

## A G E N D A

REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, SEPTEMBER 25, 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. PLEDGE OF ALLEGIANCE
4. VISITORS' BUSINESS - Public comment is limited to three minutes per person
5. CLOSED SESSION:
  - a) Consideration of Pending Litigation Pursuant to Chapter 5 ILCS 120/1(C) (11)
6. OMNIBUS VOTE AGENDA:
  - a. Waive Reading of Minutes (APPROVE)
  - b. Minutes - Closed Session Meeting - August 28, 2017 (APPROVE)
  - c. Minutes - Regular Board Meeting - September 11, 2017 (APPROVE)
  - d. Warrants - \$306,137.15 (APPROVE)
  - e. Ordinance - An Ordinance Amending the Village Code of the Village of Willowbrook, Title 8 Chapter 8, Section 8-8-15 - Parking Restrictions (PASS)
  - f. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Accept a Proposal to Conduct the 2017 Village-Wide Fall Brush Collection Program - N.J. Ryan Tree & Landscape, LLC (ADOPT)
  - g. Motion - Motion to Approve - 2017 Motor Fuel Tax (MFT) Roadway Maintenance Program: Payout #1 - Partial Payment, M&J Asphalt Paving Company, Inc. (PASS)
  - h. Motion - Motion to Approve - Application for a License to Hold a Raffle - Hinsdale South Booster Club (PASS)

- i. Motion - Board Authorization for Staff to Process Current Delinquent Water Bills in Accordance with Past Practices (PASS)
- j. Proclamation - A Proclamation Designating September 17-23, 2017 as Constitution Week in the Village of Willowbrook (APPROVE)

NEW BUSINESS

- 7. DISCUSSION - WILLOWBROOK PARKS - PROPOSED CORPORATE NAMING, ADVERTISING, AND SPONSORSHIP POLICY

PRIOR BUSINESS

- 8. COMMITTEE REPORTS
- 9. ATTORNEY'S REPORT
- 10. CLERK'S REPORT
- 11. ADMINISTRATOR'S REPORT
- 12. MAYOR'S REPORT
- 13. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, SEPTEMBER 11, 2017 AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 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 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, Chief of Police Robert Pavelchik, Jr., Assistant to the Village Administrator Garrett Hummel, and Deputy Clerk Cindy Stuchl

A QUORUM WAS DECLARED

3. MOMENT OF SILENCE TO HONOR THE FALLEN ON THIS 16<sup>TH</sup> ANNIVERSARY OF THE SEPTEMBER 11, 2001 ATTACKS

Mayor Trilla asked to observe a moment of silence to honor the fallen of the September 11, 2001 attacks.

4. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Village Administrator Halik to lead everyone in saying the Pledge of Allegiance.

5. VISITORS' BUSINESS

None presented.

6. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - August 28, 2017 (APPROVE)
- c. Warrants - \$284,302.68 (APPROVE)
- d. Monthly Financial Report - August 31, 2017 (APPROVE)

- e. Resolution - A Resolution Approving a Plat of Easement - 740 67<sup>th</sup> Place - Resolution No. 17-R-53 (ADOPT)
- f. Motion - Motion to Approve - Willow Pond Park Renovation Project: Payout #4 - Partial Payment, Clauss Brothers, Inc. (PASS)

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

MOTION: Made by Trustee Oggerino and seconded by Trustee Mistele 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

There was no new business.

#### PRIOR BUSINESS

##### 7. COMMITTEE REPORTS

Trustee Neal had no report.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report

Trustee Oggerino had no report.

##### 8. ATTORNEY'S REPORT

Attorney Bastian had no report.

##### 9. CLERK'S REPORT

Clerk Hansen had no report.

10. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

11. MAYOR'S REPORT

Mayor Trilla had no report.

12. CLOSED SESSION

- a. Consideration of Pending Litigation Pursuant to Chapter 5 ILCS 120/2(c)(11)

RECESS INTO CLOSED SESSION

MOTION: Made by Trustee Berglund and seconded by Trustee Kelly to recess into Closed Session at the hour of 6:33 p.m.

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

MOTION DECLARED CARRIED

The Board reconvened the Regular Meeting at the hour of 7:36 p.m.

13. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Berglund, to adjourn the Regular Meeting at the hour of 7:38 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.

September 25, 2017.

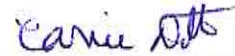
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Mayor

## WARRANTS

September 25, 2017

GENERAL CORPORATE FUND	-----	\$134,184.52
WATER FUND	-----	161,878.83
WATER CAPITAL IMPROVEMENTS FUND	-----	2,805.00
L.A.F.E.R FUND	-----	7,268.80
 TOTAL WARRANTS	-----	 \$306,137.15



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Carrie Dittman, Director of Finance

APPROVED:

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Frank A. Trilla, Mayor

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
09/26/2017	APCHK	91229	151844-MHS	PCS CLOUD SOLUTIONS	EDP EQUIPMENT/SOFTWARE	460-212	10	19.00
			151843-MHS		EDP EQUIPMENT/SOFTWARE	460-212	10	49.00
			151845-MHS		EDP LICENSES	615-263	25	12.60
			152993-MHS		EDP LICENSES	615-263	25	192.15
			152594-MHS		EDP LICENSES	615-263	25	137.95
			153202-MHS		EDP LICENSES	615-263	25	137.95
				CHECK APCHK 62(E) TOTAL FOR				546.65
09/26/2017	APCHK	91229	AW36790	3M	FEES/DUES/SUBSCRIPTIONS	630-307	30	203.00
09/26/2017	APCHK	91230	5697754	4IMPRINT INC	COMMODITIES	670-331	30	572.86
09/26/2017	APCHK	91232	9947134099	AIRGAS USA LLC	EQUIPMENT RENTAL	750-290	35	77.05
09/26/2017	APCHK	91233	56294	AMERICAN FIRST AID SERVICE I	BUILDING MAINTENANCEZ SUPPLIES	466-351	10	59.70
09/26/2017	APCHK	91234	252243-01	AMERICAN LITHO	PRINTING & PUBLISHING	550-302	20	3,898.50
09/26/2017	APCHK	91235	25183 AUG 17	AMERICAN TRAFFIC SOLUTIONS	RED LIGHT - CAMERA FEES	630-247	30	13,485.00
			25183 AUG 17		RED LIGHT - MISC FEE	630-249	30	1,642.50
				CHECK APCHK 91235 TOTAL FOR				15,127.50
09/26/2017	APCHK	91236	23894	BANNERVILLE USA INC	9/11 ARTIFACT	485-643	10	520.00
09/26/2017	APCHK	91237	12332	BRIAN WESTBURY	9/11 ARTIFACT	485-643	10	300.00
09/26/2017	APCHK	91238	1017 AID	BURR RIDGE PARK DISTRICT	ADA RECREATION ACCOMMODATIONS	590-520	20	1,960.00
09/26/2017	APCHK	91239*	12144321139753	CALL ONE INC	PHONE - TELEPHONES	455-201	10	744.06
			12144321139753		PHONE - TELEPHONES	630-201	30	614.95
				CHECK APCHK 91239 TOTAL FOR				1,359.01
09/26/2017	APCHK	91240	130374	CALL THE UNDERGROUND OASIS I	REIMB EXP - OTHER - REIMS.	755-283	35	2,224.82
09/26/2017	APCHK	91241	17-225	CAR REFLECTIONS	OPERATING EQUIPMENT	630-401	30	1,510.00
			17-226		MAINTENANCE - VEHICLES	630-409	30	1,250.00
				CHECK APCHK 91241 TOTAL FOR				2,760.00
09/26/2017	APCHK	91242	JXT0569	CDW GOVERNMENT, INC.	EDP EQUIPMENT/SOFTWARE	715-212	35	287.92
09/26/2017	APCHK	91243	15088	CHICAGO BADGE & INSIGNIA CO	UNIFORMS	630-345	30	330.98
			15085		UNIFORMS	630-345	30	288.38





Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
<b>Fund: 01 GENERAL FUND</b>								
09/26/2017	APCHK	91253	174363	HEAT ENGINEERING CO	MAINTENANCE - BUILDING	466-228	10	1,895.50
09/26/2017	APCHK	91254**	4024764	HOME DEPOT CREDIT SERVICES	BUILDING MAINTENANCE SUPPLIES	466-351	10	15.00
			4172099		BUILDING MAINTENANCE SUPPLIES	466-351	10	34.96
			2022173		BUILDING MAINTENANCE SUPPLIES	466-351	10	22.80
			22489		BUILDING MAINTENANCE SUPPLIES	466-351	10	21.82
			23848		BUILDING MAINTENANCE SUPPLIES	466-351	10	179.67
			3022016		BUILDING MAINTENANCE SUPPLIES	466-351	10	142.53
			4021911		MAINTENANCE SUPPLIES	570-331	20	121.03
			4024764		MAINTENANCE SUPPLIES	570-331	20	31.98
			7021534		OPERATING SUPPLIES & EQUIPMENT	710-401	35	24.97
			9021201		STREET & ROW MAINTENANCE	750-328	35	30.72
			33327		STREET & ROW MAINTENANCE	750-328	35	89.70
			7021534		OPERATING EQUIPMENT	810-401	40	9.97
			7021534		OPERATING EQUIPMENT	810-401	40	22.97
CHECK APCHK 91254 TOTAL FOR								748.12
09/26/2017	APCHK	91255	52750 SEP 17	HR SIMPLIFIED	HEALTH/DENTAL/LIFE INSURANCE	455-141	10	100.00
09/26/2017	APCHK	91256	FALL SEMINAR	ILL. FIRE & POLICE COMM. ASS	SCHOOLS/CONFERENCES/TRAVEL	435-304	07	525.00
09/26/2017	APCHK	91257	382789	J & R LOCK & SAFE INC	FIRING RANGE	630-245	30	349.00
09/26/2017	APCHK	91258	470413	J.P. COOKE CO.	OFFICE SUPPLIES	630-301	30	338.75
09/26/2017	APCHK	91259	FIAT MCU	JOHN J. HANDZIK	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	36.40
			FIAT MCU SHIRTS		UNIFORMS	630-345	30	61.89
CHECK APCHK 91259 TOTAL FOR								98.29
09/26/2017	APCHK	91260	81208	JSN CONTRACTORS SUPPLY	MAINTENANCE - VEHICLES	735-409	35	18.95
09/26/2017	APCHK	91261	60/AUG 17	KING CAR WASH	FUEL/MILEAGE/WASH	630-303	30	325.00
09/26/2017	APCHK	91262	9003829467	KONICA MINOLTA BUSINESS SOLU	COPY SERVICE	455-315	10	233.11
			9003829467		COPY SERVICE	630-315	30	239.80
			9003837683		COPY SERVICE	630-315	30	6.18
CHECK APCHK 91262 TOTAL FOR								479.09
09/26/2017	APCHK	91264	17 DEC MTG	LAW ENFORCEMENT RECORDS MNGR	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	50.00
09/26/2017	APCHK	91265	29368	LIBERTY SALES	9/11 ARTIFACT	485-643	10	4,262.68
09/26/2017	APCHK	91266	1006549-001	LOGSDON OFFICE SUPPLY	OFFICE SUPPLIES	455-301	10	109.22

