

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, MARCH 26, 2018, 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. OMNIBUS VOTE AGENDA:
  - a. Waive Reading of Minutes (APPROVE)
  - b. Minutes - Regular Board Meeting - March 12, 2018 (APPROVE)
  - c. Minutes - Special Board Meeting (Budget) - March 19, 2018 (APPROVE)
  - d. Minutes - Closed Session Meeting - February 26, 2018 (APPROVE)
  - e. Warrants - \$240,453.64 (APPROVE)
  - f. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Include Cash Payments Related to Health Insurance as IMRF Earnings (ADOPT)
  - g. Resolution - A Resolution Appointing a Designated Director and Designated Alternate to the DuPage Public Safety Communications (DU-COMM) Board of Directors (ADOPT)
  - h. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Execute a Certain Contract - Heating Ventilation and Air Conditioning (HVAC) Maintenance Services - Between the Village of Willowbrook and Temperature Engineering, Inc. (ADOPT)
  - i. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Accept a Proposal to Purchase and Install a New Video Surveillance System at the Village Public Works Facility/Water Distribution Plant - Cervantes Design (ADOPT)

- j. Resolution - A Resolution Approving a Plat of Easement - 7701 Clarendon Hills Road (ADOPT)
- k. Motion - Board Authorization for Staff to Process Current Delinquent Water Bills in Accordance with Past Practices (PASS)

NEW BUSINESS

- 6. OFFICIAL APPOINTMENT TO RANK OF SERGEANT - OFFICER LAUREN KASPAR
- 7. MOTION - BOARD ADVICE AND CONSENT OF MAYOR'S RE-APPOINTMENT OF CAROLINE A. DITTMAN AS A MEMBER OF THE POLICE PENSION FUND BOARD
- 8. RESOLUTION - A RESOLUTION TO ENDORSE THE LEGISLATIVE ACTION PROGRAM OF THE DUPAGE MAYORS AND MANAGERS CONFERENCE FOR THE 2018 LEGISLATIVE SESSION
- 9. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ENTER INTO AN AGREEMENT WITH BKD FOR AUDIT SERVICES FOR FISCAL YEAR 2017/18

PRIOR BUSINESS

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

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MARCH 12, 2018 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, Trustees Sue Berglund, Umberto Davi, Terrence Kelly, Michael Mistele, Gayle Neal, and Paul Oggerino.

ABSENT: Village Clerk Leroy Hansen.

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

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Daniel and Gavin Schaller to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

Willowbrook Police Sergeant Tim Kobler spoke on behalf of the members of the Fraternal Order of Police Lodge #128. Sergeant Kobler stated that this is the tenth year that the officers have teamed up with the Kerry Piper Pub in hosting the annual St. Baldrick's Day event to be held on Sunday, March 18<sup>th</sup> beginning at 11:00 a.m. Sergeant Kobler reminded the Board that St. Baldrick's is a leading pediatric cancer research organization. St. Baldrick's Day raises money by participants shaving their heads in support of children that are going through chemo treatments. For 2018, the goal is again \$100,000. As of this date, the event has raised over \$60,000. Sergeant Kobler invited the Board to attend the event, which will include a band and silent auction.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - February 26, 2018 (APPROVE)
- c. Warrants - \$204,371.49 (APPROVE)
- d. Monthly Financial Report - February 28, 2018 (APPROVE)
- e. Ordinance - An Ordinance Providing for the Official Zoning Map of the Village of Willowbrook, DuPage county, Illinois - Ordinance No. 18-O-08 (PASS)
- f. Resolution - A Resolution for Maintenance of Streets and Highways and by Municipality Under the Illinois Highway Code to Appropriate \$267,382 of Motor Fuel Tax Funds for the Maintenance of Streets in 2018 - Resolution No. 18-R-09 (ADOPT)
- g. Resolution - A Resolution Approving a Plat of Easement - 10 Midway Drive - Resolution 18-R-10 (ADOPT)
- h. Proclamation - A Proclamation Declaring April 3, 2018 as National Service Recognition Day within the Village of Willowbrook (APPROVE)

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

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

Attorney Bastian advised that Item #15 will be brought forward for discussion at this time.

15. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ENTER INTO AN EMPLOYMENT AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK AND ROBERT R. SCHALLER AS ITS CHIEF OF POLICE

No discussion was necessary.

MOTION: Made by Trustee Mistele and seconded by Trustee Neal to adopt Resolution No. 18-R-13 as presented.



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

MOTION DECLARED CARRIED

Mayor Trilla swore in Robert R. Schaller to the office of Chief of Police. Mayor Trilla, the Board of Trustees and Staff congratulated Chief Schaller on his appointment.

6. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ENTER INTO AN EMPLOYMENT SEPARATION AND RELEASE AGREEMENT BETWEEN THE VILLAGE OF WILLOWBROOK AND ROBERT J. PAVELCHIK, JR.

Attorney Bastian related that this is a separation agreement between the Village and former police chief, Robert J. Pavelchik, Jr. The agreement provides that he will receive pay and dental insurance through June 12, 2018. Attorney Bastian also advised that the agreement releases any and all claims that he may have had with the Village.

Attorney Bastian stated that the agreement is effective eight (8) days after it has been approved by the Village Board and signed by Chief Pavelchik.

MOTION: Made by Trustee Kelly and seconded by Trustee Berglund to adopt Resolution No. 18-R-11 as presented.

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

MOTION DECLARED CARRIED

7. ORDINANCE - AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK - TITLE 5, CHAPTER 1, SECTION 5-1-1 - POLICE; CREATION AND COMPOSITION OF DEPARTMENT

Administrator Halik advised that Sergeant Drake has been placed on PEDAs leave due to an on-duty injury. There is now a need to promote one patrol officer to the rank of sergeant. The attached ordinance will temporarily amend the Village code to allow for four (4) sergeants within the department.

MOTION: Made by Trustee Davi and seconded by Trustee Oggerino to pass Ordinance No. 18-O-09 as presented.

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

MOTION DECLARED CARRIED

8. RESOLUTION - A RESOLUTION AUTHORIZING THE BOARD OF POLICE COMMISSIONERS (BOPC) TO EFFECT THE ORIGINAL PROMOTION OF ONE (1) CANDIDATE TO THE RANK OF SERGEANT WITHIN THE POLICE DEPARTMENT

Trustee Mistele asked if a candidate has been identified. Mayor Trilla stated yes.

MOTION: Made by Trustee Neal and seconded by Trustee Oggerino to adopt Resolution No. 18-R-12 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

9. COMMITTEE REPORTS

Trustee Neal had no report.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Oggerino had no report.

10. ATTORNEY'S REPORT

Attorney Bastian had no report.

11. CLERK'S REPORT

Deputy Clerk Stuchl had no report.

12. ADMINISTRATOR'S REPORT

Administrator Halik reminded the Board that the Fiscal Year 2018/19 Budget Workshop will be held on Monday, March 19, 2018 at 5:30 p.m.

13. MAYOR'S REPORT

Mayor Trilla related that he met with Governor Rauner and other mayors to discuss grievances and issues relating to the Village of Willowbrook and DuPage Mayors and Managers Conference.

14. CLOSED SESSION

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

Attorney Bastian asked the Board if there was a need to go into Closed Session to discuss any of the items listed under the Closed Session agenda. Consensus of the Board was that there was no need to discuss the items.

Item #15 was discussed earlier during tonight's meeting.

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

MOTION: Made by Trustee Kelly and seconded by Trustee Neal to adopt Resolution No. 18-R-14 as presented.

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

MOTION DECLARED CARRIED

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

MOTION: Made by Trustee Kelly and seconded by Trustee Oggerino to adopt Resolution No. 18-R-15 as presented.

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

MOTION DECLARED CARRIED

18. ADJOURNMENT

MOTION: Made by Trustee Neal and seconded by Trustee Oggerino, to adjourn the Regular Meeting at the hour of 6:45 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.

March 26, 2018.

---

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MARCH 19, 2018, AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order at the hour of 5:30 p.m. by Mayor Frank Trilla.

2. ROLL CALL

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

ABSENT: Village Clerk Leroy Hansen.

Also present were Village Administrator Tim Halik, Director of Finance Carrie Dittman, Chief of Police Robert Schaller, Assistant to the Village Administrator Garrett Hummel, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Deputy Clerk Stuchl to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None Presented.

5. DISCUSSION - FISCAL YEAR 2018-19 DRAFT BUDGET

Director Dittman presented to the Village Board a general overview of the budget. Director Dittman advised that the majority of the summary highlights were discussed at the Joint Committee Meeting held on February 19, 2018. She noted the following:

- The final budget for fiscal year 2018/19 is planned to be approved at the April 23, 2018 Board meeting.
- All existing services and programs will be maintained.
- Proposed days of operating expenses is 174 days, and the daily cost to operate the General Fund is \$23,140 per day.

- The Five-Year Plan includes spending on identified projects and programs.

Director Dittman reviewed the General Fund highlights. Attributes include:

- Proposed budget includes a drawdown of reserves of approximately \$597,535.
- Includes a 2.5% salary increase placeholder for union employees per the labor agreement.
- Health insurance costs include a 3.9% increase.
- Police Pension contributions decreased 0.03%.
- IMRF Pension contributions decreased 0.69%.

Director Dittman related that there is an anticipation of a 9.05% decrease in total General Fund revenues.

Director Dittman advised that there are 38 full-time employees. However, with the addition of a temporary 4<sup>th</sup> sergeant position approved by the Village Board on March 12<sup>th</sup> due to a sergeant being off on PEDDA leave, there will temporarily be 39 full-time employees.

Director Dittman advised that we previously reported an anticipated increase in health insurance rates of 3.9%; however, the most current data indicates that the annual increase will be 3.4%. However, the premium may increase to 4.9% if the Village of Burr Ridge withdraws from the subpool, as they have indicated. Annual premium contributions for FY 18/19 for a single employee are \$7,299 and for family coverage is \$21,462. The final premium rates will be voted on by IPBC in late March.

Director Dittman related that police pension costs will decrease 0.03%, or \$279. The rate of payroll has decreased from 41.82% to 41.18%. The Village contribution amount, recommended by the actuary and requested by the Police Pension Board, is \$871,084. The funding target used in the actuarial valuation for the pension fund is 100% by 2040. The statutory minimum is 90%, which would result in a contribution amount of \$579,258 if chosen by the Village Board. Contributions are based on 15 beneficiaries and 23 active officers as of 4/30/2017. Director Dittman noted that there will be 18 or 19 beneficiaries as of 4/30/2018.

IMRF pension contribution will decrease by 0.69%, or \$30,162, with rate of payroll decreasing from 15.43% to 14.74%. Director Dittman advised that there will be no additional IMRF positions in the next fiscal year.

Director Dittman provided a financial overview of the Fiscal Year 2018-2019 budget.

Director Dittman advised that there is a decrease in the income tax revenue assumption. The State of Illinois instituted a 10% reduction and may continue for another year.

Added back into the budget, \$33,846 for the possible purchase of the police body cameras as requested at the Joint Committee meeting.

Director Dittman related that projected FY 17/18 building permit revenue has been increased. Permit collections were strong in February.

Currently, a permit expires after 18 months. If the project is not completed, a new permit must be reissued and the applicant is charged the same fee. Mayor Trilla questioned the possibility of increasing building permit fees for reissuing the permits by adding a premium or a penalty to the renewal. Administrator Halik advised that it would require a change to the ordinance. He stated that he will follow up on the suggestion and present the information at a future Municipal Services Committee meeting.

Director Dittman stated that the DuPage Water Commission has announced a tentative increase in water rates from \$4.88 to \$4.94/1,000 gallons, or approximately \$21,000 per year. Director Dittman related that the water fund is healthy and this increase will not be passed on to residents.

Director Dittman advised that the Water Capital Improvement Fund expense was reduced due to a revised proposal for the DCU upgrades from \$21,500 to \$8,400.

Director Dittman presented the revenue summary for all funds for the Village, and expenditure summary for all funds of the Village, along with major revenue sources for the General Fund. The budgets for utility taxes and income taxes, which are the 2<sup>nd</sup> and 3<sup>rd</sup> largest General Fund revenues, have been decreased. The police department represents 59% of the General Fund expenditure budget. Public works is 2<sup>nd</sup>, encompassing 12% of the General Fund budget.

Director Dittman advised that the projected number of reserved days for FY 17/18 will end with 194 days. It is proposed that the amount of reserved days after the FY 18/19 fiscal year will have 174 days, and \$4,018,025 of fund balance. Director Dittman described the methodology used to project the General Fund five

(5) years into the future. Bond rating agencies want to see the fund balance maintained at a minimum of 30% of expenditures in order to maintain our current rating; 75% is ideal.

Director Dittman stated that the target amount of Water Fund days reserve is 90 days. The amount of reserve days at the end of FY 17/18 is estimated to be at 228 days, and FY 18/19 is 209 days. In the Water Fund 5-year forecast, no rate increases have been included in the projections shown.

Director Dittman presented the projected available fund balances for the General, Water Capital, and LAFER Funds, plus amounts held by IRMA and IPBC.

#### Discretionary Budget Items Requiring Board Direction

There are eight (8) discretionary budget items identified. These have not been included in the budget, as of yet.

##### I. IMRF Pension on Health Insurance Buyback

Director Dittman related that if an employee opts out of the Village insurance plan because they are covered under another policy, the Village pays that employee half of the single premium, or approximately \$3,600/year. The Village saves \$33,000 annually using this program.

Director Dittman advised that since this program's inception in September of 2000, IMRF had considered these earnings as pensionable. IMRF has recently issued a ruling that these wages could be excluded.

There are a total of nine (9) employees taking advantage of the program and only three (3) are in the IMRF Pension Plan. The total direct cost to the Village is approximately \$1,600 annually for the three (3) employees.

In order to continue to include the health buy back as pensionable wages, the Village Board will need to adopt a retroactive resolution with IMRF.

The Board's consensus was to continue to include the payments as pensionable.



II. Health Insurance Change from 2-Tier to 4-Tier Structure

Director Dittman advised that currently, the Village offers a 2-Tiered system: single or family coverage. Employees that have only a spouse or only child(ren) are paying the same premium as an employee that has a spouse and children covered, some of which have seven (7) covered members.

The 4-Tiered system allows for single, employee + spouse, employee + child(ren), and family.

The total premium costs to the Village is the same under either system. Single coverage premium would not change and there is still no cost to the employee for single coverage.

For the single + spouse, the employee cost would decrease approximately \$98.00/month, employee cost for single + children would decrease approximately \$121.00/month. However, family coverage would increase approximately \$43.00/month.

Director Dittman stated retirees can elect to stay on the Village health insurance plans, however, they pay the full amount of the premium, or \$1,721/month for family coverage. Under the 4-Tier System, senior employees who have been hesitant to retire because of health insurance costs, would pay approximately \$500 less per month for single + spouse coverage.

The Board's consensus was to change the health insurance structure from the 2-Tier plan to the 4-Tier plan as there is no additional cost to the Village.

III. New Village Electronic Entry Signs

Administrator Halik stated the entry signs for the Village are old, sandblasted wooden signs. In an effort to have another avenue to provide information to the residents, a proposal was obtained to install two (2) electronic entry signs. One to be placed for northbound traffic at Route 83 and Midway; the other to be placed for southbound traffic on Route 83 at the north end of town.

The proposal for two (2) signs, electric service and the engineering plans would be \$198,708. A percentage of the costs could be taken out of the Hotel/Motel Tax Fund, commensurate with Hotel/Motel advertising time on the signage.

Concerns were raised over the aesthetics. Mayor Trilla advised again that this is a way to get information out to citizens.

The Board's consensus was to not include funding in the FY 2018/19 budget for this item.

#### IV. Ridgemoor Park Renovation

Administrator Halik advised that the next park to be renovated according to the Parks & Recreation Master Plan is Ridgemoor Park. Renovations would include the playground, add concrete walks, new playground surface, benches, a picnic table, and site restoration.

Design services, construction, and civil engineering would cost approximately \$171,400.

The Board's consensus was to not include funding in the FY 2018/19 budget for this item.

#### V. Village Hall Parking Lot Replacement

Administrator Halik related that the Village Hall parking lot is in poor condition. The Village did receive a DuPage County Water Quality Improvement Grant to reconstruct the parking lot with permeable pavers. The grant would cover 25% of the construction costs. Total construction estimate is \$286,754. The grant would cover \$71,688. Cost to the Village would be \$231,066.

Administrator Halik stated that to fix the parking lot using asphalt, the cost to the Village would be \$176,037.

Administrator Halik advised that he will contact DuPage County to try to obtain an extension for the grant.

The Board's consensus was to not include funding in the FY 2018/19 budget for this item at this time depending on the grant status.

VI. South Sub-Area Master Plan Analysis

Administrator Halik related that the Mayor has identified the southern area of town where there is a trend for recreational uses: restaurants, bars, and sports facilities. The Mayor's vision is to transform the entire area into a downtown/entertainment/shopping area.

Mayor Trilla advised that he has spoken to a developer that is interested in purchasing the property all along Frontage Road up to the Chicken Basket Restaurant.

Administrator Halik stated that the Planning Analysis is a multi-year project. Initial costs would include preliminary feasibility of the plan and economic development. Costs for the first year would be \$45,000.

The Board's consensus was to include funding in the FY 2018/19 budget for this item.

VII. Garfield Avenue Sidewalk Connection

Administrator Halik advised that there is a small gap in the sidewalk system along Garfield Avenue. Two-thirds of the gap is in Burr Ridge jurisdiction, and one-third is in Willowbrook, approximately 600 lineal feet. The cost to complete the gap to the Village would be \$53,585.

Administrator Halik related that the Village of Burr Ridge did not approve the expenditure to install their portion of the sidewalk for their next year's budget.

The Board's consensus was to not include funding in the FY 2018/19 budget for this item.

VIII. Community Resource Center (CRC) Building Renovation

Administrator Halik related that the CRC building is the last of the three phases of the municipal complex

to be completed. Administrator Halik recommended completing this project in two years, with the first year renovating the façade of the building to mirror the Village Hall and Police Department, complete roof repairs, and replace the RTUs.

The cost for completion of architectural plans and first year renovations would cost \$383,000. The second-year renovations to complete the interior of the building is estimated at \$610,000.

The Board's consensus was to include funding to complete the first-year plans in the FY 2018/19 budget for this item.

IX. Impact of All Discretionary Items

Administrator Halik reviewed the Budget Workshop discretionary items with the Board. The consensus of the Board was to include funding for Items I, II, VI, and VIII. The total cost of these items is \$429,600 or approximately 18 operating days.

6. CLOSED SESSION

- a. Consideration of Compensation of Specific Employees Pursuant to Chapter 5 ILCS 120/2(c)(1)

ADJOURN INTO CLOSED SESSION

MOTION: Made by Trustee Neal, seconded by Trustee Berglund, to adjourn into Closed Session at the hour of 7:30 p.m.

