (2/3) of the Trustees then holding office, it is in the best interests of the Village to waive the competitive bidding process and to authorize the Mayor and Village Clerk to execute an Agreement with Clauss Brothers, Inc., for the purpose of installing concrete walkways at Willow Pond Park within the Village of Willowbrook.

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

SECTION ONE: That the competitive bidding process be waived and that the Mayor and Village Clerk be and the same are hereby authorized to execute an Agreement with Clauss Brothers, Inc., in substantially the same form attached hereto as Exhibit "A" and made a part hereof, for the purposes of Clauss Brothers, Inc., installing concrete walkways at Willow Pond Park within the Village of Willowbrook

SECTION TWO: That all resolutions or parts thereof, in conflict with the provisions of this Resolution are, to the extent of such conflict, expressly repealed.

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

[Remainder of this page intentionally left blank]

ADOPTED and APPROVED this 28th day of August, 2017

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

CONTRACT

THIS CONTRACT ENTERED INTO THIS 28th day of August, 2017 between Clauss Brothers, Inc. ("Contractor") and the Village of Willowbrook, a municipal corporation of the State of Illinois ("Village"), in consideration of the following and other valuable consideration the sufficiency of which is hereby acknowledged, the Village and Contractor agree as follows:

1. The Village of Willowbrook has found it to be in the best interests of the Village to accept the proposal from Contractor to install concrete walks throughout Willow Pond Park.

2. Contractor has submitted a proposal to the Village of Willowbrook including all terms, conditions, requirements and specifications contained therein are incorporated herein as "Exhibit A" and expressly made a part of this agreement as if each term, condition and requirement was repeated herein verbatim. In the event any inconsistent terms are contained in this agreement and in "Exhibit A," the terms of this agreement shall control. The project specifications are available for review at the Willowbrook Village Hall.

3. Contractor agrees to complete such work in a good and workmanlike manner in accordance with the plans and specifications attached hereto.

4. The Contractor certifies that the Contractor is not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1.

5. Contractor certifies that it is not barred from bidding on state, municipal or other contracts by reason of Sections 33E-3 (bid rigging) or 33E-4 (bid totaling) of the Criminal Code of 1961 (720 ILCS 5/33E-3 and 5/33E-4), and further certifies that it is not barred from bidding on State, municipal and other contracts by reason of conviction of State laws regarding bid rigging or bid rotation.

6. The Village of Willowbrook agrees to pay Contractor for the performance of the work completed in a good and workmanlike manner based on the lump sum price stipulated in said proposal. Payment shall be in conformance with the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 et. seq.).

7. At the time of execution of the Agreement, the Contractor shall furnish, at Contractor's expense, bonds payable to the Village in the form of bonds set forth herein, secured by a surety company acceptable to the Village, as follows:

A. Faithful performance bond in an amount equal to one hundred percent (100%) of the total contract price, conditioned upon the faithful performance of all covenants and stipulations under the Contract and holding good for a period of one (1) year after the date when final payment becomes due, except as otherwise provided by law or regulation or by the Contract Documents to protect the Owner against the results of defective materials, workmanship, and equipment during that time.

B. Labor and material bond in an amount equal to one hundred percent (100%) of the total Contract Price for the payment of all persons, companies, or corporations who perform labor upon or furnish material to be used in the Work under this Contract.

8. Contractor agrees that not less than the prevailing wage as determined by the Illinois Department of Labor, shall be paid to all laborers, workers and mechanics performing work under this Contract in accordance with the Illinois Prevailing Wage Act and Contractor agrees to comply with all other provisions of the Illinois Prevailing Wage Act (820 ILCS

130/0.01 et. Seq.) as amended. If the Department of Labor revises the wage rates, the revised rate as provided by the Illinois Department of Labor shall apply to this Agreement and Contractor will not be allowed additional compensation on account of said revisions.

Contractor shall make and keep, for a period of not less than five (5) years, records of all laborers, mechanics, and other workers employed by them on the project; the records shall include each worker's name, address, telephone number when available, social security number, classification or classifications, the hourly wages paid in each period, the number of hours worked each day, and the starting and ending times of work each day.