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
09/26/2017	APCHK	91267	N6727188	MAILFINANCE	POSTAGE & METER RENT	455-311	10	408.24
09/26/2017	APCHK	91268	2017 PERMIT #27	MARIA DELOURDES	PARK PERMIT FEES	310-814	00	100.00
09/26/2017	APCHK	91269	2017 PERMIT #28	MARLON BASAT	PARK PERMIT FEES	310-814	00	200.00
09/26/2017	APCHK	91271	312477312017 SEP17	MOTOROLA SOLUTIONS INC	PHONE - TELEPHONES	630-201	30	68.00
09/26/2017	APCHK	91272	10/4/17 STUCHE	MUNICIPAL CLERKS OF DUPAGE C	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	25.00
09/26/2017	APCHK	91273	BROW17-004	NOEL & HEIDI VALENTI	BROW17-004 - PB17-112	210-109	00	750.00
09/26/2017	APCHK	91274	223987	NORTH EAST MULTI REGIONAL TR	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	500.00
			224278		SCHOOLS/CONFERENCES/TRAVEL	630-304	30	255.00
				CHECK APCHK 91274 TOTAL FOR				755.00
09/26/2017	APCHK	91275	685459080-01	ORIENTAL TRADING	COMMODITIES	670-331	30	356.11
09/26/2017	APCHK	91276	161398042 SEP17	ORKIN EXTERMINATING	MAINTENANCE - BUILDING	466-228	10	93.45
09/26/2017	APCHK	91277	172918	P.F. PETTISONE & CO.	UNIFORMS	630-345	30	17.00
09/26/2017	APCHK	91278*	153488-PCSI	PCS INTERNATIONAL	IT - CONSULTING SERVICES	615-306	25	12,500.00
09/26/2017	APCHK	91279	0718002611	PROFORMA	9/11 ARTIFACT	485-643	10	323.65
09/26/2017	APCHK	91280	90900	PUBLIC SAFETY DIRECT INC	MAINTENANCE - VEHICLES	630-409	30	100.00
09/26/2017	APCHK	91281*	18065 LATE SMR	PURE PRAIRIE ORGANICS	LANDSCAPE - VILLAGE HALL	466-293	10	16.45
			18065 LATE SMR		LANDSCAPE MAINTENANCE SERVICES	565-342	20	2,150.41
			18065 LATE SMR		ROUTE 83 BEAUTIFICATION	755-281	35	1,463.06
				CHECK APCHK 91281 TOTAL FOR				3,629.92
09/26/2017	APCHK	91282*	15238	RAGS ELECTRIC, INC	MAINTENANCE - GARAGE	725-413	35	1,157.62
			15240		MAINTENANCE - GARAGE	725-413	35	1,692.80
				CHECK APCHK 91282 TOTAL FOR				2,850.42
09/26/2017	APCHK	91283	1750437	RAY O'HERRON CO., INC.	CADET PROGRAM	630-308	30	47.98
			1749755		UNIFORMS	630-345	30	198.00
			1751052		UNIFORMS	630-345	30	153.00
				CHECK APCHK 91283 TOTAL FOR				398.98

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
09/26/2017	APCHK	91284#	RIEMB KOLODZIEJ 9/14/17 MTG	ROBERT PAVELCHIK	PUBLIC RELATIONS	475-365	10	369.95
					FEES/DUES/SUBSCRIPTIONS	630-307	30	94.69
				CHECK APCHK 91284 TOTAL FOR				464.64
09/26/2017	APCHK	91285	287888	ROCK VALLEY PUBLISHING LLC	OFFICE SUPPLIES	455-301	10	396.00
09/26/2017	APCHK	91286#	7863-86554 7863-86554	SATELLITE PHONE STORE	PHONE - TELEPHONES	455-201	10	65.76
					PHONE - TELEPHONES	630-201	30	65.76
				CHECK APCHK 91286 TOTAL FOR				131.52
09/26/2017	APCHK	91287	308935	STICK LIP	FINANCIAL SERVICES	620-252	25	4,325.00
09/26/2017	APCHK	91288	217744	SPORTSFIELD, INC.	LANDSCAPE MAINTENANCE SERVICES	565-342	20	332.00
09/26/2017	APCHK	91289*#	8045517578 8046072044	STAPLES	OFFICE SUPPLIES	455-301	10	53.18
					OFFICE SUPPLIES	610-301	25	137.20
				CHECK APCHK 91289 TOTAL FOR				190.38
09/26/2017	APCHK	91290	PCW FLAGS	STEFINA DOUGLAS & FRAN	LANDSCAPE MAINTENANCE SERVICES	565-342	20	46.71
09/26/2017	APCHK	91291	11279882	STREICHER'S	UNIFORMS	630-345	30	650.98
09/26/2017	APCHK	91292	1W491454	SUBURBAN DOOR CHECK & LOCK S	OPERATING EQUIPMENT	630-401	30	14.00
09/26/2017	APCHK	91293	201708 AUG 17 201708 AUG 17 201708 AUG 17 201708 AUG 17 201708 AUG 17 201708 AUG 17	T.P.I.	CONSULTING SERVICES	815-306	40	14,364.00
					PLAN REVIEW - BUILDING CODE - RIEM	820-258	40	11,508.00
					PLAN REVIEW - BUILDING CODE - REMB	820-258	40	8,757.29
					PART TIME - INSPECTOR	830-109	40	3,066.00
					PART TIME - INSPECTOR	830-109	40	1,008.00
					PLUMBING INSPECTION - REIMB.	830-115	40	405.00
				CHECK APCHK 91293 TOTAL FOR				39,108.29
09/26/2017	APCHK	91294	119188	TAMELING INDUSTRIES	STREET & ROW MAINTENANCE	750-328	35	495.00
09/26/2017	APCHK	91295	1W107201	TESTING SERVICE CORPORATION	FEES - ENGINEERING	720-245	35	1,175.80
09/26/2017	APCHK	91296	836778414 AUG17	THOMSON REUTERS - WEST	FEES/DUES/SUBSCRIPTIONS	630-307	30	154.35
09/26/2017	APCHK	91297	45806 45806	TOOLS PLUS INDUSTRIES LLC	UNIFORMS	710-345	35	299.96
					OPERATING SUPPLIES & EQUIPMENT	710-401	35	214.37
				CHECK APCHK 91297 TOTAL FOR				514.33

User: JKuftrin

CHECK DATE FROM 09/13/2017 - 09/26/2017

DB: Willowbrook

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
<b>Fund: 01 GENERAL FUND</b>								
09/26/2017	APCHK	91298	253581	TREE TOWNS IMAGING & COLOR G	PRINTING & PUBLISHING	510-302	15	27.50
09/26/2017	APCHK	91299	90250700	UOLINE	OPERATING EQUIPMENT	630-401	30	296.77
			90250700		JAIL SUPPLIES	650-343	30	67.00
				CHECK APCHK 91299 TOTAL FOR				363.77
09/26/2017	APCHK	91300	24186	UNDERGROUND PIPE & VALVE, CO	STORM WATER IMPROVEMENTS MAINTENAN	750-381	35	517.76
			24013		STORM WATER IMPROVEMENTS MAINTENAN	750-381	35	880.00
				CHECK APCHK 91300 TOTAL FOR				1,397.76
09/26/2017	APCHK	91301	9/25/17 DEPOSIT	UNITED STATE POSTAL SERVICE	PREPAID POSTAGE	190-102	00	3,500.00
09/26/2017	APCHK	91302*#	9791973675 SEP17	VERIZON WIRELESS	PHONE - TELEPHONES	410-201	05	55.13
			9791973675 SEP17		PHONE - TELEPHONES	455-201	10	21.71
			9791973675 SEP17		PHONE - TELEPHONES	630-201	30	993.55
			9791973675 SEP17		TELEPHONES	710-201	35	176.60
			9791973675 SEP17		TELEPHONES	810-201	40	92.12
				CHECK APCHK 91302 TOTAL FOR				1,339.11
09/26/2017	APCHK	91303	3613452-0	WAREHOUSE DIRECT	OFFICE SUPPLIES	630-301	30	29.36
			3616118-0		OFFICE SUPPLIES	630-301	30	46.83
			3602985-0		OFFICE SUPPLIES	630-301	30	19.50
			3602985-0		OFFICE SUPPLIES	630-301	30	119.00
			3621614-0		COPY SERVICE	630-315	30	95.09
			3620357-0		OPERATING EQUIPMENT	630-401	30	423.64
			3606512-0		OPERATING EQUIPMENT	630-401	30	100.43
				CHECK APCHK 91303 TOTAL FOR				833.85
09/26/2017	APCHK	91304	27317	WILD GOOSE CHASE INC	LANDSCAPE MAINTENANCE SERVICES	565-342	20	960.00
09/26/2017	APCHK	91306	2017 GOLF OUTING	WLBK BURR RIDGE CHAMBER OF C	SCHOOLS/CONFERENCES/TRAVEL	455-304	10	500.00
				Total for fund 01 GENERAL FUND				134,184.52
<b>Fund: 02 WATER FUND</b>								
09/26/2017	APCHK	61(E)	11890 AUG 17	DUPAGE WATER COMMISSION	PURCHASE OF WATER	420-575	50	157,326.32
09/26/2017	APCHK	91231	16005494	ACLARA TECHNOLOGIES LLC	SCHOOLS CONFERENCE TRAVEL	401-304	50	150.00
09/26/2017	APCHK	91239*#	12144321139753	CALL ONE INC	PHONE - TELEPHONES	401-201	50	214.67

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND								
09/26/2017	APCHK	91246*#	4651111049 SEP17	COMMONWEALTH EDISON	ENERGY - ELECTRIC PUMP	420-206	50	463.30
09/26/2017	APCHK	91251	17-132672 AUG 17	ETP LABS INC	SAMPLING ANALYSIS	420-362	50	90.00
09/26/2017	APCHK	91252*#	15862	H AND R CONSTRUCTION INC.	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	725.00
09/26/2017	APCHK	91270	139729A	MID AMERICAN WATER	MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	2,548.06
09/26/2017	APCHK	91281*#	18065 LATE SMR	PURE PRAIRIE ORGANICS	LANDSCAPING - OTHER	430-299	50	184.88
09/26/2017	APCHK	91302*#	9791973675 SEP17	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	176.60
Fund: 09 WATER CAPITAL IMPROVEMENTS FUND								
Total for fund 02 WATER FUND								161,878.83
09/26/2017	APCHK	91244*#	138577	CHRISTOPHER B. BURKE	WATER TANK REPAIRS	440-604	65	2,805.00
Fund: 14 LAND ACQUISITION, FACILITY, EXPANSION &								
Total for fund 09 WATER CAPITAL IMPROVEMENTS F								2,805.00
09/26/2017	APCHK	91244*#	138580	CHRISTOPHER B. BURKE	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	519.50
09/26/2017	APCHK	91254*#	7021534	HOME DEPOT CREDIT SERVICES	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	28.88
09/26/2017	APCHK	91263	1-136194	LA FASTENERS INC	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	10.48
09/26/2017	APCHK	91278*#	152934-PCSI	PCS INTERNATIONAL	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	1,871.00
09/26/2017	APCHK	91282*#	15241	RAGS ELECTRIC, INC	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	3,029.22
			15239		POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	1,022.85
CHECK APCHK 91282 TOTAL FOR								4,852.07
09/26/2017	APCHK	91289*#	8046072044	STAPLES	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	562.99
09/26/2017	APCHK	91305	17967	WILLIAMS ARCHITECTS	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	223.88
Total for fund 14 LAND ACQUISITION, FACILITY,								
TOTAL - ALL FUNDS								7,268.80
								306,137.15