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

MOTION DECLARED CARRIED

7. ADJOURNMENT

MOTION: Made by Trustee Neal, seconded by Trustee Davi, to adjourn the meeting at the hour of 8:20 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,

March 26, 2018

\_\_\_\_\_  
Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

## WARRANTS

March 26, 2018

GENERAL CORPORATE FUND	-----	\$120,451.52
WATER FUND	-----	119,812.12
RT 83/PLAINFIELD RD BUSINESS DISTRICT	-----	190.00
TOTAL WARRANTS	-----	\$240,453.64

Carrie Dittman, Director of Finance *C.D.*APPROVED:  
Frank A. Trilla, Mayor

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
CHECK DATE FROM 03/14/2018 - 03/27/2018

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
03/16/2018	APCHK	92094	2018 SMR BROCHURE	U.S. POSTMASTER	POSTAGE & METER RENT	550-311	20	1,716.38
03/27/2018	APCHK	92095	9951379945	AIRGAS USA LLC	EQUIPMENT RENTAL	750-290	35	77.57
03/27/2018	APCHK	92096*#	98405	ALL AMERICAN PAPER COMPANY	MAINTENANCE - PW BUILDING	725-418	35	180.83
03/27/2018	APCHK	92097#	61660 61659	AMERICAN FIRST AID SERVICE I	BUILDING MAINTENANCE SUPPLIES OPERATING SUPPLIES	466-351 630-331	10 30	38.40 41.25
				CHECK APCHK 92097 TOTAL FOR				79.65
03/27/2018	APCHK	92098	26315 FEB 18 26315 FEB 18	AMERICAN TRAFFIC SOLUTIONS	RED LIGHT - CAMERA FEES RED LIGHT - MISC FEE	630-247 630-249	30 30	22,475.00 1,867.50
				CHECK APCHK 92098 TOTAL FOR				24,342.50
03/27/2018	APCHK	92099	57045 18 SPRING	APPRIZE PROMOTIONAL PRODUCTS	FAMILY SPECIAL EVENT - RACE	585-154	20	360.00
03/27/2018	APCHK	92100	11918	ARTISTIC ENGRAVING	OPERATING EQUIPMENT	630-401	30	73.34
03/27/2018	APCHK	92101	132291 132301 132315 132390 132417	B & E AUTO REPAIR & TOWING	MAINTENANCE - VEHICLES MAINTENANCE - VEHICLES MAINTENANCE - VEHICLES MAINTENANCE - VEHICLES MAINTENANCE - VEHICLES	630-409 630-409 630-409 630-409 630-409	30 30 30 30 30	441.44 57.03 57.03 169.75 114.19
				CHECK APCHK 92101 TOTAL FOR				839.44
03/27/2018	APCHK	92102	3/12 3/16/18 TRNG	BLAKE HUNTLEY	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	54.36
03/27/2018	APCHK	92103*#	1214432-1139753 1214432-1139753	CALL ONE INC	PHONE - TELEPHONES PHONE - TELEPHONES	455-201 630-201	10 30	786.01 649.52
				CHECK APCHK 92103 TOTAL FOR				1,435.53
03/27/2018	APCHK	92104	INV-0420	CAPERS	EDP LICENSES	640-263	30	10,000.00
03/27/2018	APCHK	92105	2018 5 K	CHICAGO AREA RUNNERS ASSOCIA	FAMILY SPECIAL EVENT - RACE	585-154	20	250.00
03/27/2018	APCHK	92106*#	142056 142050 142057 142058 142051	CHRISTOPHER B. BURKE	PRINTING & PUBLISHING FEES - ENGINEERING FEES - ENGINEERING FEES - ENGINEERING FEES - ENGINEERING - REIMB	510-302 720-245 720-245 720-245 820-245	15 35 35 35 40	1,113.00 55.00 956.00 4,187.13 3,353.50

Page 2/8

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
03/27/2018	APCHK	92107	4827 MAR 18	CITY WIDE OF ILLINOIS	FEES - DRAINAGE ENGINEER - REIMB.	820-246	40	2,480.50
			142049		FEES - DRAINAGE ENGINEER REIMB.	820-246	40	300.00
			142055		PLAN REVIEW - ENGINEER - REMB	820-254	40	220.00
			142054		PLAN REVIEW - DRAINAGE ENGINEER RE	820-259	40	790.00
			142053		PLAN REVIEW - DRAINAGE ENGINEER	820-259	40	275.00
			142059		CHECK APCHK 92106 TOTAL FOR			13,730.13
03/27/2018	APCHK	92108**	7494249014 MAR18	COMMONWEALTH EDISON	ENERGY/COMED (835 MIDWAY)	466-240	10	230.48
			0423085170 MAR18		RED LIGHT - COM ED	630-248	30	51.80
			6863089003 MAR18		RED LIGHT - COM ED	630-248	30	52.28
			0791026027 MAR18		RED LIGHT - COM ED	630-248	30	42.24
			4403140110 MAR 18		ENERGY - STREET LIGHTS	745-207	35	55.54
			7432089030 MAR 18		ENERGY - STREET LIGHTS	745-207	35	502.13
				CHECK APCHK 92108 TOTAL FOR				934.47
03/27/2018	APCHK	92109	210467	COMPASS MINERALS AMERICA	OPERATING SUPPLIES	755-331	35	1,727.34
03/27/2018	APCHK	92111#	851890 FEB 18	DISCOVERY BENEFITS SIMPLIFY	EMP DED PAY - FSA FEE	210-221	00	26.40
			851890 FEB 18		HEALTH/DENTAL/LIFE INSURANCE	455-141	10	23.60
				CHECK APCHK 92111 TOTAL FOR				50.00
03/27/2018	APCHK	92112	1ST PYMNT FY17	DUPAGE COUNTY TREASURER	RADIO DISPATCHING	675-235	30	14,168.91
03/27/2018	APCHK	92113	15 UNIFORMS	DYLAN TRAINER	UNIFORMS	630-345	30	22.61
03/27/2018	APCHK	92114**	15962	H AND R CONSTRUCTION INC.	STREET & ROW MAINTENANCE	750-328	35	200.00
			15964		STORM WATER IMPROVEMENTS MAINTENAN	750-381	35	1,688.50
				CHECK APCHK 92114 TOTAL FOR				1,888.50
03/27/2018	APCHK	92115	NOV & DEC 17	HINSDALE HUMANE SOCIETY	ANIMAL CONTROL	650-268	30	215.00
03/27/2018	APCHK	92116#	4022955	HOME DEPOT CREDIT SERVICES	PUBLIC RELATIONS	475-365	10	36.76
			1023130		PUBLIC RELATIONS	475-365	10	110.87
			1023194		PUBLIC RELATIONS	475-365	10	23.92
			7020923		OPERATING EQUIPMENT	630-401	30	35.94
			6022728		OPERATING EQUIPMENT	630-401	30	27.40
			3022001		OPERATING SUPPLIES & EQUIPMENT	710-401	35	77.94
			6021068		STREET & ROW MAINTENANCE	750-328	35	59.82



CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
CHECK DATE FROM 03/14/2018 - 03/27/2018

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
03/27/2018	APCHK	92117	55337	HR SIMPLIFIED	HEALTH/DENTAL/LIFE INSURANCE	455-141	10	100.00
03/27/2018	APCHK	92118#	JAN & FEB 2018	I.R.M.A.	SELF INSURANCE - DEDUCTIBLE	480-273	10	721.00
			JAN & FEB 2018		SELF INSURANCE - DEDUCTIBLE	645-273	30	6,524.52
				CHECK APCHK 92118 TOTAL FOR				7,245.52
03/27/2018	APCHK	92119	227983	KIEFT BROTHERS INC	STORM WATER IMPROVEMENTS MAINTENAN	750-381	35	1,152.00
03/27/2018	APCHK	92120#	90043272186	KONICA MINOLTA BUSINESS SOLU	COPY SERVICE	455-315	10	293.52
			9004381297		COPY SERVICE	630-315	30	32.26
			90043272186		COPY SERVICE	630-315	30	262.27
				CHECK APCHK 92120 TOTAL FOR				588.05
03/27/2018	APCHK	92121	1-150786	LA FASTENERS INC	OPERATING SUPPLIES & EQUIPMENT	710-401	35	18.01
			1-148624		OPERATING SUPPLIES & EQUIPMENT	710-401	35	8.55
			1-150501		OPERATING SUPPLIES & EQUIPMENT	710-401	35	9.00
				CHECK APCHK 92121 TOTAL FOR				35.56
03/27/2018	APCHK	92122	2018 UNIFORMS	LAUREN KASPAR	UNIFORMS	630-345	30	100.42
03/27/2018	APCHK	92123	4-19-18 MTG	LAW ENFORCEMENT RECORDS MNGR	FEES/DUES/SUBSCRIPTIONS	630-307	30	50.00
			18 DUES		FEES/DUES/SUBSCRIPTIONS	630-307	30	50.00
				CHECK APCHK 92123 TOTAL FOR				100.00
03/27/2018	APCHK	92124*#	74896 FEB 18	LAW OFFICES STORINO RAMELLO&	FEES - VILLAGE ATTORNEY	470-239	10	5,426.20
03/27/2018	APCHK	92125	N7030382	MAILFINANCE	POSTAGE & METER RENT	455-311	10	408.24
03/27/2018	APCHK	92126#	31994	MARQUARDT PRINTING CO.	OFFICE SUPPLIES	455-301	10	46.00
			31994		OFFICE SUPPLIES	810-301	40	46.00
				CHECK APCHK 92126 TOTAL FOR				92.00
03/27/2018	APCHK	92127	3/12/18 HEARING	MARTIN H MALIN	FEES - SPECIAL ATTORNEY	470-241	10	750.00

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
CHECK DATE FROM 03/14/2018 - 03/27/2018

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
03/27/2018	APCHK	92128	R75242	MONROE TRUCK EQUIPMENT INC	MAINTENANCE - VEHICLES	735-409	35	1,053.83
03/27/2018	APCHK	92129	343651312018	MOTOROLA SOLUTIONS INC	PHONE - TELEPHONES	630-201	30	68.00
03/27/2018	APCHK	92130	APR 18 STUCLH	MUNICIPAL CLERKS OF DURAGE C	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	27.00
03/27/2018	APCHK	92131	109868429	NATIONAL PEN COMPANY	PUBLIC RELATIONS	475-365	10	177.47
			109872534		PUBLIC RELATIONS	475-365	10	180.78
				CHECK APCHK 92131 TOTAL FOR				358.25
03/27/2018	APCHK	92132	K9 FOOD 3/6/18	NICHOLAS VOLEK	K-9 PROGRAM	650-340	30	61.31
			K9 FOOD 3/6/18		DRUG FORFEITURE EXP - STATE	650-348	30	30.65
				CHECK APCHK 92132 TOTAL FOR				91.96
03/27/2018	APCHK	92133	2-13-18	NORTHWEST POLICE ACADEMY	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	30.00
03/27/2018	APCHK	92134	27583483 MAR18	ORKIN EXTERMINATING	MAINTENANCE - BUILDING	466-228	10	93.45
03/27/2018	APCHK	92135	51816	PARTNERS & PAWS VETERINARY S	K-9 PROGRAM	650-340	30	393.78
			51816		DRUG FORFEITURE EXP - STATE	650-348	30	196.89
				CHECK APCHK 92135 TOTAL FOR				590.67
03/27/2018	APCHK	92136#	2-19-18 JOINT MTG	PETTY CASH C/O TIM HALIK	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	22.32
			WATER FOR MTGS		SCHOOLS/CONFERENCES/TRAVEL	455-304	10	8.14
			VB - SCHALLER		PUBLIC RELATIONS	475-365	10	62.58
			3/19 BUDGET MTG		SCHOOLS/CONFERENCES/TRAVEL	610-304	25	29.55
			1/25/18 GAS		FUEL/MILEAGE/WASH	630-303	30	9.16
			VB 3/12/18		SCHOOLS/CONFERENCES/TRAVEL	630-304	30	63.07
			11/26/17 MEALS		JAIL SUPPLIES	650-343	30	10.00
			17-16446		CONFIDENTIAL FUNDS	655-339	30	8.56
			MTG REIMB		SCHOOLS/CONFERENCES/TRAVEL	810-304	40	6.00
				CHECK APCHK 92136 TOTAL FOR				219.38
03/27/2018	APCHK	92137#	7863-106919 FEB18	SATELLITE PHONE STORE	PHONE - TELEPHONES	455-201	10	65.76
			7863-106919 FEB18		PHONE - TELEPHONES	630-201	30	65.76
				CHECK APCHK 92137 TOTAL FOR				131.52
03/27/2018	APCHK	92138	329213 HR SUB	SIKICH LLP	FINANCIAL SERVICES	620-252	25	2,340.00
03/27/2018	APCHK	92139	3-19-18 MTG	STATS SPORTS BAR	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	180.00

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
CHECK DATE FROM 03/14/2018 - 03/27/2018

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
03/27/2018	APCHK	92140	8457	SUBURBAN FAMILY MAGAZINE	FAMILY SPECIAL EVENT - RACE	585-154	20	450.00
03/27/2018	APCHK	92141	2018-077 2018-076	SUNSET SEWER & WATER	STREET & ROW MAINTENANCE STREET & ROW MAINTENANCE	750-328 750-328	35 35	1,088.00 2,673.00
				CHECK APCHK 92141 TOTAL FOR				3,761.00
03/27/2018	APCHK	92142	201802 FEB 18 201802 FEB 18 201802 FEB 18 201802 FEB 18 201802 FEB 18 201802 FEB 18	T.P.I.	CONSULTING SERVICES CONSULTING SERVICES PLAN REVIEW - BUILDING CODE REIMB. PLAN REVIEW - BUILDING CODE REIMB. PART TIME - INSPECTOR PLUMBING INSPECTION REIMB.	815-306 815-306 820-258 820-258 830-109 830-115	40 40 40 40 40 40	8,336.25 (14,330.75) 6,195.00 6,707.03 2,940.00 3,970.00
				CHECK APCHK 92142 TOTAL FOR				13,817.53
03/27/2018	APCHK	92143**	TG5 FEB 18	TAMELING GRADING	STREET & ROW MAINTENANCE	750-328	35	455.00
03/27/2018	APCHK	92144**	0121305	TAMELING INDUSTRIES	STREET & ROW MAINTENANCE	750-328	35	13.50
03/27/2018	APCHK	92145	837835980 FEB18	THOMSON REUTERS - WEST	FEES/DUES/SUBSCRIPTIONS	630-307	30	154.35
03/27/2018	APCHK	92146	54721	TOM & JERRY'S SHELL SERVICES	MAINTENANCE - VEHICLES	810-409	40	545.14
03/27/2018	APCHK	92147	7383	TRITON ELECTRONICS INC	MAINTENANCE - VEHICLES	630-409	30	504.00
03/27/2018	APCHK	92148**	27181	UNDERGROUND PIPE & VALVE, CO	STORM WATER IMPROVEMENTS MAINTENAN	750-381	35	1,173.00
03/27/2018	APCHK	92149	0611106898 0611103719	UNIFIRST	MAINTENANCE - PW BUILDING MAINTENANCE - PW BUILDING	725-418 725-418	35 35	94.79 94.79
				CHECK APCHK 92149 TOTAL FOR				189.58
03/27/2018	APCHK	92150**	9802706137 9802706137 9802706137 9802706137 9802706137	VERIZON WIRELESS	PHONE - TELEPHONES PHONE - TELEPHONES PHONE - TELEPHONES TELEPHONES TELEPHONES	410-201 455-201 630-201 710-201 810-201	05 10 30 35 40	56.01 22.00 897.47 207.74 93.43
				CHECK APCHK 92150 TOTAL FOR				1,276.65

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
 CHECK DATE FROM 03/14/2018 - 03/27/2018

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
03/27/2018	APCHK	92151	3823568-0	WAREHOUSE DIRECT	OFFICE SUPPLIES	630-301	30	145.53
			3825830-0		OFFICE SUPPLIES	630-301	30	9.84
				CHECK APCHK 92151 TOTAL FOR				155.37
03/27/2018	APCHK	92152	77010	WESTOWN AUTO SUPPLY COMPANY	MAINTENANCE - VEHICLES	735-409	35	14.35
			77031		MAINTENANCE - VEHICLES	735-409	35	86.25
			76975		MAINTENANCE - VEHICLES	735-409	35	34.50
				CHECK APCHK 92152 TOTAL FOR				135.10
03/27/2018	APCHK	92153	27910	WILD GOOSE CHASE INC	LANDSCAPE MAINTENANCE SERVICES	565-342	20	960.00
03/27/2018	APCHK	92154	6264900-1	WILLOWBROOK FORD INC.	MAINTENANCE - VEHICLES	630-409	30	100.00
03/27/2018	APCHK	92155	2018 BOOTH FEE	WLBK BURR RIDGE CHAMBER OF C	PUBLIC RELATIONS	475-365	10	150.00
				Total for fund 01 GENERAL FUND				120,451.52

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
 CHECK DATE FROM 03/14/2018 - 03/27/2018

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND								
03/27/2018	APCHK	81(E)	12096 FEB 18	DUPAGE WATER COMMISSION	PURCHASE OF WATER	420-575	50	111,239.60
03/27/2018	APCHK	92096*#	98405	ALL AMERICAN PAPER COMPANY	MATERIALS & SUPPLIES- STANDPIPE/PU	425-475	50	180.83
03/27/2018	APCHK	92103*#	1214432-1139753	CALL ONE INC	PHONE - TELEPHONES	401-201	50	226.94
03/27/2018	APCHK	92106*#	142052	CHRISTOPHER B. BURKE	FEES - ENGINEERING - REIMB.	405-245	50	440.00
03/27/2018	APCHK	92108*#	4651111049 MAR18	COMMONWEALTH EDISON	ENERGY - ELECTRIC PUMP	420-206	50	1,139.51
			5071072051 FEB18		ENERGY - ELECTRIC PUMP	420-206	50	1,310.50
				CHECK APCHK 92108 TOTAL FOR				2,450.01
03/27/2018	APCHK	92110	483273	CORRPRO COMPANIES, INC	WELLHOUSE REPAIRS & MAINTENANCE -	425-473	50	790.00
03/27/2018	APCHK	92114*#	15964	H AND R CONSTRUCTION INC.	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	1,688.50
03/27/2018	APCHK	92143*#	TG5 FEB 18	TAMELING GRADING	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	805.50
03/27/2018	APCHK	92144*#	0121305	TAMELING INDUSTRIES	WATER DISTRIBUTION REPAIRS/MAINTEN	430-277	50	342.00
03/27/2018	APCHK	92148*#	26990	UNDERGROUND PIPE & VALVE, CO	MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	1,441.00
03/27/2018	APCHK	92150*#	9802706137	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	207.74
				Total for fund 02 WATER FUND				119,812.12

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK

CHECK DATE FROM 03/14/2018 - 03/27/2018

User: JKufrin

DB: Willowbrook

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
------------	------	---------	---------	-------	-------------	---------	------	--------

Fund: 15 RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX

03/27/2018	APCHK	92124*#	74896 FEB 18	LAW OFFICES STORINO RAMELLO& LEGAL FEES		401-242	15	190.00
				TOTAL - ALL FUNDS	Total for fund 15 RT 83/PLAINFIELD RD BUSINESS			190.00
								240,453.64

'\*'-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: RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO INCLUDE CASH PAYMENTS RELATED TO HEALTH INSURANCE AS IMRF EARNINGS**

**AGENDA NO.**

**5f**

**AGENDA DATE:** 3/26/2018

**STAFF REVIEW:** Carrie Dittman, Director of Finance

**SIGNATURE:**

C. Dittman

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

**SIGNATURE:**

THOMAS BASTIAN TH.

**RECOMMENDED BY VILLAGE ADMIN.:** Tim Halik

**SIGNATURE:**

THALIK

**REVIEWED & APPROVED BY COMMITTEE:** YES ☒ 2/12/2018, 3/19/2018 NO ☐ N/A ☐

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

The Village has offered a health insurance buyback program since September 2000 as a cost savings measure for the Village for employees who chose not to participate in the Village's health insurance plan. Of the employees that participate in the buyback program that are also in IMRF, the buyback amount paid to the employee has always been treated as an IMRF pensionable wage in accordance with IMRF's rules. IMRF issued General Memo #672 in January 2018 which now requires that the Village board adopt a resolution to continue to treat the buyback amount as pensionable wages retroactive to the start of the program.