Contractor shall submit monthly, in person, by mail, or electronically a certified payroll to the Village of Willowbrook. The certified payroll shall consist of a complete copy of the records. The certified payroll shall be accompanied by a statement signed by the Contractor that:

- A. such records are true and accurate;
- B. the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required; and
- C. Contractor is aware that filing a certified payroll that he or she knows to be false is a Class B misdemeanor.

Upon seven (7) business days' notice, Contractor shall make available for inspection the records to the Village of Willowbrook, its officers and agents, and to the Director of Labor and his deputies and agents at all reasonable hours at a location within this State.

Contractor and each subcontractor shall permit his/her employees to be interviewed on the job, during working hours, by compliance investigators of the Department or the Department of Labor. (See Attached for Certified Payroll Form)

9. Contractor agrees that it has and will comply with all laws relating to the employment preference to veterans in accordance with the Veterans Preference Act (330 ILCS 55/0.01 et. seq.).

10. Contractor agrees that it has and will comply with all laws relating to the employment of Illinois workers in accordance with the Employment of Illinois Workers on Public Works Act (30 ILCS 570/1 et. seq.).

11. Contractor agrees that it, pursuant to 30 ILCS 580/1 et. seq. ("Drug-Free Workplace Act"), will provide a drug free workplace by:

A. Publishing a statement:

- (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance

including cannabis, is prohibited in the workplace.

- (2) Specifying the actions that will be taken against employees for violations of such prohibition; and
- (3) Notifying the employee that, as a condition of employment on this Agreement, the employee will:
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

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

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

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

D. Notifying the Village of Willowbrook within ten

(10) days after receiving notice under Subparagraph 11(A) 3 (b) from an employee or otherwise receiving actual notice of such conviction.

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

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

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

12. The Contractor certifies that if the Contractor is not a party to a collective bargaining agreement in effect, Contractor is in compliance with the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1, et seq.) and if Contractor is a party to a collective bargaining agreement, that agreement deals with the subject matter of the Substance Abuse Prevention on Public Works Projects Act or has in place and is enforcing a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act.

13. Contractor agrees that it has and will have in place and will enforce a written sexual harassment policy in compliance with 775 ILCS 5/2-105(A)(4).

14. During the performance of this contract, the Contractor agrees as follows:

A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service; and, further, that he or she will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization.

B. That, if he or she hires additional employees in order to perform this contract or any portion of this contract, he or she will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the areas from which he or she may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.

C. That, in all solicitations or advertisements for employees placed by him or her or on his or her behalf, he or she will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service.

D. That he or she will send to each labor organization or representative of workers with which he or she has or is bound by a collective bargaining or other agreement or understanding/ a notice advising the labor organization or representative of the contractor's obligations under the Act and the Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with the contractor in his or her efforts to comply with the Act and Rules and Regulations/ the contractor will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the contract.

E. That he or she will submit reports as required by the Department's Rules and Regulations/ furnish all relevant information as may from time to time be requested

by the Department or the contracting agency, and in all respects comply with the Act and the Department's Rules and Regulations.

F. That he or she will permit access to all relevant books/ records/ accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Act and the Department's Rules and Regulations.

G. That he or she will include verbatim or by reference the provisions of this clause in every subcontract that may be awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

In the event of the contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause,

the Act or the Rules and Regulations of the Department, the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

15. During the performance of its Agreement with the Village of Willowbrook, Contractor:

Will not maintain or provide for its employees any segregated facilities at any of its establishments, and not permit its employees to perform their services at any location, under its control, where segregated facilities' means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin because of habit, local custom, or otherwise. Contractor (except where it has obtained identical certifications from proposed Subcontractors and material suppliers for specific time periods), obtain certifications in compliance with this subparagraph from

proposed subcontractors or material suppliers prior to the award of a subcontract or the consummation of material supply agreements, exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that Contractor will retain such certifications in its files.