'\*'-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:

AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF  
WILLOWBROOK TITLE 8 CHAPTER 8 SECTION 8-8-15 – PARKING RESTRICTIONS

AGENDA NO. **6e**

AGENDA DATE: 9/25/17

**STAFF REVIEW:** R. Pavelchik, Chief of Police / T. Halik, Village Admin.

SIGNATURES:

**LEGAL REVIEW:** Thomas Bastian, Village Attorney

SIGNATURE:

**RECOMMENDED BY:** Tim Halik, Village Administrator

SIGNATURE:

**REVIEWED BY MUNICIPAL SERVICES OR PUBLIC SAFETY COMMITTEE:** YES ☐ NO ☒ N/A ☐

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

Last summer, the Village received a concern from a resident pertaining to the intersection located at Clarendon Hills Road and 79th Street. A vehicle collision, without injuries, had recently occurred at the time at that intersection and the resident had recalled a prior collision that occurred in 1996 at the same location in which there was a fatality. Although an investigation conducted after the tragic 1996 incident revealed that there were extenuating circumstances involved and the design of the intersection did not contribute to the crash, the lingering perception seems to be that it remains a dangerous intersection. The Municipal Service Committee discussed this issue at their August 8, 2016 meeting. In order to address the perception that it is an unsafe intersection, staff hired a senior transportation engineer from Gewalt Hamilton Associates to conduct a full safety assessment of the intersection. The report concluded that based on traffic counts and historical crash data, the intersection does not meet criteria for modification to an all-way stop design or full signalization. Intersection illumination and above grade warning signage was also found to be appropriate. Therefore, given no intersection design deficiencies were identified, suggestions were offered for possible ways to improve driver awareness. Since that time, staff has implemented many of the priority suggestions, including the recent addition of lane designation striping on the west leg of the intersection along with center lane striping on Clarendon Hills Road. This work was included in this year's MFT Road Program.

There is currently a new single-family residence under construction at the southwest corner of this intersection. Although this home is being built within unincorporated DuPage County jurisdiction, they have requested driveway access onto 79th Street, which is Willowbrook right-of-way. Unfortunately, the location of the proposed new curb cut is within the functional area of the intersection, so it would pose a hazard. Staff is working with the owner to move the cut about 25' to the west so it does not interfere with the intersection. IN addition, to maintain sufficient visibility when approaching the intersection from the west, it is also recommended that a 100' No Parking zone be established along the south right-of-way, west of CHRD.

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

Staff believes it would be appropriate to place parking restrictions along the section of 79th as mentioned above. Therefore, staff would recommend that parking restrictions be put in place along the south side of 79th Street, west of Clarendon Hills Road, for a distance of 100 feet (approximately 5 vehicle lengths).

**ACTION PROPOSED:** Pass the ordinance.





ORDINANCE NO. 17-0-\_\_\_\_\_

AN ORDINANCE AMENDING THE  
VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK  
TITLE 8 CHAPTER 8 SECTION 8-8-15 - PARKING RESTRICTIONS

---

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

**SECTION ONE:** That Title 8, Chapter 8, Section 8-8-15 of the Village Code of the Village of Willowbrook entitled "Parking Restrictions" is hereby amended by adding the following language at the end of the section:

<u>Street</u>	<u>Limit</u>
"(Y) South side of 79 <sup>th</sup> Street	Within 100 feet west of its intersection with Clarendon Hills Road"

**SECTION TWO:** The Chief of Police of the Village of Willowbrook or his designee is hereby directed to erect appropriate signage giving notice of the parking restrictions set forth herein.

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



**SECTION FOUR:** Upon passage and approval in the manner provided by law this ordinance shall be effective ten (10) days after installation of appropriate signage.

PASSED and APPROVED this 25<sup>th</sup> day of September, 2017.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Village Clerk

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

### ITEM TITLE:

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO  
ACCEPT A PROPOSAL TO CONDUCT THE 2017 VILLAGE-WIDE FALL  
BRUSH COLLECTION PROGRAM – N.J. RYAN TREE & LANDSCAPE, LLC

AGENDA NO.

6f

AGENDA DATE: 9/25/17

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

REVIEWED & APPROVED BY COMMITTEE:

YES ☒

on September 11, 2017

NO ☐

N/A ☐

### ITEM HISTORY (ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY, ETC.)

This past Spring, the Village's EAB abatement tree contractor, NJ Ryan Tree & Landscape, LLC, completed the Village-wide brush collection program. The program included curb-side collection of piled brush throughout town with the resulting chipped hauled away. We then separately purchased a quantity of ground mulch for use by our residents, as that approach is more cost effective. The program was completed on-time and without incident, and the Village also received several compliments from residents commenting on the good site clean-up practices of the contractor.

The Fall program will also consist of a curb-side chipping program, with the resulting chips hauled away. Staff has solicited the following proposals from local landscape maintenance contractors to complete the program:

Contractor	Proposal Amount
N.J. Ryan Tree & Landscape, LLC, DeKalb	\$9,800
Blunder's Tree Service, Brookfield	\$15,000
Illinois Tree Service, Inc., Plainfield	\$16,700

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

The total cost of the Fall collection program would be \$9,800. This includes two (2) chipping crews working 40 hours each to complete the collection. The F.Y. 2017/18 Budget includes the following funding to conduct both the Spring and Fall Brush Collection Programs:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>	<u>AVAILABLE</u>
PW – Street Maint.	01-35-755-284	Reimb. Exp. – Brush Pick-Up	\$20,000	\$10,400.00

### ACTION PROPOSED:

Adopt resolution. The Fall Brush Collection Program is scheduled to occur the week of October 9, 2017. A postcard mailer will be sent directly to residents along with notification on the Village's website.

RESOLUTION NO. 17-R-\_\_\_\_\_

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO  
ACCEPT A PROPOSAL TO CONDUCT THE 2017 VILLAGE-WIDE FALL  
BRUSH COLLECTION PROGRAM – N.J. RYAN TREE & LANDSCAPE, LLC

---

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Mayor and Village Clerk be and the same are hereby authorized and directed to accept the proposal from N.J. Ryan Tree & Landscape, LLC on a time and material basis to complete the 2017 Fall Brush Collection Program in the not to exceed amount of \$9,800.00 as set forth in the proposal attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein.

ADOPTED and APPROVED this 25<sup>th</sup> day of September, 2017

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Village Clerk

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

NJ RYAN TREE &amp; LANDSCAPE LLC

17271 IL ROUTE 23

DEKALB, IL 60115

RECEIVED

SEP 14 2017

VILLAGE OF  
WILLOWBROOK

## Estimate

Date	Estimate #
9/14/2017	125

Name / Address
Village of Willowbrook

			Project
Description	Qty	Cost	Total
Fall brush pickup - 2017		9,800.00	9,800.00
<b>Total</b>			<b>\$9,800.00</b>

Customer Signature \_\_\_\_\_



# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

### ITEM TITLE:

Motion to Approve – 2017 Motor Fuel Tax (MFT) Roadway Maintenance  
Program: Payout #1 – Partial Payment – M&J Asphalt Paving Company, Inc.

AGENDA NO.

6g

AGENDA DATE: 9/25/17

STAFF REVIEW: Tim Halik,  
Village Administrator

SIGNATURE:

Tim Halik

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE:

THOMAS BASTIAN TH.

RECOMMENDED BY: Tim Halik,  
Village Administrator

SIGNATURE:

Tim Halik

REVIEWED BY MUNI. SERVICES COMMITTEE:

YES ☐

NO ☒

N/A ☐

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

At its regular meeting on June 12, 2017, the Village Board approved a contract with M&J Asphalt Paving Company, Inc. to complete the 2017 Motor Fuel Tax (MFT) Roadway Maintenance Program. This year's Motor Fuel Tax (MFT) Roadway Maintenance Program included 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. After all required paperwork, insurance and bond certificates were submitted, a notice to proceed with the project was issued by the Village and the work commenced.

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

The work is now substantially complete, and the contractor has submitted a request for partial payment. The following is a breakdown of the project costs to date:

(ORIGINAL CONTRACT AWARD: \$144,991.88)

Invoice #1 amount: \$153,827.72

Less Retainage (10%): \$15,382.77

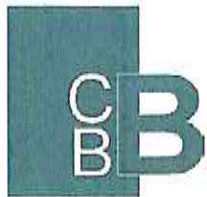
Payout #1 Request: \$138,444.95

Staff would recommend that the Mayor and Board of Trustees authorize Payout #1 – Partial Payment to M&J Asphalt Paving Company, Inc. in the amount of \$138,444.95. Partial waivers of lien and Certified Payroll Reports must be submitted prior to the payment check being released. The authorized payment amount would be expended from the following fund:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>BUDGETED</u>
MFT	04-56-430-684	Street Maintenance Contract	\$217,950.00

### ACTION PROPOSED:

Approve motion.



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

September 18, 2017

Village of Willowbrook  
835 Midway Drive  
Willowbrook, Illinois 60527

Attention: Tim Halik

Subject: 2017 MFT Road Program – Pay Estimate No. 1  
(CBBEL Project No. 90-144 H192)



Dear Tim:

As requested we have reviewed Pay Request No. 1, dated September 8, 2017 from M&J Asphalt Paving Company, Inc. for the work performed. Work included milling, sidewalk replacement, curb replacement and patching.

Total Completed	\$153,827.72
Retainage at 10%	15,382.77
<b>Pay Request No. 1</b>	<b>\$138,444.95</b>

We have verified the invoiced quantities and quality of work and therefore, it is our opinion that it would be appropriate for the Village to pay the invoice in the amount of \$138,444.95

If you have any questions or would like to further discuss this letter, please do not hesitate to contact me.