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

The Finance and Administration Committee discussed the program at its February 12, 2018 meeting, and at the March 19, 2018 budget workshop the Village Board approved the continued treatment of the buyback as IMRF pensionable wages. A resolution, prepared by IMRF, to continue this treatment is attached.

#### ACTION PROPOSED

Adopt the Resolution.



# Suggested Resolution to Include Cash Payments Related to Health Insurance as IMRF Earnings

IMRF Form 6.75 (01/2018)

PLEASE ENTER Employer IMRF I.D. Number

5542

## RESOLUTION

Number 18-R-

WHEREAS, standard member earnings reportable to the Illinois Municipal Retirement Fund do not include the value of health insurance or cash payments in lieu of or related to healthcare benefits; and

WHEREAS, the governing body of an IMRF participating unit of government may elect to include in IMRF earnings cash payments in lieu of or related to healthcare benefits; and

WHEREAS, the Mayor and Board of Trustees of the  
BOARD, COUNCIL, etc.

Village of Willowbrook, DuPage County, Illinois is authorized to include  
EMPLOYER NAME

cash payments made separately from salary and made in lieu of or related to healthcare benefits as earnings reportable to IMRF and it is desirable that it do so.

NOW THEREFORE BE IT RESOLVED that the Mayor and Board of Trustees of the  
BOARD, COUNCIL, etc.

Village of Willowbrook, DuPage County, Illinois does hereby elect to  
EMPLOYER NAME

include as earnings reportable to IMRF cash payments made separately from salary and made in lieu of or related to healthcare benefits effective September 11, 2000.  
EFFECTIVE DATE

BE IT FURTHER RESOLVED that Village Clerk Leroy Hansen is authorized and directed  
CLERK OF SECRETARY OF THE BOARD

to file a duly certified copy of this resolution with the Illinois Municipal Retirement Fund.

## CERTIFICATION

I, Leroy Hansen, the Clerk  
NAME CLERK OR SECRETARY  
of the Village of Willowbrook of the County of DuPage,  
EMPLOYER NAME COUNTY

State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct copy

of a resolution duly adopted by its Mayor and Board of Trustees at a meeting duly convened  
GOVERNING BODY

and held on the 26<sup>th</sup> day of March, 20 18.

SIGNATURE OF CLERK OR SECRETARY OF THE BOARD

## IMRF

Suite 500, 2211 York Road, Oak Brook Illinois 60523-2337

Employer-only Phone: 1-800-728-7971

[www.imrf.org](http://www.imrf.org)



# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

### ITEM TITLE:

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

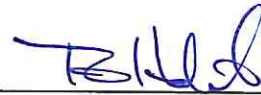
AGENDA NO.

5g

AGENDA DATE: 3/26/18

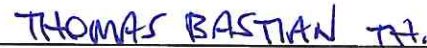
STAFF REVIEW: Tim Halik,  
Village Administrator

SIGNATURE: \_\_\_\_\_



LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: \_\_\_\_\_



RECOMMENDED BY: Frank A. Trilla, Mayor

SIGNATURE: \_\_\_\_\_



REVIEWED & APPROVED BY COMMITTEE:

YES ☐

NO ☐

N/A ☒

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

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

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

Mayor Trilla will serve as the Director and had previously named former Chief of Police Robert Pavelchik to serve as the Designated Alternate. With Mr. Pavelchik's recent resignation it is now necessary to adopt a new resolution to name Chief of Police Robert R. Schaller as the Designated Alternate to DU-COMM's Board of Directors.

### ACTION PROPOSED:

Adopt the attached resolution.

RESOLUTION NO. 18-R-\_\_\_\_\_

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

---

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

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

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

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

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

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

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

ADOPTED and APPROVED this 26th day of March, 2018.

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 EXECUTE A CERTAIN CONTRACT – HEATING VENTILATION AND AIR CONDITIONING (HVAC) MAINTENANCE SERVICES – BETWEEN THE VILLAGE OF WILLOWBROOK AND TEMPERATURE ENGINEERING, INC.

AGENDA NO. **5h**

AGENDA DATE:  
3/26/18

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: 

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: 

REVIEWED & APPROVED BY COMMITTEE: YES ☒ on March 12, 2018 NO ☐ N/A ☐

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

Prior to commencing with Phase I (Village Hall) and Phase II (police station) of the Village's Master Facilities Plan, the Village accepted a proposal from a heating ventilation and air conditioning (HVAC) contractor to perform preventative maintenance type services for each Village owned facility. During the time the Phase I and Phase II work was underway, we did not renew those contracts. Now that both facilities are completed and occupied, staff recommends that we once again hire a HVAC contractor to perform routine maintenance, on a quarterly basis, on the roof top units (RTUs), exhaust fans, and unit heaters within the various Village facilities.

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

Since we are now in need of a HVAC service agreement to cover all four (4) Village owned buildings, staff solicited proposals from various HVAC vendors to request a service agreement proposal. The following is a cost summary for a one-year HVAC service agreement, which includes operating inspections four (4) times a year, along with pre-season maintenance, from four (4) separate HVAC vendors

VENDOR	QUARTERLY MAINTENANCE	OPTIONAL CONDENSER CLEANING
Climatemp Service Group, Broadview, IL	\$8,460	\$2,664
Solutions Mechanical, Oswego, IL	\$9,000	\$2,070
Temperature Engineering, Inc., Willowbrook, IL	\$7,550	\$1,995
Stingray Mechanical Services, Inc., Burr Ridge, IL	\$8,300	\$1,500

VENDOR	TOTAL
Climatemp Service Group, Broadview, IL	\$11,124.00
Solutions Mechanical, Oswego, IL	\$11,070.00
Temperature Engineering, Inc., Willowbrook, IL	\$9,545.00
Stingray Mechanical Services, Inc., Burr Ridge, IL	\$9,800.00

### ACTION PROPOSED:

Adopt Resolution. Staff would recommend that the proposal received from Temperature Engineering, Inc. be accepted given it is currently the low proposal (either with or without the optional condenser cleaning component) and the company is located out of Willowbrook within the north section of the Soper triangle area.

RESOLUTION NO. 18-R-\_\_\_\_\_

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CERTAIN CONTRACT – HEATING VENTILATION AND AIR CONDITIONING (HVAC) MAINTENANCE SERVICES – BETWEEN THE VILLAGE OF WILLOWBROOK AND TEMPERATURE ENGINEERING, INC.

---

WHEREAS, it is in the best interests of the Village to authorize the Mayor and Village Clerk to execute an Agreement with Temperature Engineering, Inc., for the purpose of providing heating ventilation and air conditioning (HVAC) maintenance services on a quarterly basis for Village facilities.

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

SECTION ONE: That the Mayor and Village Clerk be and the same are hereby authorized to execute an Agreement with Temperature Engineering, Inc., in substantially the same form attached hereto as Exhibit “A” and made a part hereof, for the purposes of Temperature Engineering, Inc., providing heating ventilation and air conditioning (HVAC) maintenance services on a quarterly basis for Village facilities.

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

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

[Remainder of this page intentionally left blank]

ADOPTED and APPROVED this 26<sup>th</sup> day of March, 2018

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

ROLL CALL VOTE:

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

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

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

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

## CONTRACT

THIS CONTRACT ENTERED INTO THIS 26<sup>th</sup> day of March, 2018 between Temperature Engineering, Inc. ("Contractor") and the Village of Willowbrook, a municipal corporation of the State of Illinois ("Village"), in consideration of the following and other valuable consideration the sufficiency of which is hereby acknowledged, the Village and Contractor agree as follows:

1. The Village of Willowbrook has found it to be in the best interests of the Village to accept the proposal from Contractor to provide HVAC maintenance services of Village facilities on a quarterly basis.

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

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

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

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

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



7. Contractor agrees that not less than the prevailing wage as determined by the Illinois Department of Labor, shall be paid to all laborers, workers and mechanics performing work under this Contract in accordance with the Illinois Prevailing Wage Act and Contractor agrees to comply with all other provisions of the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et. Seq.) as amended. If the Department of Labor revises the wage rates, the revised rate as provided by the Illinois Department of Labor shall apply to this Agreement and Contractor will not be allowed additional compensation on account of said revisions.

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

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

A. such records are true and accurate;

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

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

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

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

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

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

A. Publishing a statement:

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

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

- (1) The dangers of drug abuse in the workplace;
- (2) Contractor's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance program; and

(4) The penalties that may be imposed upon employees for drug violations.

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

D. Notifying the Village of Willowbrook within ten (10) days after receiving notice under Subparagraph 11(A) 3 (b) from an employee or otherwise receiving actual notice of such conviction.

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

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

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

11. The Contractor certifies that if the Contractor is not a party to a collective bargaining agreement in effect, Contractor is in compliance with the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1, et

seq.) and if Contractor is a party to a collective bargaining agreement, that agreement deals with the subject matter of the Substance Abuse Prevention on Public Works Projects Act or has in place and is enforcing a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act.

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

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

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

B. That, if he or she hires additional employees in order to perform this contract or any portion of this

contract, he or she will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the areas from which he or she may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.

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

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

Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the contract.

E. That he or she will submit reports as required by the Department's Rules and Regulations/ furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Act and the Department's Rules and Regulations.

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

G. That he or she will include verbatim or by reference the provisions of this clause in every subcontract that may be awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the

contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

In the event of the contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Act or the Rules and Regulations of the Department, the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

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

Will not maintain or provide for its employees any segregated facilities at any of its establishments, and not permit its employees to perform their services at any location, under its control, where segregated facilities' means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are



in fact segregated on the basis of race, creed, color, or national origin because of habit, local custom, or otherwise. Contractor (except where it has obtained identical certifications from proposed Subcontractors and material suppliers for specific time periods), obtain certifications in compliance with this subparagraph from proposed subcontractors or material suppliers prior to the award of a subcontract or the consummation of material supply agreements, exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that Contractor will retain such certifications in its files.

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

16. The Contractor represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Contractor further represents and warrants to the Village that the Contractor and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Contractor hereby agrees to defend, indemnify and hold harmless the Village, the Corporate Authorities, and all Village elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from and related to any breach of the foregoing representations and warranties.

17. Insurance requirements shall be as follows:

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

B. Coverage shall be at least as broad as:

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

C. Contractor shall maintain limits no less than:

- (1) Commercial General Liability: \$2,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.
- (2) Automobile Liability: \$1,000,000 combined single

limit per accident for bodily injury and property damage.

- (3) Worker's Compensation and Employers' Liability:  
Worker's Compensation limits as required by the Labor Code of the State of Illinois and  
Employers' Liability limits of \$1,000,000 per accident.

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

- (1) Commercial General Liability and Automobile Liability Coverages:

- (a) The Village, its officials and employees are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Contractor, as well as materials, and equipment procured, owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limits on the scope of the protection afforded to the Village and its officials.

- (b) The Contractor's insurance coverage shall be primary insurance as respects the Village, its officials and employees. Any insurance or self-insurance maintained by the Village,

its officials or employees shall be excess of Contractor's insurance and shall not contribute with it.

(c) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officials or employees.

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

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

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

(3) All Coverages:

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

Village.

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

19. No member of the governing body of the Village of Willowbrook or other unit of government and no other officer, employee, or agent of the Village of Willowbrook or other unit of government who exercises any functions or responsibilities in connection with the carrying out of this project to which this Contract pertains, shall have personal interest, direct or indirect, in the Contract.

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

Finally, The Contractor certifies that the Contractor

has not given to any officer or employee of the Village of Willowbrook any gratuity, discount entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the contractor in violation of Chapter 12 of the Village Code of Ordinances of the Village of Willowbrook adopted by the Village pursuant to the requirements of Article 10 of the State Officials and Employees Ethics Act.

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

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

Willowbrook.

Additionally, no change order which authorizes or necessitates any increase in the contract price that is fifty percent (50%) or more of the original contract price or that authorizes or necessitates any increase in the price of a subcontract under the contract that is fifty percent (50%) or more of the original subcontract price shall be issued, unless the portion of the contract that is covered by the change order is resubmitted for bidding in the same manner for which the original contract was bid, or unless competitive bidding was waived for the original portion of the contract. Bidding for the portion of the contract covered by the change order shall be subject to any requirements to employ females and minorities on the project that existed at the bidding for the original contract, together with any later requirements imposed by law.

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

23. Contractor agrees to maintain all records and documents for projects of the Public Body in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq.



In addition, Contractor shall produce within three (3) days, without cost to the Public Body, records which are responsive to a request received by the Public Body under the Freedom of Information Act so that the Public Body may provide records to those requesting them within the required five (5) business day period.

(Remainder of this page left blank intentionally)

If additional time is necessary to compile records in response to a request, then Contractor shall so notify the Public Body within three (3) days in order for the Village shall request an extension so as to comply with the Act.

In the event that the Village is found to have not complied with the Freedom of Information Act based upon Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold the Village harmless/ and pay all amounts determined to be due including but not limited to fines, costs, attorneys/fees and penalties.

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

Contractor:

By: \_\_\_\_\_

Village of Willowbrook

By: \_\_\_\_\_  
Its Mayor

ATTEST:

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



## PROPOSAL



# Temperature Engineering

To:  
VILLAGE OF WILLOWBROOK  
835 MIDWAY DRIVE  
WILLOWBROOK, IL 60527-5549

Job Name/Location:  
VILLAGE OF WILLOWBROOK  
835 MIDWAY DRIVE  
  
WILLOWBROOK, IL 60527-5549

Date 03/02/18  
Customer # VIL006

Proposal # F02858S  
Page # 1

SUBJECT: VILLAGE OF WILLOWBROOK: QUARTERLY PREVENTATIVE MAINTENANCE

We propose to replace the air filters and V-belts at:  
**PUBLIC WORKS  
COMMUNITY RESOURCE CENTER  
VILLAGE HALL  
POLICE STATION**

These filters will be changed on a quarterly basis. V-belts will be changed at all locations once a year on RTU's and exhaust fans (where applicable). We will check unit operation, make sure all electrical connections are tight and safety controls are working. System pressures will be checked during A/C season and heat exchangers will be inspected in the fall. All service issues would be invoiced separately if approval is given to complete work. Public works will require a lift to inspect the hanging heaters. The price shown includes the cost of that lift. Should you choose to proceed the contract will go into effect on the date of the signature. At that time, we can extend you a discounted hourly labor rate of \$120.00 regular time and OT \$180.00 per hour for services outside this maintenance agreement.

QUANTITY	ITEM NAME
15.0	ANNUAL V- BELT CHANGE
60.0	PLEATED AIR FILTERS 4 TIMES A YEAR
1.0	SCISSOR LIFT (PUBLIC WORKS)

LABOR

We Propose to furnish material and labor in accordance with the above specifications, for the sum of:

\*\*SEVEN THOUSAND FIVE HUNDRED FIFTY DOLLARS AND 0.0 CENT(S)

7,550.00 Dollars

Payment To Be Made As Follows:

NET 30

This proposal is good for: 30 Days

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date Of Acceptance \_\_\_\_\_

Print Name \_\_\_\_\_

TEMPERATURE ENGINEERING, INC.

# PROPOSAL



## Temperature Engineering

**To:**

VILLAGE OF WILLOWBROOK  
835 MIDWAY DRIVE  
WILLOWBROOK, IL 60527-5549

**Job Name/Location:**

VILLAGE OF WILLOWBROOK  
835 MIDWAY DRIVE

WILLOWBROOK, IL 60527-5549

**Date** 03/02/18  
**Customer #** VIL006

**Proposal #** F02859S  
**Page #** 1

---

**SUBJECT: VILLAGE OF WILLOWBROOK: ANNUAL CONDENSER COIL CLEANING**

We propose to chemically clean all condenser coils for the air conditioning systems in the following buildings:

**PUBLIC WORKS  
COMMUNITY RESOURCE CENTER  
VILLAGE HALL  
POLICE STATION**

These coils will be completed in spring of each year.

QUANTITY ITEM NAME  
15.0 CONDENSER COIL CLEANER  
1.0 TRUCK CHARGE  
LABOR

---

**We Propose to furnish material and labor in accordance with the above specifications, for the sum of:**

**\*\*ONE THOUSAND NINE HUNDRED NINETY FIVE DOLLARS AND 0.0 CENT(S)**

**1,995.00 Dollars**

---

**Payment To Be Made As Follows:**

**NET 30**

---

**This proposal is good for: 30 Days**

---

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Signature** \_\_\_\_\_

**Date Of Acceptance** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**TEMPERATURE ENGINEERING, INC.  
7475 SOUTH MADISON  
WILLOWBROOK, IL. 60527  
(630)655-0375**

## VILLAGE OF WILLOWBROOK

### BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO PURCHASE AND INSTALL A NEW VIDEO SURVEILLANCE SYSTEM AT THE VILLAGE PUBLIC WORKS FACILITY/WATER DISTRIBUTION PLANT – CERVANTES DESIGN

**AGENDA NO.****5i****AGENDA DATE:** 3/26/18**STAFF REVIEW:** Tim Halik, Village Administrator**SIGNATURE:** **LEGAL REVIEW:** Thomas Bastian, Village Attorney**SIGNATURE:** THOMAS BASTIAN TH**RECOMMENDED BY:** Tim Halik, Village Administrator**SIGNATURE:** **REVIEWED & APPROVED BY MUNI. SERV. COMMITTEE:** YES ☒ on March 12, 2018 NO ☐ N/A ☐**ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)**

Municipal Services Committee Chairman Oggerino has requested that staff research costs associated with installing video surveillance systems at both the Village Hall building and the public works facility. The designed systems would include video surveillance of outside premises as well as inside areas. The Village had previously procured video surveillance equipment which was used at the former temporary police station building that could be used at the Village Hall. A review of that equipment along with discussions with our IT consultant, PCS International, revealed that that camera system could be installed with minimal labor costs for wiring, etc. and the necessary purchase of an appropriate central monitor. With regard to the system to be installed at the public works facility, a local vendor, Cervantes Design, has provided a proposal for a new system.

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

The proposal submitted by Cervantes Design (attached) includes a system of seven (7) high resolution cameras to provide both live and recorded views of select areas, a network recording device, and a 20" widescreen monitor. The proposal includes all equipment, installation, and programming costs for a total fee of \$4,787.00. The system also includes a feature to enable live viewing of the cameras on a smartphone device.

The system at the public works facility also includes monitoring of the Village's water distribution plant building, which is also located on the grounds of the public works site.

**ACTION PROPOSED:**

Adopt Resolution.

RESOLUTION NO. 18-R-\_\_\_\_\_

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO  
ACCEPT A PROPOSAL TO PURCHASE AND INSTALL A NEW VIDEO  
SURVEILLANCE SYSTEM AT THE VILLAGE PUBLIC WORKS  
FACILITY/WATER DISTRIBUTION PLANT – CERVANTES DESIGN

---

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 Cervantes Design to purchase and install a new video  
surveillance system at the Village public works facility/water distribution plant in accordance with  
the proposal attached hereto as Exhibit "A" which is, by this reference, expressly incorporated  
herein, in the amount of \$4,787.00.

ADOPTED and APPROVED this 26<sup>th</sup> day of March, 2018

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

ROLL CALL VOTE:

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

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

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

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

## Village of Willowbrook Camera System Proposal.

**Notes:** Installation of a high resolution camera system to provide both live and recorded views

All live and recorded camera footage will be viewable by computer and smartphones/tablets via downloadable app.