16. Contractor agrees to assume all risk of loss and to indemnify and hold harmless the Village of Willowbrook, its officers, agents and employees from any and all liabilities, claims, suits, injuries, losses, damages, fines or judgments, including litigation costs and attorneys' fees, arising out of the work performed by Contractor including, to the extent allowed by law, those liabilities, injuries, claims, suits, losses, damages, fines or judgments, including litigation costs and attorneys' fees arising out of, or alleged to arise out of, the intentional, willful, wanton or negligent acts of Contractor, its employees, agents, assigns and/or subcontractors.

17. The Contractor represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not

acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Contractor further represents and warrants to the Village that the Contractor and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Contractor hereby agrees to defend, indemnify and hold harmless the Village, the Corporate Authorities, and all Village elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from and related to any breach of the foregoing representations and warranties.

18. Insurance requirements shall be as follows:

A. Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work by the contractor, its agents, representatives, employees or subcontractors.

B. Coverage shall be at least as broad as:

- (1) Insurance Services Office Commercial General Liability Occurrence form CG 0001 (Ed. 11/85);
and
- (2) Insurance Services Office form number CA0001 (Ed. 1/87) covering Automobile Liability, symbol 01 "any auto" and endorsement CA0029 (Ed. 12/88) changes in Business Auto and Truckers coverage forms - Insured Contract;
and
- (3) Worker's Compensation as required by the Labor Code of the State of Illinois and Employers' Liability Insurance.

C. Contractor shall maintain limits no less than:

- (1) Commercial General Liability: \$2,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.
- (2) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (3) Worker's Compensation and Employers' Liability: Worker's Compensation limits as required by the Labor Code of the State of Illinois and Employers' Liability limits of \$1,000,000 per accident.

D. The policies are to contain, or be endorsed to contain the following provisions:

(1) Commercial General Liability and Automobile Liability Coverages:

- (a) The Village, its officials and employees are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Contractor, as well as materials, and equipment procured, owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limits on the scope of the protection afforded to the Village and its officials.
- (b) The Contractor's insurance coverage shall be primary insurance as respects the Village, its officials and employees. Any insurance or self-insurance maintained by the Village, its officials or employees shall be excess of Contractor's insurance and shall not contribute with it.
- (c) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officials or employees.

(d) Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(2) Worker's Compensation and Employers' Liability Coverage:

The insurer shall agree to waive all rights of subrogation against the Village, its officials, employees or volunteers for losses arising from work performed by the Contractor for the Village.

(3) All Coverages:

Each insurance policy required by this clause shall be endorsed to state that the coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) day's prior written notice by certified mail, return receipt requested, has been given to the Village.

19. Contractor shall at all times observe and comply with all laws, ordinances, and regulations of the federal, state, local and Village government which may in any manner affect the performance of this Contract.

20. No member of the governing body of the Village of Willowbrook or other unit of government and no other

officer, employee, or agent of the Village of Willowbrook or other unit of government who exercises any functions or responsibilities in connection with the carrying out of this project to which this Contract pertains, shall have personal interest, direct or indirect, in the Contract.

Additionally, the Contractor certifies that no officer or employee of the Village of Willowbrook has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the contractor in violation of Chapter 12 of the Village Code of Ordinances of the Village of Willowbrook, adopted by the Village pursuant to the requirements of Article 10 of the State Officials and Employees Ethics Act.

Finally, The Contractor certifies that the Contractor has not given to any officer or employee of the Village of Willowbrook any gratuity, discount entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the

employee or officer from the contractor in violation of Chapter 12 of the Village Code of Ordinances of the Village of Willowbrook adopted by the Village pursuant to the requirements of Article 10 of the State Officials and Employees Ethics Act.

21. In the event that Contractor shall fail to perform such work within a reasonable time after being assigned such work or shall fail to complete such work in a good and workmanlike manner, the Village of Willowbrook may terminate this Contract by written notice to Contractor, effective immediately upon mailing.