Sincerely,

Martin Bojovic, PE, CFM  
Municipal Engineer



**- INVOICE -**

Asphalt Paving & Patching • Concrete Installation & Repair • Sealcoating • Striping • Excavating • Decorative Paving • Snow & Ice Control

**M & J ASPHALT PAVING COMPANY, INC.**

3124 S. 60th COURT  
CICERO, ILLINOIS 60804  
Suburbs 708/222-1200 · Chicago: 773/582-3555 · FAX 708/222-1213  
www.mjasphaltpaving.com

**INVOICE**

INVOICE DATE	CUSTOMER NO.	INVOICE NUMBER
September 8, 2017	2017-0785	
P.O. NUMBER	WORK ORDER NO.	SHIP DATE

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

JOB SITE: Village of Willowbrook  
2017 MFT Road Program  
Various Streets  
Section No. 17-00000-01-GM

ESTIMATE No. 1

SALES PERSON		TERMS	SHIP VIA		F.O.B.
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Please see attached for itemized invoice detail.				
Estimate No. 1 TOTAL					\$ 153,827.72
Less 10% Retention					\$ 15,382.77
Subtotal					\$ 138,444.95
Amount Received					\$ -
Estimate No. 1 Amount Due					\$ 138,444.95





Asphalt Paving & Patching • Concrete Installation & Repair • Sealcoating • Striping • Excavating • Decorative Paving • Snow & Ice Control

Village of Willowbrook  
2017 MFT Road Program  
Various Streets  
Section No. 17-00000-01-GM  
September 8, 2017

**Estimate # 1**

ITEM	QUANTITY	UNIT PRICE	AMOUNT
40300100 Bituminous Materials (Tack Coat)	3,213.00 lbs.	0.01	\$ 32.13
40603335 Hot-Mix Asphalt Surface Course, Mix D, N50, 1-1/2 in.	667.78 TON	70.50	\$ 47,078.49
42400200 Portland Cement Concrete Sidewalk, 5 in.	2,642.85 S.F.	6.00	\$ 15,857.10
42400800 Detectable Warnings	156.00 S.F.	25.00	\$ 3,900.00
44000500 Combination Curb and Gutter Removal	660.35 Foot	10.00	\$ 6,603.50
44000600 Sidewalk Removal	2,883.00 S.F.	2.00	\$ 5,766.00
70102620 Traffic Control & Protection, Standard 701501	1.00 L.S.	6,500.00	\$ 6,500.00
78000100 Thermoplastic Pavement Marking - L & S	0.00 S.F.	8.00	\$ -
78000200 Thermoplastic Pavement Marking, Line 4 in.	0.00 Foot	1.30	\$ -
78000400 Thermoplastic Pavement Marking, Line 6 in.	0.00 Foot	1.95	\$ -
78000500 Thermoplastic Pavement Marking, Line 8 in.	0.00 Foot	3.90	\$ -
78000650 Thermoplastic Pavement Marking, Line 24 in.	0.00 Foot	7.80	\$ -
X0327979 Pavement Marking Removal - Grinding	0.00 S.F.	0.60	\$ -
N/A Combination Concrete Curb & Gutter, Type M-6.12 Abutting Existing Pavement (Special)	660.35 Foot	30.00	\$ 19,810.50
N/A Hot-Mix Asphalt Surface Removal, 1-1/2 in. (Special)	3,181.00 S.Y.	2.25	\$ 7,157.25
N/A Class D Patches, 3 in. Surface (Special)	1,490.65 S.Y.	25.00	\$ 37,266.25
N/A Class D Patches, 6 in. (Special)	85.70 S.Y.	45.00	\$ 3,856.50
<b>Estimate # 1 TOTAL</b>			<b>\$ 153,827.72</b>
<b>Less 10% Retention</b>			<b>\$ 15,382.77</b>
<b>Subtotal</b>			<b>\$ 138,444.95</b>
<b>Amount Received</b>			<b>\$ -</b>
<b>Amount Due Estimate # 1</b>			<b>\$ 138,444.95</b>



# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**

A MOTION TO APPROVE APPLICATION FOR A LICENSE TO HOLD A  
RAFFLE – HINSDALE SOUTH BOOSTER CLUB

AGENDA NO. **6h**

AGENDA DATE: 09/25/17

STAFF REVIEW: Cindy Stuchl

SIGNATURE: Cindy Stuchl

LEGAL REVIEW: Thomas Bastian

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE: T. Stuchl

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

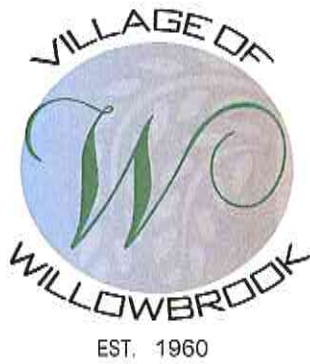
**ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

The Hinsdale South Booster Club has submitted an application to hold a raffle at their fundraising event. This event will be held on February 24, 2018 at Ashton Place, 341 W. 75<sup>th</sup> Street, Willowbrook, Illinois.

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

This is the seventh application for this organization.

**ACTION PROPOSED:** Approve Application to hold a Raffle.



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

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

## LICENSE TO HOLD A RAFFLE

### 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

Robert J. Pavelchik, Jr.

### Director of Finance

Carrie Dittman

1. The name of the Licensee:

Hinsdale South Booster Club

2. The aggregate retail value of all prizes or merchandise awarded by the licensee in a single raffle.

\$3,000 - \$6,000

3. The maximum retail value of each prize awarded by the licensee in a single raffle.

Varies

4. The maximum price which may be charged for each raffle chance issued or sold.

\$20.00

5. The maximum number of days during which chances may be issued or sold.

One Day

6. The date on which the drawing is to be held.

February 24, 2018

7. The place at which the drawing is to be held.

Ashton Place, 341 W. 75<sup>th</sup> Street

APPROVED BY THE MAYOR AND BOARD OF TRUSTEES AT THEIR REGULAR MEETING HELD ON THE 25<sup>th</sup> DAY OF September, 2017.

Leroy R. Hansen  
Village Clerk





EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5594

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

## APPLICATION FOR LICENSE TO HOLD A RAFFLE

### 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



Proud Member of the  
Illinois Route 66 Scenic Byway

1. Name, age and address of the applicant in the case of an individual or in such other case of the duly authorized representative of the applicant, the date of incorporation of any corporation, the date of formation of any other organization, the object for which an organization or corporation was formed, the names and addresses of the officers and directors of any organization or corporation.

Name \_\_\_\_\_ Address \_\_\_\_\_ Age \_\_\_\_\_

Hinsdale South Booster Club

Date of incorporation, if corporation: \_\_\_\_\_

Date of formation of organization: \_\_\_\_\_

Object for which organization or corporation was formed: \_\_\_\_\_

2. The area or areas within the Village in which raffle chances will be sold or issued and the time period during which raffle chances will be sold or issued.

Ashton Place (one day)

3. The date on which the drawing is to be held

Feb 24, 2018

4. The place at which the drawing is to be held.

Ashton Place, 341 W. 75th St.

5. Has the applicant ever been convicted of a felony and been disqualified to receive a license by reason of any matter or thing contained in Chapter 3-17 of the Village of Willowbrook Code of Ordinances, laws of the State or of the United States of America.

Yes: \_\_\_\_\_

No: X

If yes, explain: \_\_\_\_\_

6. The aggregate retail value of all prizes or merchandise awarded by the licensee in a single raffle.

\$ 3,000 - \$ 6,000

7. The maximum retail value of each prize awarded by the licensee in a single raffle.

Varies

8. The maximum price which may be charged for each raffle chance issued or sold.

\$ 20.00

9. Has a previous license issued by any state or subdivision thereof or by the Federal government ever been revoked:

Yes: \_\_\_\_\_

No: X

If yes, state reasons: \_\_\_\_\_

10. Affirm that the applicant will not violate any of the laws of the State or of the United States or any ordinances of this Village in the conduct of raffles.

affirm

11. Affirm that the applicant will not allow gambling devices or gambling on the premises where the drawing will be held.

affirm

12. Attach a sworn statement attesting to the not-for-profit character of the prospective licensee organization signed by the presiding officer and secretary of that organization.

Signature:

S. Kaplaredic

Date

Aug 29, 2017

Seka Kaplaredic  
Booster Club Member

630-699-9289





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

COPY

August 29, 2017

**Mayor**

Frank A. Trilla

ALCANTARA, ABIEZER  
312 SHERIDAN DR 1B  
WILLOWBROOK, IL 60527

**Village Clerk**

Leroy R. Hansen

Re: Account 110720.001

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 \$ 136.54. 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 September 25, 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](http://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

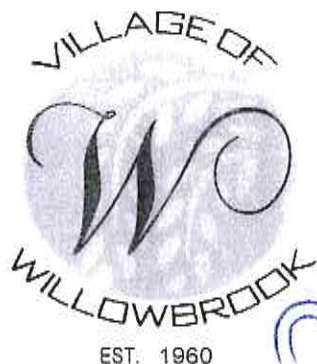
Sincerely,

*Tim J. Halik*

Timothy J. Halik  
Director of Municipal Services



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](http://www.willowbrookil.org)

## Mayor

Frank A. Trilla

## Village Clerk

Leroy R. Hansen

## Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

## Village Administrator

Tim Halik

## Chief of Police

Mark Shelton



Proud Member of the  
Illinois Route 66 Scenic Byway

August 29, 2017

BROWN, ANNIE L.  
320 W 79TH ST  
WILLOWBROOK, IL 60527

Re: Account 110050.000  
PIN #: XXXXXXXXXX  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 178.02. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before September 25, 2017, will result in the immediate termination of your water service.

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

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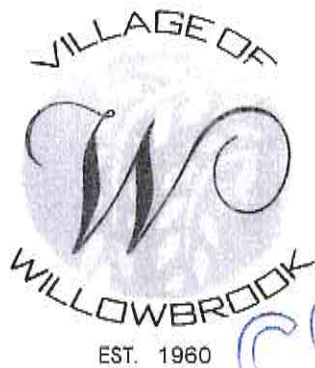
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 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](http://www.willowbrookil.org)

August 29, 2017

**Mayor**

Frank A. Trilla

COOPER, PATRICIA  
222 MIDWAY DR  
WILLOWBROOK, IL 60527

**Village Clerk**

Leroy R. Hansen

Re: Account 112125.004

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 \$ 378.58. 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 September 25, 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](http://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,

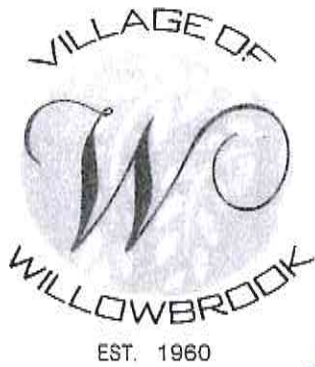
Timothy J. Halik  
Director of Municipal Services

**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](http://www.willowbrookil.org)

COPY

August 29, 2017

**Mayor**

Frank A. Trilla

DANIELUK, TOMASZ  
326 SHERIDAN DR # 2C  
WILLOWBROOK, IL 60527

**Village Clerk**

Leroy R. Hansen

Re: Account 110815.002

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 \$ 125.02. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before September 25, 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](http://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

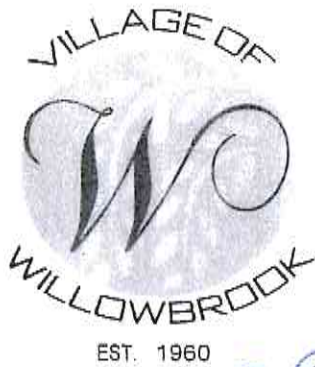
**Chief of Police**

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](http://www.willowbrookil.org)

August 29, 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



Proud Member of the  
Illinois Route 66 Scenic Byway

DIAMOND BASEBALL ACADEMY  
C/O:  
7850 QUINCY  
WILLOWBROOK, IL 60527

Re: Account 410195.002

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 383.99. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before September 25, 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](http://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](http://www.willowbrookil.org)

COPY

August 29, 2017

**Mayor**

Frank A. Trilla

JASPER, JEROME L.  
320 SHERIDAN DR 1D  
WILLOWBROOK, IL 60527

**Village Clerk**

Leroy R. Hansen

Re: Account 110755.010

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 \$ 115.35. 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 September 25, 2017, will result in the immediate termination of your water service.