All cameras are specified as Megapixel resolution to provide clear images.

Proposal includes all equipment, installation, and programming costs. **Mobile device access must be authorized by Village Manager Tim Halik.**

### CAMERAS 4MP

6	4MP HD WDR Network Small IR Bullet Camera	\$1,752.00
1	2Mp Full HD 12x Mini Network PTZ Dome Camera	\$900.00

\* Location of cameras to be discussed.

\$2,652.00

### CAMERA SYSTEM EQUIPMENT

1	4TB, 8 Channel Network Video Recorder w/POE (NVR) 1	\$400.00
	20" Widescreen LCD Monitor - 1600x900, 10000:1 Contrast	\$175.00
		\$575.00

### LABOR

1	Wiring, Equipment Installation, and Setup	\$1,560.00
---	---	------------



## PROJECT SUMMARY

Equipment Total	\$3,227.00
Installation Total	\$1,560.00
<b>TOTAL</b>	<b>\$4,787.00</b>

### TERMS:

- ✓ Signature acceptance required on detailed proposal and separate camera forms.
- ✓ Payment terms are as follows:
  - 50% initial deposit.
  - Balance due upon completion.

### Total Pricing and Terms Accepted

X \_\_\_\_\_

Date \_\_\_\_\_

Thanking you in advance for the favor of your time and consideration. Please contact us at your earliest convenience to discuss this proposal.

Sincerely,

Rolando Cervantes  
Cervantes Design.  
630.363.0344  
rolando@cervantesdesign.net



## DH-IPC-HFW4421E

---

### 4MP HD WDR Network Small IR Bullet Camera



#### Features

- 1/3" 4Megapixel progressive scan CMOS
- Support H.264&MJPEG dual codec
- Max 20fps@4M(2688×1520) & 25/30fps@3M(2304×1296)
- Smart Detection supported
- WDR(120dB), Day/Night(ICR), 3DNR, AWB, AGC, BLC
- Multiple network monitoring: Web viewer, CMS(DSS/PSS) & DMSS
- 3.6mm fixed lens (6mm optional)
- Max. IR LEDs Length 40m
- IP67, PoE

# DH-IPC-HFW4421E

## Technical Specifications

<b>Model</b>		<b>DH-IPC-HFW4421E</b>
<b>Camera</b>		
Image Sensor		1/3" 4Megapixel progressive scan CMOS
Effective Pixels		2688(H)x1520(V)
Scanning System		Progressive
Electronic Shutter Speed		Auto/Manual, 1/3(4)~1/100000s
Min. Illumination		0.01Lux/F2.0 (Color), 0Lux/F2.0(IR on)
S/N Ratio		More than 50dB
Video Output		N/A
<b>Camera Features</b>		
Max. IR LEDs Length		40m
Day/Night		Auto(ICR)/Color/B/W
Backlight Compensation		BLC / HLC / WDR(120dB)
White Balance		Auto/Sunny/Night/Outdoor/Customized
Gain Control		Auto/Manual
Noise Reduction		3D
Privacy Masking		Up to 4 areas
<b>Lens</b>		
Focal Length		3.6mm (6mm optional)
Max Aperture		F2.1(F2.0)
Focus Control		Manual
Angle of View		H:84°(56°)
Lens Type		Fixed lens
Mount Type		Board-in Type
<b>Video</b>		
Compression		H.264/H.264H/H.264B/MJPEG
Resolution		4M(2560×1440)/3M(2304×1296)/1080P(1920×1080)720P(1280×720) /D1(704×576/704×480) / CIF(352×288/352×240)
Frame Rate	Main Stream	4M(1~20fps)/3M(1~25/30fps)
	Sub Stream	D1/CIF(1~25/30fps)
	Third Stream	720P(1-20fps)
Bit Rate		H.264: 32Kbps~10Mbps
Corridor Mode		Support
<b>Audio</b>		
Compression		N/A
Interface		N/A
<b>Smart Function</b>		
Smart detection	Tripwire	
	Intrusion	
	Abandoned/Missing	
	Scene Change	
		Audio detect

	Face detect
<b>Network</b>	
Ethernet	RJ-45 (10/100Base-T)
Wi-Fi	N/A
Protocol	IPv4/IPv6, HTTP, HTTPS, SSL, TCP/IP, UDP, UPnP, ICMP, IGMP, SNMP, RTSP, RTP, SMTP, NTP, DHCP, DNS, PPPOE, DDNS, FTP, IP Filter, QoS, Bonjour, 802.1x
Compatibility	ONVIF, PSIA, CGI
Max. User Access	20 users
Smart Phone	iPhone, iPad, Android, Windows Phone
<b>Auxiliary Interface</b>	
Memory Slot	N/A
RS485	N/A
Alarm	N/A
PIR Sensor Range	N/A
<b>General</b>	
Power Supply	DC12V, PoE (802.3af)
Power Consumption	< 6W
Working Environment	-30°C~+60°C, Less than 95% RH
Ingress Protection	IP67
Vandal Resistance	N/A
Dimensions	70mm×70mm×180mm
Weight	0.4kg(0.528kg with packaging)

## DH-SD40/42/42C212S-HN

---

2Mp Full HD 12x Mini Network PTZ Dome Camera



**SD40212S-HN**



**SD42212S-HN**



**SD42C212S-HN**

### Features

- Powerful 12x optical zoom
- Support dual-streams encoding
- Max. 25/30fps@1080P(1920×1080) & 50/60fps@720P resolution
- DWDR, Day/Night (ICR), DNR (2D&3D), Auto iris, Auto focus, AWB, AGC, BLC
- Max 300°/s pan speed, 360° continuous pan rotation
- Up to 80 presets, 5 auto scan, 8 tour, 5 pattern
- Built-in 2/1 alarm in/out
- Support intelligent 3D positioning with DH-SD protocol
- IP66(outdoor), IK10(Optional), POE+

# DH-SD40/42/42C212S-HN

## Technical Specifications:

Model		DH-SD40212S-HN	DH-SD42212S-HN	DH-SD42C212S-HN
Camera				
Image Sensor		1/2.8" Exmor CMOS		
Effective Pixels		1944(H) x 1092(V), 2 Megapixels		
Horizontal Resolution		>1000TVL		
Scanning System		Progressive		
Electronic Shutter Speed		1/3s ~1/30,000s		
Min. Illumination		Color: 0.05 Lux/F1.6, B/W: 0.005Lux/F1.6		
S/N Ratio		More than 55dB		
Camera Features				
Day/Night		Auto(ICR) / Color / B/W		
Backlight Compensation		BLC / HLC / DWDR (Digital WDR)		
White Balance		Auto, ATW, Indoor, Outdoor, Manual		
Gain Control		Auto / Manual		
Noise Reduction		2D / 3D		
Privacy Masking		Up to 24 areas		
Digital Zoom		16x		
Lens				
Focal Length		5.1 mm~61.2mm (12x Optical zoom)		
Max Aperture		F1.6~ F3.0		
Focus Control		Auto / Manual		
Angle of View		H: 51.3° ~ 4.64°		
Close Focus Distance		100mm~1000mm		
PTZ				
Pan/Tilt Range		Pan: 0° ~ 360° endless; Tilt: -2° ~ 90°, auto flip 180°		
Manual Control Speed		Pan: 0.1° ~ 300°/s; Tilt: 0.1° ~120°/s		
Preset Speed		Pan: 300°/s; Tilt:200°/s		
Preset		80(DH-SD)		
PTZ Mode		5 Pattern, 8 Tour, 5 Auto Scan, Auto Pan		
Speed Setup		Human-oriented focal length/ speed adaptation		
Power up Action		Auto restore to previous PTZ and lens status after power failure		
Idle Motion		Activate Preset/Pan/Scan/Tour/Pattern if there is no command in the specified period		
Video				
Compression		H.264 / MJPEG		
Resolution		1080P(1920×1080)/720P(1280×720)/D1(704×576/704×480)/CIF(352×288/352×240)		
Frame Rate	Main Stream	1080P/ D1 (1 ~ 25/30fps), 720P(1~50/60fps)		
	Sub Stream 1	D1/CIF(1 ~ 25/30fps)		

## DH-SD40/42/42C212S-HN

Bit Rate	H.264: 448K ~ 8192Kbps, MJPEG: 56K ~ 20480Kbps		
Audio			
Compression	G.711a / G.711u (32kbps) / PCM (128kbps)		
Interface	1/1 channel In/Out		
Network			
Ethernet	RJ-45 (10/100Base-T)		
Protocol	IPv4/IPv6, HTTP, HTTPS, SSL, TCP/IP, UDP, UPnP, ICMP, IGMP, SNMP, RTSP, RTP, SMTP, NTP, DHCP, DNS, PPPOE, DDNS, FTP, IP Filter, QoS, Bonjour		
Compatibility	ONVIF PSIA CGI		
Max. User Access	20 users		
Smart Phone	iPhone, iPad, Android, Windows Phone		
Auxiliary Interface			
Memory Slot	Micro SD, Max 64GB		
RS485	N/A		
Alarm	2/1 channel In/Out		
General			
Power Supply	AC24V/1.5A (±10%), POE plus (802.3at)		
Power Consumption	12W, 22W(Heater on)	12W	
Working Environment	-40°C ~ 60°C / Less than 90% RH	-20°C ~ 60°C / Less than 90% RH	
Ingress Protection	IP66		N/A
Vandal Resistance	IK10(Optional)		
Dimensions	Φ186mm×234mm	Φ170mm×155mm	Φ198mm×158mm
Weight	2.3Kg	1.8Kg	2.3Kg



## VILLAGE OF WILLOWBROOK

### BOARD MEETING

#### AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**

Resolution –

A Resolution Approving a Plat of Easement – 7701 Clarendon Hills Road

**AGENDA NO.****5j****AGENDA DATE:** 3/26/18**STAFF REVIEW:** Tim Halik,  
Village Administrator

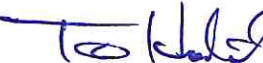
SIGNATURE: \_\_\_\_\_

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

SIGNATURE: \_\_\_\_\_

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

SIGNATURE: \_\_\_\_\_

**REVIEWED & APPROVED BY COMMITTEE:** YES ☐ NO ☒ N/A ☐**ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

The Village has adopted the DuPage County Countywide Storm Water and Floodplain Ordinance, with local amendments, for stormwater and floodplain management within town. The Ordinance requires that all drainage swales, storm sewers, and detention/retention areas on private properties are located upon easements. Therefore, upon a development of a property where re-grading work or other storm sewer installation occurs, new easements must be dedicated if they do not already exist.

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

The prior residence located upon the existing property at 7701 Clarendon Hills Road has been razed and a new residence will be constructed upon it. The project will require re-grading of the property to establish positive drainage to serve the new residence. The re-grading will ensure that drainage from the property does not sheet flow onto adjacent properties. In accordance with the above-mentioned code requirement, new easements are required, since easements do not already exist. The owner's engineer has prepared a Plat of Easement dedicating new municipal and utility easements for this purpose.

**ACTION PROPOSED:**

Adopt the Resolution.

RESOLUTION NO. 18-R-\_\_\_\_\_

Resolution – A Resolution Approving a Plat of Easement – 7701 Clarendon Hills Road

---

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

SECTION ONE: That the Plat of Easement, as prepared by Studnicka and Associates, Ltd., Order No. 17-9-159, consisting of one (1) sheet, dated October 20, 2017, attached hereto and incorporated herein as Exhibit "A", be and the same, is hereby approved and that the Mayor, Village Clerk and all other necessary and appropriate officers of the Village are authorized to execute said Plat.

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

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

ADOPTED and APPROVED this 26<sup>th</sup> day of March, 2018.

APPROVED:

---

Mayor

ATTEST:

---

Village Clerk



ROLL CALL VOTE:

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

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

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

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



Residential  
Commercial  
ALTA

Tel. 815 485-0445  
Fax 815 485-0528

# PLAT OF EASEMENT

Studnicka and Associates, Ltd.  
studnicka2000@gmail.com

Topographical  
Condominium  
Site Plans

17901 Haas Road  
Mokena, Illinois 60448

MIDWAY DRIVE

CLARENDON HILLS DRIVE

## MUNICIPAL UTILITY EASEMENT PROVISIONS

PERPETUAL EASEMENTS FOR PROVIDING UTILITY SERVICES TO THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAT AND OTHER PROPERTY ARE HEREBY RESERVED FOR AND GRANTED TO THE VILLAGE OF WILLOWBROOK, AND THEIR SUCCESSORS AND ASSIGNS JOINTLY AND SEVERALLY, IN, OVER, UNDER, ACROSS, ALONG, THROUGH AND UPON THE AREAS BOUNDED BY THE LOT LINES AND DOTTED LINES ON THIS PLAT AND INDICATED AS MUNICIPAL UTILITY EASEMENT AND/OR MUNICIPAL UTILITY AND DRAINAGE EASEMENT. FOR THE PURPOSES OF THIS PLAT, PROVIDING UTILITY SERVICES SHALL INCLUDE THE RIGHT, BUT NOT THE OBLIGATION, FROM TIME TO TIME, TO INSTALL, CONSTRUCT, RECONSTRUCT, IMPROVE, KEEP, OPERATE, INSPECT, MAINTAIN, REPAIR, REPLACE, ENLARGE, REKEY, RELOCATE, REMOVE AND/OR INCREASE THE SIZE, NUMBER AND/OR TYPE OF FACILITIES USED IN CONNECTION WITH TRANSMISSION AND DISTRIBUTION OF POTABLE WATER AND STORMWATER, INCLUDING ANY AND ALL GRADING AND APPURTENANCES AS MAY BE DEEMED NECESSARY BY SAID VILLAGE, IN, OVER, UNDER, ACROSS, ALONG, THROUGH AND UPON SUCH EASEMENT AREAS, AND THE PROPERTY DESIGNATED ON THE PLAT FOR STREETS AND ALLEYS, TOGETHER WITH THE RIGHT, BUT NOT THE OBLIGATION, TO INSTALL REQUIRED SERVICE CONNECTIONS ON EACH LOT TO SERVE IMPROVEMENTS THEREON, OR IN ADJACENT LOTS, THE RIGHT, BUT NOT THE OBLIGATION, TO CUT, TRIM OR REMOVE TREES, BUSHES AND ROOTS AS MAY BE REASONABLY REQUIRED INCIDENT TO THE RIGHTS HEREIN GIVEN, AND THE RIGHT, BUT NOT THE OBLIGATION, TO ENTER UPON THE PROPERTY FOR ALL SUCH PURPOSES. OBSTRUCTIONS SHALL NOT BE PLACED OVER GRANTEES' FACILITIES OR IN, OVER, UNDER, ACROSS, ALONG, THROUGH OR UPON SUCH EASEMENT AREAS WITHOUT THE PRIOR WRITTEN CONSENT OF GRANTEES. AFTER INSTALLATION OF ANY SUCH FACILITIES, THE GRADE OF THE PROPERTY SHALL NOT BE ALTERED IN A MANNER AS TO INTERFERE WITH THE PROPER OPERATION AND MAINTENANCE THEREOF OR THE EXERCISE OF GRANTEES' OTHER RIGHTS PROVIDED HEREIN.

## SURVEYORS CERTIFICATE

THIS IS TO CERTIFY THAT I, THOMAS C. STUDNICKA, REGISTERED LAND SURVEYOR NO. 3304, HAVE SURVEYED AND SUBDIVIDED THE FOLLOWING DESCRIBED PROPERTY:

LOT 47 (EXCEPT THE SOUTH 30 FEET THEREOF) IN CLARENDON GARDENS, BEING A SUBDIVISION OF THE NORTH 36 ACRES OF THE WEST HALF OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 28, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 18, 1944 AS DOCUMENT 468891, IN DUPAGE COUNTY, ILLINOIS.

AS SHOWN ON THIS SUBDIVISION PLAT, WHICH IS A CORRECT REPRESENTATION OF SAID SURVEY AND SUBDIVISION, ALL DISTANCES ARE SHOWN IN FEET AND DECIMALS THEREOF. I FURTHER CERTIFY THAT ALL REGULATIONS ENACTED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK, A MUNICIPAL CORPORATION IN DUPAGE COUNTY, ILLINOIS, RELATIVE TO PLATS AND SUBDIVISIONS HAVE BEEN COMPLIED WITH IN THE PREPARATION OF THIS PLAT.

I FURTHER CERTIFY THAT THIS SUBDIVISION LIES WITHIN THE CORPORATE LIMITS OF SAID VILLAGE OF WILLOWBROOK OR WITHIN ONE AND HALF MILES OF THE CORPORATE LIMITS OF SAID VILLAGE WHICH HAS ADOPTED A CITY PLAN AND IS EXERCISING THE SPECIAL POWERS AUTHORIZED BY ARTICLE 11, DIVISION 12 OF THE ILLINOIS MUNICIPAL CODE, AS NOW OR HEREINAFTER AMENDED.

I FURTHER CERTIFY THAT UPON COMPLETION OF MASS GRADING, IRON PIPE'S AND CONCRETE MONUMENTS WILL BE SET AT ALL LOT CORNERS. FURTHERMORE, I DESIGNATE THE VILLAGE OF WILLOWBROOK, OR ITS AGENTS, TO ACT AS MY AGENT FOR THE PURPOSES OF RECORDING THIS DOCUMENT.

GIVEN UNDER MY HAND AND SEAL AT \_\_\_\_\_, ILLINOIS, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 2018.

ILLINOIS REGISTERED LAND SURVEYOR NO. 3304

## OWNER CERTIFICATE

THIS IS TO CERTIFY THAT THE UNDERSIGNED IS THE OWNER OF THE PROPERTY DESCRIBED IN THE ANNEKED PLAT, AND HAS CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED, AS INDICATED THEREON, FOR THE USES AND PURPOSES THEREIN SET FORTH, AND DOES HEREBY ACKNOWLEDGE AND ADOPT THE SAME UNDER THE STYLE AND TITLE THEREON INDICATED.

THE UNDERSIGNED HEREBY DEDICATES FOR PUBLIC USE THE LANDS SHOWN ON THIS PLAT FOR THOROUGHFARES, STREETS, ALLEYS AND PUBLIC SERVICES; AND HEREBY ALSO RESERVES AND GRANTS EASEMENTS FOR PUBLIC USE FOR PROVIDING UTILITY SERVICES, AND/OR STORMWATER DRAINAGE, DETENTION AND RETENTION FACILITIES, AS DESIGNATED AND/OR AS STATED IN THE EASEMENT PROVISIONS WHICH ARE SET FORTH HEREON.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 2018.

STATE OF ILLINOIS  
COUNTY OF DUPAGE

I, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY, IN THE STATE AFORESAID, DO HEREBY CERTIFY THAT IS/ARE PERSONALLY KNOWN TO ME TO BE THE SAME PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE AFORESAID INSTRUMENT AS SUCH OWNER(S), APPEARED BEFORE THIS DAY IN PERSON AND ACKNOWLEDGED THAT HE/SHE/IT/THEY SIGNED THE ANNEKED PLAT AS HIS/HER/THEIR OWN FREE AND VOLUNTARY ACT(S) FOR THE USES AND PURPOSES THEREIN SET FORTH.

NOTARY PUBLIC  
COMMISSION EXPIRES \_\_\_\_\_

## COUNTY RECORDER CERTIFICATE

STATE OF ILLINOIS  
COUNTY OF DUPAGE

THIS INSTRUMENT NO. \_\_\_\_\_ WAS FILED FOR RECORD IN THE RECORDER'S OFFICE OF DUPAGE COUNTY, ILLINOIS, ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 2018, AT \_\_\_\_\_ O'CLOCK AND WAS RECORDED IN BOOK \_\_\_\_\_ OF PLATS ON PAGE \_\_\_\_\_.