22. All change orders increasing the cost of the contract by Two Thousand Five Hundred Dollars (\$2,500.00) or less must be approved, in writing, by the Village Administrator or his designee. All change orders increasing the cost of the contract by Two Thousand Five Hundred Dollars (\$2,500.00) or more must be approved by official action of the Village Board of the Village of Willowbrook.

Additionally, no change order which authorizes or necessitates any increase in the contract price that is fifty percent (50%) or more of the original contract price or that authorizes or necessitates any increase in the price of a subcontract under the contract that is fifty percent (50%) or more of the original subcontract price

shall be issued, unless the portion of the contract that is covered by the change order is resubmitted for bidding in the same manner for which the original contract was bid, or unless competitive bidding was waived for the original portion of the contract. Bidding for the portion of the contract covered by the change order shall be subject to any requirements to employ females and minorities on the project that existed at the bidding for the original contract, together with any later requirements imposed by law.

23. Notice as provided for herein shall be transmitted to the Village of Willowbrook, Village Administrator, 835 Midway Drive, Willowbrook, Illinois 60527 as may be applicable by first class prepaid mail. Any notice to Contractor shall be deemed received when mailed.

24. Contractor agrees to maintain all records and documents for projects of the Public Body in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Contractor shall produce within three (3) days, without cost to the Public Body, records which are responsive to a request received by the Public Body under the Freedom of Information Act so that the Public Body may provide records to those requesting them within the required five (5) business day period. If additional time

is necessary to compile records in response to a request then Contractor shall so notify the Public Body within three (3) days in order for the Village shall request an extension so as to comply with the Act. In the event that the Village is found to have not complied with the Freedom of Information Act based upon Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold the Village harmless/ and pay all amounts determined to be due including but not limited to fines, costs, attorneys/ fees and penalties.

25. Time is of the essence of this Contract. This Contract is made and executed in duplicate in Willowbrook/ DuPage County/ Illinois the day and year first above written.

Contractor:

By:  _____

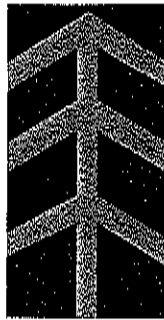
Village of Willowbrook

By: _____

Its Mayor

ATTEST:

Village Clerk



CLAUSS BROTHERS, Inc.
Landscape Architects & Contractors

12N330 Switzer Road
Elgin, Illinois 60124
TEL (847) 488-0711
FAX (847) 488-0551

August 15, 2017

Mr. Tim Halik
Village of Willowbrook
835 Midway Dr.
Willowbrook, IL. 60527



Re: Additional Concrete

Dear Mr. Halik,

In pursuant to your request for a separate proposal on the additional concrete on the remaining paths at Willow Pond, we provide the following breakdown.

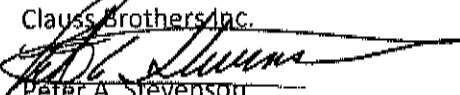
2,590 S.F. of 4" Concrete Walk on Westside

2,825 S.F. of 5" Concrete Walk on Eastside

Lump Sum price includes, excavation, grading of stone to designed grades, compaction, haul off of excavated materials, framing and pouring and restoration.

Lump Sum: **\$ 65,300.00**

If there are any questions, please don't hesitate to call me at 847-488-0711.
If accepted please sign below and return.

Sincerely,
Clauss Brothers Inc.

Peter A. Stevenson
President

Accepted By: _____

Date: _____

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JULY 10, 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 Chairman Umberto Davi, Trustee Gayle Neal, Director of Finance Carrie Dittman and Assistant to the Village Administrator Garrett Hummel.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday, June 12, 2017 were reviewed.

Motion to approve made by Trustee Neal. Motion carried.

4. DISCUSSION – Finance Committee Meeting Topic Survey

This item was on the agenda from June 12's meeting but was tabled due to Chairman Davi's absence at that meeting. Director Dittman called the committee's attention to the packet that was distributed for the June 12 meeting. Director Dittman researched what 9 other local communities prepare/present to their finance committee.

The results were that the Villages of Burr Ridge, Downers Grove and Woodridge do not have finance or equivalent committees.