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

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

**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



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

## Mayor

Frank A. Trilla

## Village Clerk

Leroy R. Hansen

## Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

## Village Administrator

Tim Halik

## Chief of Police

Mark Shelton



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Illinois Route 66 Scenic Byway

August 29, 2017

COPIY  
KOZLA, CINDY  
326 SHERIDAN DR #2D  
WILLOWBROOK, IL 60527

Re: Account 110825.000

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 215.45. 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 September 25, 2017, will result in the immediate termination of your water service.

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

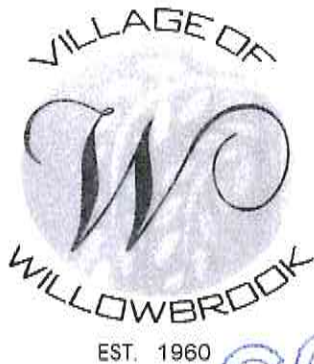
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If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik  
Director of Municipal Services



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

COPY

August 29, 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



Proud Member of the  
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LANE, CLYDE & GORDON, CHIQUITA  
334 SHERIDAN DR # 2A  
WILLOWBROOK, IL 60527

Re: Account 110875.014

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 220.17. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before September 25, 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](http://www.willowbrookil.org) and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

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

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

Sincerely,

Timothy J. Halik  
Director of Municipal Services





EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

**Mayor**

Frank A. Trilla

**Village Clerk**

Leroy R. Hansen

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

**Village  
Administrator**

Tim Halik

**Chief of Police**

Mark Shelton



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COPY

August 29, 2017

*Shut off  
Res owners*

LODER, EVA  
308 111TH ST  
FT MADISON, IA 52627

Re: Account 111220.005  
PIN #: XXXXXXXXXX  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 1,081.91. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before September 25, 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](http://www.willowbrookil.org) and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

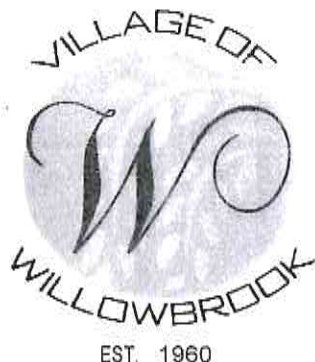
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 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,

*T. J. Halik*

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](http://www.willowbrookil.org)

COPY

August 29, 2017

**Mayor**

Frank A. Trilla

MELOUN, SUSAN  
324 SHERIDAN DR #1B  
WILLOWBROOK, IL 60527

**Village Clerk**

Leroy R. Hansen

Re: Account 110800.001

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 \$ 114.55. 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 September 25, 2017, will result in the immediate termination of your water service.

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

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If you 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



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

COPY

August 29, 2017

**Mayor**

Frank A. Trilla

RACEALA, JOHN  
6322 BRETON LAKES DR  
WILLOWBROOK, IL 60527

**Village Clerk**

Leroy R. Hansen

Re: Account 152930.000

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 \$ 186.36. 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 September 25, 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](http://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



Proud Member of the  
Illinois Route 66 Scenic Byway



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

**Mayor**

Frank A. Trilla

**Village Clerk**

Leroy R. Hansen

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

**Village  
Administrator**

Tim Halik

**Chief of Police**

Mark Shelton



Proud Member of the  
Illinois Route 66 Scenic Byway

August 29, 2017

ROBLES, REYNALDO  
7613 ARLENE AVE  
WILLOWBROOK, IL 60527

Re: Account 112695.000

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 201.38. 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 September 25, 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](http://www.willowbrookil.org) and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

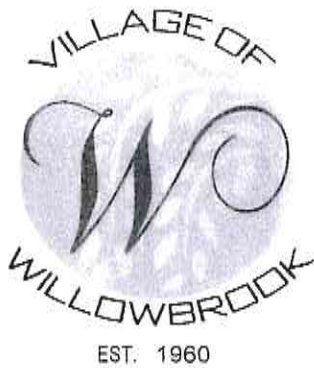
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 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](http://www.willowbrookil.org)

COPY

August 29, 2017

**Mayor**

Frank A. Trilla

RODIG, ALBERT F  
7535 SHERIDAN DR #1A  
WILLOWBROOK, IL 60527

**Village Clerk**

Leroy R. Hansen

Re: Account 112030.000  
PIN #: XXXXXXXXXX  
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 \$ 115.35. 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 September 25, 2017, will result in the immediate termination of your water service.

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

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

Sincerely,

Timothy J. Halik  
Director of Municipal Services





EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

COPY

August 29, 2017

**Mayor**

Frank A. Trilla

STRAUCH, ANNALIESE  
75 W 75TH ST  
WILLOWBROOK, IL 60527

**Village Clerk**

Leroy R. Hansen

Re: Account 111230.008

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 \$ 154.67. 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 September 25, 2017, will result in the immediate termination of your water service.

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

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If you 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

**Chief of Police**

Mark Shelton

Sincerely,

Timothy J. Halik  
Director of Municipal Services



Proud Member of the  
Illinois Route 66 Scenic Byway



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

COPY

August 29, 2017

**Mayor**

Frank A. Trilla

TEMEN, KENNETH  
413 W 79TH ST  
WILLOWBROOK, IL 60527

**Village Clerk**

Leroy R. Hansen

Re: Account 110120.001

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 \$ 164.45. 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 September 25, 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](http://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



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

COPY

August 29, 2017

**Mayor**

Frank A. Trilla

THOMAS, SCOTT  
7701 BLACKBERRY LN  
WILLOWBROOK, IL 60527

**Village Clerk**

Leroy R. Hansen

Re: Account 110345.001

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 \$ 174.91. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before September 25, 2017, will result in the immediate termination of your water service.

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

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

**Village Administrator**

Tim Halik

Sincerely,

Timothy J. Halik  
Director of Municipal Services



Proud Member of the  
Illinois Route 66 Scenic Byway



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

August 29, 2017

**Mayor**

Frank A. Trilla

TSCHIRHART, SONDR  
101 W 75TH ST  
WILLOWBROOK, IL 60527

**Village Clerk**

Leroy R. Hansen

Re: Account 111470.008

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 \$ 156.45. 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 September 25, 2017, will result in the immediate termination of your water service.

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

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

**Village Administrator**

Tim Halik

Sincerely,

Timothy J. Halik  
Director of Municipal Services



Proud Member of the  
Illinois Route 66 Scenic Byway





EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

COPY

August 29, 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 \$ 383.80. 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 September 25, 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](http://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 PROCLAMATION DESIGNATING SEPTEMBER 17-23, 2017 AS  
CONSTITUTION WEEK IN THE VILLAGE OF WILLOWBROOK

**AGENDA NO.**

6j

**AGENDA DATE:** 9/25/13

**STAFF REVIEW:** Cindy Stuchl

**SIGNATURE:**

*Cindy Stuchl*

**LEGAL REVIEW:** Thomas Bastian

**SIGNATURE:**

THOMAS BASTIAN TH.

**RECOMMENDED BY VILLAGE ADMIN.:**

**SIGNATURE:**

T. Helob

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

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

The first Resolution to observe Constitution Week was made on June 14, 1955 by Senator William F. Knowland of California. President Eisenhower issued his proclamation following the passage of the Resolution by both Houses of Congress on August 19, 1955. It was so popular that Senator Knowland introduced a Senate Joint Resolution to have the President designate September 17-23 annually as Constitution Week. It was signed into Public Law 915 on August 2, 1956.

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

The Mayor and Board of Trustees adopt a Proclamation proclaiming September 17-23, 2017 as Constitution Week within the Village of Willowbrook.

**ACTION PROPOSED:** ADOPT THE PROCLAMATION



# Village of Willowbrook

## Proclamation

**WHEREAS**, September 17, 2017, marks the two hundred thirtieth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

**WHEREAS**, It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

**WHEREAS**, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

**NOW, THEREFORE, I, FRANK A. TRILLA**, by virtue of the authority vested in me as Mayor of the Village of Willowbrook, do hereby proclaim the week of September 17 through 23, 2017 as Constitution Week in the Village of Willowbrook and ask our citizens to reaffirm the ideals of the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

Proclaimed this 25<sup>th</sup> day of September, 2017.

---

Mayor

Attest:

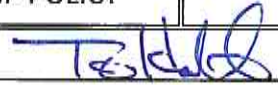


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Village Clerk



# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

<b>ITEM TITLE:</b>		<b>AGENDA NO.</b> 7
DISCUSSION – WILLOWBROOK PARKS – PROPOSED CORPORATE NAMING, ADVERTISING, AND SPONSORSHIP POLICY		<b>AGENDA DATE</b> 9/25/17
<b>STAFF REVIEW:</b> Tim Halik, Village Administrator	<b>SIGNATURE:</b> 	
<b>LEGAL REVIEW:</b> Thomas Bastian, Village Attorney	<b>SIGNATURE:</b> 	
<b>RECOMMENDED BY:</b> Tim Halik, Village Administrator	<b>SIGNATURE:</b> 	
<b>REVIEWED BY MUNI. SERV. COMMITTEE:</b> YES <input checked="" type="checkbox"/> on September 11, 2017 NO <input type="checkbox"/> N/A <input type="checkbox"/>		
<b>ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)</b>		
<p>At the July 11, 2017 regular meeting of the Parks &amp; Recreation Commission, the issue of park naming rights was raised. A local retailer has offered to donate a sum of money to the Village parks department in return for the ability to sponsor a park amenity, in this case, the new water splash pad currently under construction at Willow Pond Park, in their business name. Given the Village does not levy a conventional property tax, and available funding for park capital improvements is limited, the Parks Commission concluded that selling naming rights to park properties or individual park amenities should be explored. Staff contacted the Village Attorney to confirm the Village's ability to develop a policy on naming rights for Village parks and park amenities. After some legal research, the Village Attorney advised that the Village could agree to sell naming rights to a park or park amenity once a policy was developed and adopted by the Village Board. The topic was then discussed at the August 14, 2017 meeting of the Municipal Services Committee. The Municipal Services Committee expressed some concerns about the scope of such a program and whether it was appropriate to allow park amenities to be sponsored by local businesses, primarily if such amenities would then be named after those businesses (e.g., the ACME splash pad). After continued discussion, various criteria to be included within a DRAFT policy was considered and staff was directed to draft a proposed policy and have it reviewed by the Village Attorney, before coming back to the M.S. Committee for further discussion. Staff drafted a policy using language particularly from two (2) model policies already in place in Oak Park, IL (the Park District of Oak Park) and the Montgomery County Department of Parks, Maryland. Those two (2) jurisdictions have implemented similar policies that contained desirable language. The Municipal Services Committee again considered the policy at their last meeting on September 11, 2017. At that time, a Committee recommendation was not made, but instead, it was decided that the input of full Board should be solicited.</p>		
<b>ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)</b>		
<p>The draft policy contains the following components:</p> <ul style="list-style-type: none"><li>- Public input on proposed naming to be derived through Park Commission meetings</li><li>- Naming rights would be open to local businesses (i.e., include business names)</li><li>- Specific terms must be set (i.e., length of time the naming is approved for)</li><li>- The donation to parks should be substantial</li><li>- No resulting entitlement will be received as a result of approval</li><li>- For naming, includes park amenities or park events only (Not entire parks)</li></ul> <p>In part, the policy includes the ability for defined entities to name a park asset in return for providing substantial financial or material in-kind support for parks. Park <u>naming</u> must ultimately be approved by the Village Board after receiving a recommendation from the Park Commission. In addition, agreements may be entered to allow <u>corporate advertising, sponsorship and naming rights for park events, or sponsorship and advertising of park assets</u> in return for providing substantial financial or material in-kind support for parks. These would be approved in writing by the Village Administrator after consultation with the Mayor, or deferred to the Parks Commission.</p>		
<b>ACTION PROPOSED:</b> None – discussion only		