BY: \_\_\_\_\_  
RECORDER OF DEEDS  
DUPAGE COUNTY

## BOARD OF TRUSTEES CERTIFICATE

STATE OF ILLINOIS  
COUNTY OF DUPAGE

APPROVED AND ACCEPTED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS, AT A MEETING HELD THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 2018.

By: \_\_\_\_\_ PRESIDENT  
ATTEST: \_\_\_\_\_ VILLAGE CLERK

Scale: 1" = 20 feet

Distances are marked in feet and decimals.

Ordered by: Greg Bien

Order No.: 17-9-159

Compare all points before building by same and at once report any difference.

For building lines, restrictions, or easements not shown hereon, refer to abstract, deed or ordinance.

Field work completed: 10/20/17

Drawn by: Paul Burlingame

Proofed by: T.S.

Design Firm Registration # 184-002791

Exhibit "A"



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)  
February 27, 2018

**Mayor**

Frank A. Trilla

ALCANTARA, ABIEZER  
312 SHERIDAN DR APT 1B  
WILLOWBROOK, IL 60527-2594

**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 \$ 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 March 26, 2018, 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



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)  
February 27, 2018

**Mayor**

Frank A. Trilla

**Village Clerk**

Leroy R. Hansen

**Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

BENSON, CHRISTINA

7515 CLARENDON HILLS RD

WILLOWBROOK, IL 60527-2316

Re: Account 111490.001

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 144.78. 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 March 26, 2018, 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)  
February 27, 2018

**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

BORSE INDUSTRIES, INC.  
7409 S QUINCY ST  
WILLOWBROOK, IL 60527-5521

Re: Account 410430.000  
PIN #: XXXXXXXXXX  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 149.88. 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 March 26, 2018, 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)  
February 27, 2018

**Mayor**

Frank A. Trilla

BORSE INDUSTRIES, INC.

7409 S QUINCY ST

WILLOWBROOK, IL 60527-5521

**Village Clerk**

Leroy R. Hansen

Re: Account 410040.000

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 \$ 922.66. 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 March 26, 2018, 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)  
February 27, 2018

**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

DANIELUK, TOMASZ  
326 SHERIDAN DR APT 2C  
WILLOWBROOK, IL 60527-2599

Re: Account 110815.002  
PIN #: [REDACTED]  
Delinquent Water Bill

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 March 26, 2018, 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)

February 27, 2018

**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

ESTRADA, SCOTT  
7627 ARLENE AVE  
WILLOWBROOK, IL 60527-2310

Re: Account 111625.006

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 351.26. 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 March 26, 2018, 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)  
February 27, 2018

**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

JASPER, JEROME L.  
320 SHERIDAN DR APT 1D  
WILLOWBROOK, IL 60527-2596

Re: Account 110755.010

PIN #: [REDACTED]

Delinquent Water Bill

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 March 26, 2018, 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)  
February 27, 2018

**Mayor**

Frank A. Trilla

KOLLER, NERINGA  
7724 CHERRY TREE LN  
WILLOWBROOK, IL 60527-2467

**Village Clerk**

Leroy R. Hansen

Re: Account 110545.004  
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 \$ 204.26. 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 March 26, 2018, 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.

**Village Administrator**

Tim Halik

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

**Chief of Police**

Mark Shelton

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

Sincerely,

Timothy J. Halik  
Director of Municipal Services





# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)  
February 27, 2018

**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

KOZLA, CINDY

326 SHERIDAN DR APT 2D

WILLOWBROOK, IL 60527-2599

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 \$ 221.05. 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 March 26, 2018, 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.

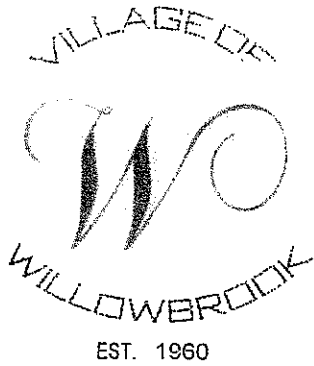
You may pay your bill online by visiting [www.willowbrookil.org](http://www.willowbrookil.org) and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

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)  
February 27, 2018

**Mayor**

Frank A. Trilla

MELOUN, SUSAN  
324 SHERIDAN DR APT 1B  
WILLOWBROOK, IL 60527-2662

**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 \$ 125.09. 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 March 26, 2018, 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

**Chief of Police**

Mark Shelton

Sincerely,

Timothy J. Halik  
Director of Municipal Services





EST. 1960

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)  
February 27, 2018

**Mayor**

Frank A. Trilla

Ms. Helen Miller  
7544 Clarendon Hills Rd 2E  
Willowbrook IL 60527

**Village Clerk**

Leroy R. Hansen

Re: Account 110975.000  
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 \$ 107.09. 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 March 26, 2018, 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)  
February 27, 2018

**Mayor**

Frank A. Trilla

MOLIS, TODD  
7835 CHERRY TREE LN  
WILLOWBROOK, IL 60527-2468

**Village Clerk**

Leroy R. Hansen

Re: Account 110625.004  
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 \$ 207.48. 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 March 26, 2018, 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,

*T. J. Halik*

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)  
February 27, 2018

**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

NASH, JAMES JOSEPH  
835 TURNBERRY LN  
WILLOWBROOK, IL 60527-5392

Re: Account 152940.004  
PIN #: [REDACTED]  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 379.19. 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 March 26, 2018, 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



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)  
February 27, 2018

**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

PATANO, JERRY  
334 SHERIDAN DR APT 1A  
WILLOWBROOK, IL 60527-2664

Re: Account 110870.003

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 174.69. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before March 26, 2018, 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.

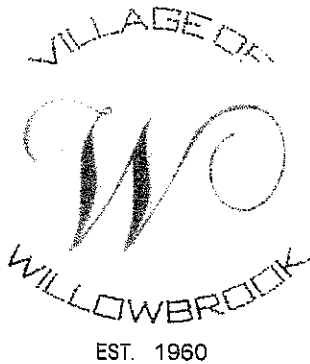
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 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)  
February 27, 2018

**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

ROGERS, CHRISSY  
7726 ELEANOR PL  
WILLOWBROOK, IL 60527-2634

Re: Account 111180.000  
PIN #: XXXXXXXXXX  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 218.17. 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 March 26, 2018, 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)  
February 27, 2018

**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

STRAUCH, ANNALIESE  
75 75TH ST  
WILLOWBROOK, IL 60527-2301

Re: Account 111230.008  
PIN #: [REDACTED]  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 116.35. 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 March 26, 2018, 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,

*Tim 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)  
February 27, 2018

**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

TEMEN, KENNETH  
413 79TH ST  
WILLOWBROOK, IL 60527-2405

Re: Account 110120.001  
PIN #: XXXXXXXXXX  
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 169.57. 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 March 26, 2018, 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)  
February 27, 2018

**Mayor**

Frank A. Trilla

VILLARREAL, BERNARDINO  
7730 BLACKBERRY LN  
WILLOWBROOK, IL 60527-2478

**Village Clerk**

Leroy R. Hansen

Re: Account 110385.001  
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 \$ 172.98. 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 March 26, 2018, 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)  
February 27, 2018

**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

WILLOWBROOK LANES  
735 PLAINFIELD RD  
WILLOWBROOK, IL 60527-8441

Re: Account 410030.000

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 1,127.10. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before March 26, 2018, 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

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

### ITEM TITLE:

MOTION – BOARD ADVICE AND CONSENT OF MAYOR’S RE-APPOINTMENT OF CAROLINE A. DITTMAN AS A MEMBER OF THE POLICE PENSION FUND BOARD

AGENDA NO.

7

AGENDA DATE: 3/26/18

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: 

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY: Mayor Frank A. Trilla

SIGNATURE: Frank A Trilla/as

REVIEWED & APPROVED BY COMMITTEE:

YES ☐

NO ☐

N/A ☒

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

In accordance with Section 2-5-3 of the Village Code of Ordinances, the Village President (aka., Mayor) shall appoint two (2) members to the police pension fund board, which consists of a total of five (5) members, each serving a two (2) year term. In 2016, the Mayor re-appointed Carrie Dittman to serve as the Treasurer of the Willowbrook Police Pension Fund Board. Carrie’s term as Treasurer will expire April 30, 2018.

The police pension fund board administers the police pension fund and designates the beneficiaries thereof. The Mayor has the authority to appoint to fill the vacancy on the pension fund board, or to re-appoint existing members, with the advice and consent of the Board of Trustees. This term of this re-appointment would expire April 30, 2020.

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

The Mayor recommends the re-appointment of Caroline A. Dittman to fill the position of Treasurer on the police pension fund board.

### ACTION PROPOSED:

A motion to approve the Mayor’s recommendation to re-appoint Caroline A. Dittman as a member of the police pension fund board with a term expiring in April 2020.



# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

### ITEM TITLE:

A RESOLUTION TO ENDORSE THE LEGISLATIVE ACTION PROGRAM  
OF THE DUPAGE MAYORS AND MANAGERS CONFERENCE FOR THE  
2018 LEGISLATIVE SESSION

AGENDA NO.

8

AGENDA DATE: 03/26/18

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH

RECOMMENDED BY: Frank A. Trilla, Mayor

SIGNATURE: Frank A Trilla / s

REVIEWED & APPROVED BY COMMITTEE:

YES ☐

NO ☒

N/A ☐

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

Through the Village's membership in the DuPage Mayors and Managers Conference, we are given an opportunity to be part of a group comprised of more than 1,000,000 residents located within thirty-three (33) communities in DuPage County. The DMMC was founded in 1962. Each year, the Conference develops a Legislative Action Program (LAP) outlining the Conference's legislative initiatives to be furthered throughout the year. The DMMC Legislative Committee, of which Mayor Trilla currently serves as Director, is tasked each year to develop the LAP.

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

It is customary for the Village to endorse the Conference's Legislative Action Program through adoption of a local resolution. This year's Legislative Priorities are categorized as those initiatives aimed at:

- Ensuring Sustainable Municipal Budgets
- Supporting a Financially Sustainable Public Safety Pension System
- Preserving Local Authority
- Empowering Local Taxpayers Regardless of Population
- Reforming the Workers' Compensation Act to Prevent Abuse

Once adopted by the Village Board, a signed and certified copy of the attached resolution will be forwarded to the DuPage Mayors and Managers Conference, to all state and federal legislators that represent Willowbrook, and the Governor's Office.

### ACTION PROPOSED:

Adopt Resolution.

RESOLUTION NO. 18-R-\_\_\_\_\_

A RESOLUTION TO ENDORSE THE LEGISLATIVE ACTION PROGRAM OF THE  
DUPAGE MAYORS AND MANAGERS CONFERENCE  
FOR THE 2018 LEGISLATIVE SESSION

---

WHEREAS, the Village of Willowbrook is a member of the DuPage Mayors and Managers Conference; and

WHEREAS, the DuPage Mayors and Managers Conference develops its annual Legislative Action Program with the goal of establishing a comprehensive platform on legislative issues in order to protect and benefit the interests of its member municipalities, residents and businesses in these municipalities, and the region generally; and

WHEREAS, on November 15, 2017 the DuPage Mayors and Managers Conference voted unanimously to adopt its 2018 Legislative Action Program, attached hereto; and

WHEREAS, the Village of Willowbrook, will individually benefit by formally establishing positions on legislative issues affecting municipalities, thereby giving clear direction to officials and employees of the Village of Willowbrook regarding legislative positions that may be represented in official capacity or on behalf of the Village:

NOW, THEREFORE, BE IT RESOLVED, that the Village of Willowbrook hereby adopts the DuPage Mayors and Managers Conference's 2018 Legislative Action Program which is attached and includes the following listed legislative priorities:

1. Ensuring Sustainable Municipal Budgets
2. Supporting a Financially Sustainable Public Safety Pension System
3. Preserving Local Authority
4. Empowering Local Taxpayers Regardless of Population
5. Reforming the Workers' Compensation Act to Prevent Abuse
  - a) Ensure employers receive credit for permanency payments on subsequent injuries to body parts that are compensated as man-as-a-whole
  - b) Equate permanent loss of the shoulder to loss of use of the arm
  - c) Require arbitrators to adhere to guidelines from the American Medical Association

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the DuPage Mayors and Managers Conference, to all state and federal legislators representing the Village of Willowbrook, to the Office of the Governor, and to department heads in the Village of Willowbrook.



ADOPTED and APPROVED this 26<sup>th</sup> day of March, 2018

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

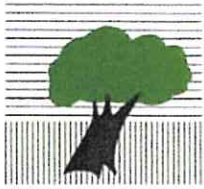
ROLL CALL VOTE:

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

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

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

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



# Serving Residents of DuPage and Illinois

## DuPage Mayors and Managers Conference

### 2018 Legislative Action Program

**R**epresenting more than one million residents by advocating for sound public policy initiatives, the DuPage Mayors and Managers Conference (DMMC) strives to promote municipal government, foster intergovernmental cooperation, and find innovative solutions to make local government work more effectively for DuPage residents and ultimately all citizens of Illinois. DMMC's legislative priorities for 2018 include:



#### Ensuring Sustainable Municipal Budgets

Making sure that revenue generated by local residents and businesses stays local is crucial to preserving vital municipal services like police and fire protection, garbage pick-up, road maintenance, and snow removal. DMMC communities, as well as those throughout the state, rely on these revenue streams—including Local Government Distributive Fund (LGDF) dollars—that are collected by the state and returned to municipal governments to pay for essential services. By **protecting all state-collected local revenue streams**, legislators help ensure municipalities can deliver basic services and necessary staffing to residents.

LGDF has been an essential component of local operating budgets for 50 years, especially as municipalities have been making sacrifices to reduce expenditures.

Cities, villages and counties rely on more than \$1 billion per year to provide essential services, including public safety, that preserve residents' quality of life.

Reducing LGDF dollars would shift the state's financial burden onto municipalities, forcing service cuts, police and fire layoffs and local property tax increases.



#### Supporting a Financially Sustainable Public Safety Pension System

DMMC is part of a statewide coalition advocating for reforms aimed at preserving public safety pensions for local police officers and firefighters while reducing the burden on municipalities and taxpayers. Without cutting benefits, **consolidating the 663 municipal public safety pension funds** into a single multiple-employer pension system would expand investment opportunities and lower operational expenses for those who serve our communities. In addition, DMMC supports repealing or amending a law that was passed in 2011 and that requires municipalities to fund pensions to a level of 90 percent, amortized to 2040, or risk having local revenue withheld by the state. Without these reforms and more, the costs of public safety pensions will continue to rise, further shifting the financial burden onto municipalities and forcing cuts in basic services or increases in local property taxes.

A consolidated structure would resemble the Illinois Municipal Retirement Fund, which serves more than 420,000 members and retirees and nearly 3,000 local units of government.

Consolidation should pass constitutional muster, reduce the unfunded pension liability and help prevent municipalities from having to raise property taxes to cover escalating pension costs.

Municipal public safety pension systems are unsustainable. The challenges faced by municipalities are compounded by the passage of pension sweeteners as well as changes to the mortality table and other actuarial standards.





## Preserving Local Authority

The ability for municipalities to govern themselves and make decisions at the local level is the most effective way they can fully serve the unique needs of their residents and communities. Issues such as franchising, zoning, permitting and licensing, local code enforcement and regulating business activities are the fundamental responsibilities of local governments. The ability to make decisions to raise and expend municipal funds is **vital for government to provide for and protect the health, safety, and welfare of local residents**. Policies limiting that decision-making authority make for less efficient and costlier government and services.

Locally elected leaders are best equipped to set local policy because they live in the communities they represent and have daily interaction with the constituents they serve.

In some cases, legislation and mandates can restrict a local government's ability to do what's right for residents and businesses.

Local government is closest to the people. Illinois cities and villages should operate independently with local elected officials representing the best interests of their constituents and answering to their needs.



## Empowering Local Taxpayers Regardless of Population

Municipalities should have the ability to respond to constituent needs and govern themselves, regardless of their population. **Removing the distinction between home rule and non-home rule communities** would eliminate the barriers of non-home rule authority, giving all municipalities crucial local control and decision-making ability. This reform would also provide access to restricted dollars to fund critical services like police and fire protection, infrastructure repairs and economic development. Non-home rule communities make up approximately half of the municipalities in DuPage and approximately 83 percent of those in Illinois. Expanding the limited authority of citizens in non-home rule municipalities would allow local governments to provide solutions to their individual issues without requiring additional state attention or resources.

Removing the home-rule distinction for communities with fewer than 25,000 residents would allow greater ability to implement policies that include state funding alternatives and economic development incentives.

Home rule municipalities have the ability to access existing tax revenue from hotel/motel stays, sales transactions, car rentals, natural gas utilities and other sources, which can be spent on local priorities.

This reform would also enable all communities to license landlords and implement inspection of dwellings, which home rule municipalities employ to protect the health, safety and welfare of local residents.



## Reforming the Workers' Compensation Act to Prevent Abuse

Workers' compensation reforms would create economic opportunity and jobs to make Illinois more competitive with surrounding states. **Adopting common-sense changes** would lead to more reasonable settlements without harming employees who have legitimate claims. Modest reforms would better protect workers and enable employers to expand, relocate and grow their businesses.

Establishing standards to ensure that an injury or illness is directly linked to the work or the workplace would be fair to workers and businesses.

Lower costs brought about by these reforms would save significant taxpayer dollars.

The workers' compensation system must be fixed to ensure local government benefits continue to be available for those employees who have legitimate claims.

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE: RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ENTER INTO AN AGREEMENT WITH BKD FOR AUDIT SERVICES FOR FISCAL YEAR 2017/18**

**AGENDA NO.**

**9**

**AGENDA DATE:** 3/26/2018

**STAFF REVIEW:** Carrie Dittman, Director of Finance

**SIGNATURE:**

*C. Dittman*

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

**SIGNATURE:**

*THOMAS BASTIAN TH*

**RECOMMENDED BY VILLAGE ADMIN.:** Tim Halik

**SIGNATURE:**

*TE Halik*

**REVIEWED & APPROVED BY COMMITTEE:** YES ☒ 3/12/2018

NO ☐

N/A ☐

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

In FY 2010, the Village approved a three year contract with the accounting firm of Wolf & Company to provide audit services for the Village and its TIF Fund. The change in auditors was needed as the prior audit firm of Sikich LLP could not provide both Interim Village Administrator services and audit services in the same audit period. After FY 2012, Wolf (which was merged into another firm called BKD in 2015) continued to conduct the Village's annual audit on a year-to-year basis at the following fees:

FY 2012: \$24,100 (last year of contract)

FY 2013: \$24,800 (2.9% increase)

FY 2014: \$25,300 (2.0% increase)

FY 2015: \$25,800 + \$1,700 GASB 67 = \$27,500

FY 2016: \$25,500 + \$3,400 GASB 68 (Village & Police Pension) = \$28,900

FY 2017: \$29,750 + \$750 GASB 72 = \$30,500

The Village's prior audit partner and manager stayed with BKD, and BKD has submitted a one year engagement letter to perform the Village audit for the year ended April 30, 2018 at a fee of \$30,940. This includes the ongoing work related to GASB 67 & 68. This represents an overall increase of \$440 or 1.44% over last year's total fee. If the Village needed a separate single audit of its federal funds received (not anticipated), the auditors would charge an additional \$3,000.