The Villages of Bolingbrook and Hinsdale, and the City of Darien each have finance committees, however they meet sporadically and the discussions revolve around the budget or large purchases.

The Village of Clarendon Hills has a finance committee, however the committee meets during the regular Village board meeting in a break-out session. Topics typically discussed include Special Service Area, bond issuances, water billing, online bill payment and quarterly treasurer's report. These are all topics that Willowbrook has discussed at our finance committee meetings as well.

The Villages of Westmont and Western Springs' finance committees meet monthly and are most similar to us. Topics addressed include the Village budget, sales of assets, tax revenue, refuse contracts, grants, water billing issues, property tax levy, bonds and fees/charges. In addition, a monthly report is given by the Chairman and the Finance Director in Westmont.

Given the extensive topics that Willowbrook already discusses monthly, it was determined that no modifications to the monthly agenda or reports were needed at this time.

5. REPORT – Monthly Disbursement Reports – June 2017

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

- Total cash outlay for all Village funds – \$1,434,254. Fiscal Year to Date is \$2,778,727.
- Payroll monthly total for active employees including all funds - \$312,782 (2 payrolls). The average payroll for

the year was \$158,614, which is a 8.29% increase from the prior fiscal year.

- Average daily outlay of cash for all Village funds – \$47,808. Fiscal year to date daily average is \$45,589. This includes payments on the Police Department renovation and third water tower painting.
- Average daily expenditures for the General Fund only - \$30,352. Fiscal year to date average is \$24,449 which is a 1.01% increase from the prior year.

6. 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 June 30, 2017 (unaudited):

- Sales tax receipts - \$304,436 down 2.01% from the prior year. Trending 2.5% over budget. Director Dittman reported that legislation just passed by the State of IL indicates that they will take 2% of sales tax revenue as an administrative fee.
- Income Tax receipts - \$59,196 up .87% compared to the prior year, 5.6% under budget. The state of Illinois is two months in arrears in payments. The recent state legislation also includes a 10% reduction in income tax, which is about \$86,254. Effective July 1, 2017, the individual and corporate income tax rates were raised to 4.95% and 7.00%, respectively, however the State of IL will not be sharing the increase with municipalities.
- Utility tax receipts - \$72,444 down 3.91% from the prior year, 6.3% under budget, consisting of:
 - Telecomm tax - \$31,679 down 12.43%
 - Northern IL gas - \$9,161 up 4.39%
 - ComEd - \$31,604 up 2.55%
- Places of Eating Tax receipts - \$43,516 down 4.25% compared to the prior year, trending 1.18% under budget.
- Fines - \$13,897 up 46.9% compared with the prior year, 85.36% over budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines – \$48,425 down 22.67% from the prior year receipts, trending 0.6% below 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 - \$15,651 up 118.32% from the prior year, 344.03% above budget.
- Water sales receipts - \$315,225 down 6.05% from the prior year, 6.13% below budget.
- Hotel/Motel Tax receipts - \$22,069 up 6.81% compared with the prior year. The revenue is trending at 11.4% higher than budget. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$18,958 down 2.79% compared with the prior year, 4% below budget.

The reports above were approved by Chairman Davi, seconded by Trustee Neal.

7. VISITOR’S BUSINESS

There were no visitors present at the meeting.

8. COMMUNICATIONS

There were no communications.

9. ADJOURNMENT

Motion to adjourn at 6:08 p.m. was made by Chairman Davi. Motion carried.

(Minutes transcribed by: Carrie Dittman, 8/9/2017)

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES
COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
JUNE 12, 2017 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Michael Mistele called the meeting to order at 5:30 PM.