## **The Village of Willowbrook Parks & Recreation Commission**

### **Corporate Naming, Advertising, and Sponsorship Policy**

#### **I. Purpose and Scope**

The purpose of this policy is to establish guidelines to govern the development and management of a program in the Village of Willowbrook of:

1. Naming or renaming Park Assets or Park Events (as defined below) to signify the name of a Legal Entity (as defined below) in exchange for providing financial or material in-kind support; and
2. Entering into sponsorship agreements with Legal Entities (as defined below) under which the Park Commission recognizes the sponsoring entity in exchange for providing financial or material in-kind support for specified Park Asset or Park Events (as defined below).

The Parks & Recreation Commission of the Village of Willowbrook recognized that the naming or renaming of a park asset or park event is an important and sensitive undertaking. There are competing considerations and interests regarding how and what a park facility may be named. There are also competing considerations about the historical importance of a current name, the valuable contributions made by a particular person, group, company, or institution, and many other circumstances. The Park Commission recognizes all of these competing and sensitive considerations and, with those considerations in mind, the Park Commission establishes this Corporate Naming, Advertising, and Sponsorship Policy.

#### **II. Definitions**

**Park Commission:** The Village of Willowbrook Parks & Recreation Commission



**Department:** The Village of Willowbrook Parks & Recreation  
Department staff

**Village Board:** The Village Board of the Village of Willowbrook, DuPage County, Illinois

**Park Asset:** Park amenities such as recreation/athletic fields, playgrounds, pavilions, piers, structures, or other facilities, buildings, rooms, landscaping, art or other physical features, in each case, owned operated or managed by the Village of Willowbrook, and deemed eligible jointly by the Commission and the Village Board for Naming Rights and/or Advertising Rights and by the Department for Sponsorship Benefits.

**Governmental Entity (Entities):** The Government of the United States, the state of Illinois, another state, or any agency, unit, political subdivision or instrumentality thereof.

**Legal Entity (Entities):** A corporation, unincorporated association, limited liability company, partnership, trust, foundation, or other legal entity (whether organized for profit or not) that is engaged in commercial activity or any lawful purpose in the case of a not-for-profit entity and not an individual or Government Entity.

**Naming Right License:** A commercial benefit of specified duration that: (a) is established subject to the terms of a written license agreement which conforms to this Policy, and (b) obligates the Park Commission to signify the name, trade name or trademark of a designated Legal Entity as part of the name of the Park Asset(s) specified in the written license agreement.

**Advertising Right License:** A commercial benefit of specified duration that: (a) is established subject to the terms of a written license agreement which conforms to this Policy, and (b) is authorized by the Park Commission to permit the promotion of the services, products, or activities of a designated Legal Entity within the property of the Park Asset(s) specified in the written license agreement.

**Sponsorship Benefit:** A commercial benefit of specified duration that: (a) is established subject to the terms of a written license agreement which conforms to this Policy, and (b) is authorized by the Park Commission to identify the name, trade name, or trademark of a designated Legal Entity as a “sponsor” of the Park Asset(s) specified in the written license agreement.

### **III. Policy Statement**

The Mayor and Village Board have determined that this Corporate Naming, Advertising, and Sponsorship Policy is necessary and appropriate to provide revenue for the benefit of the residents of the Village and the Park Commission that is essential to develop, maintain, improve, expand, support, preserve, fund, encourage, and sustain its Park Assets and Park Events for the fiscal benefit of users and the community at large.

In an effort to utilize and maximize the community’s resources, it is in the best interest of the Village and Park Commission to create and enhance relationships with Legal Entities through commercial sponsorships and naming arrangements of Park Assets and Park Sponsored Events. This goal can be accomplished by providing Legal Entities including, but not limited to local, regional, and national businesses and other commercial enterprises a method to become associated, supportive and involved with the many facilities and activities provided by the Park Commission. The Commission delivers quality, life-enriching activities to a broad base of the community. This translates into exceptional visibility for sponsors and supporters. It is the goal of this policy to further these opportunities for the ultimate benefit of the public.

### **IV. General Provisions: Naming Rights, Advertising Rights, and Sponsorship Benefits**

- A. Editorial Discretion. The Village Board and Park Commission intend to preserve its rights and discretion to exercise full editorial control over the placement, size, content, appearance, and wording of Naming Rights, Sponsorship Benefits, and related messages. It is the intent of this policy to provide sponsors with

visibility through sponsorship recognition and advertising messages and avoid or minimize adverse impacts on park, its assets, park visitors' overall experience and the visual qualities of the park environment. All naming rights, advertising and sponsorship structures, signs, placards etc. must, at all times, comply with all Village ordinances including, but not limited to zoning restrictions.

B. Eligibility Criteria. Except as provided directly below for the purpose of a Governmental Entity:

- a. Naming Rights, Advertising Rights, and Sponsorships must be for a commercial purpose and the promotion of any non-commercial enterprise is not permitted in the limited forum created by this policy.
- b. Naming Rights, Advertising Rights or Sponsorship Benefits are further limited to the promotion or recognition of commercial enterprise, commercial activities, or not-for-profit stated purpose that does not compete, impair or conflict with, the mission, policies, goals or operations of the Park Commission, the park system or designated Park Assets or Park Events.
- c. Naming Rights, Advertising Rights, or Sponsorship Benefits for a Governmental Entity may be considered for non-commercial purposes, including proprietary and governmental functions of the entity involved; provided, however, that any promotion or recognition of a Governmental Entity must not compete, impair or conflict with the mission, policies, goals or operations of the Park Commission, the park system or designated Park Assets or Park Events, and must otherwise comply fully with the conditions and applicable requirements set forth in this Policy to a Legal Entity.
- d. Naming Rights, Advertising Rights or Sponsorship Benefits must not include depictions, words or phrases that are reasonably deemed to be harmful or otherwise

developmentally inappropriate for the purpose of communication with, or public display to, children under six years of age. Examples of depictions, words or phrases that will be rejected under this Policy are those which:

- Are sexually suggestive or obscene;
- Promote unlawful discrimination on the basis of race, ethnicity, religion, or any other classification protected by law;
- Connote or suggest violence or intimidation;
- Relate to or suggest events, activities or behaviors that are criminal in nature or otherwise violate law (including without limitation, violations or applicable environmental, regulations, controlled substance or safety laws); or
- Promote activities or products that are reasonably determined to be detrimental to the public health or safety.

- C. Combinations Authorized. A written license agreement may include the combination of Sponsorship Benefits, Advertising Rights and Naming Rights.
- D. No Abrogation of Governmental Authority. A written license agreement shall not confer on any person or entity the power to direct, or implied power to direct, the Park Commission, the Department, the Village Board or any Village employee on matters of policy or any other governmental process, and any provision in such a license agreement which purports otherwise shall be void ab initio. Without limiting the generality of the foregoing, the Village Board shall not consider an existing or future Naming Right, Advertising Right or Sponsorship Benefit in connection with the adjudication of any planning, zoning, subdivision or other regulatory activity authorized under Illinois state statute or the Village of Willowbrook Municipal Code.
- E. No Property Interest in Park Assets. A written license agreement shall not confer on any person an enforceable right, entitlement,

or other property interest of any sort relating to the use, possession or control any Park Assets, real or personal properties (including, without limitation, an exclusive right to use any Park Asset), except as to a limited and non-exclusive right to use Park Commission trademarks or other intellectual property which may be authorized in the written license agreement. The specific or periodic use of any Park Asset by a party to a written license agreement may only be authorized by a park permit evaluated and approved by the Village i, and such use shall be subject to the party's strict compliance with the terms of any such permit and the written license agreement. A written license agreement may impose on the Department reasonable operating, maintenance or performance standards applicable to a Park Asset, and the Department may agree to undertake reasonable efforts to achieve compliance with those standards.

F. Compliance With Law and Regulations Required.

- i. A Naming Right, Advertising Right or Sponsorship Benefit pertaining to a Park Asset or Park Event shall not be granted for any venue unless the use or occurrence of the specific products, services, conduct or activity associated with that name: (1) would be lawful for both Village employees and patrons, (2) would not violate Village rules and regulations, and (3) would not conflict with the orderly operation of the Park Asset or Park Event, all as determined for the specific venue where the Naming Right is intended for public display or dissemination. By way of illustration, and not by limitation, a Naming Right shall not be granted for a Legal Entity associated with cigarettes or alcoholic beverages for any Park Asset where smoking or consuming those beverages is prohibited, respectively.

- G. No Endorsement. The Legal Entity entitled to a Naming Right, Advertising Right or Sponsorship Benefit shall not imply, suggest or publicize any inference to indicate that the Park Commission (Village Board or Department) officially or otherwise commercially endorses the purchase and/or consumption of any product, service, activity or conduct. Any license granted for a Legal Entity



to use the Park Commission's name, logo or other intellectual property in connection with a Naming Right, Advertising Right or Sponsorship Benefit must be non-exclusive and specifically authorized under a written license agreement, and the entity must expressly warrant its strict compliance with the terms of such use as granted.

- H. Disputes. Any applicant for a Naming Right, Advertising Right or Sponsorship Benefit who is aggrieved by a decision of the Park Commission or Department may appeal that decision to the Village Board. The Village Board will provide the applicant with an opportunity to be heard and consider the basis of appeal on the merits. After due consideration, the Village Board will provide its decision on the appeal in writing and that decision will be final. A decision of the majority of the corporate authorities of the Village shall be required to overrule any decision of the Park Commission or Department.

**V. Guidelines: Naming Rights and Advertising Rights**

- A. Fiscal Benefit. A Naming Right or Advertising Right will be granted for a Park Asset or Park Event only if (a) the fiscal benefit derived by the Village is substantial and commensurate with the value of the specific Park Asset or Park Event involved, its physical or geographical significance, or the cost to repair, renovate or maintain that Park Asset, and (b) the Naming Right or Advertising Right does not conflict or impair compliance with any outstanding or potential tax-exempt bond obligation related to the Park Asset as determined by the Village Administrator after consultation with the Village Treasurer for Village-issued bonds. The sufficiency of any fiscal benefit to be derived for a Naming Right will be determined at the discretion of the Mayor in consultation with the Village Administrator, as appropriate.
- B. Duration. Each written license agreement granting a Naming Right pertaining to a Park Asset or Park Event must specify the appropriate term of the license, subject to earlier termination in the event of a default or breach of the license agreement by the

Legal Entity. A Naming Right pertaining to an event should be of an appropriate duration determined in relation to the specific event involved and the fiscal benefit derived by the Village.