The one year engagement letter was discussed and approved at the Finance and Administration Committee meeting on March 12, 2018.

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

The Village has continued to receive a Certificate of Achievement for Excellence in Financial Reporting award from the GFOA each year BKD/Wolf has been the auditor. In addition, Village staff has not had issues with BKD or their employees assigned to the audit engagement. Therefore, staff would recommend that the Village accept the attached engagement letter with BKD for a one-year auditing services agreement for Fiscal Year 2017/18.

#### ACTION PROPOSED

Adopt the Resolution.



RESOLUTION NO. 18-R-\_\_\_\_\_

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK  
TO ENTER INTO AN AGREEMENT WITH BKD LLP FOR AUDIT  
SERVICES FOR FISCAL YEAR 2017/18

---

NOW, THEREFORE, 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 to enter into an Audit Services Agreement between the Village of Willowbrook and BKD LLP, in substantially the form attached hereto and incorporated herein as Exhibit "A".

ADOPTED and APPROVED this 26<sup>th</sup> day of March, 2018.

APPROVED:

---

Mayor

ATTEST:

---

Village Clerk

ROLL CALL VOTE:

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

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

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

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



March 7, 2018

Mr. Tim Halik, Village Administrator  
Village of Willowbrook  
835 Midway Drive  
Willowbrook, Illinois 60527

We are pleased to confirm the arrangements of our engagement and the nature of the services we will provide to the **VILLAGE OF WILLOWBROOK, ILLINOIS** (Village).

#### **ENGAGEMENT OBJECTIVES AND SCOPE**

We will audit the basic financial statements of the Village as of and for the year ended April 30, 2018, and the related notes to the basic financial statements.

Our audit will be conducted with the objective of expressing an opinion on the financial statements.

#### **OUR RESPONSIBILITIES**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Those standards require that we plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by fraud or error. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing

concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Also, in the future, procedures could become inadequate because of changes in conditions or deterioration in design or operation. Two or more people may also circumvent controls, or management may override the system.

We are available to perform additional procedures with regard to fraud detection and prevention at your request, subject to completion of our normal engagement acceptance procedures. The actual terms and fees of such an engagement would be documented in a separate letter to be signed by you and BKD.

Scott Termine, partner, will oversee and coordinate the engagement. Kimberly Marshall, director, is responsible for supervising the engagement team and authorizing the signing of reports.

We will issue a written report upon completion of our audit of the Village's financial statements. Our report will be addressed to the Village's Board of Trustees. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph(s), or withdraw from the engagement. If we discover conditions that may prohibit us from issuing a standard report, we will notify you as well. In such circumstances, further arrangements may be necessary to continue our engagement.

We will also express an opinion on whether combining and individual fund statements and schedules ("supplementary information") is fairly stated, in all material respects, in relation to the financial statements as a whole.

### **YOUR RESPONSIBILITIES**

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
3. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;

- b. Additional information that we may request from management for the purpose of the audit; and
- c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, where appropriate, those charged with governance, written confirmation acknowledging certain responsibilities outlined in this engagement letter and confirming:

- The availability of this information
- Certain representations made during the audit for all periods presented
- The effects of any uncorrected misstatements, if any, resulting from errors or fraud aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole

With regard to supplementary information:

- Management is responsible for its preparation in accordance with applicable criteria
- Management will provide certain written representations regarding the supplementary information at the conclusion of our engagement
- Management will include our report on this supplementary information in any document that contains this supplementary information and indicates we have reported on the supplementary information
- Management will make the supplementary information readily available to intended users if it is not presented with the audited financial statements

### **OTHER SERVICES**

We will provide you with the following nonattest services:

- Preparing a draft of the financial statements and related notes

In addition, we may perform other services for you not covered by this engagement letter. You agree to assume full responsibility for the substantive outcomes of the services described above and for any other services that we may provide, including any findings that may result. You also acknowledge that those services are adequate for your purposes and that you will establish and monitor the performance of those services to ensure that they meet management's objectives. Any and all decisions involving management responsibilities related to those services will be made by you, and you accept full responsibility for such decisions. We understand that you will



Mr. Tim Halik, Village Administrator  
Village of Willowbrook  
March 7, 2018  
Page 4 of 7

designate a management-level individual to be responsible and accountable for overseeing the performance of those services, and that you will have determined this individual is qualified to conduct such oversight.

### **ENGAGEMENT FEES**

The fee for our services will be \$30,940. An additional \$3,000 fee would apply if a Single Audit is determined to be needed. We will waive our standard administrative fee of 4% to cover items such as copies, postage and other delivery charges, supplies, technology-related costs such as computer processing, software licensing, research and library databases and similar expense items.

Our pricing for this engagement and our fee structure are based upon the expectation that our invoices will be paid promptly. We will issue progress billings during the course of our engagement, and payment of our invoices is due upon receipt. Interest will be charged on any unpaid balance after 30 days at the rate of 10% per annum.

Our estimate of fees does not include any time that may be required to address a restatement of the previous audited financial statements. Accordingly, any such work will be billed based on our quoted hourly rates.

The Village may be involved in certain new transactions or events that may require additional work that is not included in our engagement fee and could result in additional charges.

Our engagement fee does not include any time for post-engagement consultation with your personnel or third parties, consent letters and related procedures for the use of our reports in offering documents, inquiries from regulators or testimony or deposition regarding any subpoena. Charges for such services will be billed separately.

Our fees may also increase if our duties or responsibilities are increased by rulemaking of any regulatory body or any additional new accounting or auditing standards.

If our invoices for this or any other engagement you may have with BKD are not paid within 30 days, we may suspend or terminate our services for this or any other engagement. In the event our work is suspended or terminated as a result of nonpayment, you agree we will not be responsible for any consequences to you.

### **OTHER ENGAGEMENT MATTERS AND LIMITATIONS**

BKD is not acting as your municipal advisor under Section 15B of the *Securities Exchange Act of 1934*, as amended. As such, BKD is not recommending any action to you and does not owe you a fiduciary duty with respect to any information or communications regarding municipal financial products or the issuance of municipal securities. You should discuss such information or

Mr. Tim Halik, Village Administrator  
Village of Willowbrook  
March 7, 2018  
Page 5 of 7

communications with any and all internal or external advisors and experts you deem appropriate before acting on any such information or material provided by BKD.

Our workpapers and documentation retained in any form of media for this engagement are the property of BKD. We can be compelled to provide information under legal process. In addition, we may be requested by regulatory or enforcement bodies to make certain workpapers available to them pursuant to authority granted by law or regulation. You agree that we have no legal responsibility to you in the event we provide such documents or information.

You agree to indemnify and hold harmless BKD and its personnel from any claims, liabilities, costs and expenses relating to our services under this agreement attributable to false or incomplete representations by management, except to the extent determined to have resulted from the intentional or deliberate misconduct of BKD personnel.

You agree that any dispute regarding this engagement will, prior to resorting to litigation, be submitted to mediation upon written request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The American Arbitration Association will administer any such mediation in accordance with its Commercial Mediation Rules. The results of the mediation proceeding shall be binding only if each of us agrees to be bound. We will share any costs of mediation proceedings equally.

In the event BKD or its affiliates or their employees, partners, shareholders, officers or directors (collectively "BKD Parties") are requested or authorized by the Village or are required by government regulation, subpoena, order or other legal process to produce documents or to provide testimony as witnesses with respect to any services rendered pursuant to this engagement or any other work or services provided by BKD Parties, the Village will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests, order, subpoenas or legal process.

The Village and BKD Parties agree that no claim or cause of action against BKD Parties arising in whole or in part out of services performed or to be performed under this engagement shall be filed more than two years after (i) the date of the report issued by BKD Parties pursuant to this engagement or (ii) the date of this engagement letter if no report has been issued. The Village and BKD Parties further agree that the maximum liability of BKD Parties for any and all claims and causes of action which may be asserted by the Village arising in whole or in part from any aspect of this engagement is limited to three times the total amount of fees paid by the Village to BKD Parties for services rendered under this engagement letter. The Village waives any claim or cause of action for punitive or exemplary damages against BKD Parties.

Either of us may terminate these services at any time. Both of us must agree, in writing, to any future modifications or extensions. If services are terminated, you agree to pay us for time expended to date. In addition, you will be billed travel costs and fees for services from other professionals, if any, as well as an administrative fee of 4% to cover items such as copies, postage

Mr. Tim Halik, Village Administrator  
Village of Willowbrook  
March 7, 2018  
Page 6 of 7

and other delivery charges, supplies, technology-related costs such as computer processing, software licensing, research and library databases and similar expense items.

If any provision of this agreement is declared invalid or unenforceable, no other provision of this agreement is affected and all other provisions remain in full force and effect.

We may from time to time utilize third-party service providers, *e.g.*, domestic software processors or legal counsel, or disclose confidential information about you to third-party service providers in serving your account. We remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information. In the event we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider.

We will, at our discretion or upon your request, deliver financial or other confidential information to you electronically via email or other mechanism. You recognize and accept the risk involved, particularly in email delivery as the Internet is not necessarily a secure medium of communication as messages can be intercepted and read by those determined to do so.

You agree you will not modify these documents for internal use or for distribution to third parties. You also understand that we may on occasion send you documents marked as draft and understand that those are for your review purpose only, should not be distributed in any way and should be destroyed as soon as possible.

This engagement letter represents the entire agreement regarding the services described herein and supersedes all prior negotiations, proposals, representations or agreements, written or oral, regarding these services. It shall be binding on heirs, successors and assigns of you and BKD.

If you intend to include these financial statements and our report in an offering document at some future date, you agree to seek our permission to do so at that time. You agree to provide reasonable notice to allow sufficient time for us to perform certain additional procedures. Any time you intend to publish or otherwise reproduce these financial statements and our report and make reference to our firm name in any manner in connection therewith, you agree to provide us with printers' proofs or masters for our review and approval before printing or other reproduction. You will also provide us with a copy of the final reproduced material for our approval before it is distributed. Our fees for such services are in addition to those discussed elsewhere in this letter.

You agree to notify us if you desire to place these financial statements or our report thereon along with other information, such as a report by management or those charged with governance on operations, financial summaries or highlights, financial ratios, etc., on an electronic site. You recognize that we have no responsibility as auditors to review information contained in electronic sites.

Mr. Tim Halik, Village Administrator  
Village of Willowbrook  
March 7, 2018  
Page 7 of 7

Any time you intend to reference our firm name in any manner in any published materials, including on an electronic site, you agree to provide us with draft materials for our review and approval before publishing or posting such information.

BKD is a registered limited liability partnership under Missouri law. Under applicable professional standards, partners of **BKD, LLP** have the same responsibilities as do partners in a general accounting and consulting partnership with respect to conformance by themselves and other professionals in BKD with their professional and ethical obligations. However, unlike the partners in a general partnership, the partners in a registered limited liability partnership do not have individual civil liability, directly or indirectly, including by way of indemnification, contribution, assessment or otherwise, for any debts, obligations or liabilities of or chargeable to the registered limited liability partnership or each other, whether arising in tort, contract or otherwise.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities. If the signed copy you return to us is in electronic form, you agree that such copy shall be legally treated as a "duplicate original" of this agreement.

**BKD, LLP**

*BKD, LLP*

Acknowledged and agreed to on behalf of

VILLAGE OF WILLOWBROOK

BY \_\_\_\_\_  
(Name & Title - Member of Those  
Charged with Governance)

DATE \_\_\_\_\_

MINUTES OF THE SPECIAL JOINT MEETING OF THE MUNICIPAL SERVICES COMMITTEE, THE FINANCE & ADMINISTRATION COMMITTEE AND THE PUBLIC SAFETY COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 19, 2018 AT 5:00 P.M. IN THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, IL.

**1. CALL TO ORDER**

The meeting was called to order by Trustee Davi at 5:01 p.m.

**2. ROLL CALL**

Those present at roll call were Trustees Sue Berglund, Umberto Davi, Mike Mistele, Gayle Neal, Paul Oggerino, Village Administrator Tim Halik, Chief of Police Robert Pavelchik, Finance Director Carrie Dittman, Deputy Chief Bob Schaller and Assistant to the Village Administrator Garrett Hummel.

ABSENT: At time of roll call - Trustee Terry Kelly

**3. Approval of Minutes**

Minutes of the Regular Finance/Administration Committee held on Monday, November 13, 2017; Minutes of the Regular Municipal Services Committee held on Monday, November 13, 2017; and Minutes of the Special Public Safety Committee held on Monday, December 18, 2017 were reviewed. Trustee Davi made a motion to approve the minutes as presented. Trustee Neal seconded the motion. Motion Carried.

NOTE: Trustee Kelly arrived at 5:35 PM.

**4. REVIEW - Fiscal Year 2018/19 Budget**

Director Dittman began by thanking everyone for taking the time to meet to review the Village's FY 2018/19 as it currently stands. Director Dittman indicated that the evening's format includes a review of the tentative budget thus far as well as revenue assumptions, anticipated departmental spending, and ending fund balances for the Village's major funds. Director Dittman pointed out that this budget preview does not include any discretionary items, however a sneak peek will be provided tonight.

Director Dittman explained that with respect to departmental spending, each line item was analyzed and amounts budgeted were based on maintaining the status quo with current programs. No automatic escalations were assumed for the FY 2018/19 budget however, some escalations were used in the 5-year forecast budgets. Salary increases for non-union employees have not been included in the budget while a 2.5% increase has been included for patrol officers and sergeants. A personnel discussion will take place at the March budget workshop.

Director Dittman briefly went over the timeline for the FY 2018/19 budget schedule highlighting several dates including the Board Budget Workshop I on March 19, 2018, the board budget workshop II (if needed) on April 9, 2018 and finally, the budget approval date of April 23, 2018.

Next, Director Dittman explained that the proposed budget maintains all existing services and programs. The proposed FY 18/19 budget ends with 179 days of operating expense in the General Fund and reserves as of 04/30/2019 of \$4,129,819. 1 "day" projected cost to run the Village's General Fund is \$23,048.

Director Dittman continued by explaining that a 5-year forecast for the General Fund and Water Fund are presented later in the presentation. The 5-year plan includes assumptions for future revenue (generally a 1% annual increase for the General Fund but a 0% increase for the Water Fund) and expenditure increases (generally 3% for most expenditures, although 0% for salaries and 5-10% for future insurance and pension costs). The 5-year plan also shows the projected changes in fund balance, daily cost to operate the fund and the number of days operating reserve for both the General Fund and the Water Fund.

Director Dittman next went over the General Fund highlights pointing out that the FY 2018/19 budget presents a General Fund drawdown of reserves of \$481,876. Director Dittman made note that although the large capital projects that have been ongoing the last few years, such as the police department renovation and water tower repainting are now concluded, the Village's revenues are also down which attributes to the deficit spending projected. Also, included in the highlights were insurance and pension contribution figures. Director Dittman reiterated the proposed budget includes no salary increases for non-union employees and a 2.50% wage increase per the police labor agreement. FY 18/19 is the final year of the 3-year police contract.

With respect to health insurance costs, Director Dittman noted the Village's insurance pool, IPBC, has indicated an increase of 3.9%, although final rates have not been voted on at this time. IPBC Board of Directors will vote on final rates in March and the expense will be updated at that time. This number may also increase to roughly 5% if Burr Ridge decides to withdraw from IPBC. The Village's dental insurance provided by Delta Dental will have no rate increase.

Finally, Director Dittman touched upon pension costs stating the Police Pension contribution will have a decrease of 0.03% while IMRF Pension contribution will have a decrease of 0.69%.

Next, Director Dittman went over a table detailing the reserve drawdown by department.

Change in total General Fund revenues - down 8.15% or \$739,325 for FY 18/19.

Total General Fund expenditures are expected to decrease by nearly \$2.5 million, down to \$8.8 million.

Most of the departments have reductions in the budget as capital projects have concluded or been deferred, which are described on an upcoming slide. However, even with that big of an expenditure reduction, we are still projecting a drawdown of General Fund reserves of \$481,876.

Director Dittman pointed out that General Fund revenues are projected to decrease by \$739,000 overall, which is an 8.15% decrease compared to the current budget. Director Dittman next elaborated on each individual revenue source:

Sales tax - Actual collections this year are trending about 7% over what was budgeted as of January 2018. This equates to an estimated FY 17/18 collection of about \$3.8 million. For next year, any sales tax growth from Marshall's/Sketcher's (taking over the vacant Sports Authority site) or Pete's Fresh Market and it's out lot stores have not been factored in due to uncertainty as to the timing of their occupancy and store openings. To be conservative, the budget for sales tax remains the same at \$3.6 million.

Income tax - Also known as the Local Government Distributive Fund or LGDF, a State shared revenue that is based on population. The Illinois Municipal League (IML) monitors state shared revenues and puts out estimates of what they believe the sharing will be. In the next year's budget, the IML estimate is \$95.80 per capita or \$818,132. This is a reduction from the current year budget of \$44,000. There remains the possibility of a continuing reduction in the LGDF by the State of Illinois, as was proposed by Governor Rauner in his 2019 budget address on 2/14/18. Director Dittman stated the Village has not currently included the reduction in the budget, but will monitor the legislative status and modify if needed for the March workshop. A continued 10% reduction would be about \$82,000 and would bring the income tax revenue amount to about \$736,318. This would in turn reduce the General Fund days' reserve by about 3.5 days. Director Dittman reminded the Board that part of the Series 2015 ARS Bonds are secured by income taxes (with the other part coming from water revenues). About \$279,000 of the annual income taxes comes off the top to pay the principal and interest on the bonds.

Amusement tax - There is no change budgeted for this revenue, however Director Dittman noted if the proposed ice arena that is interested in the former Whole Foods building opens, the Village could potentially bring in \$120,000 annually in amusement tax. This number is based on a 6% share of the estimated \$2 million in sales. The prospective developer has indicated an opening date of August 1, 2018. Additionally, if the gun club or bowling alley opens/reopens, that would be another source of amusement tax.

Utility tax - Director Dittman explained that the utility tax line consists of three different items: electric tax (ComEd), gas tax (Nicor), and telecom tax (from various telephone carriers collected by and remitted to us by the state). Utility tax has a budget reduction of \$50,000 for FY 18/19. This is because telecom tax continues to drop each year as landlines are abandoned in favor of maintaining just a cell phone. This portion of the utility tax revenue will likely never recover to the levels we previously saw. The telecom tax rate is already at the max of 6% so there is no ability to increase that. ComEd and Nicor rates are at 5%. Total revenue for utility tax is budgeted next year at

\$950,000.

Places of eating tax - Director Dittman stated this tax is stable and no change is planned. Any potential restaurant opening in the Pete's Fresh Market development has not been taken into consideration. The Village will take a wait and see approach on how they perform in FY 18/19. This revenue source is \$485,000.

Permit fees - This revenue was increased by \$10,000 bringing it up to \$250,000. This increase reflects the trends of the past 5 years of steady increases. Some very large projects occurred this year which raised the revenue far above that level, like Pete's Fresh Market, Compass Arena, and Willowbrook Inn. These projects are non-recurring however and were not included in the increase.

Red light camera fines - There is no change to this revenue. The three intersections are all up and running again, however, since the re-instatement of the intersection of Route 83 and 63<sup>rd</sup> Street in September 2017, the Village has not seen any increase in the revenue that would have been expected as that approach was down for the entire prior year. As of January 2018, the Village is trending right in line with the budget so the decision was made to maintain next year's budget at the same level.