2. ROLL CALL

Those present at roll call were Chairman Michael Mistele, Trustee Paul Oggerino, and Village Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

- a) After review of the draft minutes from the April 10, 2017 regular meeting of the Municipal Services Committee, Chairman Michael Mistele made a motion to approve the minutes as presented. Trustee Paul Oggerino seconded the motion. Motion Carried

4. DISCUSSION – FY2017/18 Motor Fuel Tax (MFT) Funded Roadway Maintenance Program – Review of Bids

Administrator Halik advised the Committee that this year's Motor Fuel Tax (MFT) Roadway Maintenance Program will include the resurfacing of 1.14 miles of roadways within the Waterford Subdivision, full-depth patching on various streets throughout the Village, replacement of defective concrete curb and pedestrian sidewalks, and replacement of worn pavement markings. The public bid opening for this year's program was held at the Village Hall on Tuesday, May 30, 2017 at 10:00 AM. Halik advised that a total of five sealed bids were received prior to the deadline with the low bid submitted by M&J Asphalt Paving Company, Inc. in the amount of \$144,991.88. M&J Asphalt Paving Company, Inc., Cicero, IL, is an IDOT pre-qualified bidder. Halik shared that they have not completed the Willowbrook annual roadway maintenance program in the past. Staff requested a list of municipal references, which was received, and our civil engineering consultant contacted the agencies listed. No negative comments were received. The company has successfully completed work in the City of Chicago, the City of Berwyn, Worth Township, and for the Wheaton Sanitary District. Halik advised that their bid amount of \$144,991.88 is \$77,226.62 below the engineer's estimate of probable cost for the project. Staff would recommend that the low bid submitted by M&J Asphalt Paving Company, Inc. be accepted and that the contract be awarded to them for the 2017 MFT Roadway Maintenance Program in the amount of \$144,991.88. Once the Village Board awards the contract, staff will schedule a preconstruction meeting with the contractor. After which, the Village will issue the Notice to Proceed, and the work will begin. Staff anticipates that the work would start soon after the July 4th holiday. The Committee concurred with the staff recommendation to award this year's MFT road contract to M&J Asphalt Paving Company, Inc.

5. DISCUSSION – Proposed Village-Wide Leak Detection Program

Administrator Halik shared with the Committee that, typically, municipal water systems conduct leak surveys of their distribution systems as part of ongoing water conservation efforts to guard against loss of revenue, and to ensure that unaccounted for flow remains low within the annual water inventory report submitted to the state of Illinois. Although Willowbrook's total unaccounted for flow to net annual pumpage remains relatively low at .038 million gallons per day, according to our 2016 LMO-2 Report, staff would recommend that we complete a system-wide leak listening survey to identify any leaks that may exist within the water distribution system. We try to complete this type of survey about every three years. The last time it was completed was in the spring of 2013. Halik stated that it would be worthwhile to complete again, to ensure our unaccounted-for flow remains low. This year, Associated Technical Services, Ltd. submitted the lowest proposal in the amount of \$6,864.48. Halik advised that although the F.Y. 2017/18 Budget did not include funding for this specific project, there is funding available within the Water Fund to conduct a leak survey this spring. Therefore, staff would recommend that the proposal submitted by Associated Technical Services, Ltd. in the amount of \$6,864.48 be accepted to perform a leak listening survey of the Village water distribution system. If the Committee concurs, this item can be placed on the agenda for the June 26th regular meeting of the Village Board for consideration. The Committee was in agreement with conducting the survey this spring using ATS.

6. REPORT – Police Building Expansion/Renovation, Progress Update

Administrator Halik shared with the Committee a two-page progress report on the police station construction that was prepared by Integrated Project Management, Burr Ridge. Halik advised that the report was for information only. Chairman Mistele and Administrator Halik also provided an update on the status of the duty locker vent change order, the estimated move-in schedule, and potentially adding can lights, if needed, in the two conference rooms. Halik also requested that Trustee Oggerino choose the desired paint color for the main hallway lower level walls. Trustee Oggerino also inquired about final landscaping. Halik advised that he is meeting with Hinsdale Nurseries to review their proposal to provide final landscaping.

7. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity reports for both the months of April and May 2017. Halik advised that the Village received about \$16,000 in permit revenue for the month of April, and about \$74,700 in the month of May. Halik advised that April was the last month of the 2016/17 fiscal year, and the department brought in a total of 214.51% of the budgeted revenue, indicating a very busy year. With regard to the May 2017 report, the total amount of revenue collected to date represents about 30% of the total budgeted amount of revenue for fiscal year 2017/18.
- b. Administrator Halik shared the water system pumpage report for March and April 2017. The report indicates that the Village pumped 25,855,000 gallons of water in the month of March, and 24,720,000 gallons in the month of April. The total amount of water pumped in the 2016/17 fiscal year is slightly below the 350,000,000-gallon projection at 343,790,000 gallons. After a short discussion, the Committee agreed that, based on certain criteria, the pumpage projection for fiscal year 2017/18 should remain at 350,000,000 gallons for the year.

- c. Administrator Halik shared the April and May 2017 scavenger report, and advised that the report was for informational purposes only.
- d. Administrator Halik shared the May 2017 Clarke Mosquito Abatement Program Report, and advised that the report was for informational purposes only.

8. VISITOR'S BUSINESS

(None)

9. COMMUNICATIONS

Trustee Oggerino inquired about the logo to be placed on the Village Hall water tank after the re-painting is done. He suggested that along with the actual logo the copy should read, "Willowbrook Municipal Campus" or "Willowbrook Municipal Complex." Chairman Mistele agreed, and stated that he preferred the word "campus." Halik stated that he would discuss with Mayor Trilla. Halik also provided brief development updates on the renovation of Midwest Helicopter, the Compass Arena, and the ROC development.

10. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Oggerino. The meeting was adjourned at 6:05 PM.

(Minutes transcribed by: Tim Halik, 8/7/17)

JULY 2017 Meeting MINUTES

MEETING OF THE PUBLIC SAFETY COMMITTEE OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON JULY 10TH, 2017 AT 5:30 P.M. AT THE WILLOWBROOK VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS.

CALL TO ORDER

Meeting was called to order by Chairman Kelly at 5:30pm.

ROLL CALL

In attendance were: Chairman Terrence Kelly, Village Trustee Sue Berglund, Police Chief Robert Pavelchik, Deputy Police Chief Robert Schaller.

1. REVIEW JUNE 12TH, 2017 PUBLIC SAFETY COMMITTEE MEETING MINUTES.
Motion by Trustee Berglund, second by Chairman Kelly; no additions, corrections or deletions to the minutes, minutes approved by voice vote.
2. REVIEW WEEKLY PRESS RELEASES – INFORMATION.
The Committee members reviewed the weekly press releases for the past 4 weeks.
3. REVIEW OVERTIME REPORT FOR 05/22/2017 – 06/18/2017 - INFORMATION.
The Committee members reviewed the overtime report. Chief Pavelchik reported that overtime in patrol is high due to shift shortages.
4. REVIEW MONTHLY EXPENDITURE REPORT FOR JUNE 2017 – INFORMATION.
The Committee members reviewed the June 2017 police department expenditure report.
5. REVIEW MONTHLY OFFENSE SUMMARY REPORT FOR JUNE 2017 - INFORMATION.
The Committee members reviewed the June 2017 offense summary report; Trustee Berglund had questions about some calls for service in the Knolls that DC Schaller answered.
6. REVIEW LETTER(S) OF RECOGNITION AND APPRECIATION – INFORMATION.
Detective Handzik was recognized for his assistance to Hinsdale PD in a homicide investigation.
 - Detective John Handzik
7. DISCUSSION ITEMS
 - Staff Plan *In response to a discussion at the June PSC meeting, Chief Pavelchik presented to the Committee a memo outlining the staffing plan in light of recent retirements.*
 - New Building – Move in date. *The Committee inquired about the tentative move into the new facility. DC Schaller reported that from a construction status meeting today, August 1st is a possibility. The parking lot is scheduled to be paved this week which is a major point to complete.*

8. * VISITOR'S BUSINESS (Public comment is limited to three minutes per person).
There were no visitors to the meeting.
9. ADJOURNMENT
Motion by Chairman Kelly, second by Trustee Berglund, meeting adjourned at 5:46pm.

NEXT MEETING SCHEDULED AUGUST 14TH, 2017, AT 5:30 P.M.