- C. Brevity. Where facility, building, landscape area, events, or other related asset is named for a Legal Entity, the name used should normally be the shortest name possible.
- D. Limitations on Naming Rights. Naming Rights will not be considered for entire parks regardless of classification. Only Park Assets that are facilities within parks (such as ball fields, piers, playgrounds, etc.) and Park Events will be eligible for Naming Rights.
- E. Commercial Content For Advertising. Subject to criteria eligibility set forth above in this Policy, the design, layout and content of any Advertising messages must be commercially reasonable under the circumstances and approved by the Department prior to placement.

## **VI. Guidelines: Sponsorships**

- A. Fiscal Benefit. Sponsorship Benefits will be granted for a Park Asset or Park Event only if the fiscal benefit derived by the Village is appropriate. The sufficiency of any fiscal benefit to be derived for a Sponsorship Benefit will be determined in the discretion of the Village Administrator in consultation with the Mayor. The fiscal benefit derived from any Sponsorship should, at a minimum, be sufficient to cover:
  - All or a proportionate percentage of annual maintenance and/or event expenses for the Park Asset or Park Event being sponsored during the full term of the sponsorship;
  - Direct expenses incurred by the Department, including design, production and installation costs for signage and other recognition benefits.

B. Commercial Content For Sponsorships. Sponsorship recognition messages may identify the Legal Entity but must not constitute advertising. Subject to the eligibility criteria set forth above in this Policy, the following content is ordinarily deemed appropriate:

- The legally recognized name, trade name, or trademark of the sponsoring organization or company.
- The sponsor's organizational or corporate slogan.
- The sponsor's product or service line, described in brief, generic, objective terms.
- Brief contact information for the sponsor's organization, such as phone number, address, or website.

## **VII. Administration**

The process for Corporate Naming and Sponsorships will be administered by the Village in coordination with the Park Commission and the Department. This process includes, but is not limited to the marketing of Corporate Naming and Sponsorship opportunities, renaming, advertising, negotiating terms of written license agreements, and presenting those agreements to the Park Commission or Department, as outlined below, for approval.

The Department and other Village staff is authorized to enter into negotiation with prospective sponsors for Park Assets and Park Events deemed eligible by the Village Administrator outlined in this policy. Terms negotiated by the Department or Village staff must be approved by the Village Administrator in consultation with the Mayor, prior to the execution of a written license agreement. Signature authority for written license agreements is designated as outlined below:

- A) Written license agreements for Park Assets that include Naming Rights require signature authorization by the Village Administrator, after consultation with the Mayor, and approval by the Village Board.
- B) Signature authority for written license agreements for: (a) Park Events that include Sponsorship Benefits, Naming Rights and/or Advertising Rights and/or (b) Park Assets that include

Sponsorship Benefits and/or Advertising Rights may be delegated to the Park Commission in writing by the Village Administrator, after consultation with the Mayor.

Each written license agreement must include provisions for termination at will by the Village under appropriate circumstances as determined by the Village Administrator, after consultation with the Village Attorney, including without limitation, in the event (a) the Legal Entity or Governmental Entity becomes insolvent or files for bankruptcy, (b) a court or administrative tribunal of competent jurisdiction finds the entity has violated a law or regulation pertaining to unfair business or employment practices, or (c) activities involving moral turpitude.

The development of tiered sponsorship levels identifying the various Park Assets and Events available for sponsorship and associated recognition benefits and standards will be subject to public review by way of presentation to the Village Board at a regular board meeting for approval before the program is implemented. At this time, thresholds for various levels of approval authority will be established for the Village Board, Park Commission and Department.

Commencing six (6) months after the adoption of this policy by the Village Board and every six (6) months thereafter, the Park Commission and the Department will provide to the Village Board, a description of the written agreements that have been approved and Park Assets and Events that have been sponsored as a result of this Policy.

The Department is authorized to promulgate appropriate standards, policies and regulations necessary to effectuate the purpose of this policy.

#### **VIII. Removal of Sponsorship Items.**

Upon termination of the license agreement, by lapse of time or otherwise, the Legal Entity shall be solely responsible for the cost of removal of any banners, placards or other physical item erected or placed in any park or on any park asset as authorized by the license agreement and shall restore the park or park asset to its original condition, ordinary wear and tear excepted.

## **IX. Indemnification**



MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, AUGUST 14, 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 5:30 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, July 10, 2017 were reviewed.

Motion to approve made by Trustee Neal, seconded by Chairman Davi. Motion carried.

**4. DISCUSSION – Police Department Renovation/Contribution from Asset Seizure Funds**

Director Dittman relayed that during an October 10, 2016 Village Board meeting discussion regarding the police department renovation, alternative funding sources for change orders to the project were identified. As the Series 2015 bond proceeds were determined to be insufficient to cover the change orders and project alternates, the former Chief had offered that asset seizure funds obtained through the Village's participation in the NARCINT task force could be used for the vehicle carport and locker room upgrades (total cost of \$168,000). The Village budgeted \$153,000 (asset seizure monies on hand at the time) for the FY 17/18 to cover these items.

Subsequently, new Chief Pavelchik investigated further and determined that the NARCINT funds had multiple original sources, and only one source of these seizure funds was eligible to be used on the building, with the other source was restricted to drug abatement expenses only. Director Dittman created a spreadsheet (attached) that allocated the funds by source, and determined that the amount of NARCINT funds available for the police department renovation was only \$89,476. That, combined with prior unspent DEA funds of \$15,144, totaled \$104,620. This amount will be transferred to the General Fund to put towards the renovation expenses.

**5. REPORT – Personnel Manual Update (Proposal from Sikich)**

Director Dittman explained that the Village's last update to its personnel manual occurred on March 1, 2012, and that numerous changes in state and federal employment law, along with the Village's own policies, have occurred since then. These changes have necessitated an update to the personnel manual. During the FY 17/18 budget process, the Village obtained a quote from Sikich LLP for an update as Sikich performed the last update and also acts as the Village's external HR consultant. The Village added \$7,837 to the budget for this expense.

The Village has now received a formal proposal from Sikich to perform the update. Two options were given: Option One, \$7,930, whereby Sikich would perform a review of current handbook and submit a red-line copy with suggested revisions and policy language (discounted from \$8,500). An electronic copy of the handbook would be provided. The Village would be charged an additional \$200/hr. for any requested changes once the initial redline review is done.

Option Two, \$8,650, is a review of the current handbook, a reorganization and update (discounted from \$10,000). A final draft would be provided. The Village would be charged an additional \$200/hr. for any requested changes once the final draft is done.

Sikich also provided a training option for \$600/session where they would present the new handbook to

employees/supervisors on site at the Village. Finally, they offered their marketing services to design a cover for the handbook at a cost of \$1,250 - \$1,650.

The Committee discussed the options and approved Option 2 with one training session to be done. They did not approve the cover design. The proposal will be presented to the Village Board at the August 28, 2017 meeting.

#### **6. REPORT – Monthly Disbursement Reports – July 2017**

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

- Total cash outlay for all Village funds – \$1,931,329. Fiscal Year to Date is \$4,710,056. July includes payments to LJ Morse for the police department renovation, to Clauss Brothers for Willow Pond Park and to Tecorp for the Municipal Campus water tower painting project.
- Payroll monthly total for active employees including all funds - \$313,010 (2 payrolls). The average payroll for the year was \$157,911, which is a 7.81% increase from the prior fiscal year.
- Average daily outlay of cash for all Village funds – \$62,301. Fiscal year to date daily average is \$51,160. This is unusually high due to the three construction projects occurring.
- Average daily expenditures for the General Fund only - \$43,291. Fiscal year to date average is \$30,730 which is a 26.96% increase from the prior year. The increase is due to the General Fund transfer out to the LAFER Fund to cover the police department renovation, now that the bond proceeds have been exhausted.

#### **7. REPORT – Sales Tax, Business District 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 July 31, 2017 (unaudited):

- Sales tax receipts - \$304,925 up 2.79% from the prior year. Trending 7.5% over budget.
- Business District sales tax receipts - \$35,311. This is a new report that we will begin presenting each month which shows collections of the 1.0% sales tax collected in the Village's new business district. The revenue comes from only the Town Center side as only those businesses are currently open. 20.4% of the annual budget has been collected (and 25.0% of the fiscal year has been completed).
- Income Tax receipts - \$78,309 up .13% compared to the prior year, 6.3% under budget. The state of Illinois is one month 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 - \$73,703 down 4.59% from the prior year, 6.9% under budget, consisting of:
  - Telecomm tax - \$30,435 down 11.92%
  - Northern IL gas - \$6,341 up 7.15%
  - ComEd - \$36,927 down 0.74%
- Places of Eating Tax receipts - \$42,679 down 6.57% compared to the prior year, trending 3.58% under budget.

- Fines - \$11,415 up 27.14% compared with the prior year, 60.43% over budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines – \$60,185 down 20.07% from the prior year receipts, trending 2.7% over budget. The Rt. 83/63<sup>rd</sup> 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. The Committee requested Director Dittman to inquire about the status and an IDOT contact person.
- Building Permit receipts - \$34,186 up 105.64% from the prior year, 318.24% above budget.
- Water sales receipts - \$238,556 down 4.41% from the prior year, 4.50% below budget.
- Hotel/Motel Tax receipts - \$25,925 up 9.17% compared with the prior year. The revenue is trending at 13.9% higher than budget. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$15,055 up 3.54% compared with the prior year, 2.3% above budget.

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

#### **8. VISITOR'S BUSINESS**

There were no visitors present at the meeting.

#### **9. COMMUNICATIONS**

There were no communications.

#### **10. ADJOURNMENT**

Motion to adjourn at 6:10 p.m. was made by Trustee Neal, seconded by Chairman Davi. Motion carried.