Water overhead reimbursement - This revenue was decreased by \$61,000. The Water Fund reimburses the General Fund for certain expenses charged directly to the General Fund that the Water Fund benefits from such as portions of salaries, building costs, insurance premiums and other operating expenses. As the General Fund expenses have decreased, the related reimbursement has also decreased.

Grants - This revenue was decreased by \$472,000. The current year budget included \$400,000 for Willow Pond Park which is non-recurring and we expect to receive that reimbursement by the end of April. Also, \$74,600 for the prior LED Streetlight project, which is complete, has been received. The remaining \$57,000 relates to an old DCEO grant. The Village was awarded \$60,000 for a Knoll's Lake drainage improvement project. The project was determined to not be possible so the Village has attempted to get the funding transferred to an alternate project. As of right now, the Village has not received approval from the State to apply the grant to any alternate projects.

NARCINT - Seizure funds collected from the NARCINT program were planned to be used to pay for alternates 1 & 3 on the PD renovation. This year, \$153,000 was assumed would be available for that project. Only about \$101,000 was available. As the project is complete, and the NARCINT officer is no longer in the program, the next year's NARCINT budget is \$0.

Director Dittman next focused on the Police pension contribution costs stating the actuary's recommended amount is \$871,084, which is a decrease of \$279 from last year's contribution. The valuation was performed assuming Entry Age Normal actuarial cost method and assuming the fund



would be 100% funded as of 2040. The actuary also prepares a second funding amount which represents the statutory minimum, using Projected Unit Credit actuarial cost method and assuming only 90% funded by 2040. That amount is \$579,258. Both valuations were performed as of 04/30/2017. They do not factor in the recent retirements of Chief Mark Shelton and Officer Ted Kolodziej which occurred in July 2017, nor the retirement of Sergeant Svehla on January 1, 2018. The current annual pension amounts for just those 3 individuals is \$250,000 per year. Currently, the Police Pension Fund is paying out over \$1.3 million annually in benefits consisting of 15 retirees, 2 disabilities and 1 surviving spouse. The next valuation will include these 3 individuals and the annual contribution required by the Village is likely going to surpass \$1 million. As of 04/30/2017, the Police Pension Fund was about 73% funded.

Director Dittman continued with the pension costs associated with IMRF. She noted that IMRF is not a self-managed fund as the Police Pension Fund is. The Village was notified by IMRF that our employer contribution rate for 2018 dropped from 15.43% to 14.74% of covered payroll. The contribution rate to IMRF has actually been going down every year since 2013. The amount in the budget is based on 12 months of the 2018 rate, although the 4 months in 2019 will be at a different rate which is currently unknown. The total amount budgeted to be spent on the Village's IMRY contribution for FY 18/19 is \$179,459, which is a decrease of \$30,162 or .69% from the FY 17/18 budgeted cost. As of 12/31/2016 IMRF was about 83% funded.

Administrator Halik explained the Water & Water Capital Funds beginning with a project to upgrade the Village's Data Collection Units (DCU's). DCU's wirelessly collect Village water readings and transmit them to the Village Hall. As Verizon is making changes to their network, the Village's three DCU's will need upgrades in order to continue broadcasting. The cost for the upgrades is \$21,500.

Administrator Halik next elaborated on a project that would convert the Village's chlorine gas water disinfection system to a sodium hypochlorite system. Currently, the Village disinfects its water in the water tanks through the use of chlorine gas. Administrator Halik explained the use of this gas is dangerous and requires a careful handling and gas masks. The sodium hypochlorite system would use disinfectant tablets similar to the tablets that are used in a pool. These are much easier and safer to handle. Administrator Halik explained he has monitored other communities that have gone to this system and stated they all recommend it. The cost of the changeover is relatively inexpensive at \$6,315.

Director Dittman explained future projects are to be funded by annual transfers from the Water Fund. In FY 18/19, \$400,000 will be transferred.

Director Dittman continued with explanation of the Water and Water Capital Fund debt expenses starting with the IEPA Loan which is in repayment year 2 of 20. The IEPA Loan was issued to pay for the standpipe re-coating project at a cost of about \$929,000. The loan carries an interest rate of 1.86%. Total cost for FY 18/19 is \$54,448 of which \$38,837 is principal. The second debt instrument is the Series 2015 GO

ARS Bonds. The bonds were issued in April 2015 to accomplish three things: Pay for the recoating of the first of the three Village water tanks, to refund the then outstanding Series 2008 bonds, and to pay for the police department renovation project. The repayment in FY 18/19 related to the water tower #1 re-coating is \$20,422. The refunding of the Series 2008 bonds that related to the water system are also paid for by the Water Fund, and the FY 18/19 amount is \$46,601. These bonds also have a 20-year repayment schedule, maturing in FY 2035, and carry interest rates ranging from 2.00%-3.00%.

Administrator Halik presented the 2018/19 Motor Fuel Tax Fund highlights. This year's Roadway Maintenance Program includes an overlay of 79<sup>th</sup> Street, along with the replacement of defective concrete such as sidewalks and curbs as well as ADA upgrades adjacent to 79<sup>th</sup> Street. In addition, full-depth patching and the replacement of worn pavement markings throughout the remainder of town. Administrator Halik stated there will be approximately \$267,382 available in the MFT Fund to complete this year's program. Administrator Halik also acknowledged that the Public Works department would evaluate Village roads after the winter and before finalizing the road program contract to make sure no problem areas developed during the winter.

Director Dittman called the group's attention back to the Village's debt, specifically the Series 2015 GO ARS Bonds stating they are called Alternate Revenue Source because a non-property tax is pledged to repay them; in this case, income taxes for the police station portion and water user fees for the water tank portion. If these pledged revenues were insufficient to pay the principal and interest for that year, a general property tax would be automatically levied as it is written in the bond ordinance.

The property tax must therefore be abated each year to avoid it going on the tax rolls. If the board recalls, the annual abatement ordinance was passed at the first February board meeting in 2018. The FY 18/19 principal and interest totals \$325,528, which is funded by \$278,927 in income taxes from the General Fund and \$46,601 water fees from the Water Fund.

Director Dittman explained the General Fund financial performance. The estimated actual revenues for FY 2018 outperformed the budget by \$260,000 due to several factors including sales tax being an estimated \$235,000 over budget. Building permits are projected to come in at \$187,000 over budget. Court/traffic fines will be \$45,000 over budget and other revenues will be \$85,000 over estimates. \$52,275 of the \$85,000 was a reimbursement related to the Speedway fuel spill. These are offset by: income tax is projected at \$94,000 below budget due to the 10% reduction in LGDF by the state; utility tax is tracking at \$63,000 below budget while grants and NARCINT funds are both below budget at \$130,000 and \$52,000, respectively. Trustee Berglund inquired as to why the Village no longer participates in the NARCINT program. Chief Pavelchik stated it was because the PD is short staffed. Taking into account these projections, Director Dittman estimates 195 days of operating reserves at April 30, 2018, which is above the target of 120.

Director Dittman next compared the General Fund estimated actual expenditures to the FY 17/18 budgeted amounts. Overall, the General Fund expenditures came in at roughly \$402,000 under budget. Reasons for this were: the deferral of the \$275,000 Village Hall parking lot replacement; IRMA insurance premium coming in \$68,000 under budget; ADA park improvements were under budget by \$48,000; Police fuel costs and vehicle repairs were \$20,000 and \$16,000 under budget, respectively; Police body cameras budgeted at \$33,846 were not purchased; NARCINT expense applied toward the PD renovation was \$64,000 under budget due to lower than expected NARCINT revenues. Several expenses did come in over budget such as: neighborhood parks were \$85,000 over budget; tree maintenance was \$112,000 over budget due mainly to storm damage cleanup; building department consulting was \$60,000 which was not budgeted and building department plan review being \$67,000 over budget.

Director Dittman summarized the financials by stating the FY 17/18 budget included a planned drawdown of reserves in the amount of \$2,206,527 which resulted in 150 days of operating expense in reserves. It turns out the FY 17/18 estimated actual projects a year-end drawdown of reserves of only \$1,544,028, resulting in 195 days of operating reserve. The FY 18/19 budget projects a year-end drawdown of reserves in the amount of \$481,876, resulting in 179 days of operating reserve. Director Dittman noted the target operating reserve goal is 120 days.

Director Dittman elaborated on the concept of operating days expense by stating 1 operating day is equal to \$23,048 in the FY 18/19 budget. The amount of projected fund balance as of 04/30/19 is \$4,129,819 which can fund the General Fund's daily operating expenditures for 179 days. Also important is producing a balanced budget.

Director Dittman continued the examination of the Village's financial condition by discussing the Village's bond rating. On February 7, 2014, Standard & Poor's increased the Village's bond rating 2 levels to AAA. With the issuance of the Series 2015 bonds in April 2015, S&P confirmed the AAA rating. Director Dittman reminded the Board of last year's discussion of the 7 underlying factors which determine the Village's bond rating. Bond rating agencies like to see General Fund fund balance maintained at minimum 30% of annual operating expenditures. When the fund can sustain fund balance at 75% of annual operating expenditures, the rating will notch up if it was "on the fence". In FY 15, 16, and 17, fund balance was 75-76% of operating expense. FY 18 dropped to 47% and FY 19 is projected at 48%.

Director Dittman explained that deficit spending is one of the measures of financial condition. The projections for the next five years show deficit spending in each year which results in a progressively declining fund balance and number of General Fund operating days. Director Dittman pointed out the need for additional revenues moving forward. Specifically, the sales tax proceeds from Pete's Fresh Market, Marshall's, and Skechers will help to lessen the deficits. With limited ability to raise revenues, Director Dittman suggested that a property tax for police pension contributions may be needed in the future as those

will be increasing drastically in the next few years.

Director Dittman also explained that to reduce the deficit, spending needs to be monitored/reduced. In keeping with that theme, Director Dittman stated there are no significant capital spending items included over the next few years except for two police vehicles in FY 18/19. Also, there are no discretionary items or non-police union raises included in this year's (or future years) proposed budgets.

Director Dittman next shifted the focus to the Water Fund explaining that the Water Fund's working capital is projected to be \$1,859,938 at April 30, 2019. Working capital is a measure of liquidity. The number of days reserves as of 4/30/19 is 218 days, and the target is 90. The daily cost to operate the Water Fund in FY 18/19 is \$8,529.

In the MFT Fund, the projected fund balance as of 4/30/19 is \$245,976.

Director Dittman stated the group would now take a look at departmental budgets starting with the Village Board & Clerk budget which includes \$5,310 for conferences and meetings. The Board of Police Commissioners include \$10,000 for written exams and \$5,000 for all other exams.

The largest planned expenditure in the Administration department is a transfer to the Debt Service Fund for the 2015 bonds of \$278,927.

In Planning & Economic Development the Village will continue with outsourcing the Planner position for \$100,000.

For the Parks & Recreation department there are several planned expenditures including the continuation of the partnership with the Burr Ridge Park District for program hosting at a cost of \$15,000. Administrator Halik explained the Village has received a few complaints related to the condition of fences in the Village's parks so a proposal was sought. For \$41,137 all fences, backstops, etc. will be repaired. \$9,525 is included for the 2018 Family Special Event Race (5K Run) and \$10,000 for a grand opening event for Willow Pond Park. Finally, \$38,541 is budgeted for dues to the Special Recreation Association, these funds will come from the SRA tax levy. \$21,950 in ADA park improvements will come out of the SRA tax levy also if Ridgemoor Park is redeveloped.

In the Finance department there is \$10,000 for a timeclock system for public works. This item was deferred from the previous budget and may be unnecessary if the PD upgrades their scheduling system. \$25,000 for outsourced IT services is included along with \$29,226 for annual Village-wide software licenses and all related IT costs. Finally, \$28,273 is budgeted for the annual audit.

Chief Pavelchik went over the Police department budget highlights starting with the transition of part-time accreditation manager to a staff position. Chief Pavelchik explained this position would be filled in house through the transfer of an officer not a new hire. The police pension contribution is \$871,084. \$13,164 is budgeted as a contribution to DuComm for a new facility. The County is putting in a new county-wide

dispatch and record management system known as DUJIS. This program carries a cost of \$21,071. Chief Pavelchik next spoke on the LEXIPOL policy manual development and subscription for \$10,181 and membership in the DuPage Metropolitan Enforcement Group (DUMEG) for \$11,960. The Chief concluded with capital expenses on two vehicles (K-9 vehicle and a new squad) for \$55,000 and \$42,500 respectively. Trustee Neal inquired as to whether the new squad could be delayed until new revenue starts coming in. Administrator Halik suggested including the funding in the budget but holding off on making the purchase. Administrator Halik also commented that there was \$6,460 included in the PD budget for an irrigation system for the PD building.

Administrator Halik continued with the Public Works department highlights including \$28,957 for a crosswalk at 59<sup>th</sup> & Holmes at the request of Maercker School District 60. Engineering expenses of \$25,000 are included for the 2018 MFT program (bid contract and construction oversight). Trustee Oggerino asked about having cameras installed at the Public Works building. Administrator Halik said the plan was to have a system installed at that building. Finally, \$33,480 has been budgeted for the new mosquito abatement contract.

There are no large planned expenditures in Building & Zoning.

Director Dittman covered the expenditures for the Water Fund starting with a \$400,000 transfer to the Water Capital Fund. Annual debt service on the 2015 Bonds include \$20,422 for the water tank and \$46,601 for the Water's share of refunding the 2008 Bonds. Finally, the IEPA Loan repayment in the amount of \$54,448.

The Hotel/Motel Tax Fund's only large expenditure is \$75,000 for advertising provided by the DuPage Convention and Visitors Bureau.

The Motor Fuel Tax Fund has \$267,382 budgeted for the FY 18/19 road maintenance program.

The SSA Bond & Interest Fund has \$322,225 budgeted for the annual debt service on SSA bonds.

The Water Capital Improvement Fund has \$21,500 budgeted for DCU upgrades.

The Debt Service Fund includes \$325,528 in the FY 18/19 budget for payment on the 2015 GO bonds.

The Land Acquisition, Facility Expansion & Renovation Fund (L.A.F.E.R) has no planned expenditures.

The Route 83/Plainfield Road Business District Tax Fund includes a potential sales tax rebate of \$900,000 which would leave roughly \$41,000 in the fund.

Director Dittman next compared the projected fund balances as of April 30, 2018 and April 30, 2019. The General Fund is projected to have \$4,611,695 as of 4/30/18 and \$4,129,819 as of 4/30/19. The Water Capital

Fund is estimated at \$63,516 as of 4/30/18 and \$435,201 as of 4/30/19. The LAFER Fund does not have any fund balance in either year. Director Dittman also highlighted two funds available if the Village needed them: the IRMA Excess Surplus Fund which has \$496,064 and the IPBC Terminal Reserve which has \$475,497 (less 2 months of premiums).

Administrator Halik continued with a sneak peek at the discretionary items that will be up for consideration at the Board Budget Workshop on March 19, 2018. The first item is for the replacement of the old sandblasted wood ID signs along Route 83 with new Village electronic entry signs. The cost of this item is \$198,708.

The second item is a renovation of Ridgemoor Park in the amount of \$171,400.

The replacement of the Village Hall parking lot with paver stones was next with a cost of \$231,065.

Next Administrator Halik elaborated on the creation of a master plan for the south-sub area with the goal of helping to promote development. The planning report is estimated at \$45,000.

The next item is the Garfield Avenue Sidewalk Connection Project which would be a joint project with the Village of Burr Ridge in which Willowbrook would be splitting the cost 30/70 with Burr Ridge. This project would require \$53,585 to complete.

Administrator Halik concluded the discretionary items with an option to begin work on the Community Resource Center (CRC) Renovation Project. Administrator Halik proposed splitting the project into two years with the first year focusing on only the buildings exterior. The completion of the exterior would require \$383,000 in the budget.

Administrator Halik concluded the meeting by reminding the Village Board of the Board Budget Workshop, which is scheduled for March 19, 2018 and thanking everyone for their time and effort.

#### **5. VISITOR'S BUSINESS**

There were no visitors present at the meeting.

#### **6. ADJOURNMENT**

Motion to adjourn was made by Trustee Oggerino. Trustee Davi seconded the motion.

The meeting was adjourned at 6:47 p.m.

(Minutes transcribed by: Garrett Hummel)

MINUTES OF THE REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 12, 2018 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 Chairwoman Berglund at 5:30 p.m.

**2. ROLL CALL**

Those present at roll call were Chairwoman Sue Berglund, Trustee Michael Mistele, Director of Finance Carrie Dittman and Assistant to the Village Administrator Garrett Hummel.

**3. APPROVAL OF MINUTES**

A brief discussion of the minutes of the Regular Finance/Administration Committee held on Monday, January 8, 2018 occurred. Motion to approve by Chairwoman Berglund, second by Trustee Mistele. Motion carried.

**4. REPORT – GFOA Budget Award Recipient**

Director Dittman reported that in August 2017 the Village submitted its FY 2017-18 budget to the Government Finance Officers Association for consideration of the Distinguished Budget Presentation Award. The budget award program was established in 1984 to encourage and assist state and local governments to prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting and then to recognize individual governments that succeed in achieving that goal.

Director Dittman presented the document to the Committee, which is a comprehensive document that consists of narrative explanations, departmental goals, Village policies, performance measures, and numerous charts and graphs that complement the budgetary numbers. The Village was notified in January that it has received the Distinguished Budget Presentation Award for the FY 2017/18 budget. This was the 16th consecutive budget award the Village has received. The Village is currently preparing the FY 2018/19 budget and plans to submit that to GFOA as well.

**5. DISCUSSION – IMRF General Memorandum #672, Cash Payments in Lieu of or Related to Healthcare Benefits**

Director Dittman discussed the Village's health insurance buyback program that was instituted in September 2000. The program aims to reduce healthcare costs by allowing an employee (who would otherwise have been on the Village's health care plan) to opt out as long as they were covered under a spouse's plan. To incentivize the employee, the employee would receive ½ of the single coverage premium as a stipend. When the program was implemented, the additional payment to the employee was considered pensionable wages for IMRF, as IMRF generally dictates that ALL amounts paid to an employee are pensionable unless there is a specific exclusion. IMRF did not have guidance on this specific type of compensation at that time. The stipend for sworn officers in the police pension plan that participated in the health insurance buy-back program was EXCLUDED for pension purposes, as statutes dictate specifically what wages are included for pension purposes.

From 9/2000 – present, the IMRF employees participating in this program had the buyback incentive included in pensionable wages. On December 15, 2017, IMRF Board of Trustees adopted Board Resolution 2017-12-17, which gives employers the option to include these types of payments in IMRF wages. On January 19, 2018, IMRF issued General Memo #672 which notified the IMRF members of this change (date the Village first received notice). If the Village wishes to continue to include these wages as IMRF pensionable wages, it must adopt a resolution to do so, retroactive to when the program began (Sept 2000). IMRF has provided a template resolution to use. If the Village wishes to discontinue including these wages as IMRF pensionable wages, the Village doesn't need to file anything with IMRF but must internally determine to do so as we will need to modify the payroll program to discontinue

including this stipend as pensionable wages. IMRF's counsel stated that IMRF will not go back and make any retroactive adjustments for health buyback incentive wages that already had IMRF pension taken out of them.

Director Dittman reported that currently there are 3 employees that would be affected by this. The direct cost to the Village currently to continue to keep these as pensionable wages would be about \$1,553 annually. ( $1/2$  of single premium x IMRF employer rate x 3 employees participating:  $\$3,512.50 \times 14.74\% \times 3 = \$1,553.23$ ). There is also an indirect cost to the Village as the stipend (currently \$3,512.50) would be included in the employee's final rate of earnings when they retire, which their retirement pension is based on – assuming the employees retire from service with the Village. The indirect cost is harder to calculate as IMRF takes all current and retired employees into account, along with investment earnings, when they compute the annual required contribution rate of the Village (currently 14.74%).