(Minutes transcribed by: Carrie Dittman, 9/5/2017)

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES  
COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,  
AUGUST 14, 2017 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE  
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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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 June 12, 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 – Naming Rights Policy for Village Parks and Park Amenities

Administrator Halik advised the Committee that at the July 11, 2017 regular meeting of the Parks & Recreation Commission, the issue of park naming rights was raised. A local retailer has offered to donate a sum of money to the Village parks department in return for the ability to sponsor a park amenity, in this case, the new water splash pad currently under construction at Willow Pond Park, in their business name. Halik advised that given the Village does not levy a conventional property tax, and available funding for park capital improvements is limited, the Parks Commission concluded that selling naming rights to park properties or individual park amenities should be explored. Staff contacted the Village Attorney to confirm the Village's ability to develop a policy on naming rights for Village parks and park amenities. After some legal research, the Village Attorney advised that the Village could agree to sell naming rights to a park or park amenity once a policy was developed and adopted by the Village Board. Park staff subsequently conducted a survey, and was able to find policies that have been adopted in other jurisdictions, including De Plaines Park District, Illinois, Deerfield Park District, Illinois, Park District of Oak Park, Illinois, Montgomery County Department of Parks, Maryland, City of Tualatin, Oregon, and the City of Virginia Beach, Virginia. In addition, Halik shared that the Mundelein Park & Recreation District performed a previous survey seeking similar information, which is also useful. Halik further advised that many of the sample policies include the ability to provide name identification in the form of individual identity related to geographic location, an outstanding feature of the facility, an adjoining neighborhood/area, or a commonly recognized historical event, group, organization or individual. Some require a public notice and comment period before the name is approved. Some policies also identify the term, in other words, length of time the naming is approved for along with approval criteria. Halik advised that, ultimately, staff is seeking the Committee's feedback to determine whether such a policy would be supported, and if so, recommendations on the type of criteria a Willowbrook policy should include. Halik shared that some of the areas where the

Committee's feedback is requested include: Should there be citizen input, and if so, in what manner? Should a business name be allowed as a sponsorship? Should a specific term be included? Should such naming rights only be considered upon a substantial donation? Should there be controls written into the policy to ensure the appropriateness of the proposed sponsor name and reasons for any rejection? Should the policy contain language to clarify that an agreed upon sponsorship creates no entitlement or control of park amenities or programs? For naming rights, should the policy include park amenities and events only, as opposed to the ability to name or rename an entire park? Chairman Mistele expressed some concerns with such a policy in so far as to how it may be perceived by the public. He was hesitant on whether such a policy should include a business name. Trustee Oggerino commented that the initial request came from a local business, so if the policy did not include a business name as a potential sponsor or naming right, it would not be worthwhile to consider. Chairman Mistele indicated that he would like to see some form of public input included in such a policy. Perhaps the item could be added to a public meeting agenda in order to solicit public comments before it is agreed upon. After considerable discussion, it was tentatively agreed by the Committee members that a business name should be included, a specific term should also be included, and the donation should be substantial as opposed to a minor monetary donation. In addition, language should be included to clarify that absolutely no entitlement to parks, park amenities, buildings, facilities, or programs would be afforded to sponsors. Lastly, the program would not be available for use in naming an entire park – only park amenities within a park, or a park event. Chairman Mistele recommended that staff draft a policy to bring back to the Committee for further discussion. The draft policy should be reviewed by the Village Attorney before the Committee reviews and discusses it. If the Committee approves it at that time, it would be brought before the full board as a discussion item only. If the full Board was in agreement, it could then be brought back at a subsequent meeting for adoption.

5. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity reports for both the months of June and July 2017. Halik advised that the Village received about \$18,000 in permit revenue for the month of June, and about \$35,700 in the month of July. Halik advised that for the first three months of the 2017/18 fiscal year, the department has brought in a total of 52.42% of the budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for May and June 2017. The report indicates that the Village pumped 28,681,000 gallons of water in the month of May, and 33,573,000 gallons in the month of June. The total amount of water pumped so far in the 2017/18 fiscal year is slightly below the amount of water pumped in the same time period of the previous year. However, we are still on track to meet the 350,000,000 pumpage projection for the year.
- c. Administrator Halik shared the June and July 2017 scavenger reports, and advised that the report was for informational purposes only.
- d. Administrator Halik shared the June & July 2017 Clarke Mosquito Abatement Program Reports, and advised that the report was for informational purposes only, but also advised that the Village, so far, has performed two Village-wide mosquito spraying applications – one on July 13<sup>th</sup> and another on August 8<sup>th</sup>.



6. VISITOR'S BUSINESS

(None)

7. COMMUNICATIONS

(None)

8. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Oggerino. The meeting was adjourned at 6:00 PM.

(Minutes transcribed by: Tim Halik, 8/30/17)

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, JULY 11, 2017, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,  
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Richard Cobb called the meeting to order at the hour of 7:01 p.m.

2. ROLL CALL

Those present at roll call were Chairman Cobb, Commissioners Lorraine Grimsby, Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski, and Doug Stetina.

ABSENT: Commissioner Robert Pionke.

Also present was Temporary Interim Superintendent of Parks and Recreation John Fenske.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – JUNE 6, 2017

The Commission reviewed the June 6, 2017 minutes.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Landsman to approve the June 6, 2017 minutes as presented.

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

MOTION DECLARED CARRIED

4. REPORTS

a. Willow Pond Status Update

Interim Superintendent Fenske advised that the play pads on the south end of the park are completely finished. The parking lot addition should be receiving concrete in the near future. Interim Superintendent Fenske related that the park should be completed in September, barring any weather delays. The commissioners requested that the contractor be contacted for an actual completion date.

Commissioner Stetina introduced Joe Molfese, owner of Bella Cosa Jewelers in the Willowbrook Town Center. Mr. Molfese is interested in funding a portion of the Willow Pond project. Chairman Cobb thanked Mr. Molfese and related that the commission will get back to him with suggestions for the sponsorship.

b. Master Plan Update – Kickoff Meeting, Focus Group

Interim Superintendent Fenske advised that he and Administrator Tim Halik met with Tod Stanton from Design Perspectives. Mr. Stanton presented a timeline for master plan. Mr. Stanton will be at the Movie Night this coming Friday to speak with residents.

Interim Superintendent Fenske related that the first Community Focus Group is scheduled for July 18<sup>th</sup> at Indian Prairie Library. Administrator Halik has requested that the Parks Commissioners not attend the Focus Group meetings. Interim Superintendent Fenske stated that Mr. Stanton will be sending out a random survey to residents.

Commissioner Kanaverskis recommendations for the Master Plan were for additional parking needs to be addressed for Community and Midway Parks, native landscaping should be added around the pond at Prairie Trail Park, and expanding the trail around Community Park.

c. Touch a Truck – July 7<sup>th</sup>

Interim Superintendent Fenske advised that the Touch a Truck event has been postponed. He has been unable to secure an empty parking lot to hold the event.

d. Family Fishing Day – July 8<sup>th</sup>

Interim Superintendent Fenske stated that this event was also cancelled. Only three (3) families had registered. Minimum requirements were six (6) families.

e. Fishing Derby – June 24<sup>th</sup>

Interim Superintendent Fenske related that 23 kids participated in this event. The Derby was held at Prairie Trail Park. Prizes were given for the largest fish caught and most fish caught.

5. DISCUSSION – SPECIAL EVENT UPDATES/PLANNING:

a. 2017 Movie Night – July 14<sup>th</sup>

Interim Superintendent Fenske advised that Chick-fil-A is the sponsor of this event and will be at the park by 7:15 p.m. The movie should start around 8:15 p.m. The movie “Sing” will be shown.

b. Parent/Child Fishing event – July 21<sup>st</sup>

Interim Superintendent Fenske related that as of today's date, there are two (2) families that have registered. This event will also be held at Prairie Trail Park. This event may also be cancelled if no additional families sign up.

c. Back to School Bash – August 16<sup>th</sup>

Interim Superintendent Fenske advised that this event will be held at Gower West Elementary School from 6:00 p.m. – 8:00 p.m. He will provide additional information at the August Commission meeting.

d. Willow Pond Dedication

Commissioner Grimsby suggested that the dedication and grand opening be moved to Spring of 2018.

6. VISITORS' BUSINESS

Several residents from Lake Hinsdale Tower spoke about the benefits of pollinator gardens and suggestions for additional amenities at Lake Hinsdale Park. The residents also had concerns that garbage containers are not getting emptied, there are some flooding issues, and a park gate that does not close.

Chairman Cobb requested that the residents provide a list of supplies that will be needed for the pollinator garden be brought to the next Commission meeting for discussion.

7. COMMUNICATIONS

Interim Superintendent Fenske advised that the Village received a thank you letter from Gateway Recreation for the donation received from the 5K Race.

8. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Landsman to adjourn the meeting at the hour of 8:15 p.m.

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

MOTION DECLARED CARRIED

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Parks and Recreation Commission Meeting  
July 11, 2017

PRESENTED, READ and APPROVED,

September 5, 2017

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Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.



## AGENDA

MEETING OF THE PUBLIC SAFETY COMMITTEE OF THE VILLAGE OF WILLOWBROOK  
TO BE HELD ON AUGUST 14<sup>TH</sup>, 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

*The meeting was called to order at 5:30 p.m. by Chairman Kelly*

### ROLL CALL

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

1. REVIEW JULY 10<sup>TH</sup>, 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 06/19/2017 – 07/16/2017 - INFORMATION.  
*The Committee members reviewed the overtime report. Chief Pavelchik reported that overtime in patrol is high due to shift shortages. In response to Chairman Kelly's inquiry about injured Sergeant Drake, Chief Pavelchik advised that newly promoted Sergeant Kobler was now supervising the afternoon shift and that overtime in the sergeant rank will be reduced.*
4. REVIEW MONTHLY EXPENDITURE REPORT FOR JULY 2017 – INFORMATION.  
*The Committee members reviewed the June 2017 police department expenditure report. PD sworn salaries are below expectations and overtime is slightly over; both being watched.*
5. REVIEW MONTHLY OFFENSE SUMMARY REPORT FOR JULY 2017 - INFORMATION.  
*The Committee members reviewed the July 2017 offense summary report; Chairman Kelly inquired about the call for service labeled "traffic survey". D/C Schaller explained that officers will assign that code when they are monitoring traffic activity at a particular location.*
6. REVIEW LETTER(S) OF RECOGNITION AND APPRECIATION – INFORMATION.
  - Officer Darren Biggs: *On July 28<sup>th</sup>, Officer Biggs assisted a motorist on Rt. 83 who wasn't feeling well. The motorist was most appreciative of the assist and sent a*

*thank you via email. The motorist is also a Federal Judge.*

7. DISCUSSION ITEMS

- *DuJIS System: The intergovernmental agreement with DuPage County and all DuPage Municipalities for the DuPage County Justice Information System is on tonight's Village Board Agenda. Chief Pavelchik briefed the Committee on this information sharing program for law enforcement.*
- *Police Tows: Chief Pavelchik explained to the Committee that the current Departmental practice of police tows does not rotate between tow companies but instead one vendor is always at the top of the list and he asked if the Committee had previously reviewed this item. The Committee indicated that they had not heard of this practice before. Chief Pavelchik will continue to research the topic and come back with a recommendation at a future meeting.*
- *Chairman Kelly asked that the Chief and Deputy Chief update a retirement planning document and training guide for the department and include a training plan for the sergeants. Sergeant training should include supervisory training first and Staff and Command second. Information to be brought back in September.*

8. \* VISITOR'S BUSINESS (Public comment is limited to three minutes per person).  
*No visitors were present.*

9. ADJOURNMENT

*Motion by Trustee Berglund, second by Chairman Kelly, to adjourn the meeting at 6 p.m.*

NEXT MEETING SCHEDULED SEPTEMBER 11<sup>TH</sup>, 2017, AT 5:30 P.M. AT A NEW LOCATION IN THE WILLOWBROOK POLICE DEPARTMENT!