Assistant to the Village Administrator Hummel commented that the health buyback program saves the Village money beyond just the insurance premium; for example, an employee with large claims will factor into the Village's future health insurance premium rates. If that employee is on their spouse's plan, the claims will not impact the Village's health claim experience.

The Committee agreed that the memorandum should be brought forth to the Village Board for discussion at the February 19 budget preview presentation.

#### **6. REPORT – Monthly Disbursement Reports – January 2018**

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

- Total cash outlay for all Village funds – \$1,097,010. Fiscal Year to Date is \$12,740,852. Includes handwritten checks for \$1,699. Trustee Mistele inquired about the payments to Clauss Brothers; Director Dittman explained that they were the contractor on Willow Pond Park.
- Payroll monthly total for active employees including all funds - \$338,217 (2 payrolls each month). The average payroll for the year was \$156,741, which is a 7.01% increase from the prior fiscal year. Director Dittman explained that the payrolls contain not only the union and non-union increases of 2.5%, step increases for the sworn officers and also retirement payouts of accumulated time.
- Average daily outlay of cash for all Village funds: \$35,387. Average monthly cash outlay for all Village funds fiscal year to date (YTD): \$1,415,650. Daily average fiscal YTD: \$46,237; this is high due to the numerous capital projects that occurred this year.
- Average daily expenditures for the General Fund only: \$24,115. Fiscal YTD average is \$30,530 which is a 26.14% increase from the prior year. The increase is due to the General Fund transfers 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**

The Committee reviewed and accepted the revenue trend reports and key items are highlighted below. All revenues are monthly collections for January 2018 (unaudited):

- Sales tax receipts - \$312,400 up 2.48% from the prior year. Trending 7.2% over budget.
- Business District sales tax receipts - \$35,522. This 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.

- Income Tax receipts - \$64,897 down 5.3% compared to the prior year, 11.4% under budget. The state of Illinois is no longer in arrears in payments, however we are now feeling the effects of the recent state legislation which included a 10% reduction in income tax, which is about \$86,000 annually.
- Utility tax receipts - \$81,944 down 4.32% from the prior year, 6.7% under budget, consisting of:
  - Telecomm tax - down 6.89%
  - Northern IL gas – down 0.39%
  - ComEd - down 3.82%
- Places of Eating Tax receipts - \$58,256 up 3.17% compared to the prior year, trending 6.48% over budget.
- Fines - \$9,705 down 3.93% compared with the prior year, 21.23% over budget. Fines come from County distributions and also local fine tickets written by Village police officers.
- Red Light Fines – \$44,045 down 22.84% from the prior year receipts, trending 0.8% under budget. The Rt. 83/63<sup>rd</sup> St. intersection went live on 9/26/17. Chairwoman Berglund commented that she has observed drivers running the red light but the cameras did not flash.
- Building Permit receipts - \$62,106 down 6.07% from the prior year, 91.05% above budget. January 2018 included a large permit to Rose Development (Compass soccer arena).
- Water sales receipts - \$207,114 down 7.36% from the prior year, 7.44% below budget. The large decline from Sept 2016 to Sept 2017 is due to a \$181,000 catch up bill issued in Sept 2016 to a shopping center that experienced a huge leak, and that billing is non-recurring. Revenues have generally normalized since the MTU replacement project concluded and we are seeing far fewer “catch-up” bills than in the past year.
- Hotel/Motel Tax receipts - \$14,899 up 1.35% compared with the prior year. The revenue is trending at 5.7% higher than budget. Three of the four hotels are open and active.
- Motor Fuel Tax receipts - \$18,870 up 0.38% compared with the prior year, 0.9% below budget.

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

There were no visitors present at the meeting.

## **9. COMMUNICATIONS**

Director Dittman noted that the Board budget preview presentation would be held next Monday, February 19 and asked the Committee if they could make a 5:00 start time. The Committee agreed.

## **10. ADJOURNMENT**

Motion to adjourn at 6:20 p.m. was made by Chairwoman Berglund, seconded by Trustee Misteale. Motion carried.

(Minutes transcribed by: Carrie Dittman, 2/13/2018)

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 12, 2018 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

---

1. CALL TO ORDER

Chairman Paul Oggerino called the meeting to order at 5:30 PM.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

- a) After review of the draft minutes from the January 8, 2018 regular meeting of the Municipal Services Committee, Trustee Terry Kelly made a motion to approve the minutes as presented. Chairman Paul Oggerino seconded the motion. Motion Carried

4. REPORT – Mosquito Abatement Program Contract: Clarke

Administrator Halik advised that the Village's three-year contract with Clarke Environmental to provide mosquito abatement services for the Village expired after the 2017 season. Therefore, staff has met with representatives from Clarke to discuss the terms of renewal contract provisions and to ensure that the contract price remains competitive with surrounding towns that receive the same or similar services from Clarke. The result is that Clarke has agreed to offer continued services to the Village for a new three year term. Given both the price of pesticides and labor costs have risen, Clarke has proposed a 1.5% contract price increase to \$26,080 for the 2018 season. They would also agree to freeze that price for an additional two years, if we entered into another three year contract. Therefore, the cost of the 2018, 2019 and 2020 program would be \$26,080 each year. Halik advised that staff would also recommend, same as the last contract, that an additional \$6,430 be budgeted for up to two optional ULV services which includes adulticide, both localized and community wide, should the need arise to combat the continuing threat of West Nile Virus. Halik shared that the technical treatment terms of the contract, including Village-wide catch basin treatment four times a year, or roughly once a month during the summer season, will remain unchanged. The contract will still include the use of the same insecticides, Altocid XR and Vectolex WSP, which are sustained release products that can provide the required coverage for up to 120 days without re-treatment. To ensure adequate protection is in place prior to the onset of mosquito breeding attributed to WNV, a second catch basin treatment, referred to as a "booster" treatment, will be performed in mid-August. Halik also advised that as an environmentally friendly alternative to conventional chemical insecticides, Clarke now offers a program called EarthRight for mosquito control. Products used within this program are made from naturally-derived active ingredients and are applied using earth-friendly methods, such as with bicycles and all-electric sprayers. Clarke advised that the larvicide product used in this program is equally effective as its chemical alternative, and the adulticide applications have an increased level of effectiveness. There would be no increase in cost to the Village for the bulk of the

EarthRight Program, and ULV services would increase by \$485 each. Therefore, an additional \$7,400 would be budgeted for ULV services, versus \$6,430. Staff would recommend acceptance of the EarthRight Program proposal for continued mosquito abatement services provided in an eco-friendly manner. Halik shared that this approach would match the change to organic turf management the Village began two seasons ago. Chairman Oggerino stated that he believes an eco-friendly approach to providing mosquito abatement services would be a reasonable way to go. Trustee Kelly agreed.

5. DISCUSSION – HVAC Maintenance, Village Facilities

Administrator Halik advised the Committee that prior to commencing with Phase I, the Village Hall and Phase II, the police station, of the Village's Master Facilities Plan, the Village accepted a proposal from a heating ventilation and air conditioning contractor to perform preventative maintenance type services for each Village owned facility. Halik advised that during the time the Phase I and Phase II work was underway, we did not renew those contracts. Now that both facilities are completed and occupied, staff recommends that we once again hire a HVAC contractor to perform routine maintenance, on a quarterly basis, on the roof top units, exhaust fans, and unit heaters within the various Village facilities. Since we are now in need of a HVAC service agreement to cover all four Village owned buildings, staff contacted Climatemp Service Group, a company that had previously reached out to us, to request a service agreement proposal. Halik advised that within the packet is a cost summary for a one-year HVAC service agreement, which includes operating inspections four times a year, along with pre-season maintenance. Staff would recommend that we enter into a new HVAC maintenance service agreement with a reputable contractor. However, in order to compare rates, it is recommended that additional proposals be sought, a minimum of three, before a final recommendation is made. Halik advised that at this time, Climatemp is the only proposal that has been received. Once other proposals are received, they will be brought to the Municipal Services Committee for review. The Committee agreed that additional proposals should be sought and look forward to further consideration of this item.

6. REPORT – Kingery & 63<sup>rd</sup> Street STP Lighting Project: Status Update

Administrator Halik reminded the Committee that the Village previously applied for and was awarded grant funding through the Federal Surface Transportation Program to install both intersection and approach lighting at the Illinois Route 83 and 63rd Street intersection. Halik advised that Kingery Highway is a state road, and the intersection does not currently meet warrant requirements for lighting. Therefore, our requests over the years for IDOT to install lighting have been denied. Ultimately, it was decided that available grant opportunities to install the improvement would be considered. The engineer's total estimated cost of this project was \$521,730. Therefore, the grant would cover 70% of the eligible costs of the project not to exceed \$365,211, with the Village's local share amount being \$156,519. The project was included on IDOT's March 3, 2017 bid letting. The low bidder at that time was H&H Electric Company in the amount of \$345,048.10. Halik advised that project bids came in significantly lower than expected. The contract was awarded on April 14, 2017 and the contract signed on April 27, 2017. A preconstruction meeting was held on May 16, 2017. It was expected that the project would commence in June of 2017 and be substantially completed by September of 2017. However, at the pre-con meeting, H&H Electric submitted a request for a 120-day time extension for delay of start, which is permissible under IDOT regulations. Therefore, the start of construction on this project was delayed until October 2017, with a new expected completion date of Spring 2018. However, work did not commence in October. As a result, working days are being charged to the project as of October 10, 2017. On November 1, 2017, we received notification from H&H that they would try to begin the project the week of November 13th. The contract for this project includes a total of ninety (90) work days. Thirty-one (31) work days have been charged so far. However, IDOT specifications preclude charging work days from December 1 until May 1 during the winter shutdown period. The

project officially began on November 30, 2017 and H&H has made substantial progress since that time. The installation of the helix foundations were completed on January 31st and all pole setting was completed on February 2nd. Splicing continued throughout last week. We anticipate that the new poles would be energized perhaps early March, if not earlier.

7. REPORTS – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for the month of January 2018. Halik advised that the Village received about \$62,000 in permit revenue for the month of January. Halik advised that for the first nine months of the 2017/18 fiscal year, the department has brought in a total of 171% of the budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for December 2017. The reports indicate that the Village pumped 26,480,000 gallons of water in the month of December. The total amount of water pumped so far in the 2017/18 fiscal year is about .76% below the amount of water pumped in the same time period of the previous fiscal year. However, we are still on track to meet the 350,000,000 pumpage projection for the year.
- c. Administrator Halik shared the December 2017 scavenger report, and advised the report constitutes the 2017 year-end report. Halik advised that the report is for informational purposes only.

8. VISITOR'S BUSINESS

(None)

9. COMMUNICATIONS

- a) Halik raised a video surveillance system project that Chairman Oggerino recommended be considered. Halik advised that he is seeking a proposal from a local vendor to determine costs to install a new surveillance system at the Village P.W. garage. It is a vendor that Mayor Trilla used to install a similar system in his car wash facility. Halik advised that he met with the vendor to review the desired scope of the system, but does not yet have the proposal. Hopefully, we can review it at the next committee meeting. Chairman Oggerino recommended that we obtain an expandable system. Trustee Kelly asked how long the recording loop is in the system. Halik advised that once we receive the proposal we can review the system.

10. ADJOURNMENT

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

(Minutes transcribed by: Tim Halik, 3/7/18)

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, FEBRUARY 6, 2018, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,  
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Commissioner Doug Stetina called the meeting to order at the hour of 7:12 p.m.

2. ROLL CALL

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

ABSENT: Chairman Richard Cobb, Commissioners Laurie Landsman and Robert Pionke.

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

a. Corrected Minutes – December 5, 2017 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the December 5, 2017 minutes. Commissioner Kaczmarek advised there was a spelling error.

MOTION: A Motion was made by Commissioner Lazarski and seconded by Commissioner Grimsby to approve the December 5, 2017 minutes as amended.

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

b. Minutes – January 9, 2018 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the January 9, 2018 minutes.

MOTION: A Motion was made by Commissioner Lazarski and seconded by Commissioner Grimsby to approve the January 9, 2018 minutes as presented.

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

4. REPORT

a. 2018-2022 Master Plan

Interim Superintendent Fenske advised that the Master Plan was brought before the Village Board on January 22, 2018 for their approval. The Board had a few questions in reference to the population numbers that were listed. Interim Superintendent Fenske stated that Tod Stanton from Design Perspectives was contacted for clarification. Mr. Stanton related that the figure used was based on the current projections provided by the U. S. Census.

Interim Superintendent Fenske also stated that there was a miscalculation involving park acreage. Mr. Stanton corrected the error.

Interim Superintendent Fenske advised that the Village Board did approve the Master Plan at the January 22<sup>nd</sup> meeting with the corrections mentioned.

Interim Superintendent Fenske related that since the Master Plan has been adopted, staff is currently looking to apply for grants in order to enhance additional parks within the Village.

5. DISCUSSION

a. Spring Fling 5K – Sunday, May 6, 2018

Interim Superintendent Fenske advised that donation letters were sent out to local businesses and Chamber members during the week of January 22<sup>nd</sup>.

As of today, the Village has received approximately \$3,400 in donations. Jimmy John's, Papa John's, Community Bank of Willowbrook, Hinsdale Nurseries, and Laneville Family Chiropractic have already signed up for sponsorships.

Interim Superintendent Fenske related that he sent out an email to all the runners that had signed up through Eventbrite last year to alert them that registration is now open for this year's race.

Interim Superintendent Fenske advised that Advanced Physicians will be providing massages to any runners that are interested.

Commissioner Kaczmarek stated that the Race Committee met with the owners at Black Horizon Brewery. Commissioner Kaczmarek related that there were some legal issues with having Black Horizon providing drinks at the park. Instead, Black Horizon has agreed to host an after-race party at the brewery. Black Horizon will be donating beer to participants who show proper identification.

Commissioner Kaczmarek also advised that they will also be hosting packet pick up on the Saturday before the race from 12:00 p.m. – 3:00 p.m. Commissioner Kaczmarek stated that there will also be a packet pick up at the Village Hall on that Friday.

Also, as an incentive to get runners to attend the after-party, Commissioner Kaczmarek advised that prize winners will be announced at Black Horizon after the event.

Commissioner Kaczmarek related that there will be an advertisement in the April edition of the Hinsdale Magazine.

b. Willow Pond Grand Opening – Saturday, June 9, 2018

Interim Superintendent Fenske advised that he has requested \$1,500 to budget for this event. The budget will be discussed by the Village Board in March. This event will be advertised in the next Park Book that will be sent out to residents.

c. Easter Egg Hunt – Saturday, March 31, 2018

Interim Superintendent Fenske related that there are currently eight (8) children registered for this event. An email was sent to all the attendees of the Holiday Party. Donation request letters will be sent to Chicken Basket, Chick-fil-A, Kiwanis and Jimmy Johns. The high school has been contacted for volunteers.

6. VISITORS' BUSINESS

None presented.

7. COMMUNICATIONS

None presented.

8. ADJOURNMENT

MOTION: Made by Commissioner Grimsby, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 7:50 p.m.

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

MOTION DECLARED CARRIED



Page 4  
Parks and Recreation Commission Meeting  
February 6, 2018

PRESENTED, READ and APPROVED,

March 6, 2018

---

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

## MINUTES

MINUTES OF THE PUBLIC SAFETY COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON FEBRUARY 12<sup>TH</sup>, 2018 AT 5:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS.

### CALL TO ORDER

*Chairperson Gayle Neal called the meeting to order at 5:31pm.*

### ROLL CALL

*In attendance, Chairperson Gayle Neal, Police Chief Robert Pavelchik, Deputy Chief of Police Robert Schaller.*

1. REVIEW JANUARY 8<sup>TH</sup>, 2018 PUBLIC SAFETY COMMITTEE MEETING MINUTES.  
*Chairperson Neal reviewed and approved the Committee minutes from the January 8, 2018, meeting.*  
  
*\*\*Trustee Umberto Davi arrived at the meeting at this time (Still 5:31pm). \*\**
2. REVIEW WEEKLY PRESS RELEASES – INFORMATION.  
*The Committee reviewed the press releases for the period January 1 – February 4, 2018.*
3. REVIEW OVERTIME REPORT FOR 01/01/2018 – 01/28/2018 - INFORMATION.  
*The Committee reviewed the police overtime report for the month. Discussion was about how much overtime is “average” for a month and how does staffing impact overtime.*
4. REVIEW MONTHLY EXPENDITURE REPORT FOR JANUARY 2018 – INFORMATION.  
*The Committee reviewed the monthly expenditure report for the police department through the end of January 2018. The overall budget is 69% executed for ¾ of the fiscal year. Chairperson Neal commented that perhaps monies spent for SWAT equipment might be booked to some other line other than uniforms; the uniform line (630-345) is currently over budget.*
5. REVIEW MONTHLY OFFENSE SUMMARY REPORT FOR JANUARY 2018 - INFORMATION.  
*The committee reviewed and discussed the call for services for the period, noting an increase in domestic calls and traffic enforcement. Deputy Chief Schaller noted an increase in traffic enforcement.*
6. REVIEW LETTER(S) OF RECOGNITION AND APPRECIATION – INFORMATION.
  - Officer Matthew Vanderjack  
*Officer Vanderjack received a nice thank you card from a resident for help with a vehicle lockout.*
7. REVIEW ORDINANCE AMENDING VILLAGE CODE, ALARM DEVICES.  
*The Committee reviewed an amendment to the Village Code, section 5-4-1, that proposes to add a definition of “false alarm” to the Code. Chief Pavelchik explained that the Village bills residents and businesses for false alarms but what constitutes a false alarm is currently undefined in the Village Code. The Committee recommends that this ordinance change go forward to the Village Board with their approval.*

8. REVIEW SUCCESSOR AGREEMENT FOR F.I.A.T.  
*Chief Pavelchik explained that the Village is part of a task force, the Felony Investigation Assistance Team (FIAT), that provides the police department with assistance in major criminal cases, accident reconstruction, SWAT services and computer analysis. Recent events with other Illinois task forces have prompted the Intergovernmental Risk Management Agency (IRMA), the Village's insurance carrier, to mandate clarification of liability in task force agreements. IRMA has provided its member agencies with a successor agreement that defines liability in task force operations and that agreement is recommended by staff. The Committee recommends that this agreement be approved by the full Village Board.*
9. DISCUSSION ITEMS.
- Red Light Program. *Chief Pavelchik provided the Committee with the 2017 Issuance Rate Detail Report for the red-light camera program.*
  - Local Adjudicator Ordinance Change *Chief Pavelchik provided the Committee with a draft ordinance from Village Attorney Tom Bastian, that changes the selection process for the hearing officer for the red-light camera program. Mayor Trilla has asked that this position be a mayoral appointment, not a Board process of a professional services agreement. This issue was discussed at the December 18, 2017 Public Safety Committee meeting. The Committee tonight indicated that they will take the matter under advisement.*
10. \* VISITOR'S BUSINESS (Public comment is limited to three minutes per person).  
*There were no members of the public present to comment at this meeting.*
11. ADJOURNMENT.  
*Motion by Chairperson Neal, second by Trustee Davi, to adjourn the meeting at 6:17pm.*

NEXT MEETING SCHEDULED MARCH 12<sup>TH</sup>, 2018 AT 5:30 P.M.